



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 May 2024
Commencing 2.00pm





NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 21 May 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

12:00pm	Council Workshop
2.00pm	Council Meeting
Followed by	Council Workshop


Aaron Wooldridge
Acting Chief Executive Officer
16 May 2024

DISCLAIMER

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

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

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

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 21 May 2024



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Mr P Dittrich	Acting Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Executive Governance Coordinator

Members of the Public:

Apologies: Nil

Approved Leave of Absence: Cr AJ Metcalf

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 Coordinator 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)
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7.1 Ordinary Council Meeting held on 16 April 2024

[Attachment 7.1A](#)

	Voting Requirements
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Simple Majority



Absolute Majority

Officer's Recommendation – 7

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 16 April 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

8.	Minutes of Committee Meeting(s) to be Received
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8.1 Asset & Works Committee Meeting held on 23 April 2024

[Attachment 8.1A](#)

8.2 Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024

[Attachment 8.2A](#)

9.	Recommendations from Committee Meetings for Council Consideration
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9.1	Asset & Works Committee Meeting Recommendation(s)
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9.1.1	Capital Roadworks Program
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Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

[Attachment 9.1.1A](#)

[Attachment 9.1.1B](#)

	Voting Requirements
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Simple Majority



Absolute Majority

Committee's Recommendation – 9.1.1

The Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:

Gravel Resheeting:

1. Rabbit Proof Fence Road – SLK 38.54 – SLK 43.15
2. Amery Benjaberring Road - SLK 6.00 - SLK 8.67
3. Old Koorda Road – SLK 5.55 – SLK 6.55

LCRIP Phase 4, Part B:

1. Reseal of the Dowerin-Meckering Road SLK 18.40 – SLK 21.50
2. Culvert Repair on Metcalf Road SLK 3.58
3. Culvert Repair on Harris East Road SLK 4.38

Shoulder Reconditioning:

1. Dowerin Koorda Road SLK 15.52 – SLK 22.13

Intersection Upgrades:

1. Redding Road & Stewart Street

Town Road Reseals:

1. Memorial Avenue SLK 0.00 - SLK 0.84
2. Stacy Street – SLK 0.00 - SLK 0.57
3. Maisey Street – SLK 0.00 - SLK 0.38
4. Meckering Road – SLK 0.63 - SLK 0.85
5. Amery Benjaberring Road – SLK 8v.40 - SLK 8.98
6. Minnivale North East Road – SLK 0.00 - SLK 0.10

Regional Road Group:

1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms

This extension will spend the surplus funds from Koomburkine North Road – totalling \$154,587

9.1.2	Namelcatchem Revegetation VCN Order
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Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

[Attachment 9.1.2A](#)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Committee's Recommendation – 9.1.2

The Asset & Works Committee recommend to Council that:

1. Council accept the 10-year plan as proposed by Natural Area, and the financial implications be allocated in future budgets.

9.2	Bush Fire Advisory Committee Annual General Meeting
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9.2.1	Election of Office Bearers
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Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Committee's Recommendation – 9.2.1

That, in accordance with the Bush Fire Advisory Committee's Terms of Reference, the Bush Fire Advisory Committee recommends to Council that:

1. it accepts the nominations received for consideration as Office Bearers, as outlined in the minutes dated 6 May 2024.

9.2.2 Fire Break Order 2024 - 2025

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

[Attachment 9.2.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Committee's Recommendation - 9.2.2

The Bush Fire Advisory Committee recommend to Council that:

1. The firebreak order for 2024 - 2025 be accepted and distributed to the community with fees and charges for the next financial year.

9.2.3 Ucarty Bush Fire Brigade - Rename

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

Voting Requirements



Simple Majority



Absolute Majority

Committee's Recommendation - 9.2.3

The Bush Fire Advisory Committee recommend to Council:

1. Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Ucarty Farmer Response Brigade.

9.2.4 Grant authorisation to the Shire of Dowerin ACEO to allocate existing members

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

Voting Requirements



Simple Majority



Absolute Majority

Committee's Recommendation - 9.2.4

The Bush Fire Advisory Committee recommend to Council that:

1. Authorisation is granted to the ACEO to contact and/or advertise to landholders within the Shire of Dowerin, informing them of a membership review, advising requirements, and required actions.
2. Authorise the ACEO to allocate members to brigades as appropriate based on review of responses received.
3. Authorise the ACEO to suspend membership of members who do not respond in line with the membership review requirements.

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES	
11.1 Financial Activity Statements	
<div>Corporate and Community Services</div> <div>SHIRE OF DOWERIN TIN DOG TERRITORY</div>	
Date:	14 May 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting Deputy Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – April MFR

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period April 2024.

Background

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

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

Comment

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

Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors. 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

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.1

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

11.2 List of Accounts Paid

Corporate & Community Services



Date:	15 May 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting Deputy Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.2A - April LOP</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for April 2024.

Background

Nil

Comment

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Rhonda Ratcliffe, Finance Officer
Susan Dew, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

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

List of Accounts Paid – April 2024	
EFT 12070 to EFT 12140	\$929,645.67
Direct Debit: VISA	\$2,680.11
Direct Debit: Water Corporation	\$28,351.14
Direct Debit: Xenex Systems	\$460.02
Direct Debit: Exetel	\$560.00
Direct Debit: Telstra	\$1,908.44
Direct Debit: Resonline	\$242.00
Direct Debit: Synergy	\$16,911.29
Direct Debit: NAB	\$15.06
Direct Debit: Sherriff's Office	\$167.00
Direct Debit: Shire of Dowerin – Petty Cash	\$171.85
Direct Debit: Western Australian Treasury Corporation	\$36,438.86
Superannuation PPE April 2024	\$12,398.70
PPE 4 April 2024 - Wages	\$2,481.32
PPE 10 April 2024 - Wages	\$41,171.61
PPE 10 April 2024 - Wages	\$635.55
PPE 11 April 2024 - Wages	\$30,460.01
PPE 24 April 2024 - Wages	\$ 39,262.09
PPE 24 April 2024 - Wages	\$2,788.33
TOTAL	\$1,146,749.05

11.3 Rates Write Off – April 2024

Corporate & Community Services



Date:	13 May 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Peter Dittrich, Acting Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2022 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

Proposal to write-off outstanding Rates and Charges.

Background

At the February 2021 Ordinary Council Meeting, Council authorised the sale of the property located 38 Cottrell Street Dowerin (A380) to recover Rates and Charges owed to the Shire.

Comment

The sale of the property was concluded in December 2023.

At the time of the sale the outstanding balance amounted to \$41,596.84. The sale price achieved was \$7,500. The property debt has continued to accrue penalty interest within the Rates system. The current amount owing is \$34,827.41.

As the property has been sold by Council, there is no further avenue to recover the outstanding debt. Council is requested to authorize the write-off of the outstanding debt.

Consultation

Susan Dew, Rates Officer
Tara Donnelly, Casual Rates Officer
Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer

Policy Implications

Nil

Statutory 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

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	Moderate (3)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Moderate (5)
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

An expense of \$34,827.41 will be charged to Rates – Doubtful Debts.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation – 11.3

That Council, in accordance with Section 6.12(1)(c) of the Local Government Act 1995, resolves to write off the amount of \$34,827.41 plus any additional interest accrued on assessment number A380, 38 Cottrell Street, Dowerin.

11.4 Recalcitrant Rates Debtors – April 2024

Corporate & Community Services



Date:	10 May 2024
Location:	
Responsible Officer:	Peter Dittrich, Acting Deputy Chief Executive Officer
Author:	Peter Dittrich, Acting Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2024 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.4A – Recalcitrant Rates Debtors and Outstanding Debtors (non-pensioners)</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant Rates Debtors report for April 2024 details 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% (roughly \$62,000) of the rates levied outstanding at the end of the financial year. The Council did not achieve this due to several assessments holding large debts.

Comment

As at the end of the April 2024, the Shire of Dowerin's recalcitrant list of properties shows 9 properties with outstanding rates for previous financial years totalling \$102,734.02.

One of the properties was seized and sold as part of the debt recovery process. The balance of the outstanding rates is presented to Council for write-off under a separate item (\$34,807.96). The properties are being monitored and will be reported to council at a later date for approval, as part of the 3-year rule on the recovery of debt.

Administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details of owners that has resulted in frequent contact and payments being made.

As per the Local Government Act 1995, local governments are required to recover rates. By taking no action will be a breach of the *Local Government Act 1995*.

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

Consultation

Susan Dew, Rates Officer
Tara Donnelly, Casual Rates Officer
Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer

Policy Implications

Nil

Statutory 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

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 over \$64,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.4

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.4A.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Purchasing Policy and Delegation Review

Governance & Compliance



Date:	14 May 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.1A – Reviewed Policy</u> <u>Attachment 12.1B – Reviewed Delegation</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 3.11 – Purchasing Policy and Delegation 5.1 – Payments from the Municipal or Trust Funds to Council for consideration and, if satisfactory, adoption.

Background

The Purchasing Policy and Payments from the Municipal or Trust Funds are cornerstones of an effective Management System within the shires operational day to day workings.

Currently, the CEO and Deputy CEO are the only officers authorised to accept and approve purchase orders. This has hindered operations in the past and caused an interruption to workflow within the office, and at times significant delays in the progression of works and projects.

Comment

Changes to the purchasing policy include the addition of the following roles and authorised officer limits as below, removal of the Manager of Works and Assets, as well as general punctuation and formatting corrections.

Position	Amount	Changes
Chief Executive Officer	Unlimited	Nil
Deputy Chief Executive Officer	\$50,000	Nil – Title changes only
Executive Governance Coordinator	\$10,000	Increase of \$5,000
Asset & Works Coordinator	\$20,000	Not previously implemented
CRC Coordinator	\$10,000	Not previously implemented
Aged Care Coordinator	\$10,000	Not previously implemented

Changes in delegation relating to payments from the municipal or trust funds include the following sub-delegations being added; general punctuation and formatting corrections have also been applied to this delegation.

Position	Changes
Deputy Chief Executive Officer	Nil
Executive Governance Coordinator	Nil
Asset & Works Coordinator	Not previously implemented
CRC Coordinator	Not previously implemented
Aged Care Coordinator	Not previously implemented

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Kahli Rose, Executive Governance Coordinator
Linley Dregghorn, CRC Coordinator
Lisa Begley, Aged Care Coordinator
Council Workshop, 16 April 2024

Policy Implications

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

Statutory Implications

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

“2.7. Role of council

(1) *The council –*

- (a) governs the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

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

- (a) oversee the allocation of the local government’s finances and resources; and*
- (b) determine the local government’s policies.”*

Regulation 11A of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

“11A. Purchasing policies for local governments

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of –*
 - (a) the form of quotations acceptable; and*
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and*
 - (b) the recording and retention of written information, or documents, in respect of –*
 - (i) all quotations received; and*
 - (ii) all purchases made.”*

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

“5. CEO’s duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
 - (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust –*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities;*
 - and*
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) for the maintenance of payroll, stock control and costing records; and*
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

(2) The CEO is to –

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	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)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.1

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995, Regulation 11A of the Local Government (Functions & General) Regulations 1996* and Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the review of Policy 3.11 – Purchasing Policy, as presented in Attachment 12.1A, and Delegation 5.1 - Payments from the Municipal or Trust Funds, as presented in Attachment 12.1B.

12.2 Integrated Strategic Plan - Quarterly Monitoring Review – April 2024

Governance & Compliance



Date:	16 May 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Executive and Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Integrated Strategic Plan - Quarterly Review

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2024 to Council for consideration and, if satisfactory, adoption.

Background

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

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The next major review of the plan is due in the 2025/26 FY. The major review integrated the Strategic Community Plan and Corporate Business Plan, and this form the elements of the IPR Framework.

Comment

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

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

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

The Integrated Strategic Plan Quarterly Monitoring Review – April 2024 is presented to Council for its perusal as Attachment 12.2A

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.2

That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review – April 2024, as presented in Attachment 12.2A.

13. OFFICER'S REPORTS – ASSETS AND WORKS

13.1 Request for Tender – T2024-01 Maintenance Grading Road Works

Works & Assets



Date:	14 May 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Asset & Works Coordinator
Author:	Kahli Rose, Executive Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>
SharePoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A –Tender Specifications

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the draft tender specifications for the Request for Tender (RFT) – T2024-01 Maintenance Grading Road Works to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin is committed to applying the objectives, principles and practices outlined in Policy 3.11 Purchasing Policy, to all purchasing activities and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

Comment

The RFT package will include all relevant documentation in accordance with legislative requirements and will incorporate the relevant selection qualitative criteria and weightings (as approved by Council) to be applied during the tender analysis.

Permission is sought from Council to advertise this RFT in accordance with legislative requirements, with a report to be provided to the next Ordinary Meeting of Council following the close of tenders for determination, once the appropriate advertising and evaluation process is completed.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Council Workshop – 21 May 2024 Meeting

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	We have functional infrastructure that meets the needs of the community.
Outcome:	3.2
Reference:	3.2.3

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

“3.57. Tenders for providing goods or services

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

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

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$200,001 - \$500,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	AMP and LTFP
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls
Risk Rating (after treatment)	Adequate

Financial Implications

The tender amounts will be a consideration in the 2024/2025 Capital Road Construction budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 13.1

That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works, as presented in Attachment 13.1A;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;
3. Endorses advertising of the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works; and
4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.

14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	<u>16.1 – Confidential Item - Chief Executive Officer (CEO) Recruitment</u> <u>Item 16.1 – Confidential Item - Chief Executive Officer (CEO) Recruitment</u> <u>Confidential Attachment 16.1A</u> <u>Confidential Attachment 16.1B</u> <u>Confidential Attachment 16.1C</u>
16.2	<u>16.2 – Confidential Item – Sale of Plant by Tender – CAT 120M Grader</u> <u>Item 16.2 – Confidential Item – Sale of Plant by Tender – CAT 120M Grader</u> <u>Confidential Attachment 16.2A</u>
17.	Closure



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 16 April 2024
Commencing 2:00pm

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

Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 16 April 2024



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Ms K Rose	Executive Governance Coordinator

Members of the Public: Nil

Apologies:

Mr B Forbes	Asset & Works Coordinator
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Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

- 5.1** Councillor AJ Metcalf
- May 2024 and June 2024

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 5.1

Moved Cr Hudson **Seconded:** Cr McMorran

0928 That, by Simple Majority pursuant to Section 2.25(1) of the Local Government Act 1995, Councillor Metcalf be granted Leave of Absence for May and June 2024.

CARRIED 7/0

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

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 19 March 2024

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved Cr Ward

Seconded: Cr Hudson

0929 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 19 March 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings

CARRIED 7/0

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

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Rural Water Council – Cunderdin on Friday 5 April

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	10 April 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.1A – March MFR</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period March 2024.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer

Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.1

Moved: Cr Ward

Seconded: Cr Allsopp

0930

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 March 2024, as presented in Attachment 11.1A.

CARRIED 7/0

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

11.2 List of Accounts Paid

Corporate & Community Services



Date:	10 April 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.2A - March LOP</u>

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for March 2024.

Background

Nil

Comment

The List of Accounts Paid as presented have been reviewed by the Acting Chief Executive Officer.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Rhonda Ratcliffe, Finance Officer
Susan Dew, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.2

Moved: Cr Hudson

Seconded: Cr Ward

0931

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 Acting 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 – March 2024	
EFT 11967 to EFT 12069	\$379,875.36
Direct Debit: VISA	\$1,676.89
Direct Debit: Water Corporation	\$21,332.19
Direct Debit: Xenex Systems	\$460.02
Direct Debit: Exetel	\$560.00
Direct Debit: Telstra	\$2,337.84
Direct Debit: Resonline	\$242.00
Direct Debit: Synergy	\$4,831.27
Direct Debit: NAB	\$7.57
Superannuation PPE 12 March 2024	\$6,525.45
Superannuation PPE 26 March 2024	\$6,897.65
PPE 13 March 2024 - Wages	\$1,033.18
PPE 13 March 2024 - Wages	\$970.48
PPE 13 March 2024 - Wages	\$49,821.46
PPE 27 March 2024 - Wages	\$46,943.53
PPE 27 March 2024 - Wages	\$1,215.06
TOTAL	\$524,729.95

CARRIED 7/0

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

11.3 Emergency Unbudgeted Expenditure

Corporate & Community Services



Date:	9 April 2024
Location:	Dowerin Recreation Centre
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Aaron Wooldridge, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Technical/Asset Management/Service & Maintenance
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.3A – Quotes for Replacement</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a proposal to allocate unbudgeted expenditure to carry out emergency replacement of mats to the Dowerin Football Oval Cricket pitch and for Council to consider, and if acceptable, approval.

Background

The Dowerin Football Oval serves as a pivotal hub for community engagement and sporting activities within the township. One of its primary features is the cricket pitch, which hosts numerous matches and tournaments throughout the year. However, the condition of the cricket mats on the pitch has deteriorated significantly over time, raising concerns regarding player safety and the quality of the playing surface.

The current cricket mats have endured wear and tear beyond their expected lifespan, with visible signs of damage and irregularities that compromise the integrity of the pitch. These deficiencies pose potential risks to players, including slips, trips, and injuries during matches played on the oval. Moreover, the deteriorating condition of the mats detracts from the overall enjoyment and competitiveness of football games held at the oval.

In alignment with the Shire's commitment to providing safe and well-maintained recreational facilities, it has been deemed imperative to address the issue of the worn-out cricket mats promptly. As per the guidelines outlined in the Shire's Asset Management Plan and Policies, proactive measures must be taken to ensure that essential assets, such as sporting infrastructure, are adequately maintained and replaced when necessary to uphold safety standards and enhance user experience.

Comment

The replacement of the cricket mats at the Dowerin Football Oval is a crucial undertaking that underscores our commitment to prioritising the safety and satisfaction of community members who utilise our sporting facilities. The decision to address the worn-out mats is not only a matter of compliance with safety regulations but also a proactive measure aimed at maintaining the integrity and functionality of one of our town's vital recreational assets.

Over time, the wear and tear experienced by the existing cricket mats have become increasingly apparent, necessitating immediate action to mitigate safety risks and uphold playing standards. The presence of damaged and uneven surfaces not only jeopardises the well-being of players playing on the surface for other leisure activities but also diminishes the aesthetic of the cricket pitch. As stewards of public resources, it is incumbent upon us to ensure that our recreational facilities meet the highest standards of safety and functionality, fostering an environment where residents can participate in sports and leisure activities with confidence and enjoyment.

By adhering to the principles outlined in the Shire's Asset Management Policy, we demonstrate our commitment to responsible asset management and long-term planning. Investing in the replacement of the cricket mats at the Dowerin Football Oval not only safeguards the well-being of players but also preserves the value of our community's sporting infrastructure for years to come. Moreover, by proactively addressing maintenance needs and prioritising safety, we enhance the overall attractiveness of our town as a destination for sports enthusiasts and visitors alike.

The proposed replacement of the cricket mats is a prudent and necessary course of action that aligns with our commitment to providing safe and high-quality recreational facilities for the benefit of all residents. By prioritising safety concerns and adhering to established asset management protocols, we reaffirm our dedication to fostering a vibrant and inclusive community where sports and leisure activities can thrive.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Matthew Couper, President Dowerin Football Club

Policy Implications

Asset Management Policy
Asset Management Plan

Statutory Implications

Local Government Act 1995 Section 6.8

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- (2) Where expenditure has been incurred by a local government
 - (a) Pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) Pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of council.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure
Objective: We have functional assets and infrastructure that support the community
Outcome: 3.2
Reference: 3.2.1

Asset Management Plan

The Shire of Dowerin's Asset Management Plan does not include the cricket pitch mats.

Long Term Financial Plan

The Shire of Dowerin's Long Term Financial Plan does not include the cricket pitch mats.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Consequence Rating	Major (4)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	Asset Management Plan
Action (Treatment)	Undertaken necessary emergency replacement of mats
Risk Rating (after treatment)	Effective

Financial Implications

It is proposed to access the Recreation Reserve to fund the capital expense for emergency replacement.

Reserve	Adopted Budget	Budget Amendment
Opening Balance	\$229,175	\$229,175
Interest Transfer to	\$9,983	\$9,983
Transfer to	\$0	\$0
Transfer out	\$41,200	\$51,200
Closing Balance	\$197,958	\$187,958

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.3

Moved: Cr Allsopp

Seconded: Cr Ward

0932

That, by Absolute Majority in accordance with Section 6.8 of the *Local Government Act 1995* Council;

- 1. Approves the unbudgeted expenditure of \$10,000 required to undertake emergency replacement of cricket pitch mats;**
- 2. Authorise the Transfer of \$10,000 from the Recreation Reserve.**

CARRIED 7/0

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

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Policy 7.9 Work, Health and Safety Policy

Governance & Compliance



Date:	9 April 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.1A – Reviewed Policy</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

The previous Work Health Safety Policy was adopted by Council in December 2022 (CMRef 0713). With the implementation of the new *Work Health Safety Act 2020* in March 2022 and the WHS Policy is required to be reviewed and endorsed on an annual basis and is now due for adoption.

Comment

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

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Kahli Rose, Executive and Governance Officer

Policy Implications

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

Statutory Implications

Work Health Safety Act 2020

Work Health Safety (General) Regulations 2022

Australian Standard AS 4801 – Occupational Health and Safety Management Systems

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1

Moved: Cr Trepp

Seconded: Cr McMorran

0933

That Council, by Simple Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt reviewed Policy 7.9 Work, Health and Safety Policy following the amendments as outlined, and presented in Attachment 12.1A.

CARRIED 7/0

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

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Restricted Access Vehicle Use – Various Roads

Works & Assets



Date:	9 April 2024
Location:	Various
Responsible Officer:	Ben Forbes, Asset and Works Coordinator
Author:	Kahli Rose, Executive and Governance Officer
Legislation:	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>
SharePoint Reference:	Technical / Roads
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 13.1 – RAV Network Upgrade Application</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to Council to consider a request to amend the Restricted Access Vehicle (RAV) rating and Accredited Mass Management Scheme (AMMS) for Cunderdin-Minnivale Road, Lee Road, Williams Road, Pulford Road, and Watercarrin Bin Road.

Background

One application has been submitted to Main Roads Western Australia Heavy Vehicle Services (HVS) requesting a route determination RAV Network 7 and AMMS Level 3 on the following roads:

- Cunderdin-Minnivale Road,
- Lee Road,
- Williams Road,
- Pulford Road, and
- Watercarrin Bin Road.

Council's Restricted Access Vehicle policy provides the CEO authorisation to allow HVS to inspect roads up to a RAV Network 4 without a formal council decision. RAV Network 5 and above requires a council decision.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070001	Cunderdin - Minnivale Rd	Williams Rd (23.01)	LGA Boundary Line (27.23)	Tandem Drive Network 4	Tandem Drive Network 7
4070122	Lee Rd	Cunderdin - Minnivale Rd (0.00)	Lee Rd - End Rd (1.53)	Nil	Tandem Drive Network 7
4070035	Williams Rd	Cunderdin - Minnivale Rd (0.00)	Pulford Rd (8.15)	Tandem Drive Network 4	Tandem Drive Network 7
4070034	Pulford Rd	Williams Rd (0.00)	Pulford Rd (0.50)	Nil	Tandem Drive Network 7
4070169	Watercarrin Bin Rd	Cunderdin - Wyalkatchem Rd (0.00)	Rabbit Proof Fence Nth Rd (5.95)	Tandem Drive Network 4	Tandem Drive Network 7
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070001	Cunderdin - Minnivale Rd	Williams Rd (23.01)	LGA Boundary Line (27.23)	AMMS Level 1	AMMS Level 3
4070122	Lee Rd	Cunderdin - Minnivale Rd (0.00)	Lee Rd - End Rd (1.53)	AMMS Level 1	AMMS Level 3
4070035	Williams Rd	Cunderdin - Minnivale Rd (0.00)	Pulford Rd (8.15)	AMMS Level 1	AMMS Level 3
4070034	Pulford Rd	Williams Rd (0.00)	Pulford Rd (0.50)	AMMS Level 1	AMMS Level 3
4070169	Watercarrin Bin Rd	Cunderdin - Wyalkatchem Rd (0.00)	Rabbit Proof Fence Nth Rd (5.95)	AMMS Level 1	AMMS Level 3

Comment

While RAV Network access provides productivity benefits to the transport industry, there are also considerable benefits to road managers and the local community. These benefits are all based around reducing the number of heavy vehicle movements on the road and include reducing risk exposure (e.g. reducing potential for serious crashes), reducing carbon emissions, reducing heavy vehicle noise, and in some cases reducing congestion.

While it is acknowledged that AMMS mass limits cause additional road wear when compared to statutory mass limits, AMMS requires the transport operator to have strict loading controls in place, which are audited by HVS.

The proposed increase in RAV Network and AMMS on the shire roads is anticipated to result in additional road maintenance costs due to the existing pavement thicknesses and carriageway width.

Consequently, the shire roads will likely experience an increased need for maintenance and repair activities, leading to additional costs to ensure their safe and sustainable operation, particularly along designated school bus routes.







The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

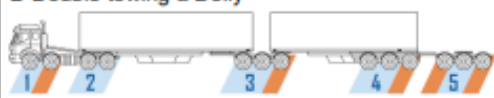




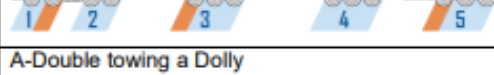


Accredited Mass Management Scheme

	SINGLE STEER AXLE	TANDEM GROUP	TRI AXLE GROUP
STANDARD AXLE WEIGHT	6.0t	16.5t	20.0t
LEVEL 1 (A)	6.0-7.0t	17.0t	21.5t
LEVEL 2 (B)	6.0-7.0t	17.0t	22.5t
LEVEL 3 (C)	6.0-7.0t	17.5t	23.5t

1.1 AMMS Approved Vehicles

An AMMS Prime Mover, Trailer Combinations Period Permit applies to a RAV in the following table with a Maximum Modified Mass equal to or less than the Maximum Modified Mass specified on the particular permit:

Category 1 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
1A	<div>Prime Mover & Semi Trailer</div> 	≤19.0 m	Level 1	50 t	2 t	N1.1
			Level 2	Not Approved		
			Level 3	Not Approved		
Category 2 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
2A	<div>Prime Mover & Semi Trailer</div> 	≤20 m	Level 1	50.5 t	2 t	N2.1
			Level 2	51.5 t	3 t	N2.2
			Level 3	53 t	5 t	N2.3
2B	<div>Prime Mover, Semi Trailer & Pig Trailer or Dolly</div> 	≤27.5 m	Level 1	68.5 t	2 t	N2.1
			Level 2	69.5 t	3 t	N2.2
			Level 3	71 t	5 t	N2.3
2C	<div>B-Double</div> 	≤27.5 m	Level 1	72 t	4 t	N2.1
			Level 2	74 t	6 t	N2.2
			Level 3	76.5 t	8 t	N2.3
Category 3 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
3A	<div>A-Double (Prime Mover, Semi Trailer & Dog Trailer)</div> 	≤27.5 m	Level 1	89 t	4 t	N3.1
			Level 2	91 t	6 t	N3.2
			Level 3	94 t	9 t	N3.3
Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	<div>A-Double (Prime Mover, Semi Trailer & Dog Trailer)</div> 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Category 5 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
5A	B-Double towing a Dolly 	27.5 m + dolly	Level 1	72 t + dolly	4 t	N5.1
			Level 2	74 t + dolly	6 t	N5.2
			Level 3	76.5 t + dolly	8 t	N5.3
5B	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
5C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	89 t + dolly	4 t	N5.1
			Level 2	91 t + dolly	6 t	N5.2
			Level 3	94 t + dolly	9 t	N5.3
5D	B-Triple 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
Category 6 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
6A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6B	B-Triple 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	93.5 t + dolly	5 t	N6.1
			Level 2	96.5 t + dolly	8 t	N6.2
			Level 3	100 t + dolly	12 t	N6.3
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-double) 	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

Statutory Implications

The Road Traffic Act 1974 and the Road Traffic (Vehicle) Regulations 2014 govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Dowerin management responsibility for roads within its boundaries.

Policy Implications

Request to Access Roads

- a) RAV Network Classified Roads – If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the Chief Executive Officer (CEO) for approval.
- b) Unclassified Roads - If the road is not classified on the RAV Network, then the applicant will first need to apply to MRWA (HVS). Upon receipt from MRWA (HVS), the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines and if supported, a submission will be made to MRWA (HVS) for their consideration including any conditions that may apply to the use of the road.
- c) AMMS Network - Heavy Vehicle transport operators may apply for a road already classified on the RAV Network to be approved for an AMMS Network level by applying to MRWA (HVS). Upon receipt from MRWA (HVS) the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines. If supported, a submission will be made to MRWA (HVS) for their consideration.
- d) Should the road access request be declined, the Shire of Dowerin will inform MRWA (HVS) who will advise the applicant.
- e) Depending on the need for access, a RAV Network access request may be supported if the applicant is willing to meet the costs associated for the shire to carry out any road upgrades or vegetation pruning necessary to qualify the road for the RAV Network level requested.

RAV Road Reclassification

The Shire may withdraw support for an approved route at any time if:

- i. The route is deemed unsafe for RAV Network use;
- ii. The route is deemed unsuitable for RAV Network use; or
- iii. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant agreement to Main Roads to inspect roads up to N4 to without referring the matter to Council providing the road/roads comply with the Main Roads Route Assessment Guidelines at standard VSR axle mass limits.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	<i>We have functional assets and infrastructure that supports the community.</i>
Outcome:	3.2
Reference:	3.2.1

Asset Management Plan

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Significant damage requiring internal & external resources to rectify
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Regular inspections by staff to ensure minimal damage
Action (Treatment)	Possible reduction or removal of RAV Rating
Risk Rating (after treatment)	Effective

Financial Implications

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

The whole-of-life estimates for these roads may be altered by a change in the RAV Network rating.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 13.1

Moved: Cr Trepp

Seconded: Cr Hudson

That, in accordance with the *Road Traffic Act 1974* and *Road Traffic (Vehicle) Regulations 2014*, Council advises Main Roads Western Australia Heavy Vehicle Services that it rejects the increase from RAV 4 to RAV 7 on Cunderdin-Minnivale Road, Lee Road, Williams Road, Pulford Road, and Watercarrin Bin Road.

LOST 0/7

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

AMENDED MOTION

Moved: Cr Metcalf

Seconded: Cr Hudson

0934

That, in accordance with the *Road Traffic Act 1974* and *Road Traffic (Vehicle) Regulations 2014*, Council advises Main Roads Western Australia Heavy Vehicle Services that it approves the increase from RAV 4 to RAV 7 on Cunderdin-Minnivale Road, Lee Road, Williams Road, Pulford Road, and Watercarrin Bin Road.

With the following conditions:

- AMMS rating Level 1 not to be exceeded,
- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights must be switched on at all times;
- No operation on unsealed road segments when visibly wet, without road owners approval;
- Maximum speed limit of 70kph on bitumen roads, and 60kph on unsealed;
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.

CARRIED 7/0

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

14.	Urgent Business Approved by the Person Presiding or by Decision
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14.1	LATE ITEM - Confirmation of Minutes of the Previous Meeting(s)
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14.1 Special Council Meeting held on 27 March 2024

[Attachment 14.1A](#)

14.2 Ordinary Council Meeting held on 2 April 2024

[Attachment 14.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 14
--

Moved Cr McMorran

Seconded: Cr Allsopp

0935 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Special Council Meeting held 27 March 2024, as presented in Attachment 14.1A, and the Minutes of the Special Council Meeting held on 2 April 2024, as presented in Attachment 14.2A, be confirmed as a true and correct record of proceedings

CARRIED 7/0

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

15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 2.57pm.

MINUTES

Asset & Works Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
23 April 2024

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au

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10.	Date of Next Meeting
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Shire of Dowerin
Asset & Works Committee Meeting
23 April 2024



1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 5:15pm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr JC Sewell	Chair
Cr WG Allsopp	
Cr AJ Metcalf	
Cr RI Trepp	

Staff:

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

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Asset & Works Committee Meeting held on 5 September 2023.

[Attachment 5.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 5.1

Moved: Cr Sewell

Seconded: Cr Trepp

0936 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held September 2023, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 4/0

For: Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

6. PRESENTATIONS

Nil

7. OFFICER'S REPORTS

7.1 Plant Replacement Program

<h1>Asset & Works</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	18 April 2024	
Location:	Not Applicable	
Responsible Officer:	Ben Forbes, Asset & Works Coordinator	
Author:	Kahli Rose, Executive Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Technical/Fleet, Plant and Equipment/Reporting	
Disclosure of Interest:	Nil	
Attachments:	<p><u>Attachment 7.1A - Plant Replacement Program - Spreadsheet</u></p> <p><u>Attachment 7.1B - External Parts and Repairs</u></p> <p><u>Attachment 7.1C - Replacement Options - Hino Watercart</u></p> <p><u>Attachment 7.1D -Replacement Options - Fuso Trucks</u></p> <p><u>Attachment 7.1E -Replacement Options - CAT Loader</u></p> <p><u>Attachment 7.1F -Replacement Options - CAT Posi</u></p> <p><u>Attachment 7.1G -Replacement Options - Mustang Skid Steer</u></p> <p><u>Attachment 7.1H - JD, Clark & CAT quotes</u></p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Asset and Works Coordinator has developed a comprehensive 10-year plant replacement program to guide the Asset and Works Committee in analysing and determining optimal trade-in periods for plant and vehicles. This plan enables informed decision-making to align with organisational goals and budgetary constraints.

Background

The 10-year plant replacement program template provides a structured framework for the Asset and Works Committee to analyse trade-off options and make informed decisions. It includes specific plant reports highlighting priority equipment for potential replacement in the upcoming financial year, streamlining decision-making processes by focusing on the replacement of crucial assets.

Attachments 7.1A-7.1H detail the proposed expenditure on external parts and repairs for each piece of plant, along with quotes and specifications for potential replacements. These resources equip

the Committee with comprehensive information for strategic decision-making regarding plant and vehicle replacement within the Shire.

Comment

The Plant Replacement Program streamlines the decision-making process for the Committee by focusing attention on critical assets and providing detailed expenditure breakdowns. The availability of quotes and specifications for potential replacement options further enhances the Committee's ability to make informed decisions regarding plant replacement strategies before presenting to Council. With the current resources available to operators, the Shire will continue to have a large expense for vehicle maintenance and parts.

Overall, these resources equip the Asset and Works Committee with the necessary tools and information to make strategic and informed recommendations to Council regarding plant and vehicle replacement within the Shire.

Consultation

Ben Forbes, Asset & Works Coordinator

Aaron Wooldridge, Acting Chief Executive Officer

Asset & Works Committee, 23 April Workshop

Policy Implications

3.11 – Purchasing Policy

4.7 – Asset Management Policy

4.8 – Replacement of Plant and Vehicles Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.2

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

The *Local Government Act 1995*

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Financial Impact
Risk Description	More than \$500,000
Consequence Rating	Extreme (5)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	High (10)
Key Controls (in place)	Asset Management Plan Ongoing Monitoring
Action (Treatment)	Annual Budget Allocations Annual Review of Plant Replacement Program Asset & Works Committee Meetings
Risk Rating (after treatment)	Adequate

Financial Implications

This replacement plan will impact on the budgeted expenditures for the following 10 years, and an overall cost of \$3,660,364 over the 10-year plan.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 7.1

ITEM LAID ON THE TABLE

7.2 Capital Roadworks Program

Asset & Works



Date:	18 April 2024
Location:	Not Applicable
Responsible Officer:	Ben Forbes. Asset & Works Coordinator
Author:	Kahli Rose, Executive Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Technical/Roads/Planning
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 7.2A - Proposed Capital Works Program</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Capital Roads Proposal for the 2024/2025 financial year outlines various road projects and their associated costs, aiming to enhance road infrastructure within the Shire of Dowerin (Attachment 7.2A). The proposal includes detailed assessments of road conditions, traffic data, and project priorities, supported by available funding sources such as the Roads to Recovery program and LCRIP Phase 4 Part B. Additionally, the proposal addresses outstanding flood damage gaps and includes considerations for other road improvement projects, including intersection enhancements and maintenance measures.

Background

The Capital Roads Proposal for 2024/2025 includes a comprehensive list of road projects, categorised by road name, segment, category, bus route status, condition rating, traffic data, and total project cost. The proposal highlights the availability of funding from various sources, including the Roads to Recovery program and LCRIP Phase 4 Part B, to support these projects. Additionally, the proposal identifies outstanding flood damage gaps and provides details on current LCRIP Phase 4 Part B projects, including reseals and culvert repairs. Furthermore, the proposal discusses considerations for other road improvement projects, such as intersection enhancements and maintenance measures, to improve traffic flow and safety within the Shire of Dowerin.

In preparation for the upcoming financial year, the Asset and Works Committee, alongside the Asset and Works Coordinator, embarked on a road tour to evaluate potential capital road projects. The objective of this tour was to assess the conditions of different roads and identify areas requiring attention. By gaining firsthand insights into the infrastructure landscape, the Committee aimed to develop a comprehensive understanding of the infrastructure needs within the Shire. The tour aimed to equip the Committee with valuable information to facilitate informed decision-making regarding project prioritisation and grant fund allocation for the 2024/2025 financial year.

Comment

The Capital Roads Proposal for 2024/2025 demonstrates the Shire of Dowerin's commitment to improving road infrastructure and safety for its residents. The detailed assessments and project priorities outlined in the proposal indicate a thorough understanding of the infrastructure needs within the Shire. The availability of funding from various sources further underscores the Shire's dedication to addressing these needs in a timely and effective manner. Overall, the proposal reflects a proactive approach to road management and highlights the Shire's efforts to ensure the optimal utilisation of resources for the benefit of the community.

Consultation

Ben Forbes, Asset & Works Coordinator

Asset & Works Committee, Road Tour 18 April 2024

Asset & Works Committee, Workshop 23 April 2024

Policy Implications

3.11 – Purchasing Policy

4.4 – Road Engineering and Subdivisional Development Policy

4.7 – Asset Management Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

The *Local Government Act 1995*

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Financial Impact
Risk Description	Uncontained, irreversible impact
Consequence Rating	Extreme (5)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	High (10)
Key Controls (in place)	Asset Management Plan Ongoing Monitoring
Action (Treatment)	Annual Budget Allocations Annual Review of Capital Roadworks Program Asset & Works Committee Meetings
Risk Rating (after treatment)	Adequate

Financial Implications

The Capital Roadworks Program will require a significant budget allocation to enable the works to proceed, including the utilisation of funds available in the Roadworks Reserve.

Grants from RRG, WSN, Roads to Recovery, LCRIP 4B, and Black Spot have been secured to assist financially.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 7.2

Moved: Cr

Seconded: Cr

That the Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:

Gravel Resheeting:

1. Rabbit Proof Fence Road - SLK 38.54 - SLK 43.15
2. Hindmarsh Road - SLK 6.17 - SLK 8.71
3. Amery Benjaberring Road - SLK 6.00 - SLK 8.67
4. Old Koorda Road - SLK 5.55 - SLK 6.55

LCRIP Phase 4, Part B

1. Reseal of the Dowerin-Meckering Road SLK 18.40 - SLK 21.50
2. Culvert Repair on Metcalf Road SLK 3.58
3. Culvert Repair on Harris East Road SLK 4.38

Shoulder Reconditioning

1. Dowerin Koorda Road SLK 15.52 - SLK 22.13

Intersection Upgrades:

1. Redding Road & Stewart Street

Town Road Reseals

1. Memorial Avenue SLK 0.00 - SLK 0.84
2. Stacy Street - SLK 0.00 - SLK 0.57
3. Maisey Street - SLK 0.00 - SLK 0.38
4. Meckering Road - SLK 0.63 - SLK 0.85
5. Amery Benjaberring Road - SLK 8v.40 - SLK 8.98
6. Minnivale North East Road - SLK 0.00 - SLK 0.10

Regional Road Group

1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms
 - a. This extension will spend the surplus funds from Koomburkine North Road - totalling \$154,587

CARRIED /

For:

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 7.2

Moved: Cr Metcalf

Seconded: Cr Trepp

0937

AMENDED MOTION

That the Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:

Gravel Resheeting:

1. Rabbit Proof Fence Road - SLK 38.54 - SLK 43.15
2. Amery Benjaberring Road - SLK 6.00 - SLK 8.67
3. Old Koorda Road - SLK 5.55 - SLK 6.55

LCRIP Phase 4, Part B

1. Reseal of the Dowerin-Meckering Road SLK 18.40 - SLK 21.50
2. Culvert Repair on Metcalf Road SLK 3.58
3. Culvert Repair on Harris East Road SLK 4.38

Shoulder Reconditioning

1. Dowerin Koorda Road SLK 15.52 - SLK 22.13

Intersection Upgrades:

1. Redding Road & Stewart Street

Town Road Reseals

1. Memorial Avenue SLK 0.00 - SLK 0.84
2. Stacy Street - SLK 0.00 - SLK 0.57
3. Maisey Street - SLK 0.00 - SLK 0.38
4. Meckering Road - SLK 0.63 - SLK 0.85
5. Amery Benjaberring Road - SLK 8v.40 - SLK 8.98
6. Minnivale North East Road - SLK 0.00 - SLK 0.10


Regional Road Group

1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms
 - a. This extension will spend the surplus funds from Koomburkine North Road - totalling \$154,587

CARRIED 4/0

For: Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

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

7.3 Namelcatchem Revegetation VNC Order	
<h2 style="color: red;">Asset & Works</h2>	
 SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	18 April 2024
Location:	Not Applicable
Responsible Officer:	Ben Forbes. Asset & Works Coordinator
Author:	Kahli Rose, Executive Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 7.3A – VCN Quotes and Plans</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin has received a Vegetation Conservation Notice (VCN) from the Department of Water and Environment Regulation (DWER) regarding clearing activities at the Namelcatchem Reserve in 2022. The Asset and Works Coordinator has developed a revegetation plan in collaboration with Natural Area, outlined in Attachment 7.3A, to address environmental concerns. The plan includes a breakdown of costs and requires review by the Asset and Works Committee for approval.

Background

The VCN from DWER requires the Shire to adhere to stringent guidelines for vegetation restoration at Namelcatchem Reserve. The Asset and Works Coordinator has proactively developed a comprehensive revegetation plan with Natural Area, providing a roadmap for restoring vegetation in the affected area. The plan's cost breakdown facilitates budgetary planning for the Shire, as noted in Attachment 7.3A.

Comment

The Asset and Works Coordinator's collaboration with Natural Area to develop the revegetation plan demonstrates proactive and responsible environmental management. The Asset and Works Committee's review of the plan and associated costs is crucial for ensuring regulatory compliance and demonstrating the Shire's commitment to environmental stewardship. The committee's deliberations on managing this matter over the ten-year duration of the plan will further implement the Shire's dedication to responsible land management practices.

Consultation

Ben Forbes, Asset & Works Coordinator
Asset & Works Committee, 23 April Workshop

Policy Implications

4.2 – Sand, Gravel & Pit Rehabilitation Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Natural Environment

Objective: We manage our natural environment appropriately to ensure a sustainable future for our community

Outcome: 4.1

Reference: 4.1.3

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

The *Local Government Act 1995*

Risk Implications

Risk Profiling Theme	Environment Management
Risk Category	Natural Environment
Risk Description	Contained, reversible impact managed by internal response
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Rehabilitation Plan Ongoing Monitoring Regular Review
Action (Treatment)	Allocations in annual budget for the lifespan of the rehabilitation plan
Risk Rating (after treatment)	Adequate

Financial Implications

The financial implications as shown in Attachment 7.3A indicate the cost of the VCN will amount to \$100,464.02 over the lifespan of the rehabilitation project.

Budgetary allocations will need to be made on an annual basis to allow for the projects ongoing financial responsibility.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 7.3

Moved: Cr Trepp

Seconded: Cr Sewell

0938

That the Asset & Works Committee recommend to Council that:

- Council accept the 10-year plan as proposed by Natural Area, and the financial implications be allocated in future budgets.**

CARRIED 4/0

For: Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

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

7.4 Standpipe Upgrade Project

Asset & Works



Date:	18 April 2024
Location:	Not Applicable
Responsible Officer:	Ben Forbes. Asset & Works Coordinator
Author:	Kahli Rose, Executive Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Technical/Asset Management
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 7.4A – Standpipe Upgrade Quotes</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin has allocated \$13,200 in the 2023/24 budget for the Standpipe Upgrade Project to improve water distribution efficiency and safety. Industrial Automation Group Australia has proposed an automatic standpipe control system with various components; however, the overall cost of this project will exceed the allocated budget by \$7,052 (mains powered) or \$8587 (solar), bringing the initial total to \$20,252 for mains powered, or \$21,787 for solar, this initial fee includes installation, swipe cards (\$800), and the annual server fees for the first 12 months (\$1,307)

Despite exploring other options, the market on such products in Western Australia is sparse. Feedback from neighbouring Shires such as Yilgarn and Kellerberrin who have also utilised the services of Industrial Automation Group Australia has been positive. The Asset and Works Committee is tasked with assessing the proposed options suitability.

The YTD balance of the Economic Reserve Fund is \$67,803. Utilising the additional funds from the Reserve would have the following impact:

SUPPLY	COST	REQUIRED	YTD RESERVE BALANCE	NEW BALANCE
Mains	\$20,252	\$7,052	\$67,803	\$60,751
Solar	\$21,787	\$8,587	\$67,803	\$59,216

Background

The Standpipe Project aims to enhance water distribution efficiency and safety. The Shire has allocated \$13,200 for the project in this year's budget; however, the proposed system includes a Standpipe Control System with 50mm Flange in/out connection, external camlock assembly, operational costs such as SIM card and telephone support fees, annual cloud server fees, and optional extras like safety bollards and PayPal self-pay feature. Delivery and installation options are also outlined, with the possibility of self-installation or delivery and installation by Industrial Automation Group. By utilising this option, the overall project cost is between \$20,252 - \$21,787 dependent on power supply, with an annual, ongoing cloud server fee of \$1,307.

Despite investigating the market in the East Coast, the Shire notes a monopoly on such products in Western Australia. Feedback from neighbouring Shires that have implemented the same system have been positive.

Comment

The Shire of Dowerin's allocation of funds for the Standpipe Project demonstrates a commitment to improving water distribution efficiency and safety. The proposal from Industrial Automation Group Australia offers a comprehensive solution, albeit with an increase in associated operational and initial set up costs.

The positive feedback from neighbouring Shires indicates the viability of the proposed system. However, the Asset and Works Committee must carefully consider whether the proposed option aligns with budget constraints for the initial set up and installation of the Standpipes, and the ongoing annual fees.

Consultation

Ben Forbes, Asset & Works Coordinator
Asset & Works Committee, 23 April Workshop

Policy Implications

3.11 – Purchasing Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.2

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

The *Local Government Act 1995*

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
Risk Description	\$5,001 - \$50,000
Consequence Rating	Extreme (5)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	Asset Management Plan
Action (Treatment)	Regular review of AMP Ongoing scheduled maintenance to assets
Risk Rating (after treatment)	Adequate

Financial Implications

The overall financial expense for the upgrade of the standpipes will amount to \$21,787 (solar) \$20,252 (mains), with an ongoing annual fee of \$1,307, as per attached quotes.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 7.4

ITEM LAID ON THE TABLE

8.	Questions from Members
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9.	Urgent Business Approved by the Person Presiding or by Decision
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10.	Date of the Next Meeting
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30 July 2024

11.	Closure
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The Chair thanked those in attendance and declared the Meeting closed at 5:17pm

UNCONFIRMED

Bush Fire Advisory Committee

Annual General Meeting Agenda



1. **Welcome, Record of Attendance and Apologies**
2. **Confirmation of Minutes of the Previous Meetings**
 - 2.1 Annual General Meeting held on 5 April 2023 – Attachment 2.1A
3. **Business Arising from Minutes**
4. **Election of Office Bearers**
 - 4.1 Chief Bush Fire Control Officer
 - 4.2 Deputy Chief Bush Fire Control Officer
 - 4.3 Captains (DBFB, MBFB, UBFB)
 - 4.4 Lieutenants (DBFB, MBFB, UBFB)
 - 4.5 Brigade Equipment Officer
 - 4.6 Brigade Training Officer
 - 4.7 Secretary
 - 4.8 Treasurer
 - 4.9 Fire Control Officers
 - 4.10 Dual Fire Control Officers
5. **General Business**
 - 5.1 DFES Budget Actuals 22/23 and Year to Date 23/24 – will be provided at AGM
 - 5.2 DFES Operation and Capital Grant 2024/2025 – will be provided at AGM
 - 5.3 Fire Brigade Unit Reports
 - 5.4 DFES Local Government Report Package – Attachment 5.4A
 - 5.5 Confirmation of Member's List (by Name/Brigade) – Attachment 5.5A
 - 5.6 Firebreak Order 2024/2025 – Attachment 5.6A
 - 5.7 Bush Fire Brigade Policies and Procedures (update) – Attachment 5.7A
 - 5.8 Ucarty Bush Fire Brigade – Rename to Ucarty Farmer Response Brigade
 - Minimum Requirements*
 - Recommendation to Council*
 - 5.9 Formation of Ejanding Farmer Response Brigade
 - 5.10 Grant authorisation to the Shire of Dowerin ACEO to allocate existing members.
 - Recommendation to Council*
 - 5.11 General Business
6. **Date of Next Meeting**
7. **Closure**

Dowerin Bush Fire Advisory Committee Annual General Meeting Minutes 5.00pm Monday 6 May 2024



1. Welcome, Record of Attendance and Apologies

The Acting Chief Executive Officer welcomed those in attendance and declared the Meeting open at 5.01pm.

Present:

Paul Millsteed - CBFCO
Aaron Wooldridge - SoD ACEO
Kahli Rose - SoD EGC
Cr Robert Trepp - SoD President
Cr Wayne Allsopp
Gary Rowles - DFES
Phil Pickering
Simon Emmott

Apologies:

Kelsi Wells - DFES
Shane Melvin
Kahn Crute
Gavin Hagboom
Cr Adam Metcalf

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

2.1 Bush Fire Advisory Committee Annual General Meeting held on 5 April 2023.

Attachment 2.1A

Recommendation - 2

Moved: Phil Pickering

Seconded: Paul Millsteed

That the Minutes of the Annual General Meeting held 5 April 2023, as presented in Attachment 2.1A, be confirmed as a true and correct record of proceedings.

CARRIED

3. Business Arising from Previous Minutes

NIL

4. Election of Office Bearers

All positions were be declared vacant and the ACEO called for nominations for the following positions:

Please note, the Shire of Dowerin has historically taken on the Secretary, Treasurer, Brigade Equipment Officer, and Brigade Training Officers positions. Due to formalities, these must be declared as vacant at the AGM.

4.1 Chief Bush Fire Control Officer

4.1 - Nominee: Paul Millsteed - Nominated by Phil Pickering

Moved: Phil Pickering

Seconded: Simon Emmott

0939 There being no further nominations, BFAC recommend to Council that:
Paul Millsteed be elected unopposed as Chief Bush Fire Control Officer

CARRIED

4.2 Deputy Chief Bush Fire Control Officer

4.2 - Nominee: Gavin Hagboom - Nominated by Paul Millsteed

Moved: Paul Millsteed

Seconded: Phil Pickering

0940 There being no further nominations, BFAC recommend to Council that:
Gavin Hagboom, be elected unopposed as Deputy Chief Bush Fire Control Officer

CARRIED

4.3 Captains of:

Dowerin Bush Fire Brigade
Minnivale Bush Fire Brigade
Ucarty Bush Fire Brigade

OFFICE BEARERS WILL BE FORWARDED TO THE SHIRE OF DOWERIN

4.4 Lieutenants of:

Dowerin Bush Fire Brigade
Minnivale Bush Fire Brigade
Ucarty Bush Fire Brigade

OFFICE BEARERS WILL BE FORWARDED TO THE SHIRE OF DOWERIN

4.5	Brigade Equipment Officer
4.6	Brigade Training Officer
4.7	Secretary
4.8	Treasurer
4.5 - 4.8 - Nominee(s): Shire of Dowerin	

Moved: Paul Millstead

Seconded: Phil Pickering

0941

There being no further nominations, BFAC recommend to Council that:

The Shire of Dowerin, be elected unopposed as Brigade Equipment Officer, Brigade Training Officer, Secretary and Treasurer.

CARRIED

4.9.	Fire Control Officers:
-------------	-------------------------------

Fire Weather Officers

Bush Fire Control Officers

Minnivale

Cadoux-Manmanning

Ejanding

Ucarty

4.9 - Nominee(s):

Moved: Phil Pickering

Seconded: Simon Emmott

0942

BFAC recommend to Council that the following officers be appointed:

Position	Name	Phone
Fire Weather Officer:	Phil Pickering	0429 311 250
Bush Fire Control Officers:	Paul Millstead Phil Pickering Aaron Wooldridge Deputy CEO Ranger	0427 311 721 0429 311 250 0400 546 929
FCO - Minnivale:	Kahn Crute Graham Ralph	0497 112 931 0427 313 014
FCO - Cadoux-Manmanning:	Alan Bear Shayne Booth Simon Emmott	0499 156 500 0427 732 013 0428 955 940
FCO - Ejanding:	Paul Millstead Brett Jones	0427 311 721 0428 323 012
FCO - Ucarty:	Gavin Hagboom	0427 341 026

CARRIED

4.10 Dual Fire Control Officers:

Shire of Cunderdin
Shire of Goomalling
Shire of Koorda
Shire of Wongan-Ballidu
Shire of Wyalkatchem

4.10 – Nominee(s):

Moved: Paul Millsteed

Seconded: Cr Wayne Allsopp

0943 BFAC recommend to Council that the following persons be appointed as Dual Fire Control Officers:

Position	Name
Shire of Cunderdin	Gavin Hagboom
Shire of Goomalling	Gavin Hagboom Phil Pickering
Shire of Koorda	Alan Bear
Shire of Wongan-Ballidu	Simon Emmott Paul Millsteed
Shire of Wyalkatchem	Kahn Crute

CARRIED

5. General Business

5.1 DFES Budget Actuals 2022/2023 and Year to Date 2023/2024

Actuals provided in hardcopy at the meeting.

Currently have \$18,000 unspent funds in expenses for the 2023-2024 FY.

Shire of Dowerin to liaise with CBFCO regarding maintenance (ongoing hot water issues at the Dowerin shed).

Insurance expenses have been underbudgeted for 2023-2024 FY – to be taken into account for 2024-2025 FY.

Available funds for PPE in the 2023-2024 FY – Shire of Dowerin to discuss purchase of additional PPE with the CBFCO.

5.2 DFES Operation and Capital Grant 2024/2025

The LGGS grant submission was not returned to DFES, and as a result the Dowerin BFB's will be provided a default grant of \$32,460.00, which will be allocated by DFES for the 2024-2025 FY.

5.3 Fire Brigade Unit Reports

Dowerin Bush Fire Brigade

2023 harvest was quiet and went fairly quickly due to low rainfall in the district.

Several severe storms in January, and members went assisted Wongan Hills BFB during the bush fire.

Ongoing issues at the Dowerin shed – currently no back up power at the shed. Members have to open the doors manually, which takes between 12-16 minutes (each). Currently taking both appliances out of one door and leaving the roller up due to the timeframe to close again. A generator was applied for as part of the LGGS grant for the 2023-2024 financial year and was not successful.

Dowerin is scheduled to receive a new appliance in the upcoming financial year. There is at least an 18-month delay on delivery. Dowerin will be requesting a 6-wheeler utility as the current truck has difficulties with the deep ripping in paddocks and sandy landscape in the South area of Dowerin.

In January Minnivale received their new 4.4 appliance. The Minister has scheduled a hand-over event on 21 June to be held at the Dowerin shed.

SoD

SoD is currently in the recruitment process for a new Compliance Officer – this position will provide the administrative support to the BFB's.

Minnivale report to be provided at a later date.

5.4 DFES Local Government Report Package

The DFES Report is provided as [Attachment 5.4A](#).

5.5 Confirmation of Member's List (by name/brigade)

Membership of Brigades report is provided as [Attachment 5.5A](#).

Rob Trepp – member of Minnivale BFB. Not listed – Shire to follow up.

Minnivale update to be provided at a later date.

5.6 Fire Break Order 2024 – 2025

2024 – 2025 Firebreak Order is provided as [Attachment 5.6A](#). Please note contact details for the CBFCO and DCBFCO will be updated post AGM.

Recommendation – 5.6

Moved: Paul Millstead

Seconded: Simon Emmott

0944 That the Bush Fire Advisory Committee recommend to Council that:

The firebreak order for 2024 – 2025 be accepted and distributed to the community with fees and charges for the next financial year.

CARRIED

5.7 Bush Fire Brigade Policies

At the September 2023 Ordinary Council Meeting, Council adopted the Dowerin Bush Fire Brigade's policy manual. The manual was created and finalised with the support and input of the Chief Bush Fire Control Officer, and Deputy Chief Bush Fire Control Officer. This manual has been provided as [Attachment 5.7A](#).

This item is listed to facilitate discussions or questions relating to manual.

5.8 Ucarty Bush Fire Brigade – Rename

Over the years, the Ucarty BFB framework has seen a shift in office bearer's roles, and how this brigade operates. As this brigade is prominently a Farmer Response Brigade, the CBFCO (Paul Millsteed) has recommended that the Ucarty Bush Fire Brigade is renamed to the Ucarty Farmer Response Brigade.

By going down this route, the members of this brigade will only be required to have completed the Fire Awareness Course to be eligible to assist with emergency situations.

This process will see a 'recruitment drive' actioned to add residents in the South of Dowerin area to the Farmer Response Brigade. These members will also be provided with a DFES standard firefighting PPE kit and have the option to further develop their skills through the DFES training portal.

FRB – North and South of Dowerin. Ucarty has not been allocated a utility in past or presently.

All attendees would then be covered for insurance purposes, provided with PPE and trained.

Recommendation – 5.8

Moved: Phil Pickering

Seconded: Paul Millsteed

0945 That the Bush Fire Advisory Committee recommend to Council that:

Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Ucarty Farmer Response Brigade.

CARRIED

5.9 Ejanding Farmer Response Brigade

During conversations relating to the name change of the Ucarty Bush Fire Brigade, a suggestion was made to develop a second Farmer Response Brigade (FRB) for the North of Dowerin area. As there is already a privately run group of individuals in the North Dowerin area that actively assist with fires, we suggest that a formal FRB is created to facilitate this.

In forming this second FRB, the members of this brigade would be provided with a DFES standard firefighting PPE kit and would also be required to complete the Fire Awareness Course through DFES (also available online). As many residents attended the in-person course held approximately two years ago, there would be a limited number of people that haven't already met this requirement.

To form this brigade, the BFAC will need to put a recommendation to Council that authorisation be granted to the ACEO to advise FES Commissioner of the creation of the Ejanding Farmer Response Brigade.

This item is listed for discussion and feedback.

Community feedback will be sought following this to get an understanding of whether this is something the Shire should commence.

5.10

Grant authorisation to the Shire of Dowerin ACEO to allocate existing members

The above proposed structure of the Ucarty BFB, creates two distinct categories of member. Bona fide BFB, with supplied specialised appliances/equipment, and Farm Response without dedicated appliances.

It is proposed that members are allocated into the type of brigade which reflects the nature of their participation in the service. Those who operate or would be expected to operate the supplied fire appliances would be allocated to a settlement brigade. Those who turnout with their private fire unit would be moved to the Farm Response Brigade.

This proposal allows suitable training to be applied to each type of brigade member, more training for Settlement Brigade members as the appliances have more equipment and features, and they are designated an emergency response vehicle under the Road Traffic Act.

It is anticipated that under this proposed structure that the number of members the settlement brigades (Dowerin and Minnivale) would reduce significantly, while the Farm Response Brigade would potentially be the majority of memberships.

To support the allocation of members to the proposed new brigade structure, a membership review would be required. The officer recommends a formal process (and period) of notification and response.

This would include writing to all existing members explaining the structure and training requirements with enclosed form to:

- a. Confirm personal details;
- b. Nomination of Brigade (Shire to have final say);
- c. Acceptance of membership requirements;
- d. Provide opt-out option.

Members who do not respond will be considered as opting-out and membership suspended. It is recommended the above process also include advertising via other means to ensure that missed mail or unadvised address changes do not result in unnecessary membership suspensions.

Query re - dual membership of brigades.

Currently experiencing issues with lack of members qualified to use appliances. BFB could call on FRB members when unable to source

Recommendation - 5.10

Moved: Paul Millsted

Seconded: Simon Emmott

0946

That the Bush Fire Advisory Committee recommend to Council that:

- 1. Authorisation is granted to the ACEO to contact and/or advertise to landholders within the Shire of Dowerin, informing them of a membership review, advising requirements, and required actions.**
- 2. Authorise the ACEO to allocate members to brigades as appropriate based on review of responses received.**
- 3. Authorise the ACEO to suspend membership of members who do not respond in line with the membership review requirements.**

CARRIED

5.11

General Business

STANDPIPES

Dowerin town standpipe requires BIC fitting to enable use by BFB appliances – SoD to action. CBFCO expressed safety concerns regarding the use of overhead standpipes.

Shire of Goomalling recently replaced standpipe North of Dowerin, which is only knee height and resolves safety issues, as people don't have to climb on top of the appliances to refill.

The location of the standpipe in town means the trucks have to back in to line up. Previously the appliances parked in the alleyway, which caused issues as other vehicles couldn't use the alleyway.

Capital projects – standpipe replacement (AWC). SoD looking at relocation of town standpipe. Ongoing discussion at mgmt. level as to whether fully replaced or only relocated.

The standpipe on Dowerin Kalannie Road has very low water pressure and is virtually unusable. Can the Rabbit Proof Fence standpipe be used instead?

The new DMFD ram shed will have a 365,000lt tank installed and have allowed access for the BFBs to refill the appliances. Tank will also require a BIC fitting.

Map being created for ALL permanent access points for water supply. Integrated with Google – SoD project.

SoD have had water stolen from the standpipes; people are cutting the locks to take the water. All FCO's and fire appliances have keys for the standpipes.

FIRE DANGER RATINGS

The new science-based system has been causing issues. Once harvest begins the fuel load within the Shire is significantly reduced, however the fire ratings are not changing to align with this.

When CBFCO sending in pictures last year for DFES to assess, it was taking at least 10 days for it to be reviewed and a response received.

Residents have expressed their concerns re ratings, due to the new system, there was only 4 days when they were allowed to burn (restricted period).

Subdistrict – looking into making sub-district level danger ratings.

Certain Shires looking into legal action against the new system. Works unable to be done during total fire bans, causing delays and financial implications.

CESM

SoD need to apply for CESM in conjunction with another Shire to enable BFB requirements to be fulfilled correctly.

CESMs are partly funded by DFES, and it is the Shires responsibility to recruit and interview. LEMC also run and handled by CESM. The compliance officer would assist the CESM with emergency management and mitigation.

This concern has been raised at prior meetings and has had no traction following. The SoD needs to submit application to DFES, with the support from other Shires (who SoD would share the CESM with).

6.

Date of Next Meeting

March 2025.

7.

Closure

There being no further business, the Acting Chief Executive Officer declared the meeting closed at 5.58pm.

1. WELCOME, ATTENDANCE AND APOLOGIES

The CEO declared the meeting open at 4:45pm.

Present

Paul Millsteed
Cr Adam Metcalf
Simon Emmott
Phil Pickering
Gavin Hagboom
Kahn Crute
Rebecca McCall, CEO
Linley Dregghorn, Executive & Governance Officer
Siobhan Bishop, DFES
Cr Jason Sewell

Apologies

Josh Ward
Gavin Howard
Alan Bear

2. CONFIRMATION OF MINUTES

Moved: Simon Emmott

Seconded: Cr Adam Metcalf

That the minutes of the 6 April 2022 Annual General Meeting of the Dowerin Bushfire Advisory Committee be accepted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Separation of Cadoux/Manmanning Brigade. Brigade would like the Shire of Dowerin to contribute to brigade expenses. CEO advised that the brigade is under the Shire of Wongan Ballidu jurisdiction.

4. ELECTION OF OFFICE BEARERS

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

4.1 Chief Bush Fire Control Officer

Nominated: Paul Millsteed

Moved: Gavin Hagboom

Seconded: Simon Emmott

There being no further nominations, Paul Millsteed be elected unopposed as Chief Bush Fire Control Officer.

CARRIED

4.2 Deputy Chief Bush Fire Control Officer

Nominated: Gavin Hagboom

Moved: Paul Millsteed

Seconded: Phil Pickering

There being no further nominations, Gavin Hagboom be elected unopposed as Deputy Chief Bush Fire Control Officer.

CARRIED

4.3 Fire Control Officers

Moved: Cr Adam Metcalf

Seconded: Paul Millsteed

That the Dowerin Bushfire Advisory Committee recommend to Council that the following persons be appointed as Fire Control Officers for the 2023/24 fire season:

Position	Name	Mobile
Fire Weather Officers	Phil Pickering	0429 311 250
Bush Fire Control Officers	Paul Millsteed	0427 311 721
	Phil Pickering	0429 311 250

	Rebecca McCall	0417 449 451
	Aaron Wooldridge	0499 659 168
	Irene Ryan	0412 561 828
Minnivale	Kahn Crute	0497 112 931
	Graham Ralph	0427 313 014
Cadoux-Manmanning	Alan Bear	0499 156 500
	Shayne Booth	0427 732 013
	Simon Emmott	0428 955 940
Ejanding	Paul Millsteed	0427 311 721
	Brett Jones	0428 323 012
Ucarty	Shane Melvin	0428 311 063
	Gavin Hagboom	0427 341 026
Dual Fire Control Officers		
Shire of Cunderdin	Gavin Hagboom	0427 341 026
Shire of Goomalling	Phil Pickering	0429 311 250
	Gavin Hagboom	0427 341 026
Shire of Koorda	Alan Bear	0499 156 500
Shire of Wongan-Ballidu	Simon Emmott	0428 955 940
	Paul Millsteed	0427 311 721
Shire of Wyalkatchem	Kahn Crute	0497 112 931

CARRIED

5. GENERAL BUSINESS

5.1 DFES Budget Actuals 2021/22 and Year to Date 2022/23

The adopted budget allocation for 2022/23 was \$34,000, of which \$37,668 has been expended. Insurance premiums made up a large portion of this expenditure, with \$10,533 expended on insurance.

5.2 DFES Operating & Capital Grant 2023/24

Water tank for 54 Gate Rd was denied last year. DFES AO has advised that Toodyay recently installed a number of tanks and suggested talking to Rob Kosh (CESM).

Shire staff to follow up.

Cr Sewell asked if DFES would subsidise a private land holder having a tank strategically located with access for brigades.

Shire staff to follow up.

5.3 Fire Brigade Unit Reports

Dowerin – Quiet season. Foam pump has been repaired along with tank signal. No foam left. Shire staff to follow up with DFES AO.

Minnivale – Quiet. Truck only left the shed once and the battery was flat. All repaired now. Battery trickle charge system has been installed to ensure this does not occur again.

5.4 DFES Local Government Report Package

The Report was provided for information.

5.5 Confirmation of Member's List (Names)

The LG Brigade Personnel Listing was circulated, with the Dowerin List and Minnivale List reviewed and provided to the Shire. The BGU List includes amendments.

5.6 Firebreak Order and Comparison

The draft Firebreak Order for 2023/24 was presented to the Committee.

There was discussion regarding the need to advocate for the review of the restricted burning period. The CEO to undertake advocacy to enable the shortening or extending of the restricted burning period by 28 days and not 14 as per section 18(5) of the *Bushfires Act 1954*.

(5) *Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district –*

(a) *vary the restricted burning times in respect of that year in the district or a part of the district by –*

(i) *shortening, extending, suspending or reimposing a period of restricted burning times; or*

(ii) *imposing a further period of restricted burning times;*
or

(b) *vary the prescribed conditions by modifying or suspending all or any of those conditions.*

(5B) *A variation shall not be made under subsection (5) if that variation would have the effect of –*

(a) *shortening the restricted burning times by; or*

(b) *suspending the restricted burning times, or any prescribed condition, for,*

more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.

(5C) *The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.*

Moved: Cr Adam Metcalf

Seconded: Cr Jason Sewell

That the Dowerin Bushfire Advisory Committee recommend to Council that the Firebreak Order for 2023/24 be adopted, with the dates for the Prohibited Burning Period commencing on 5 November to 15 February and the Restricted Burning Period commencing on 20 October to 4 November and 14 February to 14 April and remove the conditions for the Easter period.

CARRIED

5.7 Australian Fire Danger Rating System

CBFCO Millstead will determine three strategic locations to take pictures for the fuel loading and to liaise with the CEO to establish who will responsible for taking the photographs and submitting to DFES for evaluation.

The CEO to advocate for the ability to review at a sub-district level.

5.8 Minimum Brigade Member Training Requirements

Itinerant Workers - Rural Fire Awareness.

Farmer Response Brigade Members - Bushfire Safety Awareness and Respiratory Protective Equipment.

Brigade Members - AILMS, Bushfire Safety Awareness and Firefighting Skills

Training to be undertaken in September – dates TBC

Shire staff will communicate to landowners and Brigade Members via letter to advise the minimum training requirements and the scheduled training dates for 2023.

Move: Gavin Hagboom

Second: Cr Adam Metcalf

CARRIED

5.9 Proposed Fire Brigade Framework

The Shire will be developing a working group to facilitate consultation to develop appropriate procedures and policies for the brigades. This working group will consist of Paul Millsteed, Gavin Hagboom and two Shire employees with the assistance of DFES.

It is the intent to finalise the framework and present to Council for adoption prior to September 2023.

5.10 Community Fire Response Process Information Session

The CBFCO will facilitate a pre-season information session for Farmer Response Brigade members to disseminate any updated protocols.

Shire staff will facilitate the dissemination of relevant fire information to community members to raise awareness and understanding.

5.11 Dowerin Townsite Standpipe

Metering system for the town standpipe to be installed and reconfiguring to improve access. The brigade has requested a BIC connection to be installed at ground level to enable safe refilling of appliances.

Servicing of hydrants in town – DFES advised that the Water Corporation are investigating the recommencement of hydrant servicing.

Water flow rate at 54 Gate Road standpipe is inadequate.

Shire staff to investigate the eligibility of installing solar metred standpipes at Couper Rd and Nambling South Rd through LGGS funding.

6. NEXT MEETING

The date of the next Bushfire Advisory Committee Annual General Meeting is TBA.

7. MEETING CLOSED

There being no further business the meeting was declared closed at 6.04pm.

OPERATIONAL EXPENSES

Acct Code	Acct	Budget - 2023/2024	YTD - 2023/2024	2022/2023
120505070	ESL BFB - Clothing & Accessories MUN	\$14,004.00	\$703.93	\$14,701.73
120505300	ESL BFB - Insurance Expenses MUN	\$3,500.00	\$8,931.79	\$10,719.27
120505650	ESL BFB - Maintenance Plant & Equipment MUN	\$4,004.00	\$454.47	\$1,045.88
120505660	ESL BFB - Maintenance Vehicles/Trailers/Boats MUN	\$3,504.00	\$232.59	\$7,679.45
120505690	ESL BFB - Plant & Equipment \$1,200 to \$5,000 per item MUN	\$0.00	\$0.00	\$0.00
120505860	ESL BFB - Plant & Equipment < \$1,200 per item MUN	\$3,000.00	\$0.00	\$3,084.55
120505870	ESL BFB - Other Goods and Services MUN	\$4,452.00	\$5,864.17	\$4,510.71
120505880	ESL BFB - Utilities, Rates & Taxes MUN	\$2,035.00	\$2,184.69	\$3,002.43
120505890	ESL BFB - Maintenance Land & Buildings MUN	\$5,036.00	\$613.07	\$878.68
120505910	ESL BFB - Loss on Disposal of Assets MUN	\$0.00	\$0.00	\$0.00
120505990	ESL BFB - Administration Allocated MUN	\$0.00	\$0.00	\$0.00
130505000	ESL BFB - Contribution MUN	\$0.00	\$0.00	\$0.00
	TOTAL EXPENSES	\$39,535.00	\$18,984.71	\$45,622.70

OPERATIONAL REVENUE

Acct Code	Acct	Budget - 2023/2024	YTD - 2023/2024	2022/2023
130505020	ESL BFB - Admin Fee/Commission MUN	\$0.00	\$-4,000.00	\$0.00
130505100	ESL BFB - Operating Grant MUN	\$-30,000.00	\$-34,138.00	\$-24,902.00
	TOTAL REVEUNE	\$-30,000.00	-\$38,138.00	\$-24,902.00
		\$9,535.00	-\$19,153.29	\$20,720.70

2023-2024 CAPITAL ALLOCATION

Description	Value	Outcome	Notes
Water Tank 38,000L (Strategic Location)	\$6,677.00	No	This is not eligible under the LGGS. The request was not considered within the available funding.
DOWERIN SHED:			
Facility Extension - Storage, Extend meeting room Includes 22KvA Generator	\$370,602.00	No	Committee acknowledged and took into consideration the funding availability. As such the facility request was not considered within the available funding.
Generator 22kva backup	Noted within Dowerin facility extension	No	CGC identified wider implications and recommended a strategy appropriate for LGGS facilities be determined
MINNIVALE SHED:			
Appliance Bay Facility & Amenities	\$712,563.00	No	Committee acknowledged and took into consideration the funding availability. As such the facility request was not considered within the available funding.
Storage Solutions for PPE	\$20,00.00	Yes	\$1,588.00 granted
3 Hytera HP682G VHF handheld WAERN radios	\$4,989.00	No	NIL feedback received

2024-2025 LGGS GRANT

LGGS Grant for this period was NOT submitted. As such, DFES have committed \$32,460 towards Operational Expenses for the 2024/2025 FY.
A breakdown of how these expenses are allocated is yet to be received.

Offer 2024/25 Operational Grant (Line Items 1-8)	\$32,460.00
Less Unexpended funds carried over from 2022/23	TBA
Net Cash Grant Offer - 2024/25 (Line Items 1-8)	\$32,460.00



Our Ref: 05867-05

Mr David Singe
Chief Executive Officer
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Dear Mr Singe

2024/25 LOCAL GOVERNMENT GRANTS SCHEME (LGGS) MANUAL AND CAPITAL AND OPERATING GRANTS

I write to inform you about this year's LGGS application process.

The Department of Fire and Emergency Services (DFES) is committed to working with local governments to support you and your volunteer groups that provide emergency services to the community. Information regarding the 2024/25 LGGS Capital and Operating Grants and associated forms is provided in the primary email received and can also be downloaded from the DFES website, excluding the pre-populated LGGS Forms 3a and 3b.

Operating Grants

Operating Grant offers continue to be based on the average of your previous two year's completed acquittals (which demonstrates past expenditure trends) and the current year's actual allocation, then indexed with the prevailing cost escalation factor.

You have the option to accept the assessed allocation or apply for an alternative allocation. If you accept the offer, you will only need to make a submission for items between \$1,500 and \$5,000, that is, line item 9 requests using LGGS Form 7 'non-recurrent expenditure justification' which is now available online only.

If you wish to submit an alternative request, please apply using the LGGS Form 6 'Operating grant budget estimate – alternate allocation'. Justification to support the increases across line items 1-8 must be included.

Capital Grants

LGGS Form 3a Capital – Fleet

To improve the delivery timeliness of scheduled replacement fleet assets and to offset the effects of COVID-19 on global supply chains, the 2024/25 scheduled fleet replacement component of the LGGS Capital Grants process was brought forward with scheduled replacement offers provided to local governments in October 2023.

The Bush Fire Service (BFS) and State Emergency Service (SES) Capital Grants Committees convened out of session in December 2023, endorsing the 2024/25 Replacement and Build programs. Where applicable, these approvals have been reflected in Form 3a.

To enable effective planning of the appliance and vehicle build programs, you are encouraged to consider your requirements over the 4-out-year period and adjust the program where necessary. This will enable DFES to plan fleet replacements and assess supplier capacity compared with demand. This is critical during the ongoing global pandemic impacts. Should you wish to make additional fleet requests for 2024/25, please complete the relevant sections of the Form 3a. Justification to support the additional fleet request must be included.

LGGs Form 3b Capital – Facilities

This form is used for capital grant requests for new facilities. Form 3b will be provided by DFES to Local Governments listing current facility records. Local governments are required to verify the facility listings and advise their 2024/25 facility requests at the 'Alternate Program' section of Form 3b together with the completed Form 5. Justification to support the facility request must be included.

Please verify and update the information where required in forms 3a and 3b and include the forms with your application.

Guiding Principles for Capital Grant Considerations

Please note that in considering Capital Grant applications, the BFS and SES Capital Grants Committees adopt the following guiding principles:

- In the first instance, all DFES offers for fleet in the 2024/25 Replacement Program will be honoured.
- New facilities will not be approved unless the land is identified and acquired or assigned.
- Priority will be given to new facilities and facility modifications:
 - that house prescribed assets that are currently in the open or housed on private property; and
 - where a fit for purpose assessment has been undertaken and has shown the existing facility is not fit for purpose and requires either replacement or upgrading.
- New and additional fleet requests will, as a general principal, be unlikely to be considered unless a risk-based assessment of capability requirements sufficiently supports the placement of additional appliances/vehicles.

Contacts should you need assistance or information

- Mr Peter Raykos, LGGs Funding Officer, is available for queries relating to the operating grants and any general queries relating to the LGGs via lpgs@dfes.wa.gov.au or 9395 9846.
- Ms Natasha Dudarz, Resource Allocation Officer, is available for queries relating to appliances/vehicles and facilities on lpgs@dfes.wa.gov.au or 0438 920 382.

Lodging your application

Applications must include signed LGGs Forms 1, 2, 3a and 3b (together with any other/alternative requests and supporting documentation) and can be emailed to lpgs@dfes.wa.gov.au or posted to:

Mr Peter Raykos
Grants Funding Officer
Department of Fire and Emergency Services
PO Box P1174
PERTH WA 6844

Closing Date

2024/25 LGGs applications must be received at DFES Asset Planning and Services by **5 pm Friday, 29 March 2024**. Applications received after this date/time will not be accepted. If an application is not received by this time, DFES will apply the assessed Capital and Operating Grant for 2024/25.

I take this opportunity to acknowledge the support that you and your volunteers provide to help keep our communities safe, it is appreciated.

Yours sincerely



PATRICK LEACH
EXECUTIVE DIRECTOR CORPORATE SERVICES

3 January 2024

**Bush Fire Brigades
Local Government Grant Scheme 2024/25
Operating Grant Offer Assessed Allocation**

Local Government	Dowerin
Region	Goldfields/Midlands

Total Gross Offer 2024/25 Operational Grant (Line Items 1-8)	\$32,460
Less Unexpended funds carried over from 2022/23	TBA
Net Cash Grant Offer - 2024/25 (Line Items 1-8)	\$32,460

* TBA – To be advised on completion of 2022/23 Annual Operating Grant Acquittal (Form 8) assessment.

**State Emergency Service
Local Government Grant Scheme 2024/25
Operating Grant Offer Assessed Allocation**

Local Government	Dowerin
Region	Goldfields/Midlands

Total Gross Offer 2024/2 Operational Grant (Line Items 1-8)	
Less Unexpended funds carried over from 2022/23	
Net Cash Grant Offer - 2024/25 (Line Items 1-8)	

* TBA – To be advised on completion of 2022/23 Annual Operating Grant Acquittal (Form 8) assessment.



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Local Government DFES Report Pack.

Produced by the OIS Branch, this pack is generated automatically and emailed monthly.

The Shire of Dowerin has the following subscriptions to this report:

dowshire@dowerin.wa.gov.au

Please contact the OIS Branch for comments & feedback at reports@dfes.wa.gov.au

For information regarding Volunteer Covid19 vaccinations, please contact: covid19@dfes.wa.gov.au



This Report Package Contains:

- Local Government & CESM Summary
- 000 Service Agreement
- Incidents Summary & Year to Date (YTD) Comparison
- Bushfire Summary
- Volunteers Summary (LGIS)
- Volunteers Summary by Brigade
- Brigade Incident Summary and IRS Report Completion Rate
- SMS Lists
- Vehicle - Appliance List
- Brigade Membership Listing



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

LOCAL GOVERNMENT SUMMARY

Shire of Dowerin

Please advise reports@dfes.wa.gov.au if any of this information is incorrect

Brigade Listing

DOWERIN BFB

MINNIVALE BFB

UCARTY BFB

CBFCO, DBFCO & CESMS

CBFCO PAUL MILLSTEED

DCBFCO GAVIN HAGBOOM



Shire of Dowerin Report Package

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000 SERVICE AGREEMENT for **DOWERIN (S)**

**In order to advise Local Government of 000 calls promptly
it is suggested that contacts are 24/7 numbers.
The 4th contact will always be DFES Regional Duty Coordinator**

No more than 3 contacts per LGA will be recorded.

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

Organisation	Role	Name	Contact Type	Number
Shire of Dowerin	Group Call	Dial Area Code	Group Call (All Hrs)	6173 7263
Shire of Dowerin	CBFCO	Paul Millsteed	Mobile (All Hrs)	0427 311 721
Shire of Dowerin	CEO	David Singe	Mobile (All Hrs)	0499 659 169
DFES Goldfields Midlands Region	Regional Duty Co- Ordinat	DFES Regional Duty Co-Ordinator		1800 966 077

Note: Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group.. An SMS list form needs to have been completed.

Alterations to contacts:

Organisation	Role	Name	Contact Type	Number

Local Government Chief Executive Officer

DFES Area / District Manager

Print Name	Signature	Print Name	Signature
Contact Number	Date	Contact Number	Date

Instructions for Local Authority in the event of any alterations to the list above;

1. Complete the Alterations section with the changes required.
2. CEO to sign form.
3. Local Authority to send a copy to DFES Regional Office for Authorisation by DFES Area / District Manager.
4. Area/District Manager to email a signed copy to **cadadministrator@dfes.wa.gov.au**



Shire of Dowerin Report Package

All information collected as at 02/04/2024

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Incidents within the Shire of Dowerin by Financial Year *current FY incomplete

Incident Type	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Called Off - No Attendance	1	1	1	0	0
False Alarm - System Initiated	0	0	1	0	0
False Call - Good Intent	0	0	1	2	1
Fire - Bushfire (lge)	1	1	3	3	2
Fire - Bushfire (sml)	2	1	3	2	3
Fire - Other/Rubbish/Vehicle	4	3	2	0	0
Fire - Structure	0	1	0	1	0
Road Crash & Rescue	0	1	2	2	1

Incidents: Year to Date Comparison: July 1 to April 3

Incident Type	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Average Excluding 2023/2024	% TREND this year
Called Off - No Attendance	0	1	0	0	0	0.0	0.00%
False Alarm - System Initiated	0	0	1	0	0	0.0	0.00%
False Call - Good Intent	0	0	1	1	1	0.5	0.00%
Fire - Bushfire (lge)	1	1	3	3	2	2.0	0.00%
Fire - Bushfire (sml)	2	1	3	2	3	2.0	50.00%
Fire - Other/Rubbish/Vehicle	4	2	2	0	0	1.5	33.33%
Fire - Structure	0	1	0	1	0	0.3	0.00%
Road Crash & Rescue	0	1	2	2	1	1.3	-20.00%
Totals:	7	7	12	9	7	7.5	60.00%

% TREND compares this FY to the Average.



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Bushfires within the Shire of Dowerin, with Ignition Cause

Bushfires are all vegetation fires (bush, grass, forest, crop etc.), of any size.

Ignition Cause	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Burn off fires	1	0	1	2	0
Human Error (Left on, knock over, unattended etc.)	0	0	0	1	0
Power lines	0	0	0	1	0
Sleeping/Alcohol/Drugs/Physical-Mental impairment	1	0	0	0	0
Suspicious/Deliberate	0	0	0	0	1
Unreported	0	0	1	0	3
Vehicles (incl. Farming Equipment/Activities)	0	2	1	1	0
Weather Conditions - Lightning	1	0	3	0	1

Hectares lost to Bushfires within the Shire of Dowerin

Size of fires is not always available; fires less than 1 hectare are not included.

Hectares Lost	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
All Bushfires	2	5	680	11	0



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Volunteer Summary for LGIS	Age Group				
Volunteer Position	<=55	56-65	66-70	71+	Total
Active Operational	26	2	2	1	31
Non-Operational	12	4	2	4	22
Total	38	6	4	5	53

Bushfire Brigade Personnel Summary

as at 02/04/2024

Brigade	Captain	Volunteer Members	ID Card Received	Attended Incident Last 2 Yrs	Vol. Hub Access	IRS Access	WebEOC Access
DOWERIN BFB	GAVIN HOWARD	27	1	5	10	0	0
MINNIVALE BFB	KAHN CRUTE	20	0	0	6	0	0
SHIRE DOWERIN		N/A	0	0	6	0	0
UCARTY BFB	GAVIN HAGBOOM	9	0	0	1	0	0



Shire of Dowerin Report Package

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April 3, 2024

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Incidents Attended and IRS Reports completed	2021/2022			2022/2023			2023/2024		
	Incidents Attended*	IRS Report completed	Perc. Completed %	Incidents Attended*	IRS Report completed	Perc. Completed %	Incidents Attended*	IRS Report completed	Perc. Completed %
Brigade									
DOWERIN BFB	8	5	62%	10	8	80%	7	4	57%
MINNIVALE BFB	5	0	0%	2	0	0%	4	0	0%
UCARTY BFB	0	0	0%	0	0	0%	0	0	0%

DOWERIN BFB

DOWERIN BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
537828 31/08/2021 13:01	GOOMALLING-WYALKATCHEM RD, DOWERIN	False Call - Good Intent
554443 07/12/2021 21:46	EJANDING WEST RD, KOOMBERKINE	Fire - Bushfire (lge)
560052 06/02/2022 13:20	NAMBLING SOUTH RD, UCARTY	Fire - Other/Rubbish/Vehicle
591396 04/10/2022 19:29	GOOMALLING-WYALKATCHEM RD, UCARTY	Fire - Bushfire (sml)
618865 03/05/2023 18:01	GOOMALLING-WYALKATCHEM RD, DOWERIN	False Call - Good Intent
649611 26/11/2023 16:21	DOWERIN-KALANNIE RD, MINNIVALE	False Call - Good Intent
651740 16/12/2023 21:50	PULFORD RD, HINDMARSH	Fire - Bushfire (sml)
654647 14/01/2024 14:45	BENJABERRING-HINDMARSH RD, BENJABERRING	Fire - Other/Rubbish/Vehicle

MINNIVALE BFB

MINNIVALE BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
553729 01/12/2021 14:04	MINNIVALE NORTH EAST RD, MINNIVALE	Fire - Bushfire (lge)
554437 07/12/2021 21:32	BOORALAMING-KULJA RD, BADGERIN ROCK	Fire - Bushfire (sml)
554443 07/12/2021 21:46	EJANDING WEST RD, KOOMBERKINE	Fire - Bushfire (lge)
554446 07/12/2021 21:55	PARKER RD, MINNIVALE	Fire - Bushfire (sml)
555369 16/12/2021 12:23	MAITLAND RD, KORRELOCKING	Fire - Bushfire (lge)
599432 22/11/2022 13:52	BRANDON SAWYER RD, WALYORMOURING	Fire - Bushfire (lge)



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

MINNIVALE BFB

MINNIVALE BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
603035 22/12/2022 09:41	CUNDERDIN-MINNIVALE RD, HINDMARSH	Fire - Bushfire (lge)
644866 25/10/2023 13:12	HINDMARSH	Fire - Bushfire (lge)
646737 04/11/2023 06:40	RABBIT PROOF FENCE RD N, HINDMARSH	Fire - Bushfire (sml)
649713 27/11/2023 10:05	GOOMALLING-WYALKATCHEM RD, HINDMARSH	Fire - Bushfire (lge)
654620 14/01/2024 11:19	LASON GRAINS LAKE HINDS NORTH RD, LAKE HINDS	Fire - Bushfire (lge)

SHIRE DOWERIN

SHIRE DOWERIN is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
544302 13/10/2021 17:28	GOOMALLING-WYALKATCHEM RD, DOWERIN	Fire - Bushfire (sml)
553729 01/12/2021 14:04	MINNIVALE NORTH EAST RD, MINNIVALE	Fire - Bushfire (lge)
554437 07/12/2021 21:32	BOORALAMING-KULJA RD, BADGERIN ROCK	Fire - Bushfire (sml)
554443 07/12/2021 21:46	EJANDING WEST RD, KOOMBERKINE	Fire - Bushfire (lge)
559134 27/01/2022 18:02	GOOMALLING-WYALKATCHEM RD, DOWERIN	Fire - Other/Rubbish/Vehicle
560052 06/02/2022 13:20	NAMBLING SOUTH RD, UCARTY	Fire - Other/Rubbish/Vehicle
560577 11/02/2022 16:00	CADOUX PUMP RD, BADGERIN ROCK	Fire - Bushfire (sml)
591396 04/10/2022 19:29	GOOMALLING-WYALKATCHEM RD, UCARTY	Fire - Bushfire (sml)
595482 28/10/2022 11:04	RIFLE RANGE RD, UCARTY	Fire - Bushfire (sml)
603035 22/12/2022 09:41	CUNDERDIN-MINNIVALE RD, HINDMARSH	Fire - Bushfire (lge)
603836 31/12/2022 11:07	RABBIT PROOF FENCE RD N, MINNIVALE	Fire - Bushfire (lge)
605904 21/01/2023 23:08	EAST ST, DOWERIN	False Call - Good Intent
608171 17/02/2023 06:08	DOWERIN SEED CLEANERS STEWART ST, DOWERIN	Fire - Structure
618865 03/05/2023 18:01	GOOMALLING-WYALKATCHEM RD, DOWERIN	False Call - Good Intent
646737 04/11/2023 06:40	RABBIT PROOF FENCE RD N, HINDMARSH	Fire - Bushfire (sml)
649611 26/11/2023 16:21	DOWERIN-KALANNIE RD, MINNIVALE	False Call - Good Intent
649891 28/11/2023 15:49	INFORMATION BAY DOWERIN REDDING RD, DOWERIN	Fire - Bushfire (sml)
651740 16/12/2023 21:50	PULFORD RD, HINDMARSH	Fire - Bushfire (sml)
654647 14/01/2024 14:45	BENJABERRING-HINDMARSH RD, BENJABERRING	Fire - Other/Rubbish/Vehicle



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

SMS Lists & Change of Details Form - DOWERIN (S)
as at 03/04/2024

DOWERIN SHIRE SMS

THIS IS A CONTACT LIST ONLY
Send all changes to
cadadministrator@dfes.wa.gov.au

Full Name	Mobile Phone or Pager Number	Remain	Delete	Change Mobile Number
AO Upper Wheatbelt	61437828473	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BART DOWERIN BFB	61428095087	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BART MINNIVALE BFB	61480091184	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
CBFCO DOWERIN PAUL M	61427311721	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
CEO DOWERIN DAVID SI	61417449451	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
DALE STONE	61498476738	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GAVIN HAGBOOM	61427341026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GAVIN HOWARD	61429311069	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GAVIN RICKWOOD	61428311278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GLEN METCALF	61427311196	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GLENN OLSTON	61467451017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GRAHAM RALPH	61427313014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
JASMINE HEDLAND	61428311136	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
JOSH WARD	61409024851	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
KAHN CRUTE	61497112931	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
KEN HAMMOND	61488884069	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
MATHEW PICKERING	61427311071	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
PETER RICHARDS	61428311772	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
PHIL GERRARD	61429311105	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
PHIL PICKERING	61429311258	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SHANE MELVIN	61428290855	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
STEPHEN COUPER	61427013798	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Members to be Added:

DOWERIN SHIRE SMS

Surname	First Name	Contact Number

Instructions for any alterations to the list above;

- 1. Details are to be printed **clearly**.
- 2. Member names are to be listed as Surname, then First Name.
- 3. Please provide details for any blanks already on the form above.
- 4. When signed by your AO/DO or CESM, send a copy of the new or updated form to **cadadministrator@dfes.wa.gov.au**

Please direct any questions to: **cadadministrator@dfes.wa.gov.au**

Changes Requested By:

Contact Name (please print)	Contact Number	Date	AO / DO / CESM	Sign & Date
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AUTHORISED: ☐ YES ☐ NO



Shire of Dowerin Report Package

All information collected as at 02/04/2024

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reports@dfes.wa.gov.au version 1.0 202203

Vehicles & Appliances

This information is used by RMS, IRS, CAD, the AVL system and WebEOC

Accuracy is imperative

Please advise incorrect information to appliances@dfes.wa.gov.au

DOWERIN BFB	Make	Model	Registration	UVI	Asset Code
TANKERS - 1.4 RURAL	ISUZU	NPS300	D144	U101872	E729
TANKERS - 3.4 URBAN	ISUZU	FTS139-260	D1444	U104163	N280
MINNIVALE BFB	Make	Model	Registration	UVI	Asset Code
TANKERS - 4.4 BROADACRE	ISUZU	FTS 150 260 AUTO	1IAN456	U106538	N515
SHIRE DOWERIN	Make	Model	Registration	UVI	Asset Code
CAR/FORWARD CONTROL - CAR	PLACEHOLDER			U102567	



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Bushfire Brigade Membership Listing as at 03/04/2024

6206 DOWERIN BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
152427	VOL FIRE FIGHTER	COUPER	STEVEN
132690	BFB TRAINING OFFICER	DREGHORN	LINLEY
182063	VOL FIRE FIGHTER	GERRARD	PHILLIP
184535	ACTIVE MEMBER	HAGBOOM	ASHTON
100760	BFB AUXILLARY	HAGBOOM	COLIN
192724	ACTIVE MEMBER	HAGBOOM	FRASER
111196	BFB 4TH LIEUTENANT	HAGBOOM	GAVIN
138205	VOL FIRE FIGHTER	HAMMOND	KENNETH
135226	VOL FIRE FIGHTER	HEDLAND	JASMINE
111181	CAPTAIN	HOWARD	GAVIN
167949	ACTIVE MEMBER	MATTHEWS	COREY
114558	BFB AUXILLARY	METCALF	CLIVE
184534	ACTIVE MEMBER	MILLSTEED	JENNIFER
111191	BFB 1ST LIEUTENANT	MILLSTEED	PAUL
184532	ACTIVE MEMBER	OLSTON	GLENN
114567	BFB AUXILLARY	PHILLIPS	IAN
111183	VOL FIRE FIGHTER	PICKERING	MATHEW
100764	ACTIVE MEMBER	PICKERING	PHILIP
152429	ACTIVE MEMBER	RICHARDS	PETER
63937	VOL FIRE FIGHTER	RICKWOOD	GAVIN
174741	BFB AUXILLARY	SINCLAIR	ALEXANDER
174739	BFB AUXILLARY	SPARK	KYLIE
112389	BFB AUXILLARY	SPARK	PETER
176850	VOL FIRE FIGHTER	STONE	DALE
197018	SUPPORT MEMBER	STONE	MELISSA
114579	BFB AUXILLARY	THOMAS	JOHN
117261	VOL FIRE FIGHTER	WARD	JOSH



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Bushfire Brigade Membership Listing as at 03/04/2024

6419 MINNIVALE BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
172882	CAPTAIN	CRUTE	KAHN
172882	VOL FIRE FIGHTER	CRUTE	KAHN
62746	BFB AUXILLARY	DICKSON	EWAN
132690	BFB TRAINING OFFICER	DREGHORN	LINLEY
122088	BFB AUXILLARY	FREIND	LINDSAY
188819	BFB AUXILLARY	GRIGSON	JAYNE
144720	ACTIVE MEMBER	HOAREAU	ANNE
188836	BFB AUXILLARY	JENNINGS	BENJAMIN
114589	BFB AUXILLARY	JONES	ASHLEY
188835	BFB AUXILLARY	MASSAM	CAMERON
114560	BFB SECRETARY	METCALF	GLEN
114560	ACTIVE MEMBER	METCALF	GLEN
188817	BFB AUXILLARY	METCALF	IAN
188837	ACTIVE MEMBER	METCALF	SHANE
188816	ACTIVE MEMBER	METCALF	WESLEY
114594	BFB AUXILLARY	RACKHAM	RICHARD
119995	TREASURER (NON OP)	RALPH	GRAHAM
119995	ACTIVE MEMBER	RALPH	GRAHAM
188818	ACTIVE MEMBER	RALPH	KANE
152952	BFB AUXILLARY	STRATFORD	GORDON
152954	BFB AUXILLARY	STRATFORD	LEONIE
188834	BFB AUXILLARY	STRATFORD	REECE
188838	ACTIVE MEMBER	TODD	ANDREW



Shire of Dowerin Report Package
All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Bushfire Brigade Membership Listing
as at 03/04/2024

9044 SHIRE DOWERIN

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
114328	LG FCO	BEAR	ALAN
128526	LG FCO	BOOTH	SHAYNE
172882	LG FCO	CRUTE	KAHN
132690	LG EMPLOYEE	DREGHORN	LINLEY
117240	LG FCO	EMMOTT	SIMON
111196	LG DCBFCO	HAGBOOM	GAVIN
111196	LG FCO	HAGBOOM	GAVIN
114546	LG FCO	JONES	BRETT
111468	LG FCO	MELVIN	SHANE
111191	LG CBFCO	MILLSTEED	PAUL
100764	LG FCO	PICKERING	PHILIP
100764	LG FIRE WEATHER OFF	PICKERING	PHILIP
119995	LG FCO	RALPH	GRAHAM
195679	LG FCO	RYAN	IRENE



Shire of Dowerin Report Package

All information collected as at 02/04/2024

April 3, 2024

reports@dfes.wa.gov.au version 1.0 202203

Bushfire Brigade Membership Listing as at 03/04/2024

6627 UCARTY BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
132690	BFB TRAINING OFFICER	DREGHORN	LINLEY
111196	CAPTAIN	HAGBOOM	GAVIN
111196	ACTIVE MEMBER	HAGBOOM	GAVIN
111454	BFB SECRETARY	HAGBOOM	LINDSAY
111454	ACTIVE MEMBER	HAGBOOM	LINDSAY
111452	BFB AUXILLARY	HAGBOOM	WAYNE
111471	VOL FIRE FIGHTER	HUDSON	DARREL
111448	BFB AUXILLARY	MCMORRAN	ROBERT
111468	VOL FIRE FIGHTER	MELVIN	SHANE
111464	VOL FIRE FIGHTER	QUARTERMAINE	GLEN
111465	VOL FIRE FIGHTER	QUARTERMAINE	TODD



Personnel Listing as at 17/04/2024

DOWERIN BFB

Version 2.2

Summary

Officer in Charge

GAVIN HOWARD

Total Members

27

ID Card
Rec'd

1

IRS

0

WEB-
EOC

0

FES-
MAPS

0

AVL

0

Vol.
Portal

10

System Access

Remove	Volunteer Number	Name	Rank	ID Card Rec'd	IRS	WEB- EOC	FES- MAPS	AVL	Vol. Portal
	152427	STEVEN COUPER	VOL FIRE FIGHTER						
	132690	LINLEY DREGHORN	BFB TRAINING OFFICER						Y
	182063	PHILLIP GERRARD	VOL FIRE FIGHTER						Y
	184535	ASHTON HAGBOOM	ACTIVE MEMBER						Y
	100760	COLIN HAGBOOM	BFB AUXILLARY						
	192724	FRASER HAGBOOM	ACTIVE MEMBER						Y
	111196	GAVIN HAGBOOM	BFB 4TH LIEUTENANT						
	138205	KENNETH HAMMOND	VOL FIRE FIGHTER						
	135226	JASMINE HEDLAND	VOL FIRE FIGHTER						Y
	111181	GAVIN HOWARD	CAPTAIN						
	167949	COREY MATTHEWS	ACTIVE MEMBER						
	114558	CLIVE METCALF	BFB AUXILLARY						
	184534	JENNIFER MILLSTEED	ACTIVE MEMBER						Y
	111191	PAUL MILLSTEED	BFB 1ST LIEUTENANT						
	184532	GLENN OLSTON	ACTIVE MEMBER						Y
	114567	IAN PHILLIPS	BFB AUXILLARY						
	111183	MATHEW PICKERING	VOL FIRE FIGHTER						
	100764	PHILIP PICKERING	ACTIVE MEMBER	Y					Y
	152429	PETER RICHARDS	ACTIVE MEMBER						Y
	63937	GAVIN RICKWOOD	VOL FIRE FIGHTER						
	174741	ALEXANDER SINCLAIR	BFB AUXILLARY						
	174739	KYLIE SPARK	BFB AUXILLARY						
	112389	PETER SPARK	BFB AUXILLARY						
	176850	DALE STONE	VOL FIRE FIGHTER						
	197018	MELISSA STONE	SUPPORT MEMBER						Y
	114579	JOHN THOMAS	BFB AUXILLARY						
	117261	JOSH WARD	VOL FIRE FIGHTER						



Members to be Added:

DOWERIN BFB

DFES ID	Rank	Surname	First Name

Instructions for any alterations to the list above;

- 1. Details are to be printed **clearly**.
- 2. Member names are to be listed as Surname, then First Name.
- 3. **DO NOT** send information without a members DFES ID. New members must first be registered with DFES and recorded in RMS
- 4. Send the completed form to your Regional Office to ensure the information is updated in RMS

Changes Requested By: (print)

Contact Number	Date	Area/District Officer	Signed

AUTHORISED: ☐ YES ☐ NO



Personnel Listing as at 17/04/2024

MINNIVALE BFB

Version 2.2

Summary

Officer in Charge

KAHN CRUTE

Total Members

21

ID Card
Rec'd

0

IRS

0

WEB-
EOC

0

FES-
MAPS

0

AVL

0

Vol.
Portal

7

System Access

Remove	Volunteer Number	Name	Rank	ID Card Rec'd	IRS	WEB- EOC	FES- MAPS	AVL	Vol. Portal
	172882	KAHN CRUTE	VOL FIRE FIGHTER						Y
	172882	KAHN CRUTE	CAPTAIN						Y
	62746	EWAN DICKSON	BFB AUXILLARY						
	132690	LINLEY DREGHORN	BFB TRAINING OFFICER						Y
	122088	LINDSAY FREIND	BFB AUXILLARY						
	188819	JAYNE GRIGSON	BFB AUXILLARY						Y
	144720	ANNE HOAREAU	ACTIVE MEMBER						
	188836	BENJAMIN JENNINGS	BFB AUXILLARY						
	114589	ASHLEY JONES	BFB AUXILLARY						
	188835	CAMERON MASSAM	BFB AUXILLARY						
	114560	GLEN METCALF	ACTIVE MEMBER						Y
	114560	GLEN METCALF	BFB SECRETARY						Y
	188817	IAN METCALF	BFB AUXILLARY						
	188837	SHANE METCALF	ACTIVE MEMBER						
	188816	WESLEY METCALF	ACTIVE MEMBER						
	114594	RICHARD RACKHAM	BFB AUXILLARY						Y
	119995	GRAHAM RALPH	ACTIVE MEMBER						Y
	119995	GRAHAM RALPH	TREASURER (NON OP)						Y
	188818	KANE RALPH	ACTIVE MEMBER						
	152952	GORDON STRATFORD	BFB AUXILLARY						
	152954	LEONIE STRATFORD	BFB AUXILLARY						
	188834	REECE STRATFORD	BFB AUXILLARY						
	188838	ANDREW TODD	ACTIVE MEMBER						
	198222	STEPHEN WILLS	ACTIVE MEMBER						Y



Members to be Added:

MINNIVALE BFB

DFES ID	Rank	Surname	First Name

Instructions for any alterations to the list above;

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- 4. Send the completed form to your Regional Office to ensure the information is updated in RMS

Changes Requested By: (print)

Contact Number	Date	Area/District Officer	Signed

AUTHORISED: ☐ YES ☐ NO



Personnel Listing as at 17/04/2024

SHIRE DOWERIN

Version 2.2

Summary

Officer in Charge

PAUL MILLSTEED

Total Members

12

ID Card
Rec'd

0

IRS

0

WEB-
EOC

0

FES-
MAPS

0

AVL

0

Vol.
Portal

6

System Access

Remove	Volunteer Number	Name	Rank	ID Card Rec'd	IRS	WEB- EOC	FES- MAPS	AVL	Vol. Portal
<input type="checkbox"/>	114328	ALAN BEAR	LG FCO						
<input type="checkbox"/>	128526	SHAYNE BOOTH	LG FCO						Y
<input type="checkbox"/>	172882	KAHN CRUTE	LG FCO						Y
<input type="checkbox"/>	132690	LINLEY DREGHORN	LG EMPLOYEE						Y
<input type="checkbox"/>	117240	SIMON EMMOTT	LG FCO						Y
<input type="checkbox"/>	111196	GAVIN HAGBOOM	LG FCO						
<input type="checkbox"/>	111196	GAVIN HAGBOOM	LG DCBFCO						
<input type="checkbox"/>	114546	BRETT JONES	LG FCO						
<input type="checkbox"/>	111468	SHANE MELVIN	LG FCO						
<input type="checkbox"/>	111191	PAUL MILLSTEED	LG CBFCO						
<input type="checkbox"/>	100764	PHILIP PICKERING	LG FCO						Y
<input type="checkbox"/>	100764	PHILIP PICKERING	LG FIRE WEATHER OFF						Y
<input type="checkbox"/>	119995	GRAHAM RALPH	LG FCO						Y
<input type="checkbox"/>	195679	IRENE RYAN	LG FCO						

Members to be Added:

SHIRE DOWERIN

DFES ID	Rank	Surname	First Name

Instructions for any alterations to the list above;

1. Details are to be printed **clearly**.
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3. **DO NOT** send information without a members DFES ID. New members must first be registered with DFES and recorded in RMS
4. Send the completed form to your Regional Office to ensure the information is updated in RMS

Changes Requested By: (print)

Contact Number

Date

Area/District Officer

Signed

AUTHORISED:

☐

YES

☐

NO



Personnel Listing as at 17/04/2024
UCARTY BFB

Version 2.2

Summary

Officer in Charge

GAVIN HAGBOOM

Total Members

9

ID Card
Rec'd
0

IRS
0

WEB-
EOC
0

FES-
MAPS
0

AVL
0

Vol.
Portal
1

System Access

Remove	Volunteer Number	Name	Rank	ID Card Rec'd	IRS	WEB- EOC	FES- MAPS	AVL	Vol. Portal
<input type="checkbox"/>	132690	LINLEY DREGHORN	BFB TRAINING OFFICER						Y
<input type="checkbox"/>	111196	GAVIN HAGBOOM	ACTIVE MEMBER						
<input type="checkbox"/>	111196	GAVIN HAGBOOM	CAPTAIN						
<input type="checkbox"/>	111454	LINDSAY HAGBOOM	ACTIVE MEMBER						
<input type="checkbox"/>	111454	LINDSAY HAGBOOM	BFB SECRETARY						
<input type="checkbox"/>	111452	WAYNE HAGBOOM	BFB AUXILLARY						
<input type="checkbox"/>	111471	DARREL HUDSON	VOL FIRE FIGHTER						
<input type="checkbox"/>	111448	ROBERT MCMORRAN	BFB AUXILLARY						
<input type="checkbox"/>	111468	SHANE MELVIN	VOL FIRE FIGHTER						
<input type="checkbox"/>	111464	GLEN QUARTERMAINE	VOL FIRE FIGHTER						
<input type="checkbox"/>	111465	TODD QUARTERMAINE	VOL FIRE FIGHTER						

Members to be Added:

UCARTY BFB

DFES ID	Rank	Surname	First Name

Instructions for any alterations to the list above;

1. Details are to be printed **clearly**.
2. Member names are to be listed as Surname, then First Name.
3. **DO NOT** send information without a members DFES ID. New members must first be registered with DFES and recorded in RMS
4. Send the completed form to your Regional Office to ensure the information is updated in RMS

Changes Requested By: (print)

Contact Number	Date	Area/District Officer	Signed

AUTHORISED: ☐ YES ☐ NO

Harvesting Operations

Harvest and Vehicle Movement Bans

A harvest or vehicle movement ban may be applied during the Restricted or Prohibited Burning Period. The Shire of Dowerin will determine the need for a ban and advertise the ban via our SMS Notification Service. For further information please contact the Shire of Dowerin during normal office hours on 9631 1202.

A harvest ban is defined as a ban on all harvesting operations on all properties within the Shire of Dowerin. A vehicle movement ban is defined as a ban on all vehicle movements on properties within the Shire of Dowerin except for the essential watering of stock, using a diesel powered vehicle only.

No harvesting operations are permitted on Christmas Day, Boxing Day and New Years Day.

Conditions for harvesting operators:

- An Approved Fire Fighting Appliance is required to be present in any paddock being harvested while Crop Harvesting, Straw Raking, Straw Mulching and Bailing operations are being carried out during restricted and prohibited periods. The fire fighting unit must be in a state of readiness and have a minimum of 500 liters of water on board.
- A ban on harvesting and the movement of vehicles (except for the watering or movement of stock) is likely to be imposed when the predicted weather conditions are classified by the Bureau of Meteorology as 'EXTREME' or ABOVE, or when local conditions warrant bans to be applied. All such bans are at discretion of the Chief Bush Fire Control Officer.
- It is MANDATORY for all operators of harvesters to be registered on the Shire of Dowerin Harvest and Vehicle Movement Ban SMS Notification service. If a ban has been imposed, all persons registered will be sent a text message advising of details.

To register for the SMS Service, please contact the Shire office on (08) 9631 1021

Infringement Penalties

Inspections

An authorised officer will carry out inspections of firebreaks after the specified completion dates.

Any owner or occupier of land who fails to comply with the requirements of this Notice is guilty of an offence under Section 33(3) of the Bushfire Act 1954.

Penalties

Persons who fail to comply with the requirements of this notice will be issued with an infringement notice and may be prosecuted.

The penalty for failing to comply with this notice is a fine of up to \$5,000 and the person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice.

Avoid the Consequences

- Do not light any fire during the prohibited burning period. This includes open cooking or camp fires.
- Do not light a fire during the restricted period without a valid permit. This includes open cooking or camp fires.
- Do not light a fire on any Sunday or Public Holiday as all permits are invalid.
- Burning is only permitted on days rated as 'MODERATE'.
- Do not burn the road verge without the permission of the Shire and a permit.
- Check the weather forecast before undertaking any burning or other activity that may cause a fire.

For more information please contact
the Shire of Dowerin on
(08) 9631 1202 or visit
dowerin.wa.gov.au

2024 - 2025 Firebreak Order

For all
emergencies
DIAL 000

First and Final Notice

Bush Fires Act 1954

Notice is given to all owners and/or occupiers of land with-in the Shire of Dowerin under the requirements of Section 33 of the Bush Fires Act 1954, that firebreaks must be in-stalled by 31 October 2024 and maintained clear of inflammable material up to and including 30 April 2025.

NO BURNING IS PERMITTED DURING THE EASTER HOLIDAY PERIOD

(Good Friday and the 3 days immediately following Good Friday)

- No lighting of chaff piles is permitted on Wednesday or Thursday before Good Friday
- No open fires are permitted between 29 October 2024 — 17 February 2025 (including for the purpose of cooking and camping)
- Firebreaks **must** be installed by 31 October 2024

ON THE SPOT FINES OF \$250 WILL BE ISSUED FOR NON COMPLIANCE

Dowerin Bush Fire Brigade Contacts

CBFCO - Paul Millsteed - 0427 311 721

DCBFCO - Gavin Hagboom - 0427 341 026



COMPLIANT FIREBREAK

Prescribed Burning

Restricted Burning period:

**1 October 2024 - 28 October 2024 and
18 February 2025 - 14 April 2025**
permits are required.

During the restricted burning period a permit to set fire to the bush is required before any burning operation can be carried out. These dates may be varied depending on the seasonal conditions.

Prohibited Burning period:

5 November 2024 - 14 February 2025
STRICTLY NO BURNING.

No burning is allowed for any reason during this period. This includes open cooking or camp fires. These times may be varied depending on seasonal conditions.



SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG



PERMIT REQUIRED

NO BURNING

Burning Permits

A permit must be obtained from the Shire of Dowerin and must remain in possession of the permit holder during the burn.

Permits will only be issued for controlled burns that reduce a fire hazard on a property where no alternative method exists to abate the hazard. At least 24 hours notice prior to the burn the permit holder must give notice of intentions to burn to the owner or occupier of adjoining land.

Any special conditions imposed by the Chief Bush Fire Control Officer must be strictly adhered to. Permits will NOT be issued for burning on any Sunday or Public Holiday.

Apply for a burning permit, provide your Assessment or Location number/s to the Shire of Dowerin office on (08) 9631 1202

Fire Break Standards

Properties 20 hectares (50ac) or larger

- Clear a ground firebreak at a width of no less than 3m, as close as practical, inside the external boundaries of the property, in which all inflammable material must be removed and remain cleared.
- Firebreaks must be maintained to provide a minimum vertical clearance of 4m to allow adequate access for fire appliances to the satisfaction of Council's appointed officers.
- Construct a 5m firebreak immediately surrounding all fuel and chemical storage areas.
- Clear inflammable material within 20m of all dwellings to construct a 20m circle of safety. This can be maintained through domestic grass, mulch or slashed native grasses.
- Areas cleared and piled for burning require a 20m ground firebreak.

Non Urban Land—rural residential, rural development Industrial estates and subdivisions between half an acre (2023m2) to 50 acres

- Clear 3m wide ground firebreak (clear of all inflammable material) with a vertical clearance of 4m high, clear of any obstructions immediately inside or as close as practical inside all external boundaries of the land.
- Clear all inflammable material within 20m of all buildings to construct a 20m circle of safety.

Urban Land - all town sites

Properties less than half an acre (2023m2)

Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

Properties larger than half an acre (2023m2)

Clear and maintain a 3m wide firebreak immediately inside external boundaries of the land. Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

**ALL PROPERTIES MUST BE COMPLIANT
BY 31 OCTOBER 2024**

Dowerin Bush Fire Brigade Policy Manual

July 2023



PREMABLE

FOREWORD

The three bushfire brigades (below) are owned and operated by the Shire of Dowerin. Operational and capital costs are funded by the DFES, using monies raised by the ESL.

The Shire of Dowerin oversees the Dowerin Bushfire Brigade, Minnivale Bushfire Brigade and Ucarty Bush Fire Brigade.

Our primary role is to provide fire prevention, preparedness, response & recovery service (PPRR) to the areas in the Shire of Dowerin that lie inside of the gazetted Fire District. Whilst our primary responsibility is to the residents of the Shire of Dowerin, in times of emergency we are available to assist with incidents in other Local Government areas, DBCA reserves and inside all ESL Category areas as requested. Mutual aid agreements ensure that assistance is available in all areas when required.

MISSION STATEMENT

“To provide fire prevention, preparedness, response & recovery service to the Dowerin District.”

CHANGING POLICIES

Only Council may amend or rescind a policy. Policies may be amended or rescinded at any time, but each policy must be reviewed at least once every five years.

ACRONYM LIST

CBFCO	Chief Bushfire Control Officer
AGM	Annual General Meeting
LGTO	Local Government Training Officer
DFES	Department of Fire and Emergency Services
PPE	Personal Protection Equipment
SOD	Shire of Dowerin
SODBFB	Shire of Dowerin Bushfire Brigade
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
EEO	Equal Employment Opportunity
BAC	Blood Alcohol Content

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POLICY NUMBER	-	8.1
POLICY SUBJECT	-	8.1 Roles of Brigade Officers
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

The purpose of this policy is to establish the roles of persons appointed as officers of Volunteer Bush Fire Brigades of the Shire of Dowerin.

Policy Statement

Through the application of this Policy, officers of Volunteer Bush Fire Brigades of the Shire of Dowerin, shall have a clear understanding of the extent of their authority and how their role will contribute to the strong management and operations of the brigades.

Roles and Responsibilities

Chief Bush Fire Control Officer (CBFCO)

A CBFCO is a delegated representative of the local government responsible for the administration of provisions within the Act. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.

A member of the Brigade may be nominated for this position at the Brigade Annual General Meeting (AGM).

Chief Bush Fire Control Officers are nominated by the brigade to the Bush Fire Advisory Committee. The nomination is considered by BFAC and the CBFCO and if appropriate it is forwarded to the local government for its consideration and ratification.

Duties and responsibilities of the CBFCO include:

- authorise permits for hazard reduction burns within the local government in accordance with the Act,
- identify and conduct risk assessments of fire hazards within the local government,
- perform duties prescribed by the Act and authorised by the local government,
- may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency,
- maintain a personal incident diary to include a record of events and decisions during an incident,
- conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- provide advice and guidance and assist in Brigade management to effect improvements to fire management in the area,
- carry out normal brigade activities,
- ensure conduct of members is in accordance with the Code of Conduct.

In the absence of the CBFCO, the Deputy Chief Bush Fire Control Officer of the brigade has authority to exercise the powers of the Act delegated to the CBFCO.

Captain

The Captain of the brigade shall be responsible for the leadership and management of brigade operations in liaison with the Chief Bush Fire Control Officer (CBFCO). Nominating Captains must have served a minimum of 2 years as a Lieutenant prior to appointment.

As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its members. The position reports to the CBFCO on brigade related matters.

Duties and responsibilities of the Captain include:

- a. Demonstrate positive leadership and mentor members,
- b. If the Captain is the senior officer at an incident:
 - i. command, control and confidently manage activities at emergency incidents to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required,
 - ii. maintain some form of personal incident diary with a record of events and decisions that occur at an incident,
 - iii. conduct Brigade briefings and post incident analysis of any incident involving firefighting, incident support or management issues,
 - iv. ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations,
 - v. to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability,
 - vi. ensure conduct of members is in accordance with the Code of Conduct, and
 - vii. report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the CBFCO.
- c. preside over all brigade meetings,
- d. ensure meeting procedure and protocol is maintained,
- e. promote the aims and objectives of the brigade where possible,
- f. advise the brigade on administrative matters,
- g. report brigade matters to the CBFCO,
- h. promote open fair discussion during debate in relation to brigade matters, and
- i. ensure minutes of meetings are signed and dated.

In the absence of the Captain, the next senior officer of the brigade has authority to exercise the powers of the Act delegated to the Captain.

Lieutenant

The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position is required to provide operational support to the Captain in managing the brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising. Lieutenants must have served a minimum of four (4) years of active service prior to appointment.

The Brigade should appoint a minimum of one (1) Lieutenant. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Brigade Executive Committee, a request is to be submitted in writing or email to the CBFCO for endorsement.

The brigade must rank all Lieutenants numerically according to seniority including length of service and relevant skills.

Duties and responsibilities of a Lieutenant include:

- a. provide support to the Captain and assist with the operational management of the brigade,
- b. in the absence of the Captain administer all powers and responsibilities of the Act,
- c. command and manage members during emergencies and other brigade related incidents and activities,
- d. maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer,
- e. in the absence of a more Senior Officer, conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- f. encourage positive interaction and teamwork between members,
- g. ensure Bush Fire Operating Procedures are adhered to at brigade activities,
- h. to endeavour to ensure active members engaged in brigade activities are allocated tasks relevant to their competencies,
- i. work cohesively with the Brigade Training Officer to conduct training activities for active members,
- j. to ensure the behaviour of members is in accordance with the Code of Conduct

Brigade Equipment Officer

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment, and stock levels of personal protective equipment. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment. The position may be inclusive to an operational position held within the brigade.

The equipment officer shall perform the following functions:

- a. Manage brigade equipment and maintain a register of all assets,
- b. Coordinate and record maintenance of brigade equipment,
- c. Report all damage of brigade equipment or property to the CBFCO,
- d. Manage brigade requests for replacement items and equipment,
- e. Compile documentation of replacement items and submit to the CBFCO.

Brigade Training Officer

The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the Local Government Training Officer, including the documentation of these activities. The position is not required to perform active operational duties and is inclusive to an operational position held within the Shire of Dowerin. The Officer is expected to maintain a sound knowledge of the Competencies required by members.

Duties and Responsibilities of the Brigade Training Officer may include:

- a. Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES,
- b. Endeavour to ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills,
- c. Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required,
- d. Provide mentoring for members who express an interest in training to encourage future facilitators,
- e. Liaise the CBFCO on training operations.

Secretary

The Secretary is to record and manage administrative matters of the brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.

The position reports to the Captain on administrative matters relevant to the brigade. This position may be held in conjunction with the Treasurer position.

The Secretary shall perform the following functions:

- a. Ensure members receive notification of brigade meetings in accordance with Council Policy: *Brigade Meetings*,
- b. Where deemed appropriate, prepare an agenda for brigade meetings, and distribute to members prior to meetings,
- c. Ensure minutes of brigade meetings are recorded and distributed to all members prior to next meeting,
- d. Document and record all brigade correspondence,
- e. Ensure brigade information is disseminated to all listed members,
- f. Make available circulars and other information to members,
- g. Work cohesively with local government management and administration staff on matters relevant to brigade administration.
- h. Maintain a register of Brigade Members

Treasurer

The role of the Treasurer is to manage and report on all financial matters relevant to the brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.

The position reports to the Captain on financial matters relevant to the brigade.

This position may be held in conjunction with the Secretary position.

The Treasurer shall perform the following functions:

- a. Manage financial affairs including budgets of the brigade,
- b. Maintain brigade financial records and provide detailed reports of income and expenditure at all meetings,
- c. Work cohesively with the Shire of Dowerin on matters pertinent to brigade financial matters, including providing annual copies of financial statements, or as requested by the Shire.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Bush Fire Brigades Local Law

Bush Fires Act 1954

Local Government Act 1995

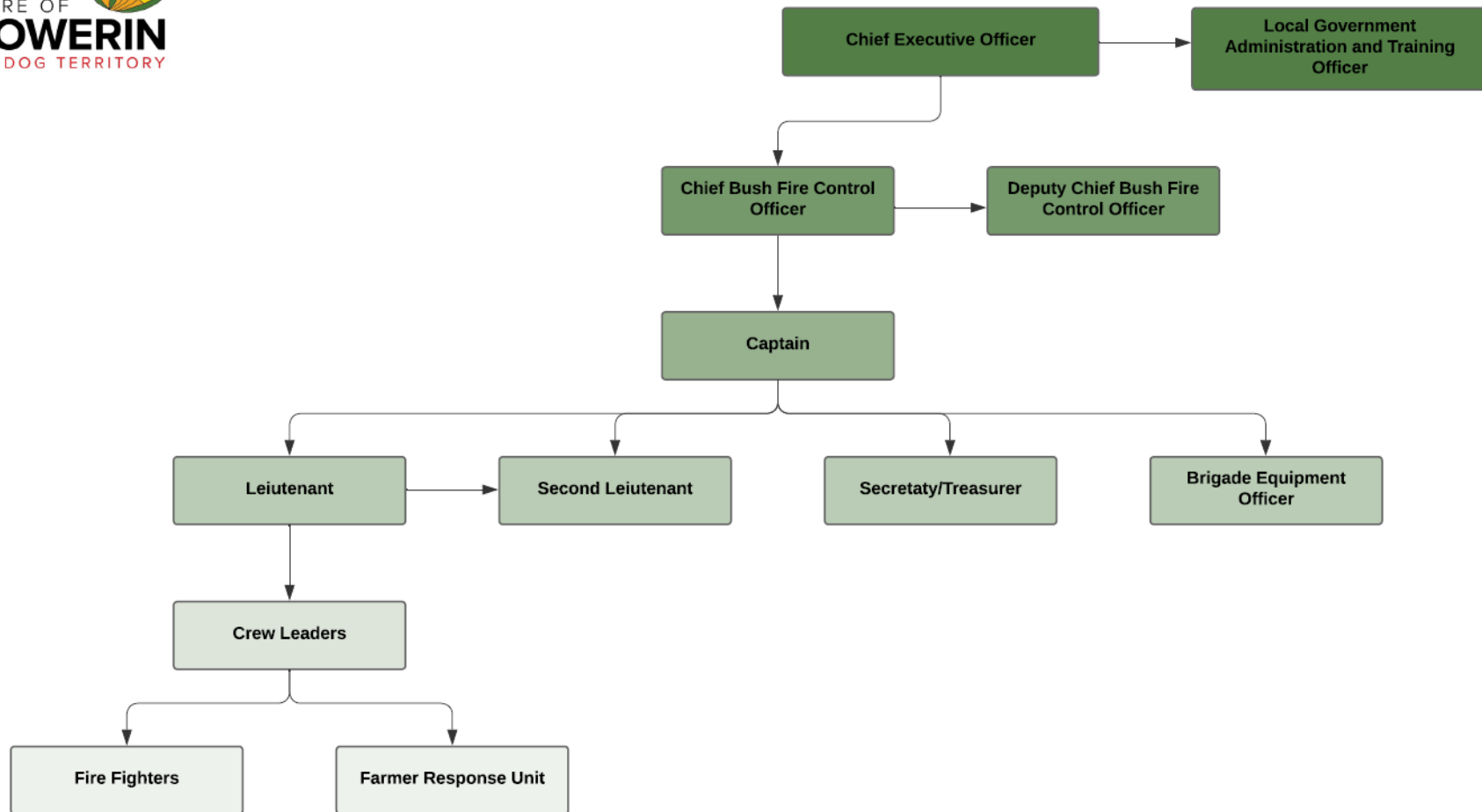
Related Delegation

Nil

Document Control	
Policy Number	8.1
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.



Dowerin Bushfire Brigade Organisation Chart



POLICY NUMBER	-	8.2
POLICY SUBJECT	-	8.2 Brigade Meetings
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To ensure Brigade Members are aware in advance of when Meetings will take place.

Policy

In accordance with Regulation 3.6 of the *Bush Fire Brigades Local Law*, the Bushfire Brigade is to hold its Annual General Meeting (AGM) during the month of March each year. The Brigade Captain is to present the dates for the following AGM during that meeting.

In accordance with Regulation 5.1 of the *Bush Fire Brigades Local Law*, Ordinary Meetings may be called at any time by the Secretary by giving at least 7 days' notice to all Brigade members, and to the Chief Bush Fire Control Officer, for the purpose of:

- a) Organising and checking equipment.
 - b) Requisitioning new or replacement equipment.
 - c) Organising field excursions, training sessions, hazard reduction programs, and the preparation of fire breaks.
 - d) Establishing new procedures in respect of any of the normal brigade activities.
 - e) Dealing with any general business.
-

Roles and Responsibilities

Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation

Nil

Document Control	
Policy Number	8.2
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.3
POLICY SUBJECT	-	8.3 Firefighter Induction
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To ensure all Firefighters are provided with the appropriate orientation to enable them to fulfil their duties.

Policy

To provide Firefighters with an introduction and information to assist them with their roles of being elected representatives, the following documents will be provided to them, preferably before attending their first brigade meeting:

1. Local Laws,
2. Details of membership,
3. Bushfire Brigade Policy Manual,
4. Bushfire Brigade Procedure Manual,
5. Contact Information Form.
6. DFES Volunteer Hub walkthrough

These documents will be available in hard copy, and the DFES Volunteer Hub walkthrough will be given online.

The Captain will conduct a general induction with the new members providing information on the details and administration of being a volunteer firefighter.

Roles and Responsibilities

Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	8.3
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.4
POLICY SUBJECT	-	8.4 Personal Protective Equipment
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To assist Firefighters in wearing appropriate Personal Protective Equipment.

Policy

Prior to training all Recruit Firefighters and new Members will be issued their own Personal Protective Equipment (PPE). All Firefighters will be issued with:

- Kit Bag
- Safety Helmet (and visor),
- Level 1 Firefighters Jacket,
- Level 1 Gloves,
- Level 1 Firefighters Trousers,
- Firefighters Boots, and
- Respirator and Filters.

PPE is only to be worn by a Firefighter when they are in attendance to an incident.

Roles and Responsibilities

Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation

Nil

Document Control	
Policy Number	8.4
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.5
POLICY SUBJECT	-	8.5 Use of Brigade Sheds
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To provide direction on the use of Fire Brigade sheds by members.

Policy

The use of the Brigade sheds is limited to Brigade Meetings, and meetings where Brigade Officer or members representation is present in accordance with the following guidelines:

1. The meeting is related to Brigade business, or associated with Brigade involvement, or at the discretion of the Chief Bush Fire Control Officer.
2. The meeting is not a private function, nor used for political or electoral purposes.
3. The Brigade shed area is a smoke free zone including veranda areas directly adjacent to open doorways.

All building maintenance will be performed by the Shire of Dowerin, with general cleanliness being a responsibility of the relevant Brigade members. The Shire of Dowerin will perform a biannual building inspection, with at least 7 days' notice given to the Brigade Captain.

Roles and Responsibilities

Brigade Officers & Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation

Nil

Document Control	
Policy Number	8.5
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.6
POLICY SUBJECT	-	8.6 Vehicle Use for Operational Activities
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

This operating policy is to provide Members of the Shire of Dowerin Bush Fire Brigade with guidance and direction around the safe and effective use of fire appliances.

The requirement of this policy applies to all Shire of Dowerin Bush Fire Brigade members and is subject to provisions outlined in this procedure.

Policy

Licence Requirements

Licence According To Class

Licencing requirements according to class as outlined in schedule 1 of Road Traffic (Authorisation to Drive) Regulations 2014.

- C** A motor vehicle, other than a motorcycle or motor carrier, that:
 - has a GVM of 4.5 t or less, and
 - that is equipped to seat not more than 12 adults including the driver.
- LR** A motor vehicle, other than a motorcycle or motor carrier, that:
 - has a GVM of 4.5 t or less and that is equipped to seat more than 12.
 - adults including the driver: or
 - has a GVM of more than 4.5 t but not more than 8 t.
- MR** A motor vehicle, other than a motorcycle or motor carrier, that:
 - has 2 axles and a GVM of more than 8t.
- HR** A motor vehicle, other than a motorcycle or motor carrier, that:
 - has at least 3 axles and a GVM of more than 8t.

It is a requirement that all members are to produce their Drivers Licences, once a year, at the Brigade's Annual General Meeting, to the requesting Officer, or at any other time at the Chief Bush Fire Control Officers request.

Novice (Learner) Driver

The learner driver must be accompanied by an instructor as defined under the Road Traffic (Authorisation to Drive) Regulations 2014, who has held an authorised driver's licence for a minimum of 4 years, the instructor must always supervise the learner both in and out of the vehicle.

The learner driver:

- Must not exceed a speed limit of 100km/hr, and
- Must display two L plates on the vehicle, one of which is visible from the front of the vehicle, and one which is visible from the back of the vehicle.

The Learner driver is not permitted to drive to or at the fire ground, and at no time is the learner driver permitted to drive Emergency Road conditions.

Novice (Provisional) Driver

As defined in section 10 of the Road Traffic (Authorisation to Drive) Regulations 2014, the novice driver (Type 1A) may only drive between the hours of 2400 and 0500 if it is for the purpose of travelling to or from employment and by the shortest practicable route for achieving that purpose. This means only when travelling between the station and home.

The provisional driver may not under any circumstance drive a Shire of Dowerin Vehicle under Emergency road conditions.

Extraordinary Licence

Members who hold an Extraordinary Licence are not permitted to drive a Shire of Dowerin vehicle under Emergency road or Normal road conditions and must always adhere to the conditions of their licence.

Requirements per Road Conditions

Qualification Requirements For Emergency Road Conditions

All members of the Shire of Dowerin Bush Fire Brigades must hold the following to be able to drive a fire appliance under operational conditions:

- Current Western Australian drivers licence stating the relevant class,
- Have undertaken an accredited driving under operational conditions unit of competency, PUAVEH001B Drive vehicles under operational conditions or DFES On Road Course,
- Has been a volunteer Fire Fighter within the Shire of Dowerin Fire Service for a minimum of 2 years, and
- Has been approved by the brigade captain and endorsed by the Chief Bush Fire Control Officer.

Any driver whose licence has been disqualified must advise their Brigade Captain immediately and are not authorised to drive a Shire of Dowerin vehicle.

Qualification Requirements For Normal Road Conditions

All members of the Shire of Dowerin Bush Fire Brigade must hold the following to be able to drive a fire appliance under Normal road conditions.

- Current Western Australian drivers licence stating the relevant class, and
- Has been approved by the Brigade Captain.

Any driver whose licence has been disqualified must advise their brigade captain immediately and are not authorised to drive a Shire of Dowerin vehicle.

Driving Emergency Road Conditions

Any member who has met the qualification requirements as outlined in this document may proceed under Emergency road conditions providing the member is:

- On official duty responding to a fire or fire alarm,
- On official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger,
- The driver is taking all reasonable care,
- The vehicle is displaying a blue or red flashing light and/or sounding an alarm (As per section 61 B of the Road Traffic Act 1974), and
- The vehicle is an Emergency Vehicle as defined under the Road Traffic (Vehicle) Regulations 2014.

The driver must, when instructed by a Fire Control Officer, DFES Officer, COMCEN, or the Incident Controller, proceed under Normal road conditions, and are subject to all laws and regulations as detailed under the Road Traffic Code 2000.

Members may be authorised by a Fire Control Officer at their discretion from time to time under certain circumstances for a specific incident to respond to an incident under operational conditions, should the Fire Control Officer believe it is required. Under no circumstances is any other member authorised to upgrade a driver to operational conditions.

Seat Belts

Members must always wear a seat belt when traveling in a vehicle belonging to the Shire of Dowerin, except for when engaged in Fire Fighting activities as per section 284.1(b) of the *Road Traffic Code 2000*.

Drugs And Alcohol

A driver or any other member must not operate a Shire of Dowerin vehicle with a blood alcohol content greater than 0.00% or any prescribed illicit drugs in the persons systems, as described in section 64AC of the Road Traffic 1974.

Disciplinary Process And Penalties

Every member who drives a motor vehicle without due care and attention and fails in their duties as described in the aforementioned sections of this document, commits an offence and is subject to disciplinary process which includes any or all the following:

- Suspension from all driving privileges for a set period,
- Suspension of membership for a set period, and/or
- Termination of membership.

Any member found to be in breach of these rules will be subject to the disciplinary process as provided here within. The Chief Bush Fire Control Officer or their nominated representative (Deputy Chief Bush Fire Control Officer, Captain) may at his discretion prohibit a member from proceeding under operational conditions for a period to be determined at the time, if they feel the member has breached any of the conditions of this document or if they believe the member has acted in an unsafe manner at any time whilst driving a Shire of Dowerin Vehicle, the Chief will notify the member in writing the terms of their suspension from driving.

Roles and Responsibilities

Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Legislation/Local Law/Policy/Procedures

Bushfires Act 1954

Department of Transport Western Australia

Road Traffic Act 1974

Road Traffic Code 2000

Road Traffic (Authorisation to Drive) Act 2008

Road Traffic (Vehicle) Act 2012

Document Control	
Policy Number	8.6
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.7
POLICY SUBJECT	-	8.7 Shire Owned Equipment at Bush Fires
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Council-owned plant and equipment, and operators are available to assist in the containment of a fire.

Policy

The Chief Bush Fire Control Officer (CBFCO) or person in control of the fire, is to determine if the equipment is required.

The CBFCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.

If the Chief Executive Officer is unavailable, authority for the use of plant and equipment will be delegated to the Asset & Works Coordinator.

Requests for Shire equipment are to be for assistance in the containment and control of bushfires.

Requests from landowners to assist in "mopping up" procedures will be charged at private works rates.

If land tenure is Department of Biodiversity, Conservation and Attractions /Unallocated Crown Land/Unmanaged Reserves contact the relevant agency to enable the Shire to claim payment for equipment use.

Document Control	
Policy Number	8.7
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	-	8.8
POLICY SUBJECT	-	8.8 Police Statements
DATE ADOPTED	-	19 September 2023 (CMRef: 0862)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To provide direction for the provision of statements to the police regarding incidents.

Scope

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police enquiries and/or presentation to a Coroner's Inquest.

Policy

POLICE STATEMENTS

Statements are not to be submitted, presented, or made either verbally or in writing directly to any police officer regarding any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

Roles and Responsibilities

Brigade Officers & Members

Members have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has a responsibility to ensure this policy is reviewed and presented to for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation

Nil

Document Control	
Policy Number	8.8
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	19 September 2023
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	- 7.20
POLICY SUBJECT	- 7.20 Management of Bushfire Volunteers
DATE ADOPTED	- 21 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	- 7.6
POLICY SUBJECT	- 7.6 Disciplinary Policy
DATE ADOPTED	- 20 August 2019 (CMRef 0034)
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

Policy Statement

The Shire of Dowerin (Local Government) is committed to ensuring its employees conduct themselves in an appropriate and professional manner and perform their duties in accordance with Local Government policies, procedures and guidelines (Policies).

The Local Government may from time to time consider that issues of employee behaviour, misconduct or less than satisfactory performance require disciplinary action. All disciplinary action will be applied in a consistent, fair and objective manner as set out in this policy, and in appropriate circumstances employees may be given an opportunity and assistance to improve.

Application

This policy applies to all employees who work at the Shire of Dowerin including contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity.

Authority to take Disciplinary Action

Disciplinary action, with the exception of termination of employment, will only be taken when authorised by the employee's Manager. The Manager may only approve disciplinary action after consultation with the Chief Executive Officer.

A decision to terminate an employee's employment with the Local Government must be authorised by the Chief Executive Officer.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of the Shire of Dowerin policies and procedures including, but not limited to:

1. breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
2. poor performance such as frequently attending for work late or producing a poor quality of work; or
3. inappropriate behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

1. **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
2. **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
3. **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
4. **Fair and impartial:** The Shire of Dowerin strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct pursuant to the *Fair Work Regulations 2009* includes, but is not limited to:

1. Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
2. Conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Dowerin's organisation;
3. The employee, in the course of the employee's employment, engaging in:
 - a. theft; or
 - b. fraud; or
 - c. assault;
4. The employee being intoxicated at work; or
5. The employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in misconduct in breach of the Shire of Dowerin's Policies, procedures, code of conduct, employment contract and/or legislation, the employee could be disciplined as follows:

1. **Verbal warning** –Management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
2. **Written warning** –Management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning and it must be placed on the employee's personnel file.; and
3. **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Dowerin has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the

employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Dowerin's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Dowerin's Grievances, Investigations, and Resolutions Policy and Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Dowerin's Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the Shire of Dowerin has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Pursuant to the Corruption, Crime and Misconduct Act 2003 (WA) it is the responsibility of the Principal Officer acting in their official capacity to notify where they suspect on reasonable grounds, a matter that concerns or may concern either serious or minor misconduct. Minor misconduct is reported to the Public Sector Commission. Please note that what constitutes 'minor' or 'serious misconduct' for the purpose of the CCM Act differs from the industrial definition of 'misconduct' and 'serious misconduct'.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Grievances, Investigations, and Resolutions Policy
Grievances, Investigations, and Resolutions Procedure
Code of Conduct for Employees

Document Control	
Policy Number	7.6
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.7
POLICY SUBJECT	- 7.7 Discrimination, Bullying and Harassment Policy
DATE ADOPTED	- 20 August 2019 (CMRef 0034)
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

Policy Statement

The Shire of Dowerin and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity.

Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

The Shire of Dowerin acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

1. Age;
2. Family responsibility or status;
3. Race, colour or ethnic origin;
4. Sex including gender identity, sexual orientation and intersex status;
5. Physical or mental disability;
6. Marital status;
7. Political or religious conviction;
8. Pregnancy;
9. Criminal record;
10. Breastfeeding;
11. Gender history;
12. Impairment;
13. National extraction or social origin; and
14. Trade union activity

Sexual Harassment

The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984 (Cth)* provides that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

1. Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
2. Gestures of a sexual nature;

3. Leering or staring;
4. Offensive telephone calls, emails, text messages or notes;
5. Sexual suggestive jokes or comments;
6. sexually explicit posts on social networking sites
7. Tales of sexual exploits;
8. Repeated requests for a date;
9. Unwelcome comments or questions about a person's sex life, appearance or dress; and
10. Displaying sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

Some examples of bullying include, but are not limited to:

1. Loud, abusive or offensive language or comments;
2. Yelling and screaming;
3. Unjustified criticism and insults;
4. Unjustified threats of dismissal or other disciplinary action;
5. Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
6. Spreading malicious rumours or misinformation;
7. Inappropriate comments about an employee's appearance, lifestyle of family;
8. Deliberately excluding an employee from workplace meetings or activities;
9. Hiding documents or equipment or withholding vital information required for effective work performance;
10. Constantly changing targets or work guidelines;
11. Overloading an employee with work and impossible deadlines;
12. Setting tasks that are unreasonably below or beyond an employee's level of skill;
13. Threats of assault or violence or actual violence;
14. Teasing and practical jokes; and
15. Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee the police should be called.

Ways in which Bullying can Occur

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers

Reasonable Management Action

The Shire of Dowerin has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

1. The establishment and regular use of performance management systems;
2. The setting of reasonable performance targets and deadlines;
3. Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
4. Issuing a lawful and reasonable direction to an employee to complete a work task;
5. Preparing and amending a roster for employees;
6. Transferring an employee to a different work location for operational reasons;
7. Implementing organisational change;
8. Informing an employee about inappropriate behaviour in a confidential manner; and
9. Taking disciplinary action against an employee.

Other Behaviours not Considered to be Bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.

What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

Roles & Responsibilities

To ensure the intent of this policy is realised various roles within the Shire of Dowerin must assume certain responsibilities.

The Employer

The Shire of Dowerin will endeavour to:

1. provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
2. provide and maintain safe systems of work;
3. provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
4. treat all employees fairly; and
5. take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All the Organisation's Employees

Employees, contractors and volunteers are required to:

1. report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
2. follow all policies and procedures of the Shire of Dowerin;
3. ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
4. treat all employees fairly and with respect.

Employees should be aware that discrimination, bullying and sexual harassment may expose them individually to legal action.

Consequences of Breaching This Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

Variation to this Policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Grievances, Investigations and Resolution Policy and Procedure

Disciplinary Policy and Procedure

Code of Conduct for Employees

EEO Management Plan

Related External Documents

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975

Disability Services Act 1993

Age Discrimination Act 2004

Australian Human Rights Commission Act 1986

Sex Discrimination Act 1984

WALGA Employee Relations Services

Document Control	
Policy Number	7.7
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed bi-annually or more often where circumstances require.

POLICY NUMBER	- 7.10
POLICY SUBJECT	- 7.10 Drug and Alcohol Policy
DATE ADOPTED	- November 2020
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

Objective

The Shire of Dowerin (Local Government) is committed to providing a safe and healthy workplace for all employees, contractors, sub-contractors and volunteers. As a part of this commitment the Shire will not tolerate the misuse of alcohol and/or other drugs in the workplace.

The purpose of this policy is to ensure the following:

- That all employees, contractors, sub-contractors and volunteers are fit for work and not under the influence of alcohol and/or other drugs while at work.
 - That the safety and wellbeing of staff and the public are not placed at risk by the actions of an employee under the influence of drugs and/or alcohol.
 - That the illegal and/or criminal activity of possession or dealing in drugs does not occur at the workplace.
-

Policy Statement

The Shire of Dowerin's Commitment

The Shire of Dowerin and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and/or other drug usage becomes a work health safety issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

The Individual's Responsibility

Under the *Work Health and Safety Act 2020* workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at the workplace is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. The workplace extends to Shire owned vehicles and plant. At any time as a worker of the Shire whilst undertaking their respective duties, employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence or impaired by alcohol and/or drugs at the workplace, may face disciplinary action up to and including termination of employment.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Local Government premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their Manager or Chief Executive Officer and disclose any side effects that these prescribed medication/drugs may cause.

Consumption of Alcohol on the Premises

Except in situations where the Local Government holds a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function;
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food;
- assist the employee with safe transport home, including contacting a family member or arranging transport, if the manager believes a person may be over the BAC 0.05 limit; and
- appoint a delegate to oversee the remainder of the function if the manager must leave early.

Counselling and Rehabilitation

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Council intends in appropriate circumstances to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However, no part of this Policy or any related procedures is intended to affect the Shire's right to manage its workplace and discipline its employees or to offer employment or continued employment, nor to make the Shire liable for the costs associated with counselling and rehabilitation.

If an employee feels they require assistance with a substance abuse or dependence related issue they may bring this to the attention of their Safety Representative, Supervisor or CEO. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis. This may be arranged through other agencies as listed below:

Service Provider	Metro No.	Toll Free
Occupational Services (WA)	9225 4522	1800 198 191
Alcohol and Drug Information Service (24hrs)	9442 5000	1800 198 024
Alcoholics Anonymous (24 hrs)	9325 3566	
Narcotics Anonymous	9227 8361	
Parents Alcohol and Drug Information Service	9442 5050	1800 653 203

Identification of Impairment & Testing

If the Local Government has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include, but are not limited to, where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Local Government suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a suitably qualified person appointed by the Local Government; and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Local Government may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Local Government may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Local Government.

Testing Methods

Employees and other persons in the workplace are required to undertake alcohol and drug testing when, where and as required. This will include:

- Random testing
- Extraordinary testing
- Incident testing
- Fitness for Work testing
- Pre-Employment testing

All initial drug testing undertaken will comprise of a saliva test. Confirmatory test may comprise of either a urine or saliva test.

Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Saliva testing will be conducted in accordance with Australian Standard 4760-2019.

Alcohol testing will be conducted in accordance with current random breath testing procedures in Western Australia (Australian Standard AS 3547:2019).

All drug testing shall be conducted at a Shire approved testing facility for urine testing or by authorised and trained persons at the workplace for oral testing. Authorised and trained persons will conduct all alcohol testing at the workplace.

Where an employee or other person in the workplace returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return

to the workplace pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Shire's premises or property the Shire will ensure that it is in a safe and responsible manner.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the workplace.

Random Testing

All employees and other persons in the workplace may be required to provide a sample for testing as a result of a random selection process. The Shire reserves the right to amend and adjust the random selection process from time to time as appropriate.

Extraordinary Testing

An employee once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Shire's Chief Executive Officer shall determine when extraordinary testing is to take place.

Incident Testing

Employees involved in significant incidents will be tested immediately following an incident. Significant incidents may include, but are not limited to:

- Vehicle and plant accidents
- Injuries treated by a medical practitioner
- Property/ vehicle/ plant/ equipment damage
- Reportable near misses

Persons involved in such incidents will be tested for alcohol and/or drugs as per the procedures under this policy. They will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work.

A person who is required to provide a post-incident sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Fitness for Work Testing

Any employee who has reason to believe that another employee, a contractor's employee, or a visitor is under the influence of drugs or alcohol must report their suspicions to their supervisor/manager. If the supervisor/manager agrees that there is cause for suspicion, they must arrange for the person to be removed from the workplace and undertake to provide a urine or breathalyser test in consultation with the CEO. The employee reporting the suspicion will also be tested.

The person will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work. The persons who are required to provide the sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Employees have the opportunity to voluntarily self-test "without prejudice" at least 10 minutes prior to the commencement of work if they are in doubt of their fitness for work. An employee who removes themselves from the workplace prior to any incident or disciplinary action will do so either on annual or unpaid leave. Repeated events will be treated as a performance matter.

Pre-Employment Testing

All prospective employees shall be required to provide a urine sample that will be analysed for traces of prohibited or restricted drugs in accordance with Australian Standard 4308 as a pre-requisite for employment with the Shire.

The prospective employee will be requested to declare to the person administering the test whether they are taking any medication, including prescription and/or non-prescription over the counter drugs.

Refusal to Undertake a Test

Refusal by an employee to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice.

The employee will be given a verbal warning. This will be performed in accordance with the relevant Shire procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The employee will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'second positive' result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice. The employee will be given a final written warning assuming there are no mitigating circumstances.

The employee will present themselves for another test within 24 hours of the second refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'third positive' result. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the individual may be dismissed without notice.

Provision of an Invalid Sample or Inability to Provide a Sample

An employee or other person in the workplace who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample. In the absence of a medical explanation acceptable to the employer for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where an employee or other person in the workplace asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the employer and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

Requirement to Declare Use of Drugs Prior to Testing

As part of the drug testing process where Staff are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work. If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

Testing Levels

Alcohol

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Other Drugs

The screening test cut-off levels for urine tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	300 ug/l
Cannabis metabolites	50 ug/l
Cocaine metabolites	300 ug/l
Benzodiazepines	200 ug/l
Opiates	300 ug/l

The screening test cut-off levels for oral tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	50 ng/ml
Cannabis metabolites	25 ng/ml
Cocaine metabolites	50 ng/ml
Opiates	50 ng/ml

The confirmatory test cut-off levels are:

Class of Drug	Cut-off Level
Opiates*	300
Codeine	300
Amphetamine	300
Methyl amphetamine	300
Methylene dioxy methylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

Action in Relation to Test Results

First Positive

If an employee or other person in the workplace returns a positive confirmatory test result for the first time for other drugs then the following will apply:

1. They will be provided with a copy of the laboratory drug and alcohol test results.
2. The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a verbal warning. This will be performed in accordance with the Shire's relevant disciplinary procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.
3. The employee shall enter into discussions with their manager and the CEO regarding the positive result. The employee may request a representative to be present in a purely observatory capacity.
4. The Shire will recommend to the employee that they seek medical and/or counselling help.

In the event of the positive result being for drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further test. If the test is positive, it will be treated as a Second Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing, as required, and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy, or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy, as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Second Positive

If an employee or other person in the workplace records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

1. They will be provided with a copy of the laboratory drug and alcohol test results.
2. The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a final written warning.
3. The employee shall present themselves as soon as possible to a panel consisting of;
 - Direct Manager
 - Chief Executive Officer, and
 - Health and Safety Representative (employee's choice)

The objective of the panel is to discuss;

1. Source of problem
2. Explain the repercussions of a Third Positive test
3. Reinforce the Fit to Work Policy
4. Organise counselling and/or medical help

The employee shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of employment.

In the event of the positive result being for alcohol and drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further urine or breath test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing, as required, and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy, or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy, as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Third Positive

The employee will be immediately suspended from work without pay pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case.

Unless there are convincing arguments to the contrary, the individual may be dismissed without notice. Where a person in the workplace other than an employee returns a positive confirmatory test result for the third time, the Shire of Dowerin may refuse to permit the person to perform work for or on behalf of the Council or to perform work on the premises or property of the Shire.

Disciplinary Record

Where an employee has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the usual correspondence method.

Roles and Responsibilities

The Chief Executive Officer is responsible for ensuring the successful implementation and operation of the Drug and Alcohol Policy. This will ensure that all employees understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

Managers and Supervisors are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

Managers and Supervisors also have responsibility for determining the fitness for work of individuals under their control and for taking prompt and appropriate action to address declining safety or work performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All Managers and Supervisors will be appropriately trained to ensure their competency in handling these matters

APPENDIX 4

Related Corporate Documents

Code of Conduct for Employees

Grievances, Investigations and Resolution Policy

Grievance Procedures

Disciplinary Policy

Disciplinary Procedure

Related Legislation/Local Law/Policy/Procedure

Work Health and Safety Act 2020

Australian/New Zealand Standard AS/NZS 4308:2008

Australian Standard 4760:2019.

Australian Standard AS 3547:2019

Related Delegation

Nil

Document Control	
Policy Number	7.10
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	November 2020
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.5
POLICY SUBJECT	- 7.5 Grievances, Investigations and Resolution Policy
DATE ADOPTED	- 20 August 2019 (CMRef 0034)
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity. This policy does not apply to complaints about the Chief Executive Officer (CEO).

Roles

Complainant: An employee who raises a complaint about a matter regarding the workplace.

Respondent: An employee who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person: A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness: A person (including an employee) who is requested by the Shire of Dowerin to assist the process by providing relevant information regarding the complaint.

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire of Dowerin’s Code of Conduct, policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or the Chief Executive Officer directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their Manager. If the Manager is the Respondent in the matter or if the employee feels uncomfortable approaching their Manager, the Complainant should approach the Chief Executive Officer.

The employee who receives the complaint must contact the Chief Executive Officer and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

If the complainant believes they are the subject of behaviour that is inconsistent with the Local Government’s Code of Conduct, policies and procedures, the complainant may raise a complaint by following the process in the Grievance Procedure.

If a complaint is about the CEO

If the complaint is about the CEO, the Grievance Policy and Procedure does not apply. A complaint about the CEO must be raised directly with the President

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a

complaint:

1. **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Dowerin may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint.
This requirement does not preclude a complainant, respondent, witness or Local Government from seeking legal, financial or other professional advice.
2. **Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered by either an impartial employee of the Local Government or an externally appointed investigator;
3. **Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
4. **Timely** – The Shire of Dowerin aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
5. **Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
6. **Natural Justice** – The principles of natural justice provide that:
 - a. a Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
 - b. a Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
 - c. anyone involved in the investigation should be unbiased and declare any conflict of interest;
 - d. decisions must be based on objective considerations and substantiated facts; and
 - e. the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
7. **Procedural Fairness** – The principles of procedural fairness provide that:
 - a. the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
 - b. the Respondent is entitled to receive verbal or written communication from the Shire of Dowerin of the potential consequences of given forms of conduct, as applicable to the situation;
 - c. the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
 - d. any mitigating circumstances presented to the Shire of Dowerin through the grievance process are investigated and considered;
 - e. the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
 - f. any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
 - g. all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

If a complaint against a respondent is substantiated, there are a number of possible

outcomes as detailed in the Grievance Procedure.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of complainant, respondent or witness

A complainant, respondent or witness should not be victimised for making a complaint, being the subject of a complaint or providing information about a complaint. Anyone responsible for victimising a complainant, respondent or witness may be subject to disciplinary action, including but not limited to termination of employment.

Reporting obligations

The Local Government must comply with its obligations to report minor or serious misconduct to either the Public Sector Commission or Corruption and Crime Commission in accordance with the Corruption, Crime and Misconduct Act 2003 (WA).

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Dowerin's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Grievances, Investigations and Resolution Procedure

Discrimination, Harassment & Bullying Policy

Code of Conduct for Employees

EEO Management Plan

Document Control	
Policy Number	7.5
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed bi-annually or more often where circumstances require.

POLICY NUMBER	- 1.12
POLICY SUBJECT	- 1.12 Communications & Use of Social Media
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- 20 December 2022 (CMRef 0712)

Objective

To establish protocols for the Shire of Dowerin's official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy

This policy applies to:

1. Communications initiated or responded to by the Shire with our community; and
2. Councillors when making comment in either an official or personal capacity.

Official Communications

The purposes of the Shire's official communications include:

1. Sharing information required by law to be publicly available;
2. Sharing information that is of interest and benefit to the community;
3. Promoting Shire events and services;
4. Promoting public notices and community consultation / engagement opportunities.
5. Answering questions and responding to requests for information relevant to the role of the Shire; and
6. Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

1. The Shire's website;
2. Advertising and promotional materials;
3. Media releases prepared for the Shire President to promote specific Shire positions;
4. Social media; and
5. Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the Chief Executive Officer.

Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire and may represent the Shire in official communications, including speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The Chief Executive Officer may speak on behalf of the Shire, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the Chief Executive Officer if authorised, may speak on behalf of the local government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Councillors, whether undertaken in an authorised official capacity or as a personal communication, must not:

1. Bring the Shire into disrepute;
2. Compromise the person's effectiveness in their role with the Shire;
3. Imply the Shire's endorsement of personal views;
4. Imply the Councillor is speaking on behalf of the Shire, unless authorised to do so; or
5. Disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Councillor communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the media for an official Shire comment, whether made to an individual Councillor, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer. Information will be coordinated to support the Shire President or Chief Executive Officer (where authorised) to make an official response on behalf of the Shire.

Councillors may make comments to the media in a personal capacity.

Website

The Shire will maintain an official website, as our community's on-line resource to access the Shire's official communications.

Social Media

The Shire uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire maintains the following Social Media accounts:

1. Social media sharing networks including Facebook and Instagram; and
2. Apps such as Snap Send Solve.

The Shire may also post and contribute to social media hosted by others to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however we expect participants to behave in a respectful manner. The Shire will moderate its social

media accounts to address, and where necessary delete, content deemed to be:

1. Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
2. Promotional, soliciting or commercial in nature;
3. Unlawful or incites others to break the law;
4. Information which may compromise individual or community safety or security;
5. Repetitive material copied and pasted or duplicated;
6. Content that promotes or opposes any person campaigning for election to Council, appointment to official office, or any ballot;
7. Content that violates intellectual property rights or the legal ownership of interests or another party; and
8. Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to the Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may, at its complete discretion, block that contributor for a specific period of time or permanently.

Use of Social Media in Emergency Management and Response

The Shire will use its SMS service (primarily used for harvest ban notifications) to distribute emergency management and response information to the community, particularly in relation to fires.

Where applicable and available, the Shire will also use its Facebook page to update the community on longer term emergency management, response and recovery operations.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Councillor communications that relate to their role as a Councillor are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Councillors are responsible for transferring these records to the Shire's Administration. Councillor records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately in conversation, written, recorded, emailed, texted or posted in personal social media have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Councillor Statements on Shire Matters

A Councillor may choose to make a personal statement publicly on a matter related to the business of the Shire.

Any public statement made by a Councillor, whether made in a personal capacity or in their local government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the Shire;
6. Not reflect adversely on a decision of Council;
7. Not reflect adversely on the character or actions of another Councillor or employee; and
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, employee or community member.

A Councillor who is approached by the media for a personal statement may request the assistance of the Chief Executive Officer.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations

Freedom of Information Act 1992

State Records Act 2000

Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	1.12
Policy Version	2
Policy Owners	Executive & Governance Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.9
POLICY SUBJECT	- 7.9 Work Health Safety Policy
DATE ADOPTED	- 30 September 2016
RESPONSIBLE OFFICER	- Rebecca McCall
REVIEWED	- 20 December 2022 (CMRef 0713)

Objective

The Shire of Dowerin (the Shire) is committed to achieving zero harm to all stakeholders whether internal or external, when engaged in any capacity with the Shire.

Policy

The Shire is committed to providing a safe working environment for all internal and external stakeholders that may be impacted by any of its activities.

The Shire will endeavour to improve health and safety in the workplace with the philosophy that all injuries and accidents are preventable and that a healthy and safe working environment is conducive to job satisfaction whilst achieving the objectives of the Shire.

Safety and Health Objectives

Commitment, co-operation and effective teamwork is fundamental to achieving the following key safety and health objectives:

The Shire will:

- Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
- Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
- Provide all Personal Protective Equipment to its staff;
- Provide a workplace that ensures safe work practices and systems are of the highest standard;
- Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable; Involve employees in health and safety matters and consult with them in ways to reduce workplace hazards and prevent injuries;
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- Conform to statutory requirements as a minimum standard; and
- Take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

Responsibilities

The Shire understands and accepts responsibilities imposed under Work Health and Safety (WHS) legislation and is committed to providing healthy and safe working conditions.

Safety and health are both an individual and a collective responsibility of all employees, in particular;

Chief Executive Officer

The Chief Executive Officer is the responsible officer for all Work Health Safety practices within the organisation.

Managers and Supervisors

Managers and supervisors are responsible for implementing the Work Health Safety Policy and ensure that appropriate planning, development, implementation and monitoring of Work Health Safety Procedures is kept up to date and adhered to on a daily basis.

Employees

Employees are required to follow all safe working practices and use provided personal protective equipment at all times to minimise risks. Employees are to take responsibility in ensuring that both their own safety, along with the safety of others, is a priority consideration when undertaking work for the Shire. It is a requirement that all employees immediately, or as soon as practicable, report all accidents and hazardous situations that arises in the course of their work and file a completed Incident Report.

Related Documentation

Health, Safety and Environmental Management Plan

Related Legislation/Local Law/Policy/Procedure

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Australian Standard AS 4801 - Occupational Health and Safety Management Systems

Related Delegation

Nil

CEO Endorsement

Signed:	 Rebecca McCall, Chief Executive Officer	Dated: 21 December 2022
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Document Control	
Policy Number	7.9
Policy Version	6
Policy Owners	Executive & Governance Officer
Creation Date	30 September 2016
Last Review Date	March 2017 (CMRef 2762) 26 March 2019 February 2021 (CMRef 0370) September 2021 (CMRef 0491) 20 December 2022 (CMRef 0713)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

2024 2025 Expected Capital Expenditure

Project	LG Contribution	Funding Contributioun	Total Project Cost 2024/2025	Comment
WSFN				
Dowerin Kalannie Road SLK 37.81-41.71	\$92,340.01	\$1,292,760.12	\$1,385,100.13	
Dowerin Kalannie Road Bailey EW Intersection	\$7,666.66	\$107,333.33	\$115,000.00	Rolling this estimated value over from 2023/24 budget to complete project
Dowerin Kalanie Road Verge Maintenance	\$7,143.93	\$100,015.05	\$107,158.98	Rolling this estimated value over from 2023/24 budget to complete project
Dowerin Kalanie Road & Ward Road Intersection Planning and Development	\$3,333.33	\$46,666.67	\$50,000.00	See Changes Made based on steering committe letter from WSFN
RSA 50% Contribution	\$4,000.00	\$4,000.00	\$8,000.00	50% Contribution for the (RSA) Road Safety Audit
Grand Total	\$7,333.33	\$50,666.67	\$58,000.00	
Black Spot				
Dowerin Meckering Road & Hindmarsh Back Road		\$753,286.26	\$753,286.26	Original Project funding \$801,922.00 to my knowledge there will be \$753,286.26 left in the budget for next finacial year as we spent \$31,864.83 in 2022/2023 year and spent \$16,770.91 in 2023/2024 finacial year. We currently have to my knowledge \$481,153.00 left to claim from mainroads/Feds, the rest is in an account that Aaron knows more about. It also seems that the budget was set to the incorrect ammount for this finacial year we should discuss further.
RRG				
Cunderdin Minnivale Road	\$193,130.00	\$386,261.00	\$579,391.00	
LCRIP				
Phase 4 Part A				
Manmanning Road SLK 0.00-5.67	\$2,804.00	\$241,964.00	\$244,768.00	Rolling this estimated value over from 2023/24 budget to complete project
Fifty Four Gates West Road SLK 0.00-2.65		\$114,180.28	\$114,180.28	Rolling this estimated value over from 2023/24 budget to complete project
Phase 4 Part B				
Dowerin Meckering Road Reseal SLK 18.40 - 21.50		\$172,430.00	\$172,430.00	
Metcalf Road Culvert Repair SLK 3.58		\$16,341.50	\$16,341.50	
Harris East Road Culvert Repair SLK 4.38		\$32,581.50	\$32,581.50	

Project	LG Contribution	Funding Contributioun	Total Project Cost 2024/2025	Comment
Roads To Recovery				This is all based on the assumption that we will only receive \$365,000 from R2R
Reseals				
Memorial Avenue SLK 0.00 - 0.84		\$53,650.00	\$53,650.00	
Stacey Street SLK 0.00-0.57		\$39,875.00	\$39,875.00	
Maisey Street SLK 0.00-0.38		\$29,203.00	\$29,203.00	
Amery Benjaberring Road SLK 8.40-8.98		\$25,000.00	\$25,000.00	
Minnivale NE Road SLK 0.00-0.10		\$5,000.00	\$5,000.00	
Meckering Road SLK 0.63-0.85		\$15,950.00	\$15,950.00	
Gravel Re-sheeting				
Old Koorda Road SLK 0.00 - 8.89	\$192,838.00	\$196,322.00	\$389,160.00	This will potentially be the change made for gravel supply purposes.
Shire of Dowerin Reserve Funded Projects				
Shoulder Reconditioning				
Dowerin Koorda Road SLK 15.52 - 22.13	\$113,692.00		\$113,692.00	
Intersection Reconstruction				
Redding Road and Stewart Street	\$120,450.00		\$120,450.00	
TOTAL	\$744,731.27	\$3,683,486.37	\$4,428,217.65	

Regional Road Group 5-Year Program 2023/2024 - 2027/2028

Last Updated:

Road Name	LGA Number	Road Number	SLK		Work Description	Work Type**	Preservation***					Improvement / Construction***				
			Start	Finish			2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Cunderdin Minnivale Rd	407	4070001	24.50	27.23	Reconstruction and Seal	I						579,391				
Dowerin Meckering Road	407	4070185	15.81	18.46	Reconstruction and Seal	I							471,500			
Cunderdin Minnivale Rd	407	4070001	25.23	27.23	Final Seal	I							107,930			
Cunderdin Minnivale Rd	407	4070001	5.18	8.25	Reconstruction and Seal	I								441,951		
Dowerin Meckering Road	407	4070185	15.81	18.46	Final Seal	I								110,335		
Dowerin Meckering Road	407	4070183	23.61	25.61	Reconstruction and Seal	I									460,000	
Cunderdin Minnivale Rd	407	4070183	5.18	8.25	Final Seal	I									84,631	
Cunderdin Minnivale Rd	407	4070183	23.01	25.23	Reconstruction and Seal	I										437,216
Dowerin Meckering Road	407	4070183	23.61	25.61	Final Seal	I										107,930
Total												579,391	579,430	552,286	544,631	545,146
Financial Year Total RRG Pool Contribution												386,261	386,287	368,191	363,087	363,431
Financial Year Total LGA Contribution												193,130	193,143	184,095	181,544	181,715

	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Total Annual LGA Funding Request	579,391	579,430	552,286	544,631	545,146

Preservation as % of Total Program					
Improvement/Expansion as % of Total Program	100.00%	100.00%	100.00%	100.00%	100.00%

**P Preservation
 **I Improvement
 *** Enter \$ amounts as RRG Pool Contribution
 Calculated Cells

Quotation for Revegetation

Date: 1/03/2024
Quote No.: 2024 03 006
Attention: Ben Forbes
Company: Shire of Dowerin
Email: bforbes@dowerin.wa.gov.au
Project: Namelcatchem Nature Reserve Revegetation Plan Implementation
Prepared by: Katherine Evans
Phone: 0418 535 957
Email: Katherine.evans@naturalarea.com.au

The following quotation is provided to the Shire of Dowerin for the implementation of the '*Namelcatchem Nature Reserve Revegetation Plan*' prepared by Natural Area. Namelcatchem Nature Reserve within the Shire of Dowerin (Figure 1) requires weed control, revegetation and monitoring to restore the historical gravel pit to a condition similar to that of the surrounding environment as required by Vegetation Conservation Notice CPS 10216/1.

Indicative pricing for the works detailed in the revegetation plan are as per Table 1-3.



Quotation for Revegetation



Figure 1:
Namelcatchem Pit Boundary
Namelcatchem Nature Reserve, Dowerin

Client: Shire of Dowerin
Date: 13/02/2023
Created by: K. Evans
Image Source: Google Satellite, 2023
Datum: GDA 94

0 25 50 m



Quotation for Revegetation

Table 1: Cost Schedule years 1 – 3

Activity	Year 1 (2024)				Year 2 (2025)				Year 3 (2026)			
	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)
Site Preparation - Weed Control	Event	1	1,900.00	1,900.00	Event				Event			
Seed Collection/ processing	Event				Event	1	2,375.00	2,375.00	Event			
Seed Treatment and dispersal	Event				Event	1	760.00	760.00	Event			
Plant Installation	Ea	3,247	2.00	6,494.00	Ea				Ea			
Infill Plant Supply	Ea				Ea	974	2.10	2,045.61	Ea	292	2.21	645.83
Infill plant Installation	Ea				Ea	974	2.52	2,454.73	Ea	292	2.65	774.41
Weed Control	Event	1	1,900.00	1,900.00	Event	2	1,995.00	3,990.00	Event	2	2,094.75	4,189.50
Initial vegetation Survey	Event	1	3,000.00	3,000.00								
Vegetation Survey/ Monitoring	Event				Event	1	3,150.00	3,150.00	Event	1	3,307.50	3,307.50
Reports	Event	1	1,200.00	1,200.00	Event	1	1,260.00	1,260.00	Event	1	1,323.00	1,323.00
Yearly Total (ex GST)				14,494.00				16,035.34				10,240.24
GST				1,449.40				1,603.53				1,024.02
Yearly Total (inc GST)				15,943.40				17,638.88				11,264.26

Quotation for Revegetation

Table 2: Cost Schedule years 4 – 6

Year 4 (2027)					Year 5 (2028)				Year 6 (2029)			
Activity	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)
Weed Control	Event	2	2,199.49	4,398.98	Event	1	2,309.46	2,309.46	Event	1	2,424.93	2,424.93
Vegetation Survey/ Monitoring	Event	1	3,472.88	3,472.88	Event	1	3,646.52	3,646.52	Event	1	3,828.85	3,828.85
Reports	Event	1	1,389.15	1,389.15	Event	1	1,458.61	1,458.61	Event	1	1,531.54	1,531.54
Yearly Total (ex GST)				9,261.01	7,414.59				7,785.32			
GST				926.10	741.46				778.53			
Yearly Total (inc GST)				10,187.11	8,156.05				8,563.85			

Table 3: Cost Schedule years 7- 10

Year 7 (2030)					Year 8 (2031)				Year 9 (2032)				Year 10 (2033)			
Activity	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)	Unit	Qty	Unit rate	Cost (\$ ex GST)
Weed Control	Event	1	2,546.18	2,546.18	Event	1	2,673.49	2,673.49	Event	1	2,807.16	2,807.16	Event	1	2,947.52	2,947.52
Vegetation Survey/ Monitoring	Event	1	4,020.29	4,020.29	Event	1	4,221.30	4,221.30	Event	1	4,432.37	4,432.37	Event	1	4,653.99	4,653.99
Reports	Event	1	1,608.12	1,608.12	Event	1	1,688.53	1,688.53	Event	1	1,772.96	1,772.96	Event	1	1,861.61	1,861.61
Yearly Total (ex GST)				8,174.59	8,583.32				9,012.49				9,463.12			
GST				817.46	858.33				901.25				946.31			
Yearly Total (inc GST)				8,992.05	9,441.65				9,913.74				10,409.43			

Pricing Note:

- All pricing is an estimate and is subject to change at the time of quoting
- Additional accommodation and incidentals costs may be included at time of quoting dependent on extent of works

Quotation for Revegetation

Date: 13/03/2024
Quote No.: 2024 03 006
Attention: Ben Forbes
Company: Shire of Dowerin
Email: bforbes@dowerin.wa.gov.au
Project: Namelcatchem Nature Reserve Revegetation Plan Implementation
Prepared by: Steph Geard
Phone: (08) 9209 2767
Email: Steph.geard@naturalarea.com.au

The following quotation is provided to the Shire of Dowerin for the implementation of the '*Namelcatchem Nature Reserve Revegetation Plan*' prepared by Natural Area. Namelcatchem Nature Reserve within the Shire of Dowerin (Figure 1) requires weed control, revegetation, and monitoring to restore the historical gravel pit to a condition similar to that of the surrounding environment as required by Vegetation Conservation Notice CPS 10216/1.

Weed control

Natural Area will undertake an initial non-selective herbicide application of Glyphosate 2% prior to revegetation works. Following revegetation, Natural Area will undertake maintenance herbicide applications bi-annually in spring and autumn, for two years.

All herbicide application will be undertaken by Natural Area's licenced Herbicide Technicians and applied according to the Health (Pesticides) Regulations 2011. Our technicians receive mandatory training during licencing as well as ongoing in-house on the job training and are required to complete Natural Area's Employee Training Manuals "Weed Control: Application of Herbicides" and "Weed Control: Manual Weed Control". Training and on ground experience have led our staff to developed extensive knowledge of native and weed flora species resulting in quality outcomes with no off-target damage. Natural Area personnel will ensure that chemical application forms are completed and provided to the City within 24 hours.

All herbicides will be mixed at Natural Area's operations depot within bunded chemical mixing areas which comply with Department of Health regulations. Wetting agents/adjuvants will be added as per manufacturer's instructions. An environmentally friendly marker dye will be incorporated at a concentration that will result in dye being visible for 7 days after herbicide application, to identify treated areas. Wetting agents/adjuvants will be added as per manufacturer's instructions and no wetting agent will be utilised for herbicide application within 20 metres of a water body.

Quotation for Revegetation

All chemicals are handled and stored according to the manufacturer's instructions (label or SDS), and appropriate PPE is worn when handling all chemicals at all times. Required PPE for herbicide use (which exceeds SDS requirements) includes:

- safety boots/wellington boots with cut retardant material, non-slip soles and steel toe caps (to comply with AS/NZS 2210)
- protective eyewear/face shield (to comply with AS 1337)
- nitrile chemical gloves (to comply with AS/NZS 2161)
- respiratory masks (A1/P3 gas particle filters) fitted with airtight seal
- spray suit/pants
- chemical apron
- high visibility long-sleeved shirt and long trousers.

Upon arrival to site, we will set up herbicide application signage (minimum of 4 and/or placed at all entries to a reserve) in accordance with the Department of Health (Pesticides) Regulation 2011, to inform the public of ongoing works (Figure 7). Where public paths and tracks need to be closed due to herbicide application, temporary worksite signage (e.g. footpath closed) will be erected. All vehicles are fitted with high visibility beacons and reversing buzzers to ensure safe movement of vehicles within the reserve.



Figure 1: Natural Area signage in accordance with regulations (Regulation 89(5) of the Health (Pesticides) Amendment Regulations 2011).

At all times during the implementation of works, Natural Area will implement quality, safety, and environmental protocols, including:

- SOP-HSEQ-037 Chemical Weed Control
- SOP-HSEQ-038 Working with Hazardous Substances
- SOP-HSEQ-023 Manual Handling
- Sop-HSEQ-026 Safe Vehicle Use
- SOP-HSEQ-065 Protection of the Natural Environment

Quotation for Revegetation

Implementation of these procedures will guarantee works are undertaken in a safe, efficient, and environmentally sustainable manner, ensuring the City received the best value for money service. Herbicide application will not be conducted during inappropriate weather conditions including:

- wind speeds above 15 km/h
- when temperatures reach above 35 degrees centigrade
- during rainfall

Seed Treatment and Distribution

Natural Area will treat, and batch seed collected, and undertake direct seeding of the area at a rate of 4 kg per hectare. Seed distribution will occur in April-May to coincide with winter rains. Prior to broadcasting, seed will be pre-treated to help alleviate dormancy issues. Pre-treatment of seed may include:

- hot water
- scarification
- aerosol smoke application
- removal of physical inhibitors.

Following dormancy pre-treatment, seed will be batched according to species and densities and mixed with bulking media as required for even distribution. A species list for seed distribution is provided below (Table 2). Given the expected size of revegetation areas and accessibility, seed will be broadcast by hand and/or via Natural Area's GP1200 Autoseeder at a rate of 4 kg per ha. Seed does not need to be covered over as the species selected in Table 4 will embed to suitable depths following rainfall events.

Table 2: Seed Species list.

Species	
<i>Allocasuarina acutivalvis</i>	<i>Hakea scoparia</i>
<i>Allocasuarina campestris</i>	<i>Maireana brevifolia</i>
<i>Banksia armata</i>	<i>Melaleuca acuminata subsp. websteri</i>
<i>Calothamnus gilesii</i>	<i>Melaleuca adnata</i>
<i>Calothamnus quadrifidus subsp. angustifolius</i>	<i>Melaleuca conothamnoides</i>
<i>Eucalyptus armillata</i>	<i>Melaleuca johnsonii</i>
<i>Eucalyptus rigidula</i>	<i>Melaleuca laxiflora</i>
<i>Eucalyptus subangusta subsp. subangusta</i>	<i>Melaleuca marginata</i>
<i>Eucalyptus tenera</i>	<i>Melaleuca radula</i>
<i>Hakea francisiana</i>	<i>Melaleuca scalena</i>

Quotation for Revegetation

Revegetation

Natural Area will install a total of 3,245 native, provenance specific tubestock in winter 2024. A species list for All the tubestock will be stored within Natural Area's accredited facility and taken to site daily, on each day of planting. This allows us the ability to manage and guarantee the supply of quality plant stock specifically for this site. Planting works will occur in May/June after the first significant rain event of the season to ensure seedling survival. Natural Area are experienced in the installation of tubestock and will undertake the following methodology:

- Tubestock will be installed using Pottiputki or augers depending on the soil type.
- holes will be created deep enough to ensure that the entire root ball of the plant will be covered, but not too deep as to bury parts of the plant.
- Plants will be installed into each hole, covered, and patted down firmly to ensure that no air is left around the root ball.

Pricing for the above works has been provided below (Table 1).



Figure 2:
Namelcatchem Pit Boundary
Namelcatchem Nature Reserve, Dowerin

Client: Shire of Dowerin
Date: 13/02/2023
Created by: K.Evans
Image Source: Google Satellite, 2023
Datum: GDA 94

0 25 50 m



Quotation for Revegetation

Table 1: Cost Schedule Year 1

Activity	Unit	Qty	Year 1 (2024)	
			Unit rate (\$ ex GST)	Cost (\$ ex GST)
Site Preparation - Weed Control	Event	1	1,900.00	1,900.00
Seed Treatment and Dispersal	Event	1	760.00	760.00
Plant Installation	Each	3,247	2.00	6,494.00
Weed Control	Event	1	1,900.00	1,900.00
Accommodation	Nights	3	500.00	1,500.00
			Total (ex GST)	12,554.00
			GST	1,255.40
			Total (inc GST)	13,809.40

Pricing Notes:

- Seed quantities to be supplied as per previous quote
- Plant supply as per previous plant propagation order.



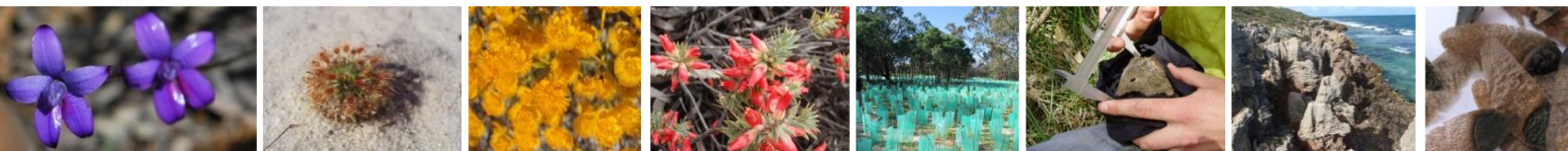
Natural Area
CONSULTING MANAGEMENT SERVICES

Shire of Dowerin

Namelcatchem Nature Reserve

Revegetation Plan

Natural Area Holdings Pty Ltd
Whadjuk Country
57 Boulder Road, Malaga WA 6090
Ph: (08) 9209 2767
info@naturalarea.com.au
www.naturalarea.com.au



Acknowledgement of Country

Ngala kaaditj Noongar moort keyen kaadak nidja boodja.

Natural Area acknowledges the Traditional Owners of the lands on which we operate, and recognises their continuing connection to lands, waters and communities.

Disclaimer

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Any recommendations, opinions or findings stated in this report are based on circumstances and facts as they existed at the time Natural Area performed the work. Any changes in such circumstances and facts upon which this document is based may adversely affect any recommendations, opinions or findings contained in this document.

System Certifications

Environmental management system registered to ISO 14001:2015

Quality management system registered to ISO 9001:2015

Occupational health and safety management system registered to ISO 45001:2018

Document Title		Namelcatchem Nature Reserve Revegetation Plan			
Location		ConsultingSP/Shared Documents/Shire of Dowerin/2023 09 091 VCN Namelcatchem/SOD-R-Namelcatchem Nature Reserve Revegetation Plan.docx			
Draft/Version No.	Date	Changes	Prepared by	Approved by	Status
D1	30/01/2023	New Document	KE	BC	Draft for Client comment

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1.0 Introduction

Natural Area Consulting Management Services (Natural Area) was commissioned by the Shire of Dowerin to produce a revegetation plan associated with two gravel extraction locations within the Shire's reserves. On 4 September 2023, a Vegetation Conservation Notice (VCN) CPS 10216/1 (DWER, 2023) was given under section 70(2)(b) of the *Environmental Protection Act 1986* (EP Act) for one of the two reserves. Natural Area was commissioned to revise the revegetation plan to meet conditions within the VCN for Namelcatchem Nature Reserve (Figure 2).

This revegetation plan will:

- describe revegetation area
- outline management aims and objectives
- describe revegetation activities and methodology
- outline revegetation objectives, success criteria and monitoring requirements
- outline weed and pest control activities
- outline reporting requirements
- describe contingency plans if success criteria are not met
- provide indicative implementation schedule.

1.1 Project Outline and History

Namelcatchem is a 259.4 ha A1 Reserve (Crown Reserve 687) located 17km East of Dowerin. The Shire of Dowerin has extracted gravel from Namelcatchem Nature Reserve expanding the historical gravel pit. The Namelcatchem Pit originally had gravel extracted from an area of approximately 2,940 m² and has been expanded to an area of approximately 7,400 m². As per Clearing Permit CPS 3825/1 (Exp. January 2, 2016) the Shire of Dowerin was required to revegetate and rehabilitate the outlined area (Figure 2) by:

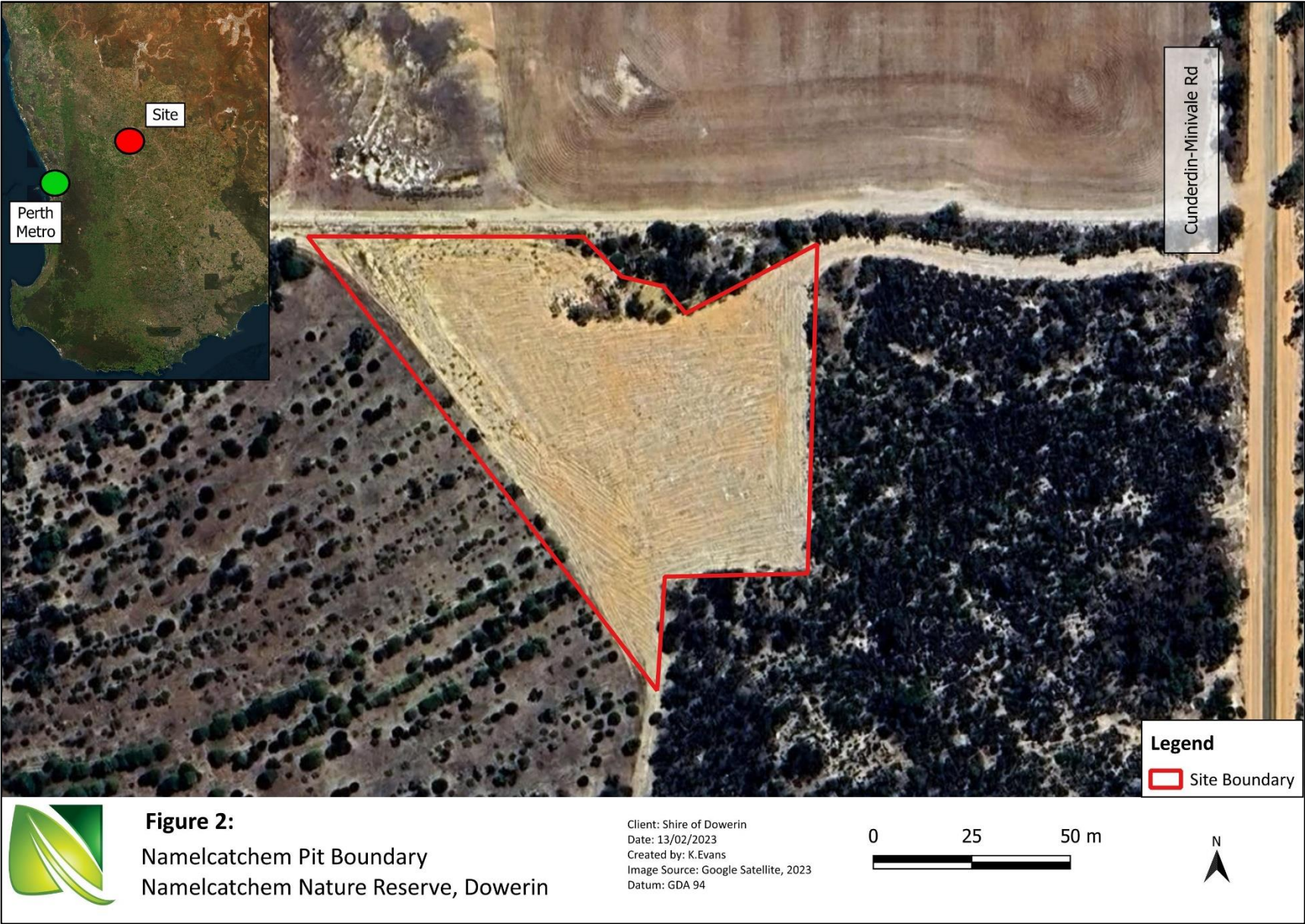
- retain as much brush mulch removed by clearing and stockpile the vegetative material in the area that has already been cleared
- rip the ground on the contour to remove soil compaction
- lay brush material retained
- revegetate area deliberately by planting or direct seeding native vegetation ensuring only provenance seeds and propagating material are used ensuring that a density of 300-350 plants per area is established (approx. 1 per 5 m²)
- engage environmental specialist to determine the species composition, structure and density of area revegetated and rehabilitated
- in the event that the environmental specialist determines species composition, structure and density for the revegetated area does not meet pre-clearing vegetation types further planting and direct seeding of local provenance plants is to be undertaken.

Some minor revegetation works had been undertaken in 2022 (Figure 4). Further revegetation is required to reverse the damage caused to the site and restore them back to a condition similar to the adjacent vegetation surrounding the site. Revegetating the site will provide connective habitat to the broader landscape, increasing biodiversity and habitat potential within the landscape.

Appropriate reference ecosystems were identified (Figure 1) to guide project targets (e.g. species selection and composition) and completion criteria. With the section of Namelcatchem Nature Reserve adjacent to Namelcatchem Pit. A control plot was established on the 26 September 2023 as required by CPS 10216/1.



Figure 1: Namelcatchem reference site



2.0 Site Description

The Namelcatchem Pits is located within the Shire of Dowerin's municipality. The Namelcatchem Pit (Figure 2) is located within the Namelcatchem Nature Reserve and is adjacent to Cunderdin-Minnivale Road. Namelcatchem has had revegetation implemented in the north-eastern strip of the site (Figure 4).

According to the Interim Biogeographical Regionalisation of Australia (IBRA) database, the sites are located within the Merredin subregion of the Avon Wheatbelt (Mitchell *et al.*, 2002). Vegetation condition within the cleared site has been categorised as 'Completely Degraded' according to the Keighery scale provided in Appendix 1 (Keighery, 1994). Example of vegetation condition observed within the sites is shown in Figure 3. Vegetation condition within the established control plot within the adjacent Namelcatchem Nature Reserve has been categorized as 'Very Good' Quadrat data is located in Appendix 2.

One soil type was identified within the proposed rehabilitation site: Kwolyin, Kwelkan subsystem is described as undulating granitic low hills, in the central cone of ancient drainage with bare rock, deep sandy duplex (grey and red), shallow sand (red and yellow/brown) and red loamy duplex (DPIRD 2024).

Within Namelcatchem Nature Reserve there is one heritage site (05020). This site consists of Namelcatchem Well built sometime before 1865 (2018 DPLH). Namelcatchem Well located approximately 715 m Southeast of the revegetation site. There are no known Aboriginal heritage sites within the survey area or adjacent bushland.



Figure 3: Vegetation condition within the Namelcatchem Pit site is categorised as 'Completely Degraded'.



Figure 4: Revegetation tubestock installed within the north-eastern section of the Namelcatchem Pit site.

3.0 Species Selection

The species lists below have been collated from the Control Quadrat (Appendix 2) and site visit (Tables 1 and 2). These species have been assessed for suitability of use in revegetation works and combined with Naturemap to create a species list for revegetation works (Section 3.1). Many of the species listed are not suited for installation during the first years of revegetation due to their sensitivity to exposed conditions though should be installed in subsequent years. Through linking areas of 'Very Good' vegetation condition with surrounding revegetation areas, it is expected that over time a natural migration of some species will occur to build biodiversity within the site.

Table 1: Species within Control Quadrat

Family	Species	Common Name
Asparagaceae	<i>Thysanotus manglesianus</i>	Mangles Fringed Lily
Asteraceae	<i>Waitzia acuminata</i>	Orange Immortelle
Chenopodiaceae	<i>Rhagodia drummondii</i>	
Cyperaceae	<i>Lepidosperma tubercalatum</i>	
Ericaceae	<i>Brachyloma preissii</i>	Globe Heath
Fabaceae	<i>Acacia acuminata</i>	Jam
Fabaceae	<i>Acacia lasiocarpa</i> var. <i>bracteolata</i>	
Hemerocallidaceae	<i>Dianella revoluta</i>	Blueberry lily
Myrtaceae	<i>Eucalyptus tenera</i>	Glazed Mallee
Myrtaceae	<i>Melaleuca hamata</i>	
Poaceae	<i>Austrostipa elegantissima</i>	
Polygalaceae	<i>Comesperma integerrimum</i>	

Table 2: Species present within Namelcatchem Nature Reserve adjacent to Namelcatchem Gravel Pit

Family	Species	Common Name
Amaranthaceae	<i>Ptilotus polystachyus</i>	Prince of Wales Feather
Apocynaceae	<i>Alyxia buxifolia</i>	Dysentery Bush
Casuarinaceae	<i>Allocasuarina acutivalvis</i>	
Casuarinaceae	<i>Allocasuarina campestris</i>	
Chenopodiaceae	<i>Maireana brevifolia</i>	Small Leaf Bluebush
Chenopodiaceae	<i>Enchylaena tomentosa</i>	Barrier Saltbush
Cyperaceae	<i>Lepidosperma squamatum</i>	
Malvaceae	<i>Sida calyxhymentia</i>	Tall Sida
Myrtaceae	<i>Calothamnus quadrifidus</i> subsp. <i>angustifolius</i>	

Family	Species	Common Name
Myrtaceae	<i>Calothamnus sanguineus</i>	Silky-leaved Blood Flower
Myrtaceae	<i>Eucalyptus capillosa</i>	Wheatbelt Wandoo
Myrtaceae	<i>Melaleuca marginata</i>	
Myrtaceae	<i>Melaleuca spicegera</i>	
Poaceae	<i>Aristida contorta</i>	Bunched Kerosene Grass
Poaceae	<i>Austrostipa elegantissima</i>	
Poaceae	<i>Austrostipa macalpinei</i>	
Poaceae	<i>Neurachne alopecuroides</i>	Foxtail Mulga Grass
Santalaceae	<i>Santalum acuminatum</i>	Quandong
Sapindaceae	<i>Dodonaea pinifolia</i>	



Figure 5: Vegetation surrounding Namelcatchem Gravel Pit

3.1 Revegetation Species List

Flora species included in the revegetation species list (Table 3) are comprised of species occurring within the reference ecosystems (Namelcatchem Nature Reserve). A review of NatureMap search outcomes (DBCA, 2023) was also used to formulate the proposed list. The proposed target density for revegetation is 1 plant per every 1 m², to achieve this a total of 3,247 native tubestock and 2.96 kg of mixed native seed is recommended.

The proposed species list is subject to change, depending on seed availability during collection events. Individual quantities of each species have therefore not been provided. Species quantities should reflect the adjacent vegetation with 50% of species to be made up of middle storey species, 30% of understorey and 20% of overstorey.



Waitzia acuminata (Orange immortal)



Thysanotus Manglesianus (Mangles Fringed Lily)



Eucalyptus tenera (Glazed Mallee)

Figure 6: Species present in control quadrat 2023.

Table 3: Indicative species list for revegetation areas

Family	Species	Suitable for Direct Seeding (Y/N)	Indicative Plant Numbers
<i>Understorey Species</i>			
Amaranthaceae	<i>Ptilotus polystachyus</i>	Y	1,480
Araliaceae	<i>Trachymene cyanopetala</i>	Y	
Araliaceae	<i>Trachymene ornata</i>	Y	
Asparagaceae	<i>Laxmannia squarrosa</i>	Y	
Asparagaceae	<i>Thysanotus manglesianus</i>	Y	
Asteraceae	<i>Brachyscome pusilla</i>	Y	
Asteraceae	<i>Podotheca angustifolia</i>	Y	
Asteraceae	<i>Podotheca gnaphalioides</i>	Y	

Family	Species	Suitable for Direct Seeding (Y/N)	Indicative Plant Numbers
Asteraceae	<i>Rhodanthe laevis</i>	Y	
Asteraceae	<i>Waitzia acuminata</i>	Y	
Boryaceae	<i>Borya sphaerocephala</i>	N	
Chenopodiaceae	<i>Enchylaena tomentosa</i>	Y	
Chenopodiaceae	<i>Rhagodia drummondii</i>	Y	
Chenopodiaceae	<i>Sclerolaena dicantha</i>	Y	
Cyperaceae	<i>Lepidosperma squamatum</i>	N	
Cyperaceae	<i>Lepidosperma tubercalatum</i>	N	
Cyperaceae	<i>Schoenus brevisetis</i>	N	
Cyperaceae	<i>Schoenus sesquispiculus</i>	N	
Fabaceae	<i>Acacia bidentata</i>	Y	
Fabaceae	<i>Gompholobium obcordatum</i>	Y	
Goodeniaceae	<i>Brunonia australis</i>	Y	
Goodeniaceae	<i>Dampiera lavandulacea</i>	N	
Goodeniaceae	<i>Goodenia berardiana</i>	N	
Goodeniaceae	<i>Lechenaultia biloba</i>	N	
Hemerocallidaceae	<i>Chamaescilla corymbosa</i>	Y	
Hemerocallidaceae	<i>Dianella revoluta</i>	N	
Lauraceae	<i>Cassytha pomiformis</i>	N	
Malvaceae	<i>Sida calyxhymenia</i>	N	
Poaceae	<i>Amphipogon turbinatus</i>	Y	
Poaceae	<i>Aristida contorta</i>	Y	
Poaceae	<i>Austrostipa elegantissima</i>	Y	
Poaceae	<i>Austrostipa macalpinei</i>	Y	
Poaceae	<i>Austrostipa trichophylla</i>	Y	
Poaceae	<i>Neurachne alopecuroidea</i>	Y	
Polygalaceae	<i>Comesperma calymega</i>	N	
Polygalaceae	<i>Comesperma integerrimum</i>	N	
Stylidiaceae	<i>Stylidium leptophyllum</i>	N	
Middle Storey Species			
Apocynaceae	<i>Alyxia buxifolia</i>	N	3,700
Asteraceae	<i>Olearia muelleria</i>	Y	

Family	Species	Suitable for Direct Seeding (Y/N)	Indicative Plant Numbers
Chenopodiaceae	<i>Maireana brevifolia</i>	Y	
Chenopodiaceae	<i>Maireana marginata</i>	Y	
Dilleniaceae	<i>Hibbertia glaucophylla</i>	N	
Fabaceae	<i>Acacia erinacea</i>	Y	
Fabaceae	<i>Acacia hemiteles</i>	Y	
Fabaceae	<i>Acacia lasiocarpa</i> var. <i>bracteolata</i>	Y	
Fabaceae	<i>Acacia spinosissima</i>	Y	
Fabaceae	<i>Acacia lasiocalyx</i>	Y	
Fabaceae	<i>Jacksonia fasciculata</i>	Y	
Fabaceae	<i>Templetonia sulcata</i>	Y	
Myrtaceae	<i>Calothamnus quadrifidus</i> subsp. <i>angustifolius</i>	Y	
Myrtaceae	<i>Calothamnus sanguineus</i>	Y	
Myrtaceae	<i>Calytrix leschenaltii</i>	N	
Myrtaceae	<i>Calytrix strigosa</i>	N	
Myrtaceae	<i>Ericomyrtus drummondii</i>	N	
Myrtaceae	<i>Melaleuca carrii</i>	Y	
Myrtaceae	<i>Melaleuca conothamnoides</i>	Y	
Myrtaceae	<i>Melaleuca hamata</i>	Y	
Myrtaceae	<i>Melaleuca marginata</i>	Y	
Myrtaceae	<i>Melaleuca radula</i>	Y	
Myrtaceae	<i>Melaleuca scaleana</i>	Y	
Myrtaceae	<i>Melaleuca spicegera</i>	Y	
Myrtaceae	<i>Melaleuca vinnula</i>	Y	
Myrtaceae	<i>Verticordia chrysantha</i>	N	
Myrtaceae	<i>Verticordia tumisa</i> subsp. <i>tumida</i>	N	
Proteaceae	<i>Banksia armata</i>	N	
Proteaceae	<i>Grevillea didymobotrya</i>	N	
Proteaceae	<i>Grevillea eriostachya</i>	N	
Proteaceae	<i>Grevillea paradoxa</i>	N	
Proteaceae	<i>Hakea scoparia</i>	N	
Proteaceae	<i>Persoonia saundersiana</i>	N	

Family	Species	Suitable for Direct Seeding (Y/N)	Indicative Plant Numbers
Rhamnaceae	<i>Stenanthemum pomaderroides</i>	N	
Rutaceae	<i>Diploleana velutina</i>	N	
Sapindaceae	<i>Dodonaea pinifolia</i>	N	
Overstorey Species			
Casuarinaceae	<i>Allocasuarina acutivalvis</i>	Y	
Casuarinaceae	<i>Allocasuarina campestris</i>	Y	
Fabaceae	<i>Acacia acuminata</i>	Y	
Myrtaceae	<i>Eucalyptus armillata</i>	Y	
Myrtaceae	<i>Eucalyptus capillosa</i>	Y	
Myrtaceae	<i>Eucalyptus loxophleba</i>	Y	
Myrtaceae	<i>Eucalyptus rigidula</i>	Y	2,200
Myrtaceae	<i>Eucalyptus subangusta</i> subsp. <i>subangusta</i>	Y	
Myrtaceae	<i>Eucalyptus tenera</i>	Y	
Myrtaceae	<i>Melaleuca atriviridis</i>	Y	
Proteaceae	<i>Hakea francisiana</i>	N	
Santalaceae	<i>Santalum acuminatum</i>	N	

3.2 Installation Density

The proposed offset revegetation works will require 3,247 tubestock will be installed across the offset site to allow for the targeted installation of 0.5 stems per m². An additional density of 1 stem per m² will be targeted using direct seeding, with a total of 2.96 kg of seed being applied to the site at 4 kg/ha. The final seed quantities per species will be determined using seeding calculations of expected presenting species found on site. It is recommended that seeding calculations are adjusted based on the seed presenting, prior to collection activities commencing, to guide collection quantities to target the desired stem count.

Seeding is to only occur in the first year of establishment. As natural deaths of plants are expected, it is anticipated that subsequent infill planting of 30 % of the original installation number of tubestock may be required in the second year to ensure a final completion density of 1 stem per m² is achieved. Infill numbers will be determined based on monitoring of the site and adjusted accordingly. Further infill may be required in subsequent years if the target density is not achieved. The timeframe may extend if the completion criteria have not been met and upon discussions with DWER and the Shire. General revegetation across the site will target a natural composition of *Eucalyptus tenera* and *Melaleuca hamata* Open Woodland ensuring that strata layers meet the following ratios:

- 20% Upper storey
- 50% Middle storey
- 30% Lower storey

4.0 Completion Criteria and Timeframe

Monitoring will take place during maintenance events and formal monitoring events to determine the success of revegetation works. To assess the revegetation, the following completion criteria are to be achieved by the final monitoring event:

- weed cover is <10% across the site by the end of the maintenance period
- no Weeds of Significance or Declared Pests on site
- species diversity is at least 70% of the original species list by the end of the maintenance period
- native species density is >1 stem per every 1 m² or an average of 10% vegetation coverage at the end of the maintenance period
- no erosion present within revegetation area
- no rubbish present within revegetation area.

4.1 Project Limitations and Contingencies

There are several limitations which may affect the final outcome of the project. The following limitations have been identified and have been considered during the planning process with contingency measures provided in Table 4. It should be noted that this is not an exhaustive list of potential occurrences at the site and is meant as a guide only. Any contingency actions should be discussed and approved by the Shire prior to implementation.

Table 4: Limitations that may affect revegetation success and potential contingency actions

Potential Limitation	Potential impact on site	Potential contingency actions
Herbivory from kangaroos and rabbits	Herbivores may damage seedlings while grazing reducing survival and native coverage of plants.	<ul style="list-style-type: none">▪ Use hardened tubestock which are less palatable to grazing▪ Monitor for presence of rabbits, consider biological control▪ Exclusion by fencing or tree guards is expensive and not considered necessary▪ The use of tubestock, soil stored seed and direct seeding should produce enough stems to outweigh any herbivory impacts
Fire	While fire may benefit native species recruitment from seed, it may also result in an increase in weed species germination. If the fire passes through the site, it will result in the temporary decrease in foliar cover, species diversity and loss.	<ul style="list-style-type: none">▪ Monitoring the site closely after fire and adjust weed control schedule according to site conditions▪ Monitor native species germination to establish site response to fire▪ Infill planting if required

Potential Limitation	Potential impact on site	Potential contingency actions
Drought	Whilst native species are adapted to the dry Australian climate, dry hot weather during seedling phase of a plants life cycle has the potential to decrease the survival rates, species presence and foliar cover at the site.	<ul style="list-style-type: none"> ▪ Infill planting in the following season if required ▪ Watering of revegetation areas during summer months if required
Weed cover in excess of 10%	Due a variety of environmental factors, weed cover may exceed the success criteria for the site.	<ul style="list-style-type: none"> ▪ Alteration to the weed control schedule based on site conditions
Native species density/cover/diversity less than the success criteria	Due to a variety of environmental factors, native species establishment and recruitment may not meet the success criteria.	<ul style="list-style-type: none"> ▪ Supplementary revegetation work (tubestock planting)
Unauthorised access and disturbance from trampling	Unauthorised access to the revegetation area may be an issue through the potential for introduction of weed seeds or pathogens, and damage to vegetation through vandalism, creation of tracks and dumping of rubbish on top of vegetation.	<ul style="list-style-type: none"> ▪ Supplementary revegetation work (tubestock planting)
Introducing of <i>Phytophthora cinnamomi</i> (Dieback) to the area	Whilst there are no current signs of Dieback infestation within the project area, the introduction would significantly alter species composition.	<ul style="list-style-type: none"> ▪ Supplementary revegetation work (tubestock planting) ▪ The Shire of Dowerin average rainfall is less than optimal to support <i>Phytophthora cinnamomi</i> (400mm) however precautions should still be taken.

4.2 Monitoring and Reporting

Monitoring of revegetation activities within the rehabilitation sites will occur annually in September or October for a 3 year period following initial plant installation. Following the three-year period monitoring should take place biennially with the last event taking place in 2033. Monitoring events will consist of:

- monitoring of three 10 x 10 m² quadrats (1 control and 2 monitoring) to record:
 - species composition, structure and density
 - vegetation condition
 - percentage cover of weed species
 - images from the northwestern corner of control and monitoring quadrats
- establishment of at least 1 photo monitoring point
- a general assessment of the entire site, including an assessment of native and non-native species, maintenance issues including rubbish presence and signs of herbivory by pest animal species
- preparation and submission of monitoring results in the form of a brief report in accordance with reporting requirements listed in VCN (Table 6).

An initial vegetation survey will be conducted in September 2024. A control quadrat was established as per VCN on the 29 September 2023; two monitoring quadrats will be established at the first monitoring event in August 2024 at the locations in Table 5. Quadrats will be 10 x 10 m marked with a metal star picket on the north-western point. Survey results should be compiled over the years to compare and monitor the revegetation success against the completion criteria and to assess if additional revegetation works are required.

Table 5: Quadrat locations as specified by CPS 10216/1

Quadrat	Latitude	Longitude
Control Quadrat 1	-31.17512719	117.1904041
Monitoring Quadrat 1	-31.17467503	117.189454
Monitoring Quadrat 2	-31.17498494	117.1900179

Table 6: Monitoring and reporting schedule

Event	Monitoring	Report Due to DWER
Initial Vegetation Survey	Sept/Oct 2024	June 2025
Survey 1	Sept/Oct 2025	N/A
Survey 2	Sept/Oct 2026	June 2027
Survey 3	Sept/Oct 2028	June 2029
Survey 4	Sept/Oct 2030	June 2031
Survey 5	Sept/Oct 2032	June 2033
Final Vegetation Survey	Aug 2033	Dec 2033

5.0 Site Preparation and Revegetation Methodology

The objectives of this revegetation plan include:

- reduction of weed competition
- replacement of any flora lost due to excavation activities
- establishment of completion criteria
- maintenance program for a 10-year period
- monitoring program for a 10-year program

To fulfil these objectives, revegetation works will include:

- management of weeds to reduce their impact on site biodiversity and native species establishment
- rehabilitation of the sites using native seed collected from adjacent reserves and tubestock species propagated from local seed
- maintenance for 10 years following completion of initial revegetation works
- monitoring program for 10 years.

5.1 Site Preparation

Earthworks have been undertaken at Namelcatchem Pit to restore the topsoil across the cleared areas and rip compacted areas to a depth of 0.5 m (Figure 7). The landform has been contoured to best match a natural gradient with no piles or windrows present being created. Access tracks have not been ripped to allow for access to the site.



Figure 7: Namelcatchem revegetation area before (Left) and after (Right) ripping and contouring June 2023.

5.2 Pest Animal Control

Signs of the European Rabbit (*Oryctolagus cuniculus*) were observed on site. The European Rabbit is listed as a C3 declared pest on the Western Australian Organism List (WAOL) under the *Biosecurity and Agriculture Management Act 2007* (WA), this classification requires management by the landowner/manager to reduce the impact and spread of the species. Removal/treatment of any warrens present within the offset site is recommended ahead of planting activities.

The use of 1080 baits can occur due to the rural location of the sites, meaning there would be little chance of the bait being taken by domestic animals. If signs of rabbit presence and predation on revegetation seedlings are observed during monitoring events, further baiting may be required.

It is recommended that an integrated pest management approach to pest animals on site is taken. Providing as many control techniques as possible will allow the most effective management of detrimental effects from herbivory. Integrated pest management strategies should be ongoing and adaptively managed throughout the establishment period.

Table 7 outlines suggested management and rationalisation for each action. Pest management may not totally exclude herbivory on site; however, is expected to increase survival rates of vegetation. Integrated pest management should be implemented by a registered Vertebrate Pest Ecologist who specialises in working in natural areas and sensitive sites. Management works are to be undertaken during the establishment period when tubestock is most palatable. Further management may be required following this and is to be determined during monitoring events.

Table 7: Integrated Pest Management Actions and Rationalisation

Target	Management Action	Rationalisation
Rabbits, Kangaroos, Sheep	Upgrade perimeter fencing	<p>The perimeter fence is currently constructed with 70/90/30 ring lock mesh and barbed wire. This has historically been used to contain sheep; however, is not suitable to manage rabbits or Kangaroos.</p> <p>As the alignment of this fence is already clear of vegetation, it is recommended that the fence be upgraded to the minimum standard of:</p> <ul style="list-style-type: none"> Minimum of 1.5 m finished height Top white sighter wire Mesh apron to deter rabbits <p>Fencing will also provide benefit to the surrounding landscape by deterring illegal tracks being made in surrounding bushland and manage unrestricted access.</p>
Rabbits	Implement biological control	<p>Biological control is an effective and targeted management tool for rabbits. A release of Rabbit Haemorrhagic Disease (RHDV1- K5) is expected to reduce rabbit numbers and should be released in spring and autumn or as recommended by an experienced Vertebrate Pest Ecologist.</p>
Rabbits and Foxes	Conduct night shooting	<p>Due to the rural setting and adequate back stop provided by the terrain, night shooting is deemed a safe and targeted management tool to manage pests. Night shooting should be implemented to target rabbits which may build resistance to RHDV1-K5 following each release event. This will reduce further likelihood of resistance within the local population.</p>

Although foxes do not pose a threat to vegetation, as local rabbit populations decline, foxes may increase predation on native species. Foxes should be targeted during the night shoot programs.

Night shoots are highly targeted and efficient management practice and should be conducted by a registered Vertebrate Pest Ecologist following a thorough risk assessment.

5.3 Pre-Planting Weed Control

Since ripping of the site occurred in 2023 it is expected that weed load may have increased from the initial site inspection in March 2023. Initial (pre-planting) and maintenance herbicide applications will be required prior to direct seeding and plant installation for revegetation to be successful. Weed control will reduce competition for resources such as nutrients, water and space for the establishing native seedlings and promote natural regeneration during the maintenance period.



Figure 8: Weed species observed; Wild Oats (*Avena barbata*) (left) and Doublegee (*Emex australis*) (right) within the adjacent vegetation to the Namelcatchem Pit March 2023.

The initial weed control event and maintenance events to the revegetation areas will follow the implementation schedule outlined in Section 6. Weed control will utilise a non-selective herbicide (Glyphosate) to target the range of weed species present. The weed control schedule has been formulated based on the expected weed germination levels and species presence onsite; however, the treatment schedule should be flexible to respond to any unexpected events (e.g. increased weed germination and unseasonal rainfall).

It is recommended to conduct weed control works pre and post planting activities:

- Spot spray weed treatment prior to initial planting to keep weed cover low and ensure successful germination/establishment rates and to reduce seed load in the seed bank within the soil.
- Maintenance spot spray weed treatments, to be undertaken during the maintenance events.

Weed control should only be undertaken by trained Pest Management Technicians, licenced by the Department of Health, and should only utilise herbicides with an Australian pesticides and Veterinary Medicines Authority (APVMA) permit approving use to treat environmental weeds in wetlands, bushlands and forests. Herbicide application should always occur as per the manufacturer's usage and safety specifications as detailed on labels and Safety Data Sheets (SDS), which can be provided by the manufacturer or accessed online. Herbicide application works can enable the targeting and treatment of several species during the same management event.

5.4 Sourcing Revegetation Stock

It is recommended plants are ordered by December and seed collected (for direct seeding) by April of the year to planting. Plants and seed utilised should meet the following requirements:

- plants will be preferentially sourced from a Nursery Industry Accreditation Scheme Australia (NIASA) facility which undertake dieback testing and can propagate the majority of stock from seed
- seed will be preferentially sourced from a Revegetation Industry Association WA (RIAWA) facility and collected from the provenance
- all plant stock and seed to be free from pest and diseases
- only healthy, true to form plants and seed will be installed on the site
- plant stock is to be (preferentially) propagated from provenance specific seed
- plant stock to have a healthy root system with no evidence of having been restricted or damaged (e.g. root bound) and the root ball of the plant shall remain intact with only minor amount of loose soil present
- all seed should be appropriately pre-treated prior to broadcast.

5.5 Revegetation Techniques

Revegetation activities will primarily involve direct seeding and planting at the site to restore the vegetation structure. Revegetation methodology is discussed in the following sections.

5.5.1 Seed Collection

An experienced revegetation seed collection consultant will be engaged to conduct seed collection throughout the remnant bushland to provide provenance specific seed which will produce a similar vegetation representation from the immediate area. Seed collectors will be licenced, and Revegetation Industry Association of Western Australia (RIAWA) accredited. All seed will be handled under RIAWA standards.

Seed collection for direct seeding commenced in September 2023 and should continue to approximately April 2024 to ensure the broadest range of diversity is captured. Seed collectors should ideally be the same contractor implementing the works and/or propagating plants to ensure continuity of quality and accountability of supplied stock. Seed will be collected in quantities to target an initial stem count target of 1 per m². Final weights will be determined by the species collected and availability. Further seed collection

may be required in the 2024 -2025 seed collection season to increase the diversity of middle and lower strata species to be propagated and planted in infill planting events.

5.5.2 Direct Seeding

Direct seeding is most commonly conducted when autumn and early winter rainfall presents adequate soil moisture and rain to settle seed. Seeding is only to be carried out by a competent revegetation consultant. Seed is to be treated to alleviated dormancy and stimulate germination prior to distribution. Incorrect treatment and handling of seed can be detrimental to final stem counts. Seed treatments will include:

- heat treatment
- scarification
- smoke treatment
- removal of physical dormancy inhibitors.

Following review and adjustments of seeding calculations based on seed collected over the 2023-2024 collection period, seed will be broadcast over the site. It is recommended that direct seeding occur at an application rate of 4 kg per ha. The areas to be seeded will need to be scarified to allow an appropriate settlement of seed within the soil and appropriate seed to soil contact is made. It is preferential that equipment that can direct drill seeds to an appropriate depth and cover the seed with minimal seed disturbance. Seed which requires light for germination does not need drilling or covering. Deep ripping is not suitable and will cause excessive disturbance throughout the site.

5.5.3 Tubestock Installation

The proposed target density for revegetation is 1 plant per every 1 m². To ensure species density and diversity is established, infill planting of tubestock in subsequent years may be required. It is estimated that 30% infill planting will be required in the three subsequent years following initial revegetation works, with infill planting quantities to be determined following maintenance and monitoring events. Table 8 outlines the quantities of plants to be installed during the initial revegetation works and the infill planting requirements.

Table 8: Initial and infill planting quantities

	Year 1	Year 2	Year 3
Planting Area (m²):	7,400	7,400	7,400
Planting Quantities:	3,247	974	292
Seed Quantities:	2.96 Kg	N/A	N/A

*Infill planting numbers (year 2 and 3) are indicative and will be subject to change based on the outcome of monitoring events.



Figure 9:
Namelcatchem Pit Revegetation Zones
Namelcatchem Nature Reserve, Dowerin

Client: Shire of Dowerin
Date: 13/03/2024
Created by: J. McKercher
Image Source: Google Satellite, 2023
Datum: GDA 94

0 25 50 m



5.6 Maintenance

Weed control is to be undertaken annually in July or August for a ten-year period. During weed control events the following should also be undertaken:

- minor rubbish collection (on an as-needs basis), if any large items (e.g. furniture) are observed the Shire will be notified
- informal monitoring of revegetation

Ongoing maintenance may be required to meet the completion criteria and is based on the outcomes from the revegetation monitoring.

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6.0 Implementation Schedule

Table 9: Project Schedule Initial Works (January 2024 – June 2024)

	2024					
Activity	J	F	M	A	M	J
Seed Collection						
Procurement of Tubestock						
Direct Seeding						
Initial planting						
Initial Weed Control						

Table 10: Project Schedule Year 1 (July 2024 – June 2025)

	Maintenance Year 1											
	2024						2025					
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Procurement of Tubestock												
Seed Collection												
Maintenance & Weed Control												
Infill Planting												
Monitoring												
Reporting												Submit to DWER

Table 11: Project Schedule Year 2 (July 2025 – June 2026)

Activity	Maintenance Year 2											
	2025						2026					
	J	A	S	O	N	D	J	F	M	A	M	J
Procurement of Tubestock												
Maintenance & Weed Control												
Infill Planting												
Monitoring												
Reporting												

Table 12: Project Schedule Year 3 (July 2026 – June 2027)

Activity	Maintenance Year 3											
	2026						2027					
	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												

Submit
to
DWER

Table 13: Project Schedule Year 4 (July 2027 – June 2028)

	Maintenance Year 4											
	2027						2028					
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												

Table 14: Project Schedule Year 5 (July 2028 – June 2029)

	Maintenance Year 5											
	2028					2029						
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												Submit to DWER

Table 15: Project Schedule Year 6 (July 2029 – June 2030)

	Maintenance Year 6											
	2029						2030					
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												

Table 16: Project Schedule Year 7 (July 2030 – June 2031)

	Maintenance Year 7											
	2030						2031					
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												Submit to DWER

Table 17: Project Schedule Year 8 (July 2031 – June 2032)

	Maintenance Year 8											
	2031						2032					
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												

Table 18: Project Schedule Year 9 (July 2032 – June 2033)

	Maintenance Year 9											
	2032					2033						
Activity	J	A	S	O	N	D	J	F	M	A	M	J
Maintenance & Weed Control												
Monitoring												
Reporting												Submit to DWER

Table 19: Project Schedule Year 10 (July 2033- Dec 2033)

Maintenance Year 10						
2033						
Activity	J	A	S	O	N	D
Maintenance & Weed Control						
Monitoring						
Report						Submit to DWER

7.0 References

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Appendix 1: Vegetation Condition Scale

Vegetation Condition	Description
Pristine	Pristine or nearly so, no obvious signs of disturbance
Excellent	Vegetation structure intact, disturbance affecting individual species and weeds are non-aggressive species
Very Good	Vegetation structure altered, obvious signs of disturbance. For example, disturbance to vegetation structure caused by repeated fires, the presence of some more aggressive weeds, dieback, logging and grazing
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbance. Retains basic vegetation structure or ability to regenerate it. For example, disturbance to vegetation structure caused by very frequent fires, the presence of some very aggressive weeds at high density, partial clearing, dieback and grazing
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. For example, disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and grazing
Completely Degraded	The structure of the vegetation is no longer intact, and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees or shrubs

Vegetation Condition/ Scale (Keighery 1994).

Appendix 2: Quadrat Data

Quadrat No.:	Control 1
Survey Date:	26/09/2023
Personnel:	KG, LC
Latitude:	-31.17512719
Longitude:	117.1904041
Topography:	Slight Slope
Aspect:	South-East
Slope:	1-3%
Soil:	Grey Clay Silt
Gravel:	0%
Rock:	0%
Leaf Litter:	0%
Bare Ground:	20%
Drainage:	Well
Condition:	Very Good



Notes: *Melaleuca hamata* over *Waitzia acuminata*

Native Species	Cover (%)	Height (m)	Weed Species	Height (m)	Cover (%)
<i>Acacia acuminata</i>	2	1	* <i>Ursinia anthemoides</i>	0.1	1
<i>Acacia lasiocarpa</i> var. <i>bracteolata</i>	1	0.4	* <i>Vulpia myuros</i>	0.1	5
<i>Austrostipa elegantissima</i>	2	0.3			
<i>Brachyloma preissii</i>	5	0.5			
<i>Comsperma integerrimum</i>	1	0.5			
<i>Dianella revoluta</i>	1	0.3			
<i>Eucalyptus tenera</i>	10	3			
<i>Lepidosperma tubercalatum</i>	2	0.2			
<i>Melaleuca hamata</i>	70	2			
<i>Rhagodia drummondii</i>	5	0.3			
<i>Thysanotus manglesianus</i>	1	0.3			
<i>Waitzia acuminata</i>	5	0.1			

Harvesting Operations

Harvest and Vehicle Movement Bans

A harvest or vehicle movement ban may be applied during the Restricted or Prohibited Burning Period. The Shire of Dowerin will determine the need for a ban and advertise the ban via our SMS Notification Service. For further information please contact the Shire of Dowerin during normal office hours on 9631 1202.

A harvest ban is defined as a ban on all harvesting operations on all properties within the Shire of Dowerin. A vehicle movement ban is defined as a ban on all vehicle movements on properties within the Shire of Dowerin except for the essential watering of stock, using a diesel powered vehicle only.

No harvesting operations are permitted on Christmas Day, Boxing Day and New Years Day.

Conditions for harvesting operators:

- An Approved Fire Fighting Appliance is required to be present in any paddock being harvested while Crop Harvesting, Straw Raking, Straw Mulching and Bailing operations are being carried out during restricted and prohibited periods. The fire fighting unit must be in a state of readiness and have a minimum of 500 liters of water on board.
- A ban on harvesting and the movement of vehicles (except for the watering or movement of stock) is likely to be imposed when the predicted weather conditions are classified by the Bureau of Meteorology as 'EXTREME' or ABOVE, or when local conditions warrant bans to be applied. All such bans are at discretion of the Chief Bush Fire Control Officer.
- It is MANDATORY for all operators of harvesters to be registered on the Shire of Dowerin Harvest and Vehicle Movement Ban SMS Notification service. If a ban has been imposed, all persons registered will be sent a text message advising of details.

To register for the SMS Service, please contact the Shire office on (08) 9631 1021

Infringement Penalties

Inspections

An authorised officer will carry out inspections of firebreaks after the specified completion dates.

Any owner or occupier of land who fails to comply with the requirements of this Notice is guilty of an offence under Section 33(3) of the Bushfire Act 1954.

Penalties

Persons who fail to comply with the requirements of this notice will be issued with an infringement notice and may be prosecuted.

The penalty for failing to comply with this notice is a fine of up to \$5,000 and the person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice.

Avoid the Consequences

- Do not light any fire during the prohibited burning period. This includes open cooking or camp fires.
- Do not light a fire during the restricted period without a valid permit. This includes open cooking or camp fires.
- Do not light a fire on any Sunday or Public Holiday as all permits are invalid.
- Burning is only permitted on days rated as 'MODERATE'.
- Do not burn the road verge without the permission of the Shire and a permit.
- Check the weather forecast before undertaking any burning or other activity that may cause a fire.

For more information please contact
the Shire of Dowerin on
(08) 9631 1202 or visit
dowerin.wa.gov.au

2024 - 2025 Firebreak Order

For all
emergencies
DIAL 000

First and Final Notice

Bush Fires Act 1954

Notice is given to all owners and/or occupiers of land with-in the Shire of Dowerin under the requirements of Section 33 of the Bush Fires Act 1954, that firebreaks must be in-stalled by 31 October 2024 and maintained clear of inflammable material up to and including 30 April 2025.

NO BURNING IS PERMITTED DURING THE EASTER HOLIDAY PERIOD

(Good Friday and the 3 days immediately following Good Friday)

- No lighting of chaff piles is permitted on Wednesday or Thursday before Good Friday
- No open fires are permitted between 29 October 2024 — 17 February 2025 (including for the purpose of cooking and camping)
- Firebreaks **must** be installed by 31 October 2024

ON THE SPOT FINES OF \$250 WILL BE ISSUED FOR NON COMPLIANCE

Dowerin Bush Fire Brigade Contacts

CBFCO - Paul Millsteed - 0427 311 721

DCBFCO - Gavin Hagboom - 0427 341 026



COMPLIANT FIREBREAK

Prescribed Burning

Restricted Burning period:

**1 October 2024 - 28 October 2024 and
18 February 2025 - 14 April 2025**
permits are required.

During the restricted burning period a permit to set fire to the bush is required before any burning operation can be carried out. These dates may be varied depending on the seasonal conditions.

Prohibited Burning period:

5 November 2024 - 14 February 2025
STRICTLY NO BURNING.

No burning is allowed for any reason during this period. This includes open cooking or camp fires. These times may be varied depending on seasonal conditions.



SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG



PERMIT REQUIRED

NO BURNING

Burning Permits

A permit must be obtained from the Shire of Dowerin and must remain in possession of the permit holder during the burn.

Permits will only be issued for controlled burns that reduce a fire hazard on a property where no alternative method exists to abate the hazard. At least 24 hours notice prior to the burn the permit holder must give notice of intentions to burn to the owner or occupier of adjoining land.

Any special conditions imposed by the Chief Bush Fire Control Officer must be strictly adhered to. Permits will NOT be issued for burning on any Sunday or Public Holiday.

Apply for a burning permit, provide your Assessment or Location number/s to the Shire of Dowerin office on (08) 9631 1202

Fire Break Standards

Properties 20 hectares (50ac) or larger

- Clear a ground firebreak at a width of no less than 3m, as close as practical, inside the external boundaries of the property, in which all inflammable material must be removed and remain cleared.
- Firebreaks must be maintained to provide a minimum vertical clearance of 4m to allow adequate access for fire appliances to the satisfaction of Council's appointed officers.
- Construct a 5m firebreak immediately surrounding all fuel and chemical storage areas.
- Clear inflammable material within 20m of all dwellings to construct a 20m circle of safety. This can be maintained through domestic grass, mulch or slashed native grasses.
- Areas cleared and piled for burning require a 20m ground firebreak.

Non Urban Land—rural residential, rural development Industrial estates and subdivisions between half an acre (2023m2) to 50 acres

- Clear 3m wide ground firebreak (clear of all inflammable material) with a vertical clearance of 4m high, clear of any obstructions immediately inside or as close as practical inside all external boundaries of the land.
- Clear all inflammable material within 20m of all buildings to construct a 20m circle of safety.

Urban Land - all town sites

Properties less than half an acre (2023m2)

Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

Properties larger than half an acre (2023m2)

Clear and maintain a 3m wide firebreak immediately inside external boundaries of the land. Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

**ALL PROPERTIES MUST BE COMPLIANT
BY 31 OCTOBER 2024**

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2024

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note	\$		\$	\$	\$	%			
Revenue from operating activities										
General Rates	6	1,503,992	1,503,992	1,561,417	1,560,275	(1,142)	(0.07%)			Within Variance
Other rates	6	57,425	57,425	0	0	0	0.00%			Within Variance
Grants, subsidies and contributions	12	968,914	1,056,911	1,022,160	979,677	(42,483)	(4.16%)			Within Variance
Fees and charges		830,409	957,307	821,843	751,230	(70,613)	(8.59%)			Within Variance
Interest revenue		146,488	174,992	102,490	93,144	(9,346)	(9.12%)			Within Variance
Other revenue		78,912	77,012	49,014	55,832	6,818	13.91%			Within Variance
Profit on disposal of assets		35,122	44,835	44,835	44,835	0	0.00%			Within Variance
		3,621,262	3,872,474	3,601,759	3,484,993	(116,766)	3.24%			
Expenditure from operating activities										
Employee costs		(1,966,082)	(1,831,319)	(1,474,239)	(1,200,839)	273,400	18.55%	😊	Timing	Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors.
Materials and contracts		(1,875,967)	(2,081,481)	(1,486,940)	(1,456,104)	30,836	2.07%			Within Variance
Utility charges		(179,196)	(180,900)	(150,690)	(185,770)	(35,080)	(23.28%)	😞	Permanent	Utility expenses are higher than budget. This has resulted in an overspend.
Depreciation		(2,185,601)	(2,176,357)	(1,813,620)	(2,146,890)	(333,270)	(18.38%)	😞	Permanent	Depreciation expense is predicted to be higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates prior to year end. This has no cash impact on the position of the Shire.
Finance costs		(30,120)	(30,120)	(25,080)	(28,781)	(3,701)	(14.76%)			Within Variance
Insurance		(185,189)	(174,646)	(145,280)	(135,575)	9,705	6.68%			Within Variance
Other expenditure		(90,409)	(76,371)	(51,658)	(63,255)	(11,597)	(22.45%)	😞	Permanent	Other expenditure is higher than YTD budget due to the costing of Council rates to Council owned properties in April. This expenditure was not budgeted.
		(6,512,564)	(6,551,194)	(5,147,507)	(5,217,214)	(69,707)	(1.35%)			
Less: Profit on asset disposals		(35,122)	(44,835)	(44,835)	(44,835)	0	0.00%			Within Variance
Movement in liabilities associated with restricted cash		4,970	4,970	0	2,398	2,398	0.00%			Within Variance
Add: Depreciation on assets		2,185,601	2,176,357	1,813,620	2,146,890	333,270	(18.38%)	😞	Permanent	Depreciation expense is predicted to be higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates prior to year end. This has no cash impact on the position of the Shire.
Amount attributable to operating activities		(735,853)	(542,228)	223,037	372,232	149,195	(66.89%)			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note	\$		\$	\$	\$	%			
CONTINUED										
Investing activities										
Inflows and Outflows from investing activities										
Capital grants, subsidies and contributions	13	4,191,215	4,156,285	1,977,909	1,798,710	(179,199)	(9.06%)			Within Variance
Proceeds from disposal of assets	7	56,000	90,000	90,000	90,000	(0)	(0.00%)			Within Variance
Payments for property, plant and equipment	8	(404,783)	(1,914,641)	(259,523)	(201,960)	57,563	22.18%	😊	Timing	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(3,550,097)	(3,377,527)	(2,416,624)	960,903	28.45%	😊	Timing	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,569,141)	(729,875)	839,266	53.49%			
Financing Activities										
Inflows from financing activities										
Transfer from reserves	10	218,510	677,817	0	0	0	0.00%			Within Variance
		218,510	677,817	0	0	0	0.00%			
Outflows from financing activities										
Repayment of debentures	9	(106,134)	(106,134)	(75,785)	(75,785)	0	0.00%			Within Variance
Transfer to reserves	10	(398,426)	(616,773)	(62,718)	(62,718)	0	0.00%			Within Variance
		(504,560)	(722,907)	(138,503)	(138,503)	0				
Amount attributable to financing activities		(286,050)	(45,090)	(138,503)	(138,503)	0	0.00%			
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year		1,810,800	1,805,771	1,805,771	1,805,771	0	0.00%			
Amount attributable to operating activities		(735,853)	(542,228)	223,037	372,232	149,195	66.89%			
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,569,141)	(729,875)	839,266	(53.49%)			
Amount attributable to financing activities		(286,050)	(45,090)	(138,503)	(138,503)	0	0.00%			
Surplus or deficit at the end of the financial year		0	0	321,164	1,309,625	988,461	(307.77%)			

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2024

REVENUE

RATES

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

Grants, subsidies and contributions

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

Capital grants, subsidies and contributions

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

Fees and charges

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

SERVICE CHARGES

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

Interest revenue

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

Other revenue

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

Profit on disposal of assets

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

Insurance

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

Loss on disposal of assets

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

Depreciation

Depreciation expense raised on all classes of assets.

Finance costs

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

Other expenditure

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(35,122)	(44,835)
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	2,146,890
Total non-cash items excluded from operating activities		2,155,449	2,102,055

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

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

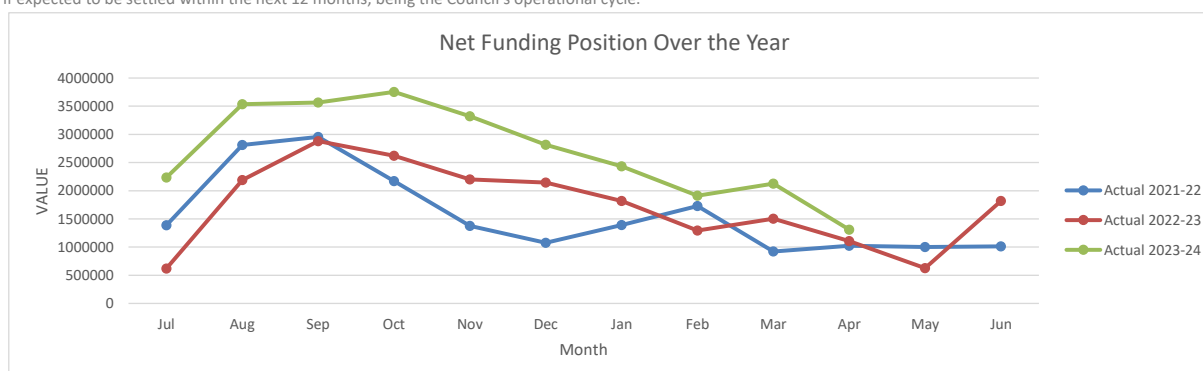
	Adopted Budget	Last Year Audited Actual 30 June 2023	This Time Last Year 29 April 2023	Year to Date 30 April 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)
Add: Borrowings	9	83,711	106,129	39,468
Add: Provisions funded by Reserve		114,100	114,100	97,883
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,339,182)

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

Current assets					
Cash and cash equivalents	2	4,713,673	4,832,247	4,357,637	3,754,814
Rates receivables	3	160,197	160,197	182,247	137,387
Receivables	3	563,601	476,588	(165,458)	492,109
Stock on Hand	4	23,825	17,171	8,578	45,723
Total Current Assets		5,461,296	5,486,203	4,383,004	4,430,033
Less: Current liabilities					
Payables	5	(346,994)	(340,554)	(55,355)	269,129
Borrowings	9	(83,711)	(106,129)	(39,468)	(30,344)
Contract liabilities	11	(231,024)	(231,024)	(650,193)	(231,024)
Provisions	11	(202,298)	(238,675)	(202,298)	(228,013)
Total Current Liabilities		(864,027)	(916,382)	(947,314)	(220,252)
		4,597,269	4,569,821	3,435,690	4,209,781
Less: Total adjustments to net current assets					
	(b)	(2,786,469)	(2,764,051)	(2,339,182)	(2,900,156)
Closing funding surplus / (deficit)		1,810,800	1,805,771	1,096,508	1,309,625

CURRENT AND NON-CURRENT CLASSIFICATION

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



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2024

NOTE	30 April 2024	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,754,815	4,832,247
Trade and other receivables	629,496	636,785
Inventories	45,723	17,171
TOTAL CURRENT ASSETS	4,430,034	5,486,203
NON-CURRENT ASSETS		
Trade and other receivables	24,594	24,594
Other financial assets	61,117	61,117
Property, plant and equipment	20,202,741	20,660,380
Infrastructure	66,154,784	65,270,616
TOTAL NON-CURRENT ASSETS	86,443,236	86,016,707
TOTAL ASSETS	90,873,270	91,502,910
CURRENT LIABILITIES		
Trade and other payables	(269,129)	340,554
Other liabilities	231,024	231,024
Borrowings	30,344	106,129
Employee related provisions	228,013	238,675
TOTAL CURRENT LIABILITIES	220,252	916,382
NON-CURRENT LIABILITIES		
Borrowings	1,054,870	1,054,870
Employee related provisions	28,882	28,882
TOTAL NON-CURRENT LIABILITIES	1,083,752	1,083,752
TOTAL LIABILITIES	1,304,004	2,000,134
NET ASSETS	89,569,266	89,502,776
EQUITY		
Retained surplus	34,287,914	34,284,142
Reserve accounts	3,046,998	2,984,280
Revaluation surplus	52,234,354	52,234,354
TOTAL EQUITY	89,569,266	89,502,776

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 May 2024

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2024

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

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.81 M	\$0.00 M
Closing	\$0.00 M	\$0.32 M	\$1.31 M	\$0.99 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.70 M	% of total
Unrestricted Cash	\$0.66 M	17.7%
Restricted Cash	\$3.05 M	82.3%

Refer to Note 2 - Cash and Financial Assets

Payables		
	(\$0.27 M)	% Outstanding
Trade Payables	\$0.00 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.49 M	% Collected
Rates Receivable	\$0.14 M	88.5%
Trade Receivable	\$0.49 M	
Over 30 Days		93.4%
Over 90 Days		92.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	\$0.22 M	\$0.37 M	\$0.15 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.56 M	% Variance
YTD Budget	\$1.56 M	(0.1%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.98 M	% Variance
YTD Budget	\$1.02 M	(4.2%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.75 M	% Variance
YTD Budget	\$0.82 M	(8.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	(\$1.57 M)	(\$0.73 M)	\$0.84 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.09 M	%
Adopted Budget	\$0.06 M	60.7%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.62 M	% Spent
Adopted Budget	\$5.04 M	(48.0%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$1.80 M	% Received
Adopted Budget	\$4.19 M	(57.1%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	(\$0.14 M)	(\$0.14 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.11 M
Interest expense	\$0.03 M
Principal due	\$1.22 M

Refer to Note 9 - Borrowings

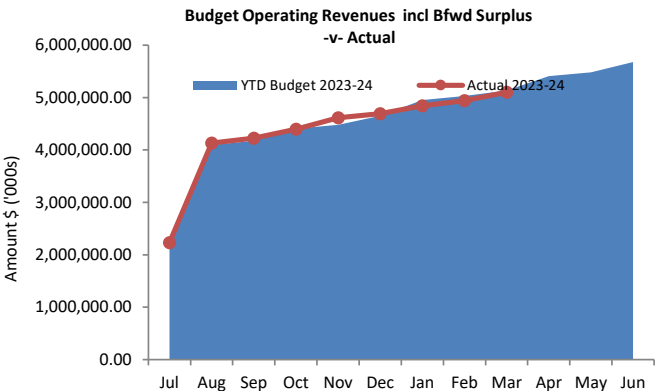
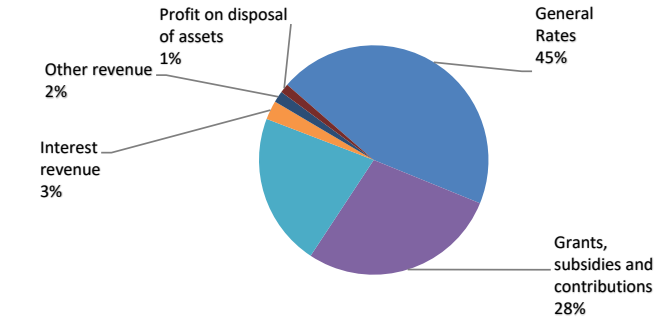
Reserves	
Reserves balance	\$3.05 M
Interest earned	\$0.06 M

Refer to Note 10 - Cash Reserves

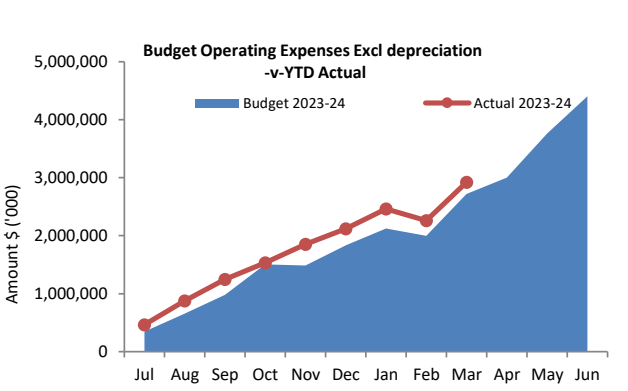
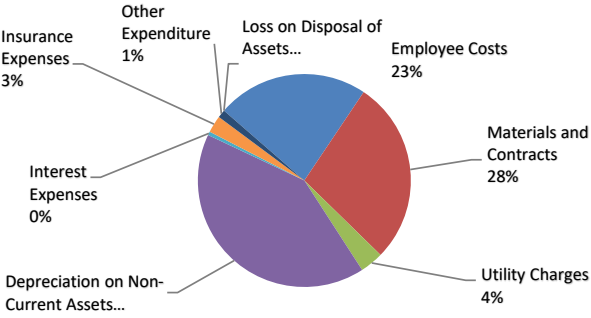
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

OPERATING REVENUE

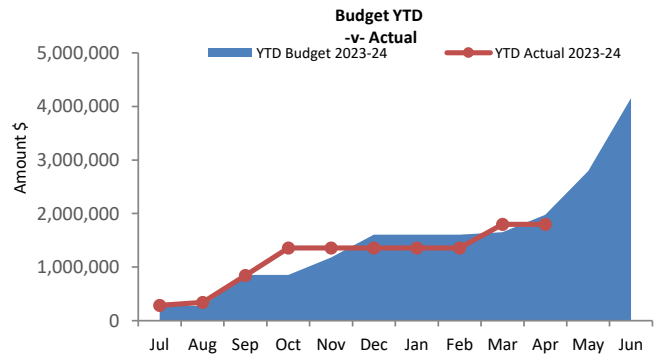


OPERATING EXPENSES

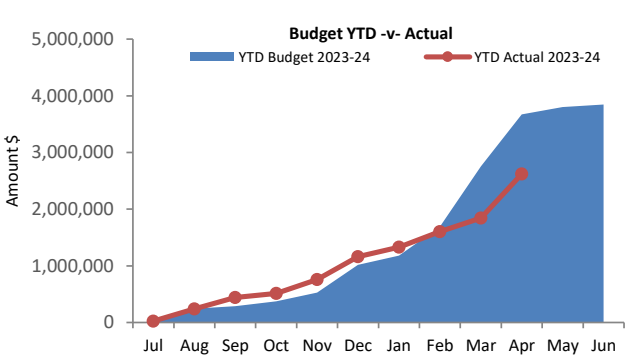


INVESTING ACTIVITIES

Capital grants, subsidies and contributions



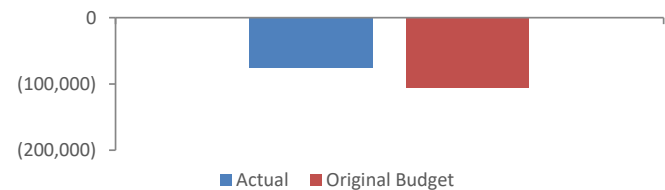
Payments for Capital Works



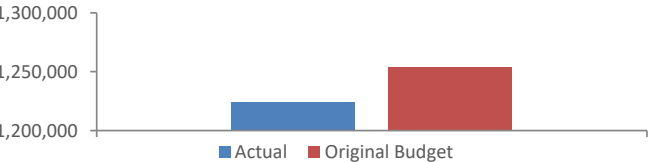
FINANCING ACTIVITIES

BORROWINGS

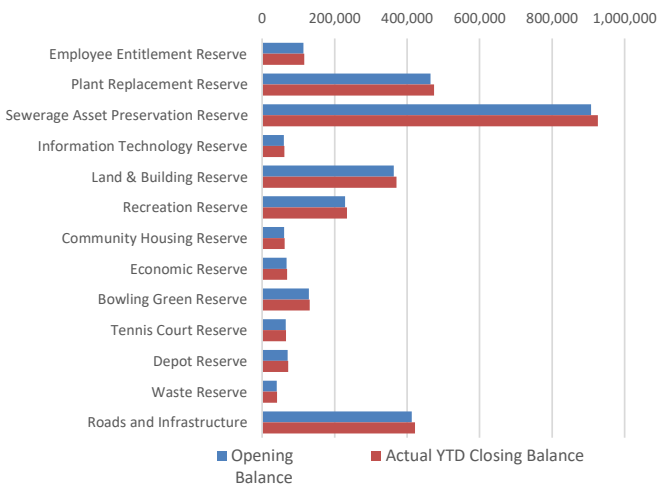
Principal Repayments



Principal Outstanding



RESERVES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

NOTE 1
BY PROGRAM

Ref	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Explanation of Variance
Note			(a)	(b)	(b)-(a)	(b)-(a)/(a)		
	\$		\$	\$	\$	%		
Revenue from operating activities								
Governance	1,500	4,954	4,370	3,745	(625)	(14.30%)	Within Variance	
General purpose funding	1,741,865	1,838,920	1,732,657	1,713,911	(18,746)	(1.08%)	Within Variance	
Law, order and public safety	34,716	33,804	33,170	43,838	10,668	32.16%	😊	ESL Grants and Animal control Fees and charges are higher than YTD Budget. This additional income is mainly offset by higher expenditure.
Health	3,300	110	90	109	19	21.11%	Within Variance	
Education and welfare	652,572	652,572	649,032	421,147	(227,885)	(35.11%)	😞	Aged Care Funding is \$217k lower than YTD budget due to regulatory reporting technical issues currently being resolved which has resulted in delay of funds.
Housing	161,992	161,992	134,990	173,315	38,325	28.39%	😊	Housing reimbursement and fees revenue is \$38K higher than YTD budget. These will generally be offset but higher expenditure.
Community amenities	289,445	289,445	284,557	287,941	3,384	1.19%	Within Variance	
Recreation and culture	50,180	52,172	47,068	34,115	(12,953)	(27.52%)	😞	Other Culture grants are lower than YTD budget. Staff will review budgeted income and invoicing.
Transport	181,004	192,191	189,357	196,685	7,328	3.87%	Within Variance	
Economic services	407,966	492,966	391,620	473,922	82,302	21.02%	😊	CRC Grants and fees and charges are \$75k higher than YTD budget due to CRC Board finalisation of CRC Incorporated and balance of funds received.
Other property and services	96,722	153,348	134,848	136,265	1,417	1.05%	Within Variance	
	3,621,262	3,872,474	3,601,759	3,484,993	(116,766)			
Expenditure from operating activities								
Governance	(560,449)	(534,183)	(448,128)	(448,314)	(186)	(0.04%)	Within Variance	
General purpose funding	(197,452)	(185,097)	(154,210)	(130,652)	23,558	15.28%	😊	Employee costs are \$18k lower than YTD budget. This is due to the payroll system error that is being attended to by staff and ReadyTech.
Law, order and public safety	(164,240)	(155,450)	(129,630)	(115,581)	14,049	10.84%	😊	General lower expenditure in ESL BFB totalling \$15k.
Health	(61,229)	(55,018)	(25,080)	(10,387)	14,693	58.58%	😊	Health expenses are \$15K lower than YTD budget. These may even out during the year.
Education and welfare	(590,578)	(628,795)	(504,734)	(498,456)	6,278	1.24%	Within Variance	
Housing	(269,675)	(270,087)	(224,830)	(210,971)	13,859	6.16%	Within Variance	
Community amenities	(533,678)	(520,787)	(425,636)	(389,096)	36,540	8.58%	Within Variance	
Recreation and culture	(1,278,073)	(1,196,278)	(1,009,080)	(1,041,547)	(32,467)	(3.22%)	Within Variance	
Transport	(2,069,507)	(2,161,850)	(1,587,030)	(1,506,020)	81,010	5.10%	Within Variance	
Economic services	(741,131)	(751,214)	(610,880)	(516,497)	94,383	15.45%	😊	General lower expenditure to YTD budget in Tourism and CRC. Employee costs are \$60k lower than YTD budget due to the payroll system error that is being attended to by staff and ReadyTech. This variance is likely to even out before the end of the year.
Other property and services	(46,552)	(92,435)	(28,269)	(349,693)	(321,424)	(1137.02%)	😞	Plant Operating and Public works Overheads costs are under - recovered to YTD budget \$306K. These variances will be reviewed by staff and are impacted by the payroll system error currently being rectified. There is no cash impact on the Shires position with these internal recoveries.
	(6,512,564)	(6,551,194)	(5,147,507)	(5,217,214)	(69,707)			
Less: Profit on asset disposals	(35,122)	(44,835)	(44,835)	(44,835)	0	0.00%	Within Variance	
Movement in liabilities associated with restricted cash	4,970	4,970	0	2,398	2,398	0.00%	Within Variance	
Add: Depreciation on assets	2,185,601	2,176,357	1,813,620	2,146,890	333,270	18.38%	😞	Depreciation expense is predicted to be higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates prior to year end. This has no cash impact on the position of the Shire.
Amount attributable to operating activities	(735,853)	(542,228)	223,037	372,232	149,195			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

NOTE 1
BY PROGRAM

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
CONTINUED									
Investing Activities									
Capital grants, subsidies and contributions	13	4,191,215	4,156,285	1,977,909	1,798,710	(179,199)	(9.06%)		Within Variance
Proceeds from disposal of assets	7	56,000	90,000	90,000	90,000	(0)	(0.00%)		Within Variance
Payments for property, plant and equipment	8	(404,783)	(1,914,641)	(259,523)	(201,960)	57,563	(22.18%)	☹	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(3,550,097)	(3,377,527)	(2,416,624)	960,903	28.45%	☹	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,569,141)	(729,875)	839,266			
Financing Activities									
Transfer from reserves	10	218,510	677,817	0	0	0	0.00%		Within Variance
Repayment of debentures	9	(106,134)	(106,134)	(75,785)	(75,785)	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(616,773)	(62,718)	(62,718)	0	0.00%		Within Variance
Amount attributable to financing activities		(286,050)	(45,090)	(138,503)	(138,503)	0			
Surplus or deficit at the start of the financial year		1,810,800	1,805,771	1,805,771	1,805,771	0	0.00%		
Amount attributable to operating activities		(735,853)	(542,228)	223,037	372,232	149,195	0		
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,569,141)	(729,875)	839,266	0		
Amount attributable to financing activities		(286,050)	(45,090)	(138,503)	(138,503)	0	0		
Surplus or deficit at the end of the financial year		0	0	321,164	1,309,625	988,461	0		

KEY INFORMATION

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

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

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

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

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Cash on hand							
Floats	Cash and cash equivalents	500	0	500	On-hand		
Cash Deposits							
Municipal Bank Account	Cash and cash equivalents	655,356	0	655,356	NAB	0.05%	At Call
Term Deposits							
315-8962	Financial assets at amortised cost	0	1,023,781	1,023,781	NAB	4.95%	25/06/2024
27-9675	Financial assets at amortised cost	0	1,021,273	1,021,273	Westpac	4.22%	7/07/2024
	Financial assets at amortised cost	0	1,001,943	1,001,943	Bendigo	3.60%	1/05/2024
Total		655,856	3,046,998	3,702,854			
Comprising							
Cash and cash equivalents		655,856	0	655,856			
Financial assets at amortised cost		0	3,046,998	3,046,998			
		655,856	3,046,998	3,702,854			

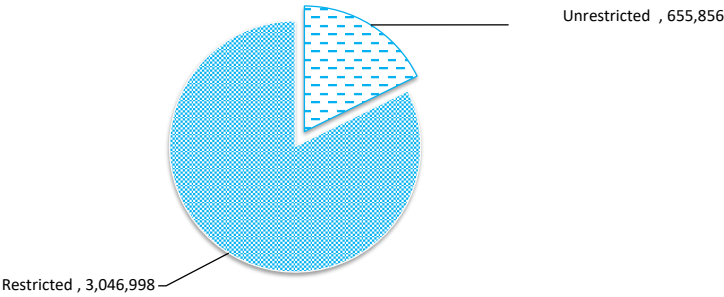
KEY INFORMATION

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 APRIL 2024

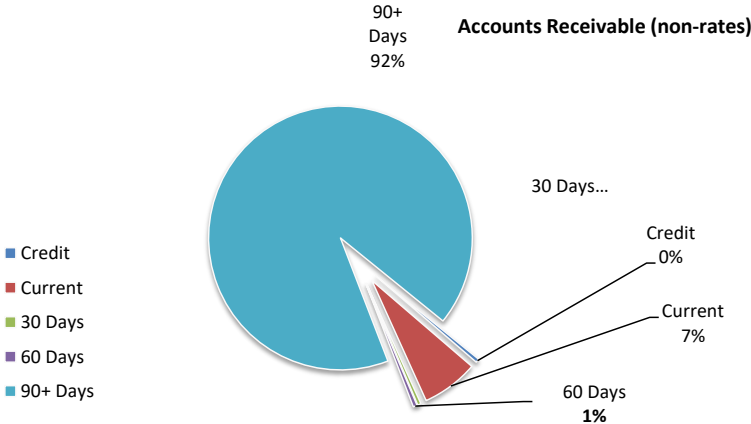
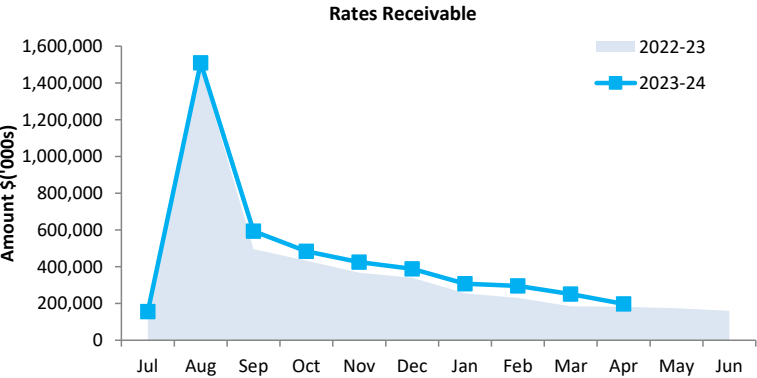
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,402,771	1,560,275
Less - collections	(1,362,166)	(1,523,303)
Equals current outstanding	160,197	197,169
Less allowance for impairment of receivables		(59,782)
Net rates collectable	160,197	137,387
% Collected	89.5%	88.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,521)	22,864	1,358	1,604	301,893	326,197
Percentage	(0.5%)	7%	0.4%	0.5%	92.5%	
Balance per trial balance						
Sundry receivable	(1,521)	22,864	1,358	1,604	301,893	326,198
Accrued Income	0	103,668	0	0	0	103,668
GST receivable	0	37,245	0	0	0	37,245
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Total receivables general outstanding						492,109
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase/(Decrease)	Closing Balance 30 April 2024
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	17,171	28,552	45,723
Total other current assets	17,171	28,552	45,723
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.

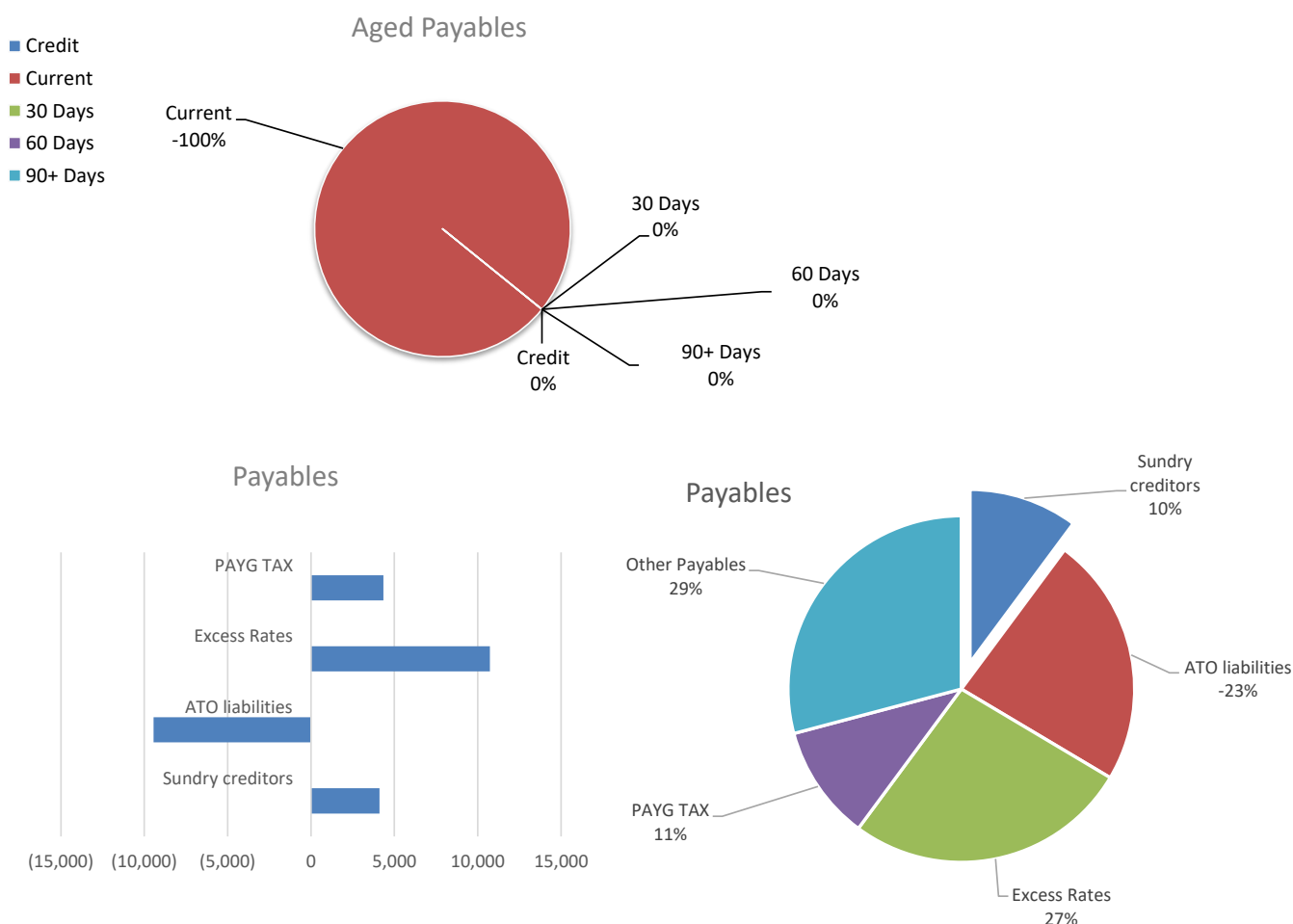
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	(269,499)	0	0	0	(269,499)
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	3,730	0	0	0	4,100
ATO liabilities	0	(9,441)	0	0	0	(9,441)
Excess Rates	0	10,729	0	0	0	10,729
PAYG TAX	0	4,336	0	0	0	4,336
Other Payables	0	11,759	0	0	0	11,759
* Payroll Creditors	0	(255,492)	0	0	0	(255,492)
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - CI	0	11,025	0	0	0	11,025
Accrued Expenses	0	(97,410)	0	0	0	(97,410)
Total payables general outstanding						(269,129)

Amounts shown above include GST (where applicable)

* Payroll Creditors balance relates to lower employee costs disclosed in the Statement of Financial Activity

KEY INFORMATION

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



FOR THE PERIOD ENDED 30 APRIL 2024

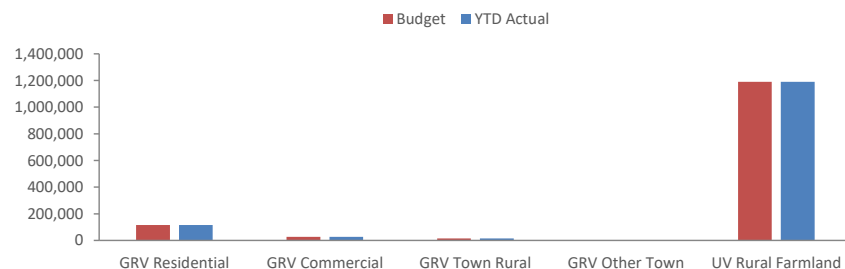
OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	116,024	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	14,306	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value											
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,190,799	(1,393)	0	1,189,406
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	1,350,985	(1,393)	0	1,349,592
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	849	66	445,279	56,034	0	0	56,034	56,034	0	0	56,034
GRV Commercial	849	17	65,470	14,433	0	0	14,433	14,433	0	0	14,433
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	13,584	0	0	13,584
GRV Other Town	248	20	7,974	4,960	0	0	4,960	4,960	0	0	4,960
Unimproved value											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	53,487	0	0	53,487
UV Commercial	849	4	500	3,396	0	0	3,396	3,396	0	0	3,396
UV Town Rural	849	4	137,000	3,396	0	0	3,396	3,396	0	0	3,396
UV Mining	248	16	130,350	3,968	0	0	3,968	3,968		0	3,968
Sub-total		206	5,960,558	153,258	0	0	153,258	153,258	0	0	153,258
Amount from general rates							1,503,992	1,504,243	(1,393)	0	1,502,850
Ex-gratia rates							57,425				57,425
Total general rates							1,561,417				1,560,275

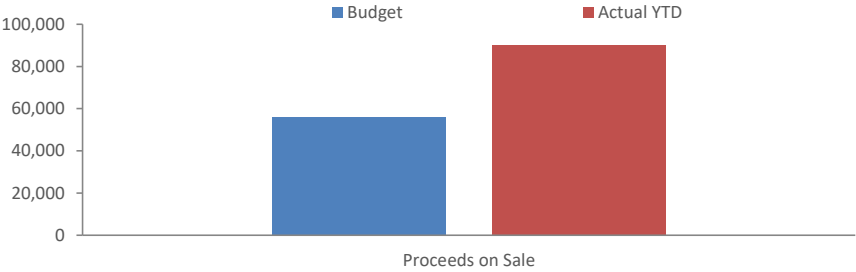
KEY INFORMATION



NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

		Original Budget				Current Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Other property and services					0	0						
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	60,909	40,031	0	27,260	60,909	33,649	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	17,904	29,091	11,187	0	17,904	29,091	11,187	0
		20,878	56,000	35,122	0	38,782	90,000	51,218	0	45,164	90,000	44,835	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

INVESTING ACTIVITIES

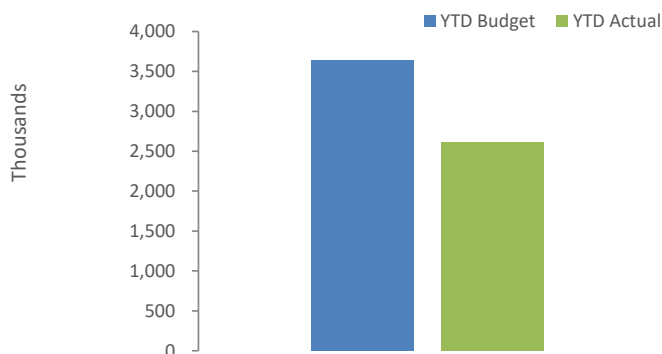
NOTE 8

CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	1,654,438	29,320	23,758	(5,562)
Furniture and equipment	52,000	52,000	52,000	0	(52,000)
Plant and equipment	172,669	208,203	178,203	178,203	(0)
Infrastructure - roads	4,410,569	3,496,897	3,364,327	2,415,316	(949,011)
Infrastructure -Parks And Ovals	182,560	40,000	0	0	0
Infrastructure - other	38,200	13,200	13,200	1,309	(11,891)
Payments for Capital Acquisitions	5,036,112	5,464,738	3,637,050	2,618,585	(1,018,465)
Total Capital Acquisitions	5,036,112	5,464,738	3,637,050	2,618,585	(1,018,465)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,156,285	1,977,909	1,798,710	(179,199)
Other (disposals & C/Fwd)	56,000	56,000	90,000	90,000	(0)
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	1,033,943	1,569,141	729,875	(839,266)
Capital funding total	5,036,112	5,464,738	3,637,050	2,618,585	(1,018,465)

SIGNIFICANT ACCOUNTING POLICIES

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



Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings							
	Growing Regions Housing Program	0	1,619,238	0	0		
BC044	Sports Recreation Centre - Building (Capital)	24,000	27,800	23,160	21,605	1,555	Ceiling repairs complete
BC049	Hockey Pavilion - Building (Capital)	156,114	7,400	6,160	2,153	4,007	In-kind contribution value approx. \$8,000. Project removed at mid-year budget review as expenditure was based on grant success.
Total		180,114	1,654,438	29,320	23,758	5,562	
Furniture and equipment							
FE001	Council Chambers Audio System	12,000	12,000	12,000	0	12,000	Deferred to 24/25
FE002	IT Renewal Server	40,000	40,000	40,000	0	40,000	In progress
Total		52,000	52,000	52,000	0	52,000	
Plant and Equipment							
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	109,121	109,121	109,121	0	2nd Hino S500 Purchased
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	69,082	69,082	69,082	0	Purchase of new CEO Prado
PE100	Diesel Fuel Bowser - Shire Depot	30,000	30,000	0	0	0	To be installed in June 24
Total		172,669	208,203	178,203	178,203	0	
Infrastructure - Roads							
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	338,530	338,529	341,377	(2,848)	Complete
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	123,750	103,120	5,062	98,058	Deferred to 2024/25
LRC013	LRCIP - Berring East Road	190,826	190,826	190,826	163,401	27,425	Completed, gravel pit rehabilitation pending.
LRC164	Manmanning Road 0.00-5.67	262,800	262,800	262,800	0	262,800	Deferred to 2024/25
RC000	Road Construction General (Budgeting Only)	60,000	60,000	0	12,240	(12,240)	In progress
R2R003	Koombekine North Road (R2R)	24,413	24,413	20,350	21,570	(1,220)	Complete
R2R015	Hindmarsh Back Road (R2R)	93,145	93,145	77,620	10,098	67,522	Completed, gravel pit rehabilitation pending.
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	0	Removed at mid-year budget review.
R2R040	Booralaming West Road (R2R)	112,500	112,500	112,500	18,803	93,698	In progress
R2R041	Moonjin East Road (R2R)	123,615	123,615	123,615	37,432	86,183	In progress
R2R042	McHugh Road (R2R)	67,327	67,327	56,110	58,306	(2,196)	Works Complete
RRG003	Koombekine North Road (RRG)	585,184	585,184	585,184	536,569	48,615	Completed, gravel pit rehabilitation pending.
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	116,804	97,340	109,956	(12,616)	Complete
BS183	Dowerin-Meckering Road (BS)	801,922	12,000	12,000	11,480	520	To be deferred to 24/25 budget however \$12k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	1,084,179	1,082,509	912,553	169,956	Completed, gravel pit rehabilitation pending.
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	301,824	301,824	176,469	125,355	In progress
Total		4,410,569	3,496,897	3,364,327	2,415,316	949,011	

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure - Parks And Ovals						
PC071	Dowerin Skate Park Capital Works	40,000	40,000	0	0	0 In progress
PC075	Town Site Greening Water Scheme	142,560	0	0	0	0 Removed at mid-year budget review.
Total		182,560	40,000	0	0	0
Infrastructure - Other						
OC11	Public Art Projects	25,000	0	0	0	0 Removed at mid-year budget review.
OC018	Dowerin Standpipe Upgrade	13,200	13,200	13,200	0	13,200 Project under review
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	1,309	(1,309) Costing to be corrected
Total		38,200	13,200	13,200	1,309	11,891
TOTALS		5,036,112	5,464,738	3,637,050	2,618,585	1,018,465

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$
Housing								
Government Regional Officer Housing	100	227,550	(11,489)	(11,489)	239,039	239,039	0	(8,218)
Recreation and culture								
Dowerin Swimming Pool	101	133,849	(9,853)	(19,795)	143,702	153,644	1,118	(2,149)
Transport								
Multi Tyre Roller	103	108,846	(19,789)	(21,070)	128,635	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
Economic services								
Short Stay Accommodation	99	564,486	(34,653)	(35,189)	599,139	599,675	0	(17,982)
Total		1,148,163	(75,785)	(106,134)	1,223,948	1,254,297	1,118	(30,120)
Current borrowings		106,134			30,344			
Non-current borrowings		1,042,029			1,193,604			
		1,148,163			1,223,948			

All debenture repayments were financed by general purpose revenue.

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 APRIL 2024

FINANCING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Original Budget Interest Earned	Current Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	4,970	2,398	0	0	0	0	0	0	119,070	116,498
Plant Replacement Reserve	464,535	20,236	20,236	9,763	0	100,000	0	(35,310)	(36,844)	0	449,461	474,298
Sewerage Asset Preservation Reserve	907,424	39,529	39,529	19,070	0	0	0	(12,000)	(12,000)	0	934,953	926,494
Information Technology Reserve	60,144	2,620	2,620	1,264	0	0	0	(40,000)	(40,000)	0	22,764	61,408
Land & Building Reserve	363,390	15,830	15,830	7,637	252,426	302,426	0	0	(485,773)	0	631,646	371,027
Recreation Reserve	229,175	9,983	9,983	4,816	0	0	0	(41,200)	(13,200)	0	197,958	233,991
Community Housing Reserve	60,751	2,646	2,646	1,277	0	0	0	0	0	0	63,397	62,028
Economic Reserve	67,803	2,954	2,954	1,425	0	0	0	(30,000)	(30,000)	0	40,757	69,228
Bowling Green Reserve	128,702	5,606	5,606	2,705	10,000	10,000	0	0	0	0	144,308	131,407
Tennis Court Reserve	64,850	2,825	2,825	1,363	6,000	6,000	0	0	0	0	73,675	66,213
Depot Reserve	70,264	3,061	3,061	1,477	0	18,347	0	0	0	0	73,325	71,741
Waste Reserve	40,264	1,754	1,754	846	0	0	0	0	0	0	42,018	41,110
Roads and Infrastructure	412,878	17,986	17,986	8,677	0	50,000	0	(60,000)	(60,000)	0	370,864	421,555
	2,984,280	130,000	130,000	62,718	268,426	486,773	0	(218,510)	(677,817)	0	3,164,196	3,046,998

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
Total unspent grants, contributions and reimbursements		231,024	0	0	231,024
Provisions					
Annual leave		149,078	0	0	149,078
Long service leave		89,597	0	0	78,935
Total Provisions		238,675	0	0	228,013
Total other current assets		469,699	0	0	459,037
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES
NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue				Comments
	Original Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual	
	\$	\$	\$	\$	
Operating grants and subsidies, Contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	1,500	1,500	1,500	364	
OTH GOV - Reimbursements	0	3,454	2,870	3,381	
General purpose funding					
GEN PUR - Financial Assistance Grant - General	0	44,316	36,930	33,237	
GEN PUR - Financial Assistance Grant - Roads	0	34,235	28,520	25,676	
Law, order, public safety					
ESL BFB - Operating Grant	30,000	30,000	30,000	34,138	
Education and welfare					
AGED OTHER - Reimbursements	0		0	158	
AGED OTHER - Grant Funding - CHSP	226,260	226,260	226,260	31,069	
AGED OTHER - Grant Funding - HCP	404,912	404,912	404,912	382,671	
WELFARE - Grants	5,400	5,400	4,500	0	
Housing					
OTH HOUSE - Rental Reimbursements	0	0	0	72,541	
Community amenities					
ENVIRON - Reimbursements	504	504	504	300	
Recreation and culture					
SWIM AREAS - Contributions & Donations	0		0	7,000	
REC - Contributions & Donations	504	5,000	4,160	8,580	
REC - Reimbursements - Other Recreation	504	2,000	1,660	2,197	
REC - Grants	0		0	54	
LIBRARY - Other Grants	5,000	5,000	5,000	0	
OTH CUL - Contributions & Donations - Other Culture	2,400	2,400	2,400	0	
OTH CUL - Grants - Other Culture	13,764	13,764	13,764	545	
Transport					
ROADM - Direct Road Grant (MRWA)	164,000	164,000	164,000	168,621	
ROADM - Street Lighting Subsidy	0	0	0	223	C/Note for Prior year.
Economic services					
TOUR - Other Income Relating to Tourism & Area Promotion	396	396	330	0	
CRC - Grants	100,970	100,970	84,140	106,361	
CRC - Grants (excl GST)	5,000	5,000	4,160	20,878	
CRC- Contributions and Donations (excl GST)	0	0	0	78,980	
Other property and services					
PWO - Other Reimbursements	300	300	300	0	
POC - Fuel Tax Credits Grant Scheme	7,500	7,500	6,250	0	
ADMIN - Reimbursements	0	0	0	2,702	
	968,914	1,056,911	1,022,160	979,677	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES
NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue					
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Variance
	\$	\$	\$	\$	
Non-operating grants and subsidies					
General purpose funding					
Gen Pur - Grant Funding (No Gst)	577,376	577,376	577,376	555,658	21,718
Housing					
Oth House - Grant Income	0	1,133,465	0	0	0
Recreation and culture					
Rec - Grants	237,223	0	0	8,851	(8,851)
Rec - Contributions & Donations	0	0	0	0	0
Oth Cul - Grants - Other Culture	42,500	25,000	0	0	0
Transport Funding					
RRG Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	421,330	277,476	143,854
R2R Roadc - Roads To Recovery Grant	544,750	421,000	0	439,284	(439,284)
WSFN Roadc - Other Grants - Roads/Streets	2,321,222	1,531,300	979,203	517,441	461,762
TOTALS	4,191,215	4,156,285	1,977,909	1,798,710	179,199

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BUDGET AMENDMENTS

GL Account Code	Description	Classification	No Change - (Non Cash Items) Adjust.	Original Budget	Proposed amended Budget	Increase/(Decrease) in Available Cash	Budget Running Balance
			\$			\$	\$
	Budget Adoption	Opening Surplus(Deficit)		1,810,800	1,805,771	(5,029)	(5,029)
2030100	RATES - Employee Costs	Operating Expenditure		(85,880)	(79,655)	6,225	1,196
2030112	RATES - Valuation Expenses	Operating Expenditure		(7,992)	(650)	7,342	8,538
2030114	RATES - Debt Collection Expenses	Operating Expenditure		(9,996)	(15,000)	(5,004)	3,534
2030115	RATES - Printing and Stationery	Operating Expenditure		(3,000)	(3,500)	(500)	3,034
2030116	RATES - Postage and Freight	Operating Expenditure		(504)	(700)	(196)	2,838
2030117	RATES - Doubtful Debts Expense	Operating Expenditure		(9,996)	(1,500)	8,496	11,334
2030118	RATES - Rates Write Off	Operating Expenditure		(2,496)	(500)	1,996	13,330
2030211	GEN PUR - Bank Fees & Charges	Operating Expenditure		(9,996)	(16,000)	(6,004)	7,326
2040100	MEMBERS - Employee Costs	Operating Expenditure		(99,990)	(112,607)	(12,617)	(5,291)
2040104	MEMBERS - Training & Development	Operating Expenditure		(7,000)	(5,000)	2,000	(3,291)
2040129	MEMBERS - Donations to Community Groups	Operating Expenditure		(7,000)	(500)	6,500	3,209
2040200	OTH GOV - Employee Costs	Operating Expenditure		(99,990)	(112,607)	(12,617)	(9,408)
2040211	OTH GOV - Civic Functions, Refreshments & Receptions	Operating Expenditure		(8,000)	(10,000)	(2,000)	(11,408)
2040241	OTH GOV - Subscriptions & Memberships	Operating Expenditure		(15,000)	0	15,000	3,592
2040250	OTH GOV - Consultancy - Statutory	Operating Expenditure		(28,000)	(8,000)	20,000	23,592
2040251	OTH GOV - Consultancy - Strategic	Operating Expenditure		(7,000)	0	7,000	30,592
2040285	OTH GOV - Legal Expenses	Operating Expenditure		(3,000)	0	3,000	33,592
2050100	FIRE - Employee Costs	Operating Expenditure		(13,346)	(14,370)	(1,024)	32,568
2050112	FIRE - Fire Prevention/Burning/Control - recoverable	Operating Expenditure		0	(120)	(120)	32,448
2050140	FIRE - Advertising & Promotion	Operating Expenditure		(300)	0	300	32,748
2050216	ANIMAL - Relief Ranger Services	Operating Expenditure		(12,996)	(21,000)	(8,004)	24,744
2050287	ANIMAL - Other Expenditure	Operating Expenditure		(504)	0	504	25,248
2050387	OLOPS - Other Expenditure	Operating Expenditure		(7,815)	(1,819)	5,996	31,244
2050530	ESL BFB - Insurance Expenses	Operating Expenditure		(11,791)	(3,500)	8,291	39,535
2050565	ESL BFB - Maintenance Plant & Equipment	Operating Expenditure		(6,504)	(4,004)	2,500	42,035
2050589	ESL BFB - Maintenance Land & Buildings	Operating Expenditure		(5,383)	(5,036)	347	42,382
2070411	HEALTH - Contract EHO	Operating Expenditure		(8,004)	(500)	7,504	49,886
2070412	HEALTH - Analytical Expenses	Operating Expenditure		(500)	(1,000)	(500)	49,386
2070553	PEST - Pest Control Programs	Operating Expenditure		(1,423)	(1,192)	231	49,617
2070700	OTH HEALTH - Employee Costs	Operating Expenditure		(13,346)	(14,370)	(1,024)	48,593
2080292	OTHER ED - Depreciation	Non Cash	356	(9,144)	(9,500)	(356)	48,593
2080388	FAMILIES - Building Operations	Operating Expenditure		(2,800)	(2,304)	496	49,089
2080389	FAMILIES - Building Maintenance	Operating Expenditure		(10,208)	(8,701)	1,507	50,595
2080600	AGED OTHER - Employee Costs	Operating Expenditure		(279,963)	(307,795)	(27,832)	22,764
2080608	AGED OTHER - Other Employee Expenses	Operating Expenditure		(1,000)	(1,150)	(150)	22,614
2080615	AGED OTHER - Printing and Stationery	Operating Expenditure		(1,000)	(500)	500	23,114
2080616	AGED OTHER - Postage and Freight	Operating Expenditure		(100)	0	100	23,214
2080621	AGED OTHER - Information Technology	Operating Expenditure		(5,000)	(2,500)	2,500	25,714
2080640	AGED OTHER - Advertising & Promotion	Operating Expenditure		(1,500)	0	1,500	27,214
2080641	AGED OTHER - Subscriptions & Memberships	Operating Expenditure		(1,000)	(1,700)	(700)	26,514
2080660	AGED OTHER - Client Services	Operating Expenditure		(97,700)	(113,700)	(16,000)	10,514
2080753	WELFARE - Events	Operating Expenditure		(22,214)	(21,996)	218	10,732
2090189	STF HOUSE - Staff Housing Building Maintenance	Operating Expenditure		(22,482)	(26,213)	(3,731)	7,000
2090288	OTH HOUSE - Building Operations	Operating Expenditure		(24,301)	(23,815)	486	7,486
2090289	OTH HOUSE - Building Maintenance	Operating Expenditure		(31,807)	(28,973)	2,834	10,320
2100165	SAN - Maintenance/Operations	Operating Expenditure		(109,077)	(107,799)	1,278	11,598
2100365	SEW - Maintenance/Operations	Operating Expenditure		(45,454)	(41,900)	3,554	15,152
2100700	COM AMEN - Employee Costs	Operating Expenditure		(13,346)	0	13,346	28,498
2100711	COM AMEN - Cemetery Maintenance/Operations	Operating Expenditure		(13,426)	(17,580)	(4,154)	24,344
2100788	COM AMEN - Public Conveniences Operations	Operating Expenditure		(22,130)	(23,263)	(1,133)	23,211
2110188	HALLS - Town Halls and Public Bldg Operations	Operating Expenditure		(22,973)	(23,163)	(190)	23,021
2110189	HALLS - Town Halls and Public Bldg Maintenance	Operating Expenditure		(4,800)	(7,151)	(2,351)	20,670
2110265	SWIM AREAS - Grounds Maintenance/Operations	Operating Expenditure		(35,116)	(40,015)	(4,899)	15,771
2110288	SWIM AREAS - Building Operations	Operating Expenditure		(5,391)	(5,891)	(500)	15,271
2110364	REC - Trails & Tracks Maintenance/Operations	Operating Expenditure		(1,000)	(500)	500	15,771
2110365	REC - Parks & Gardens Maintenance/Operations	Operating Expenditure		(134,468)	(113,696)	20,772	36,542
2110366	REC - Town Oval Maintenance/Operations	Operating Expenditure		(111,106)	(95,250)	15,856	52,398
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Operating Expenditure		(8,982)	(5,569)	3,413	55,811
2110368	REC - Playground Equipment Mtce	Operating Expenditure		(12,850)	(10,721)	2,129	57,940
2110387	REC - Other Expenses	Operating Expenditure		(3,000)	0	3,000	60,940
2110388	REC - Other Rec Facilities Building Operations	Operating Expenditure		(65,183)	(71,013)	(5,830)	55,110
2110389	REC - Other Rec Facilities Building Maintenance	Operating Expenditure		(40,762)	(39,596)	1,166	56,276
2110521	LIBRARY - Information Technology	Operating Expenditure		(1,656)	(250)	1,406	57,682
2110665	HERITAGE - Maintenance/Operations	Operating Expenditure		(1,753)	(808)	945	58,627
2110711	OTH CUL - Australia Day	Operating Expenditure		(3,016)	(3,160)	(144)	58,483

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BUDGET AMENDMENTS

2110712	OTH CUL - ANZAC Day	Operating Expenditure		(2,528)	(2,593)	(65)	58,418
2110725	OTH CUL - Festival & Events	Operating Expenditure		(90,022)	(44,085)	45,937	104,355
2110787	OTH CUL - Other Expenses	Operating Expenditure		(1,000)	(350)	650	105,005
2120211	ROADM - Road Maintenance - Built Up Areas	Operating Expenditure		(52,627)	(62,152)	(9,525)	95,480
2120212	ROADM - Road Maintenance - Sealed Outside BUA	Operating Expenditure		(381,257)	(431,357)	(50,100)	45,380
2120213	ROADM - Road Maintenance - Gravel Outside BUA	Operating Expenditure		(512,697)	(529,075)	(16,378)	29,002
2120217	ROADM - Ancillary Maintenance - Built Up Areas	Operating Expenditure		(23,094)	(25,665)	(2,571)	26,431
2120252	ROADM - Consultants	Operating Expenditure		(1,000)	(1,350)	(350)	26,081
2120288	ROADM - Depot Building Operations	Operating Expenditure		(32,000)	(25,718)	6,282	32,363
2120289	ROADM - Depot Building Maintenance	Operating Expenditure		(3,600)	(8,550)	(4,950)	27,413
2120500	LICENSING - Employee Costs	Operating Expenditure		0	(14,000)	(14,000)	13,413
2120665	AERO - Airstrip & Grounds Maintenance/Operations	Operating Expenditure		(4,100)	(4,850)	(750)	12,663
2130200	TOUR - Employee Costs	Operating Expenditure		(94,754)	(18,800)	75,954	88,617
2130240	TOUR - Public Relations & Area Promotion	Operating Expenditure		(22,000)	(15,000)	7,000	95,617
2130241	TOUR - Subscriptions & Memberships	Operating Expenditure		(12,500)	(16,290)	(3,790)	91,827
2130265	TOUR - Maintenance/Operations	Operating Expenditure		(37,333)	(33,858)	3,475	95,302
2130266	TOUR - Caravan Park General Maintenance/Operations	Operating Expenditure		(23,388)	(28,987)	(5,599)	89,703
2130288	TOUR - Building Operations	Operating Expenditure		(115,535)	(131,220)	(15,685)	74,018
2130289	TOUR - Building Maintenance	Operating Expenditure		(15,245)	(12,580)	2,665	76,683
2130889	OTH ECON - Building Maintenance	Operating Expenditure		(2,500)	(2,615)	(115)	76,568
2130900	CRC - Employee Costs	Operating Expenditure		(110,000)	(186,288)	(76,288)	280
2130904	CRC - Training & Development	Operating Expenditure		(3,000)	(6,000)	(3,000)	(2,720)
2130908	CRC - Other Employee Expenses	Operating Expenditure		(1,000)	(500)	500	(2,220)
2130915	CRC - Printing and Stationery	Operating Expenditure		(1,000)	(2,000)	(1,000)	(3,220)
2130916	CRC - Postage and Freight	Operating Expenditure		(100)	(300)	(200)	(3,420)
2130920	CRC - Communication Expenses	Operating Expenditure		(1,500)	(2,600)	(1,100)	(4,520)
2130921	CRC - Information Systems	Operating Expenditure		(5,000)	(9,500)	(4,500)	(9,020)
2130941	CRC - Subscriptions & Memberships	Operating Expenditure		(3,200)	(700)	2,500	(6,520)
2130950	CRC - Contract Services	Operating Expenditure		(2,000)	0	2,000	(4,520)
2130986	CRC - Expensed Minor Asset Purchases	Operating Expenditure		(1,000)	0	1,000	(3,520)
2130987	CRC - Other Expenditure	Operating Expenditure		(5,500)	(9,000)	(3,500)	(7,020)
2130992	CRC - Depreciation	Non Cash	(9,600)	(9,600)	0	9,600	(7,020)
2140187	PRIVATE - Other Expenses	Operating Expenditure		(27,582)	(28,732)	(1,150)	(8,170)
2140200	ADMIN - Employee Costs	Operating Expenditure		(310,251)	(303,944)	6,307	(1,863)
2140205	ADMIN - Recruitment	Operating Expenditure		(22,000)	(9,050)	12,950	11,087
2140208	ADMIN - Other Employee Expenses	Operating Expenditure		(1,000)	(1,210)	(210)	10,877
2140215	ADMIN - Printing and Stationery	Operating Expenditure		(4,000)	(6,500)	(2,500)	8,377
2140221	ADMIN - Information Technology	Operating Expenditure		(112,644)	(121,084)	(8,440)	(63)
2140226	ADMIN - Office Equipment Mtce	Operating Expenditure		(5,500)	(7,300)	(1,800)	(1,863)
2140227	ADMIN - Records Management	Operating Expenditure		(5,000)	0	5,000	3,137
2140252	ADMIN - Consultants	Operating Expenditure		(55,000)	(80,000)	(25,000)	(21,863)
2140288	ADMIN - Building Operations	Operating Expenditure		(31,216)	(30,741)	475	(21,388)
2140289	ADMIN - Building Maintenance	Operating Expenditure		(5,500)	(14,000)	(8,500)	(29,888)
2140300	PWO - Employee Costs	Operating Expenditure		(181,339)	(178,059)	3,280	(26,608)
2140304	PWO - Training & Development	Operating Expenditure		(42,236)	(33,801)	8,435	(18,173)
2140307	PWO - Protective Clothing	Operating Expenditure		(8,000)	(6,000)	2,000	(16,173)
2140308	PWO - Other Employee Expenses	Operating Expenditure		(2,004)	(1,000)	1,004	(15,169)
2140323	PWO - Sick Pay	Operating Expenditure		(25,943)	(17,314)	8,629	(6,540)
2140324	PWO - Annual Leave	Operating Expenditure		(63,487)	(66,028)	(2,541)	(9,081)
2140325	PWO - Public Holidays	Operating Expenditure		(26,748)	(19,650)	7,098	(1,983)
2140328	PWO - Supervision	Operating Expenditure		0	(70)	(70)	(2,053)
2140330	PWO - OHS and Toolbox Meetings,	Operating Expenditure		(24,684)	(11,550)	13,134	11,081
2140365	PWO - Maintenance/Operations	Operating Expenditure		(4,996)	(5,146)	(150)	10,931
2140393	PWO - LESS Allocated to Works (PWOs)	Operating Expenditure		561,403	500,900	(60,503)	(49,572)
2140400	POC - Internal Plant Repairs - Wages & O/Head	Operating Expenditure		(9,996)	(10,996)	(1,000)	(50,572)
2140411	POC - External Parts & Repairs	Operating Expenditure		(120,000)	(170,000)	(50,000)	(100,572)
2140412	POC - Fuels and Oils	Operating Expenditure		(70,000)	(115,000)	(45,000)	(145,572)
2140413	POC - Tyres and Tubes	Operating Expenditure		(10,000)	(18,000)	(8,000)	(153,572)
2140494	POC - LESS Plant Operation Costs Allocated to Works	Operating Expenditure		372,788	473,457	100,669	(52,903)
3030122	RATES - Reimbursement of Debt Collection Costs	Operating Income		30,000	20,000	(10,000)	(62,903)
3030210	GEN PUR - Financial Assistance Grant - General	Operating Income		0	44,316	44,316	(18,587)
3030211	GEN PUR - Financial Assistance Grant - Roads	Operating Income		0	34,235	34,235	15,648
3030246	GEN PUR - Interest Earned - Municipal Funds	Operating Income		2,496	31,000	28,504	44,152
3040201	OTH GOV - Reimbursements	Operating Income		0	3,454	3,454	47,606
3050140	FIRE - Fines and Penalties	Operating Income		0	600	600	48,206
3050220	ANIMAL - Pound Fees	Operating Income		504	0	(504)	47,702
3050235	ANIMAL - Other Fees & Charges	Operating Income		504	0	(504)	47,198
3050240	ANIMAL - Fines and Penalties	Operating Income		504	0	(504)	46,694
3070420	HEALTH - Health Regulatory Fees & Charges	Operating Income		2,496	110	(2,386)	44,308
3070421	HEALTH - Health Regulatory Licenses	Operating Income		804	0	(804)	43,504
3090210	OTH HOUSE - Grant Income	Operating Income		0	1,133,465	1,133,465	1,176,969
3110300	REC - Contributions & Donations	Operating Income		504	5,000	4,496	1,181,465
3110301	REC - Reimbursements - Other Recreation	Operating Income		5,508	7,004	1,496	1,182,961
3110310	REC - Grants	Operating Income		237,223	0	(237,223)	945,738

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BUDGET AMENDMENTS

3110320	REC - Fees & Charges	Operating Income		15,000	11,000	(4,000)	941,738
3110710	OTH CUL - Grants - Other Culture	Operating Income		56,264	38,764	(17,500)	924,238
3120111	ROADC - Roads to Recovery Grant	Operating Income		544,750	421,000	(123,750)	800,488
3120113	ROADC - Other Grants - Roads/Streets	Operating Income		2,321,222	1,531,300	(789,922)	10,566
3120390	PLANT - Profit on Disposal of Assets	Non Cash	(11,187)	0	11,187	11,187	10,566
3130935	CRC - Other Income	Operating Income		40,000	125,000	85,000	95,566
3140120	PRIVATE - Private Works Income	Operating Income		40,000	90,000	50,000	145,566
3140235	ADMIN - Other Income Relating to Administration	Operating Income		0	8,100	8,100	153,666
3140290	ADMIN - Profit on Disposal of Assets	Non Cash	1,474	35,122	33,648	(1,474)	153,666
	Buildings	Capital Expenditure		(180,114)	(1,654,438)	(1,474,324)	(1,320,658)
	Purchase plant and equipment	Capital Expenditure		(172,669)	(208,203)	(35,534)	(1,356,192)
	Purchase and construction of infrastructure-roads	Capital Expenditure		(4,410,569)	(3,496,897)	913,672	(442,520)
	Infrastructure -Parks And Ovals	Capital Expenditure		(182,560)	(40,000)	142,560	(299,960)
	Infrastructure - other	Capital Expenditure		(38,200)	(13,200)	25,000	(274,960)
	Proceeds from disposal of assets	Proceeds on Sale		56,000	90,000	34,000	(240,960)
	Transfers to cash backed reserves (restricted assets)	Financing Activities		-398426	-616773	(218,347)	(459,307)
	Transfers from cash backed reserves (restricted assets)	Financing Activities		218510	677817.09	459,307	0

Operating Income	206,569
Operating Expenditure	(47,874)
Opening Surplus(Deficit)	(5,029)
Proceeds on Sale	34,000
Capital Expenditure	(428,626)
Financing Activities	240,960
Net Change	0

**THE STATEMENT OF FINANCIAL ACTIVITY
RIOD ENDED 30 APRIL 2024**

**Aged & Disabled - Other
Note 15**

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
0806	Aged & Disabled - Other	2	Operating Expenditure	2080600	AGED OTHER - Employee Costs	279,963	256,370	203,668	5,020	208,688
0806	Aged & Disabled - Other	2	Operating Expenditure	2080603	AGED OTHER - Uniforms	2,500	2,500	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080604	AGED OTHER - Training & Development	4,000	4,000	0	409	409
0806	Aged & Disabled - Other	2	Operating Expenditure	2080607	AGED OTHER - Protective Clothing	500	500	812	364	1,176
0806	Aged & Disabled - Other	2	Operating Expenditure	2080608	AGED OTHER - Other Employee Expenses	1,000	940	110	270	380
0806	Aged & Disabled - Other	2	Operating Expenditure	2080609	AGED OTHER - Travel & Accommodation	5,500	4,500	4,433	0	4,433
0806	Aged & Disabled - Other	2	Operating Expenditure	2080610	AGED OTHER - Motor Vehicle Expenses	9,996	8,330	5,233	0	5,233
0806	Aged & Disabled - Other	2	Operating Expenditure	2080615	AGED OTHER - Printing and Stationery	1,000	410	104	0	104
0806	Aged & Disabled - Other	2	Operating Expenditure	2080616	AGED OTHER - Postage and Freight	100	0	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080621	AGED OTHER - Information Technology	5,000	2,080	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080640	AGED OTHER - Advertising & Promotion	1,500	0	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080641	AGED OTHER - Subscriptions & Memberships	1,000	1,410	0	6,680	6,680
0806	Aged & Disabled - Other	2	Operating Expenditure	2080660	AGED OTHER - Client Services	97,700	94,700	160,379	105,137	265,516
0806	Aged & Disabled - Other	2	Operating Expenditure	2080686	AGED OTHER - Expensed Minor Asset Purchases	4,000	4,000	59	0	59
0806	Aged & Disabled - Other	2	Operating Expenditure	2080687	AGED OTHER - Other Expenses	30,000	0	26,660	2,415	29,075
0806	Aged & Disabled - Other	2	Operating Expenditure	2080692	AGED OTHER - Depreciation	4,200	3,500	4,297	0	4,297
0806	Aged & Disabled - Other	2	Operating Expenditure	2080699	AGED OTHER - Administration Allocated	54,834	45,690	42,194	0	42,194
Operating Expenditure Total						502,793	428,930	447,949	120,295	568,243
0806	Aged & Disabled - Other	3	Operating Income	3080601	AGED OTHER - Reimbursements	0	0	(158)	0	(158)
0806	Aged & Disabled - Other	3	Operating Income	3080610	AGED OTHER - Grant Funding - CHSP	(226,260)	(226,260)	(31,069)	0	(31,069)
0806	Aged & Disabled - Other	3	Operating Income	3080615	AGED OTHER - Grant Funding - HCP	(404,912)	(404,912)	(382,671)	0	(382,671)
0806	Aged & Disabled - Other	3	Operating Income	3080620	AGED OTHER - Fees & Charges	(15,000)	(12,500)	(6,479)	0	(6,479)
0806	Aged & Disabled - Other	3	Operating Income	3080635	AGED OTHER - Other Income	(1,000)	(860)	(770)	0	(770)
Operating Income Total						(647,172)	(644,532)	(421,147)	0	(421,147)
Aged & Disabled - Other Total						(144,379)	(215,602)	26,802	120,295	147,097
Grand Total						(144,379)	(215,602)	26,802	120,295	147,097

**HE STATEMENT OF FINANCIAL ACTIVITY
RIOD ENDED 30 APRIL 2024**

**Community Resource Centre
Note 16**

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
1309	Community Resource Centre	2	Operating Expenditure	2130900	CRC - Employee Costs	110,000	73,333	108,636	360	108,996
1309	Community Resource Centre	2	Operating Expenditure	2130903	CRC - Uniforms	1,500	1,250	140	0	140
1309	Community Resource Centre	2	Operating Expenditure	2130904	CRC - Training & Development	3,000	2,000	2,295	0	2,295
1309	Community Resource Centre	2	Operating Expenditure	2130908	CRC - Other Employee Expenses	1,000	410	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130915	CRC - Printing and Stationery	1,000	667	1,149	822	1,971
1309	Community Resource Centre	2	Operating Expenditure	2130916	CRC - Postage and Freight	100	250	277	0	277
1309	Community Resource Centre	2	Operating Expenditure	2130920	CRC - Communication Expenses	1,500	1,000	1,818	0	1,818
1309	Community Resource Centre	2	Operating Expenditure	2130921	CRC - Information Systems	5,000	3,333	9,449	0	9,449
1309	Community Resource Centre	2	Operating Expenditure	2130929	CRC - Donations to Community Groups	0	0	170	0	170
1309	Community Resource Centre	2	Operating Expenditure	2130930	CRC - Insurance Expenses (Other Than Buildings)	500	410	327	0	327
1309	Community Resource Centre	2	Operating Expenditure	2130940	CRC - Advertising & Promotion	500	410	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130941	CRC - Subscriptions & Memberships	3,200	580	89	0	89
1309	Community Resource Centre	2	Operating Expenditure	2130950	CRC - Contract Services	2,000	0	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130986	CRC - Expensed Minor Asset Purchases	1,000	0	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130987	CRC - Other Expenditure	5,500	3,667	3,700	455	4,155
1309	Community Resource Centre	2	Operating Expenditure	2130988	CRC - Building Operations	1,000	830	162	0	162
1309	Community Resource Centre	2	Operating Expenditure	2130989	CRC - Building Maintenance	5,500	4,580	188	0	188
1309	Community Resource Centre	2	Operating Expenditure	2130992	CRC - Depreciation	9,600	0	0	0	0
Operating Expenditure Total						151,900	92,720	128,399	1,637	130,036
1309	Community Resource Centre	3	Operating Income	3130902	CRC - Commission	(9,500)	(7,910)	0	0	0
1309	Community Resource Centre	3	Operating Income	3130910	CRC - Grants	(100,970)	(84,140)	(106,361)	0	(106,361)
1309	Community Resource Centre	3	Operating Income	3130911	CRC - Grants (excl GST)	(5,000)	(4,160)	(20,878)	0	(20,878)
1309	Community Resource Centre	3	Operating Income	3130920	CRC - Fees & Charges - Events/Programs	(4,000)	(3,330)	(2,885)	0	(2,885)
1309	Community Resource Centre	3	Operating Income	3130935	CRC - Other Income	(40,000)	(26,667)	(50,598)	0	(50,598)
1309	Community Resource Centre	3	Operating Income	3131000	CRC- Contributions and Donations (excl GST)	0	0	(78,980)	0	(78,980)
Operating Income Total						(159,470)	(126,207)	(259,702)	0	(259,702)
Community Resource Centre Total						(7,570)	(33,487)	(131,303)	1,637	(129,666)

SHIRE OF DOWERIN
List of Payments for Period Ending
30th April 2024

Last EFT No: 12140

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT12070	02/04/2024	Natural Area Consulting Management Services	Supply services as per quote to establish control quadrants at Namelcatchem reserve.	\$ 5,280.00	
EFT12071	02/04/2024	Fulton Hogan Industries Pty Ltd	As per tender 2023-02 supply, spray & cover 14mm/7mm two coat hot bitumen C170 seal on Dowerin Kalannie Road WFN182G a total of 28,940m2 SLK 31.02-34.50 and Moonijin East Intersection.	\$ 417,851.87	
EFT12072	02/04/2024	Stabilco Pty Ltd	Supply basecourse stabilisation as per quote provided in response to RFQ 2023-14 for Dowerin Kalannie Road SLK 31.02 - 34.50 WFN182G	\$ 417,410.73	
EFT12073	02/04/2024	Stabilisation Technology	Supply onsite geotechnical advice for the lime stabilisation processes on Koombekine North Road as per schedule of rates RRG003	\$ 1,501.50	
EFT12080	09/04/2024	Lite n' Easy	Supply Meals to assist with nutrition - 5 x HACC Clients	\$ 661.93	Fully Funded
EFT12081	09/04/2024	Monsterball Amusements	Family Fun Day - Welcome to Dowerin	\$ 4,990.00	Part Funded
EFT12082	09/04/2024	Marda Property Care	Gardening Services - for 5 HACC Clients	\$ 1,555.15	Fully Funded
EFT12083	09/04/2024	Newground Water Services Pty Ltd	Carry out service and repairs to town oval reticulation chlorine system and supply new dosing pump.	\$ 10,254.53	
EFT12084	09/04/2024	Officeworks Midland	Stationery for the CRC July 2023	\$ 197.37	
EFT12085	09/04/2024	Quairading Earthmoving	Supply D9 Dozer for crest cut on Koombekine North Road RRG003	\$ 4,312.00	
EFT12086	09/04/2024	The Rural Movement	March Gym Inductions x 2	\$ 40.00	
EFT12087	09/04/2024	Rural Ranger Services	Ranger Services - March 2024	\$ 882.64	
EFT12088	09/04/2024	IT Vision	Payroll training in award changes and end of financial year	\$ 495.00	
EFT12089	09/04/2024	Wheatbelt Signs	Refund for Wheatbelt Signs overpayment	\$ 1,227.00	
EFT12090	09/04/2024	Goomalling Pharmacy	HACC Client supplies	\$ 1,326.90	Fully Funded
EFT12097	09/04/2024	Avon Waste	Domestic rubbish collection 12/03/2024	\$ 2,829.28	
EFT12098	09/04/2024	Avon Valley Windscreens	Repair seals to Bomag roller windows	\$ 132.00	
EFT12099	09/04/2024	Courtney's Cleaning	HCP3C DA for HACC Clients	\$ 1,088.04	Fully Funded
EFT12100	09/04/2024	Complete Office Supplies	Note pads, stamps, files	\$ 149.62	
EFT12101	09/04/2024	C&F Building Approvals	Monthly consultancy fee Form 81 - February 2023	\$ 1,650.00	
EFT12102	09/04/2024	Lite n' Easy	Meals to assist with nutrition	\$ 227.70	Fully Funded
EFT12104	15/04/2024	Ampac Debt Recovery WA Pty Ltd	Debt collection March 2024	\$ 35.75	
EFT12105	15/04/2024	Accwest Pty Ltd	Assistance with Budget review & monthly statements - March 24	\$ 2,956.25	
EFT12107	15/04/2024	Patricia Allsopp	Supplies for the ANZAC day childrens activity	\$ 505.00	Part Funded
EFT12108	15/04/2024	Avon Valley Toyota & Isuzu Ute	Carry out repairs to Toyota Prado (P718) as per estimate 19139 & 19140	\$ 2,312.98	
EFT12109	15/04/2024	Boekeman Machinery	Supply PTO switch MT40007151	\$ 26.81	

SHIRE OF DOWERIN
List of Payments for Period Ending
30th April 2024

EFT12111	15/04/2024	BOC Limited	BOC charges for Gas Cylinders 27/02-28/03	\$	32.77	
EFT12112	15/04/2024	Bunnings Group Limited	10kg Granular Pool Chlorine	\$	60.51	
EFT12116	15/04/2024	Country Copiers	CRC black meter 249191, Colour meter 211707 & Colour L meter 852 05/03-02/04/2024	\$	1,472.50	
EFT12117	15/04/2024	Dowerin Tyre & Exhaust	Repair tyre on D009 Hino Truck	\$	71.50	
EFT12118	15/04/2024	Dialplan	Fixed Wireless at SSA, 19 Cottrell Street & 4 O' Loughlen	\$	267.00	
EFT12119	15/04/2024	Eastern Hills Chainsaws & Mowers	Repairs as per quote on Stihl Chainsaw	\$	735.00	
EFT12120	15/04/2024	Western Australian Electoral Commission	Charges by WAEC for Members Election 2023	\$	12,681.51	
EFT12121	15/04/2024	Linkedd	HCPL3- Domestic Assistance	\$	1,081.60	Fully Funded
EFT12122	15/04/2024	Lite n' Easy	HCP3 -provision of Lite N Easy Meals	\$	1,048.21	Fully Funded
EFT12123	15/04/2024	Mills Oakley Lawyers	Legal Advisory Services fees & charges	\$	21,473.10	
EFT12124	15/04/2024	Petchell Mechanical	Carry out 90,000km service on Hilux D4	\$	2,536.21	
EFT12125	15/04/2024	Seton Australia Pty Ltd	Supply & deliver 2 X A29310 Spill decks as per quote 27365233	\$	1,102.99	
EFT12126	15/04/2024	RI Trepp	Leads for satellite box at 19 Cottrell Street	\$	61.00	
EFT12127	15/04/2024	Wallis Computer Solutions	Slip (Receipt) Printer for Admin Office as per quote 1776	\$	330.35	
EFT12128	16/04/2024	Courtney's Cleaning	DA for HACC Clients	\$	657.22	Fully Funded
EFT12129	16/04/2024	BriJarCass Security Pty Ltd	DA by approved contractor	\$	1,760.00	Fully Funded
EFT12130	16/04/2024	Landgate	Interim Valuation R2024/1 - 16/09/23-16/02/24	\$	91.60	
EFT12131	16/04/2024	Initial hygiene	Collection of sanitary bins - Monthly charge all shire properties	\$	485.91	
EFT12132	16/04/2024	Paula Preen	DA Contractor weekly for 2 hours	\$	1,560.00	
EFT12133	16/04/2024	Safe Avon Valley	Impound Fees for March 6 x Cats for 3 days	\$	450.00	
EFT12134	16/04/2024	Payment Cancelled	Payment not actually made - shire rates	\$	-	
EFT12135	24/04/2024	Avon Waste	Domestic Rubbish Collection 12/03/2024	\$	2,829.28	To be refunded
			Payments made twice in error			
EFT12136	24/04/2024	Avon Valley Windscreens	Repair seals to Bomag roller windows	\$	132.00	To be refunded
			Payments made twice in error			
EFT12137	24/04/2024	Courtney's Cleaning	DA for HACC Clients	\$	1,088.04	To be refunded
			Payments made twice in error			
EFT12138	24/04/2024	BriJarCass Security Pty Ltd	HCPL2- Domestic Assistance	\$	1,217.70	To be refunded
			Payments made twice in error			
EFT12139	24/04/2024	Complete Office Supplies	Note pads, stamps, files	\$	149.62	To be refunded
			Payments made twice in error			
EFT12140	24/04/2024	C&F Building Approvals	Consultancy services BSL & Form 81 - Feb24	\$	1,650.00	To be refunded
			Payments made twice in error			
				\$	929,645.67	

SHIRE OF DOWERIN
List of Payments for Period Ending
30th April 2024

<u>Direct Debits</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
DD13375.1	02/04/2024	Western Australian Treasury Corporation	Loan No. 100 Interest payment - Government Housing accommodation	\$ 9,853.62
DD13376.1	04/04/2024	Western Australian Treasury Corporation	Loan No. 99 Interest payment - Short term Accomodation units	\$ 26,585.24
DD13378.1	04/04/2024	Xenex Systems Pty Ltd	VOIP phone system for April 2024	\$ 460.02
DD13380.1	02/04/2024	Telstra Limited	TIMS line - 10/2/24 - 9/3/24	\$ 598.20
DD13382.1	02/04/2024	Exetel Pty Ltd	Corporate Internet for April 2024	\$ 560.00
DD13384.1	03/04/2024	Water Corporation	Water usage - 10/1/24 - 12/3/24	\$ 842.90
DD13386.1	04/04/2024	Sherriff's Office	F2003 - Lodgement Fee for unpaid infringement - Stone	\$ 83.50
DD13388.1	04/04/2024	Sherriff's Office	F2004 - Lodgement fee for unpaid infringement - Grech	\$ 83.50
DD13404.1	12/04/2024	Synergy	Electricity supply 22/1/24 - 19/3/24	\$ 9,604.16
DD13406.1	03/04/2024	Shire of Dowerin - Visa Payments	Visa Payments	\$ 2,680.11
DD13408.1	15/04/2024	Resonline Pty Ltd	Room Manager for March 2024	\$ 242.00
DD13410.1	16/04/2024	Water Corporation	Water usage - 30/1/24 - 25/3/24	\$ 5,435.83
DD13412.1	15/04/2024	Telstra Limited	Phone usage - 25/2/24 - 26/3/24	\$ 523.93
DD13414.1	17/04/2024	Synergy	Electricity - Supply and usage - 23/1/24 - 20/3/24	\$ 565.15
DD13416.1	16/04/2024	Synergy	Electricity - Supply and usage 23/1/24 - 21/3/24	\$ 3,743.37
DD13430.1	22/04/2024	Synergy	Electricity Supply and usage 23/1/24 - 27/3/24	\$ 1,037.95
DD13437.1	26/04/2024	Synergy	Electricity supply - 25/2/24 - 24/3/24	\$ 1,960.66
DD13439.1	24/04/2024	Shire of Dowerin	Petty Cash - Recoup	\$ 171.85
DD13441.1	26/04/2024	Water Corporation	Water - Usage and service charge 9/2/24 - 8/4/24	\$ 8,816.16
DD13445.1	29/04/2024	Telstra Limited	TIMS - 10/3/24 - 9/4/24	\$ 786.31
DD13447.1	30/04/2024	Water Corporation	Water - Usage 5/2/24 - 8/4/24	\$ 13,256.25
DD13462.1	30/04/2024	National Australia Bank	Square Fees for April 2024	\$ 15.06
				<u><u>\$ 87,905.77</u></u>

SHIRE OF DOWERIN
List of Payments for Period Ending
30th April 2024

Payroll

04/04/2024	Payroll		\$	2,481.32
10/04/2024	Payroll		\$	41,171.61
10/04/2024	Payroll	Added	\$	635.55
11/04/2024	Payroll	Termination Payment	\$	30,460.01
24/04/2024	Payroll		\$	39,262.09
24/04/2024	Payroll		\$	2,788.33
				<hr/>
				\$ 116,798.91
				<hr/>

Superannuation

24/04/2024	Precision Administration Services Pty Ltd	Superannuation - April 2024	\$	12,398.70
				<hr/>
				\$ 12,398.70
				<hr/>

SUMMARY

EFT	12070-12140	\$	929,645.67
Direct Debits		\$	87,905.77
Payroll		\$	116,798.91
Superannuation		\$	12,398.70
		\$	1,146,749.05

POLICY NUMBER	- 3.11
POLICY SUBJECT	- 3.11 Purchasing Policy
DATE ADOPTED	- 26 June 2018 (item 10.1.8)
RESPONSIBLE OFFICER	- Deputy Chief Executive Officer
REVIEWED	- 21 May 2024 (CMRef XXX)

Objective

The Shire of Dowerin (the “**Shire**”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

The Shire’s purchasing activities will:

- a. Achieve best value for money that considers sustainable benefits, such as environmental, social, and local economic factors.
- b. Foster economic development by maximising participation of local businesses in the delivery of goods and services.
- c. Use consistent, efficient, and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements.
- d. Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently.
- e. Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest.
- f. Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures.
- g. Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Dowerin.
- h. Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework.
- i. Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan.
- j. Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

Policy

Purchasing

1.1 Ethics, Integrity, and Code of Conduct

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.2 Value for Money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.2.1 Assessing Value for Money

Value for money assessment will consider:

- a. All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to, holding costs, consumables, deployment, training, maintenance, and disposal.

- b. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity, and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- c. The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history.
- d. A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable.
- e. The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation, and maintenance.
- f. The environmental, economic, and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- g. Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.3 Purchasing Thresholds and Practices

1.3.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- a. The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- b. Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need, and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- a. Exclusive of Goods and Services Tax (GST); and
- b. The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- c. The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- d. Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.3.2 Table of Purchasing Thresholds and Practices

1. Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	<p>Existing Prequalified Supplier Panel or another Contract</p> <p>Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.</p>
Priority 2:	<p>Local Suppliers</p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the district as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
Priority 3:	<p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</p> <p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ol style="list-style-type: none"> Local supplier availability (that are not within the PSA); or, Social procurement - preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government Common Use Agreement (CUA) may be used.</p>
Priority 4:	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p>
Priority 5:	<p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
Priority 6:	<p>Other Suppliers</p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

2. Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
Up to \$5,000 (<i>ex GST</i>)	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$5,001 and up to \$20,000 (<i>ex GST</i>)	Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers response to: <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From \$20,001 and up to \$50,000 (<i>ex GST</i>)	Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers' responses to: <ul style="list-style-type: none"> • A brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From \$50,001 and up to \$250,000 (<i>ex GST</i>)	Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the suppliers response to: <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
Over \$250,000 (<i>ex GST</i>)	<p>Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (<i>Within Budget</i>) Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (<i>No budget allocation available</i>) Refer for Clause 1.4.3	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the Mayor/President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and is provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

3. Authorised Officer Limits

Position	Amount
Chief Executive Officer	Unlimited
Deputy Chief Executive Officer	\$50,000
Assets & Works Coordinator	\$20,000
Executive Governance Coordinator	\$10,000
CRC Coordinator	\$10,000
Aged Care Coordinator	\$10,000

1.3.3 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer, or DCEO may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented through records.

1.3.4 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or
- A local emergency and the expenditure are required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a), OR
- A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.3.5 Inviting Tenders Though Not Required To Do So

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures *[F&G Reg.13]*.

1.3.6 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidence one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement.
- There is significant variability for how the requirement may be met.
- There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered.
- Subject to a creative element; or
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.3.7 Standing Offer Agreement

This is an Agreement where a supplier(s) agrees to provide specified goods (which are considered commodities/services off the shelf (COTS) which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time. Standing Offers are a commitment by suppliers to provide agreed products at the fixed price on receipt of a Shire Purchase Order. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process.

Standing Offer is established by seeking quotations as per the Procurement Requirements tabled in section 1.4.2 "Purchasing Thresholds" of this policy, within the range of \$10,000 to \$250,000 (Exclusive of GST).

1.3.8 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- a. purchasing value is estimated to be over \$5,000; and
- b. purchasing requirement has been documented in a detailed specification; and
- c. specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- d. market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.3.9 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.3.10 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless;

- a. The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- b. The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract; or
- c. The variation must not exceed 10% or \$10,000 of the total contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2.0 Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- a. consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents.
- b. consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- c. ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the district for inclusion in selection criteria.
- d. explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- e. avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid.
- f. consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the district first; and
- g. provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

i. Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire decides to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

ii. Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire decides to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australian Disability Enterprises. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- a. demonstrate policies and practices that have been implemented by the business as part of its operations.
- b. generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- c. encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3.0 Buy Local Policy

3.1 Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services, and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed tender/quotation bid price were reduced in accordance with permitted price preferences as specified below in the policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined when evaluating and awarding tender contracts.

This policy operates in conjunction with the Shire's Policy 3.15 Regional Price Preference.

3.2 Qualifying Criteria

3.2.1 Local Supplier:

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

- i. the supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters, or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire.
- ii. a business having permanent staff that are based at the business premises located within the Shire.
- iii. management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire; and in order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

3.2.1 Goods and Services:

The Shire of Dowerin will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996.

4.0 Contract Management

In accordance section 20 of the Local Government (Functions and General) Regulations 1996, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make minor variations, in accordance section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04, in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required, the details must be updated in the Shires Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.

5.0 Panels of Pre-qualified Suppliers

5.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- a. there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money'.
- b. the Panel will streamline and will improve procurement processes; and
- c. the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

5.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

5.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- a. obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- b. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c. develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- a. each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
 - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
 - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
 - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
 - iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

5.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

5.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

6.0 Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

7.0 Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer or the Deputy Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- a. an opportunity for additional training to be provided.
- b. a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- c. where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	3.11
Policy Version	3
Policy Owners	Deputy Chief Executive Officer
Creation Date	6 June 2018 (item 10.1.8)
Last Review Date	21 May 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

5.1 Payments from the Municipal or Trust Funds

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i> Council Conditions on this Delegation:	Authority to make payments from the municipal funds [r.12(1)(a)]. a. Authority to make payments is subject to annual budget limitations. b. Procedures are to be systematically documented, retained and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. c. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit & Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer (DCEO) Asset & Works Coordinator (AWC) Executive Governance Coordinator (EGC) CRC Coordinator (CRCC) Aged Care Services Coordinator (ACSC)
CEO Conditions on this Sub-Delegation:	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by cheque, BPay and EFT transactions must, and can only be approved, jointly by two Delegated and Authorised Signatory Officers. These are the CEO, DCEO and EGC who are approved signatory officers. 3. The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Delegated Authorised Officers. 4. Conditions on the original delegation also apply to the sub-delegation.

Compliance Links:	<p><u>Local Government Act 1995</u></p> <p><u>Local Government (Financial Management) Regulations 1996</u> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><u>Local Government (Audit) Regulations 1996</u></p> <p>Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No.11 – Use of Corporate Credit Cards</u></p> <p>Department of Local Government, Sport and Cultural Industries: <u>Accounting Manual</u></p> <p><u>Council Policy 3.11 – Purchasing Policy</u></p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the SharePoint Delegations Register (available <u>Here</u>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p> <p>The List of Payments is to be presented as an Attachment to the Agenda to Council each month.</p>

Integrated Strategic Plan

Shire Priorities

Quarterly Report – April 2024

Status Legend

Not Commenced ●

In Progress ●

Completed ●

1 Our Community - *"We live in a diverse, healthy, safe and connected community"*

No	Community Priority	No	Actions	DUE				Status	Quarterly Update
				21 22	22 23	23 24	24 25		
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	✓	✓	✓	●	Council adopted the business case for the Shire to manage the CRC.
		1.1.2	Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	✓	✓	✓	✓	●	Funding secured & implementation continues; hosted Welcome to Dowerin, Pie & Pint Night & ANZAC Day in reporting period.
		1.1.3	Actively work with our community to strengthen relations to enhance safety, wellbeing, and a sense of belonging	✓	✓	✓	✓	●	Community stakeholder relations ongoing.
1.2	Support and maintain facilities that connect people, and promote an active and healthy community	1.2.1	Review and action the Shire Disability Access and Inclusion Plan (DAIP)	✓	✓	✓	✓	●	Review not commenced. Currently listed to be reviewed for next quarter (June 24).
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	✓	✓	✓	●	All service levels review to be conducted in next quarter (June 24).

1.3	Encourage and support volunteers and community groups to strengthen an active volunteer base	1.3.1	Partner with community groups to develop and implement viable volunteer models	✓	✓	✓	✓	●	Working with CRC in reengaging with community groups to discuss and formalise viable volunteer models.
		1.3.2	Advocate and support volunteer networks to expand the volunteer base across the region with a focus on continuous improvement	✓	✓	✓	✓	●	Advocacy and support ongoing.
		1.3.3	Continue to share and provide resources to community groups to encourage the capability and capacity of volunteers	✓	✓	✓	✓	●	Support and assistance provided upon request.
1.4	Boost and continue to support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership	1.4.1	Implement actions from the Youth Plan	✓	✓	✓	✓	●	Funding for infrastructure upgrades at the Skatepark awarded and received. Works to commence in 2024/25.
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	✓	✓	✓	●	Supportive relationship in place for existing and future work experience programs.

2 Our Economy - <i>"We are an attractive location to invest, live, play, visit and work"</i>									
No	Community Priority	No	Actions	DUE				Status	Quarterly Update
				21 22	22 23	23 24	24 25		
2.1	Attract investment, create jobs, and support small business growth	2.1.1	Proactively support the Dowerin Business Association and in partnership deliver identified initiatives	✓	✓	✓	✓	●	Continuing partnership with DBA.
		2.1.2	Identify opportunities and strategies for attracting new businesses and expanding existing businesses	✓	✓	✓	✓	●	ACEO to review Economic Development Strategy document and is currently working with local businesses to work out gap issues with their business.
		2.1.3	Identify and implement initiatives to attract and retain population	✓	✓	✓	✓	●	Collective initiatives through NEWROC. Local initiatives in collaboration with DBA & Dowerin businesses.
		2.1.4	Implement a Marketing Plan that promotes the lifestyle and opportunities within Dowerin	✓	✓	✓	✓	●	Shire website promotes Dowerin's lifestyle opportunities, utilisation of Dowerin Brand for marketing purposes. Marketing plan yet to be developed and implemented.
2.2	Encourage, promote, and deliver activities and events that promote our region	2.2.1	Promote and develop tourism and maintain local attractions	✓	✓	✓	✓	●	Continue to maintain corporate and operational relationship with Australia's Golden Outback (AGO). Full Gold membership with inclusion of marketing.
		2.2.2	Investigate and implement opportunities to further develop Dowerin Short Stay Accommodation	✓	✓	✓	✓	●	CEO update on progress of the implementation of SSA marketing plan ongoing; Review of the SSA Stage 3 Business Case progressing; Connected SSA to super-fast wireless broadband.
		2.2.3	Partner with NEWTravel and Pioneer's Pathway to promote the region as a great place to visit	✓	✓	✓	✓	●	Continued liaison & product development with Wheatbelt Way and Pioneers' Pathway to promote region.

3 Our Infrastructure - <i>"We have functional infrastructure that meets the needs of the community"</i>									
No	Community Priority	No	Actions	DUE				Status	Quarterly Update
				21 22	22 23	23 24	24 25		
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	✓	✓	✓	●	Xenex Systems continuing of installation of wireless internet services to Dowerin community members.
		3.1.2	Advocate and seek funding for renewable power, emergency back-up and a micro-grid that will complement current and sustainable power supplies within the region	✓	✓	✓	✓	●	Continuing involvement through NEWROC work on energy issues. Pursuing new funding opportunities for local community proposals.
3.2	Sustainably manage assets and infrastructure	3.2.1	Review and implement the Shire Strategic Resource Plan	✓	✓	✓	✓	●	Asset Management Plan & Long-Term Financial Plan adopted.
		3.2.2	Review Shire facilities and develop a Community Facilities and Property Plan	✓				●	Draft near finalisation, subject to continuing review of content and timing.
		3.2.3	Develop and implement a Masterplan for the upgrade of public spaces		✓	✓	✓	●	Due to commence in 22/23. Requires a new process to assess the current works program of parks and gardens. Develop a long-term plan based on capacity, funding, and potential grants.
3.3	Housing meets existing and future community need for families and workers	3.3.1	Investigate and implement opportunities for housing investment models for Dowerin		✓	✓	✓	●	CEO investigating all aspects of housing models, land availability, planning systems and service providers. CEACA associate membership approved and commencing investigation of funding opportunities.

4 Our Natural Environment - “We manage our natural environment appropriately to ensure a sustainable future for our community”

No	Community Priority	No	Actions	DUE				Status	Quarterly Update
				21 22	22 23	23 24	24 25		
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	✓	✓	✓	●	Due diligence progressing; Contractor engaged to prepare Refuse Closure Management Plan. Economic and operational viability yet to be confirmed.
		4.1.2	Develop and implement a Shire Water Management Plan	✓	✓	✓	✓	●	Implementing Dowerin Townsite Greening Water Scheme Upgrade Plan; Shire Water Management Plan is drafted. Work in progress.
		4.1.3	Prepare management plans for Shire reserves		✓			●	Functional review required of Shire capacity to deliver.
		4.1.4	Develop and implement a Sewage Management Plan		✓	✓	✓	●	Total review of 1998 document.

5 Our Organisation - "We are recognised as a transparent, well governed, and effectively managed Local Government"									
No	Community Priority	No	Actions	DUE				Status	Quarterly Update
				21 22	22 23	23 24	24 25		
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	✓	✓	✓	●	Continual professional improvement of Shire service delivery.
		5.1.2	Continue to uphold our Customer Service Charter	✓	✓	✓	✓	●	Review completed; Implementation ongoing.
		5.1.3	Undertake a community satisfaction survey every two years		✓		✓	●	Completed September 2022.
5.2	Operate ethically professionally and in a transparent manner to our community and stakeholders	5.2.1	Continue to review and develop policy and frameworks that reflects our values and decision-making outcomes	✓	✓	✓	✓	●	Reviewed regularly.
		5.2.2	Improve communication to inform our community of decision-making criteria	✓	✓	✓	✓	●	Implementing; reviewed annually.
5.3	Ensure planning, reporting, and resourcing is in accordance with compliance and statutory requirements	5.3.1	Continue to implement and monitor the Integrated Planning and Reporting milestones	✓	✓	✓	✓	●	Monitoring continues through quarterly reports.
		5.3.2	Continue to improve compliance with statutory and regulatory requirements	✓	✓	✓	✓	●	Continuing compliance reviews are conducted in accordance with compliance calendar.
		5.3.3	Continue to foster a respectful, strong and supportive organisational culture	✓	✓	✓	✓	●	Continuing through improvement of staff performance and review processes, and implementation of the Health and Wellbeing Program.
5.4	Advocate and lobby effectively on behalf of our community	5.4.1	Maximise the ability to advocate with members of Great Eastern Country Zone, North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), and the WA Local Government Association	✓	✓	✓	✓	●	Advocation takes place when required.
		5.4.2	Increase collaboration amongst stakeholders and surrounding local governments to identify opportunities that will improve local and regional service delivery	✓	✓	✓	✓	●	Collaboration ongoing & new opportunities considered.



TENDER & CONTRACT
T2024- 01
MAINTENANCE GRADING ROAD WORKS

REQUEST FOR TENDER (RFT)

MAINTENANCE GRADING ROAD WORKS

RFT NUMBER

T2024-01

ISSUE DATE

Xx,xx, 2024

CLARIFICATION DEADLINE

XX,XX, 2024

SUBMISSION DEADLINE

XX,XX, 2024

ADDRESS FOR DELIVERY

POST/BY HAND

13 Cottrell Street, Dowerin WA 6461

PO Box 111, Dowerin WA 6461

ELECTRONIC

tenders@dowerin.wa.gov.au

PLEASE MARK ENVELOPE OR SUBJECT LINE:

CONFIDENTIAL

RFT - 2024-01 MAINTENANCE GRADING ROAD WORKS

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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

The Shire of Dowerin is seeking a suitable and qualified contractor to deliver maintenance grading of roads within the Shire of Dowerin. Maintenance grading is defined as grading the existing road formation (including table drain) using a grader to remove surface defects.

The contract requirements include provision of a minimum of two Graders, one Roller, Water Carting equipment and suitably skilled and experienced operators to undertake summer grading, winter grading and shoulder grading.

1.2 REQUEST DOCUMENTS

This Request is comprised of the following parts:

Part 1 – Principal's Request (read and keep this part);

Part 2 – Conditions of Responding (read and keep this part);

Part 3 – Works Specification (read and keep this part);

Part 4 – Special Conditions of Contract(read and keep this part);

Part 5 – General Conditions of Contract (complete and return this part);

Part 6 – Respondent's Offer (complete and return this part);

Part 7 – Regional Price Preference Form (respond as applicable).

2 CONDITIONS OF RESPONDING

2.1 DEFINITIONS

Addendum:	Additional information of clarification of information relating to the Request for Tender, provided by the Shire after the initial advertising date.
Assessment Criteria:	This is a set of assessment criteria. Refer to Section 6.3 SELECTION CRITERIA .
Canvassing:	Means directly or indirectly, discussing a Tender with any Councillor, or communicating with an employee of the Shire at any time in an attempt, in the Principal's opinion, to influence the decision-making process in the award of that Tender. The Tender of any Respondent involved in canvassing activity will be rejected.
Clarification Deadline:	The date and time by which suppliers seeking clarification on the Specification must ask their queries. Clarifications sought after the Clarification Deadline will not be responded to by the Shire.
Collusive Tendering:	Means the participation in or condoning of collusive activity by a Respondent including but not limited to: <ul style="list-style-type: none"> • Any agreement as to who should be the successful Respondent; • Any meeting of Respondents to discuss their Tenders prior to submission to Council, unless Council is present at that meeting(s); • Any exchange of information between Respondents about their Tenders; • Any agreement for the payment of money or a reward or benefit for unsuccessful Respondents by the successful Respondent; • Any agreement or collaboration of Respondents to fix prices, rates of payment of industry association fees or conditions of contract; • The submission of a "Cover Tender", being a Tender submitted as genuine, but which has been deliberately priced not to win the contract.
Commissioning:	The process of assuring that all systems and components of the buildings and plant are designed, installed, tested, operated, and fit for purpose according to the operational requirements of the Shire.
Conflict of Interest:	A conflict of interest can be pecuniary (involving financial gain or loss) or non-pecuniary (based on animosity, friendship or family connection). A conflict of interest can also arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. Conflicts of interest can be actual, perceived, or potential.
Contact Officer:	Mr Ben Forbes, Asset & Works Coordinator, bforbes@dowerin.wa.gov.au or (08) 9631 1202.
Contract:	A legally binding agreement resulting from acceptance of an offer by the Shire, including such modifications that may have been agreed by the Shire and the Respondent before that acceptance.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.

Evaluation Panel:	Means the person or persons appointed by the Shire to undertake the evaluation of the Respondent's Offers.
General Conditions of Contract:	Means the AS4000-1997 Contract and its Annexures.
Non-Conforming Tender:	A Tender that is not lodged prior to the Submission Deadline, or a Tender that does not contain all the information and documents required by the Request for Tender.
Offer OR Response OR Submission OR Tender:	An offer to supply the Requirements and includes prices, bids, Tenders and consultant proposals and means the lodgement of a Tender containing all requested information and accompanying documentation.
Principal OR Shire:	The Shire of Dowerin or the Shire of Dowerin's authorised representative as appropriate according to context.
Regional Business:	Is a business (Respondent) which has been operating continuously out of a premise in the Shire for at least six (6) months prior to the closing date of Tenders.
Regional Content:	Applies to non-Regional Businesses and is the value of goods or services purchased within the Shire locality.
Regional Price/Content Preference:	Is a price assessment discount that is applied to Regional Businesses / Regional Content at the time of Tender evaluation.
Request OR RFT:	This document, the Request for Tender.
Special Conditions of Contract:	Provisions of a Contract that are peculiar to the project under consideration and do not fall under the general conditions or supplementary conditions.
Specification:	The statement outlining the details of the performance (supply of goods and/or services) under a contract, and may include technical references, drawings, or a consultant's brief.
Subcontractor:	Means a Subcontractor contracted to the Contractor to provide goods or services to the Contractor for the latter to perform the Contract.
Submission Deadline:	The deadline for lodgement of your Tender.
Respondent:	Someone who has or intends to submit a Tender to the Principal.
The Works:	Means the whole of the works to be carried out and completed in accordance with the Contract including variations.
Works Under Contract (WUC):	Means the work which the Contractor is or may be required to carry out and complete under the Contract and includes variations and remedial work.
Validity Period:	A period of time for which an offer will remain open for consideration and acceptance by the Shire.
Value for Money:	The Shire will identify a preferred Contractor by determining relative value for money comprising 50% qualitative and 50% quantitative (price) evaluation criteria weighting. The preferred Contractor may not necessarily be the lowest price offer.

2.2 HOW TO PREPARE YOUR RESPONSE

1. Carefully read all parts of this document.
2. Ensure you understand the Requirements.
3. Complete and return the Offer (Part 6) in all respects and include all attachments.
4. Lodge the Response before the Deadline.
5. Do not alter any Response documents.

2.3 CLARIFICATIONS

Any Clarifications in regards to the Request for Tender details must be directed to:

Mr Ben Forbes; Asset and Works Coordinator: bforbes@dowerin.wa.gov.au

Mobile: 0477 357 175

Respondents should not rely on any information provided by any other person.

2.4 CLARIFICATION DEADLINE

Clarifications to this Request for Tender (RFT) shall be received up to the time nominated on Page 2 of this Request.

2.5 TENDER BRIEFING

A tender briefing **WILL NOT BE HELD**.

2.6 RESPONDENTS TO INFORM THEMSELVES

Respondents will be deemed to have:

- a. Examined the Request and any other information available in writing to Respondents for the purpose of Tendering;
- b. Examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c. Satisfied themselves as to the correctness and sufficiency of their Tenders including quoted prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and Conditions of Contract and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d. Acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith;
- e. Satisfied themselves that they have a full set of the Request documents and all relevant attachments; and
- f. Satisfied themselves that they understand the requirements as per part 3 *“Works Specification”* of this document.

2.7 ALTERATIONS

The Respondent must not alter or add to the request documents unless required by these Conditions of Tendering.

The Principal will issue an Addendum to all registered Respondents where matters of significance make it necessary to amend or supplement the issued Request documents.

2.8 FORM OF TENDER

In preparing a Submission, Respondents are to consult Part 5 to ensure all required components are included with the Submission.

2.9 ALTERNATIVE TENDERS

No tenders may be submitted as Alternative Tenders or made subject to conditions other than the Conditions of Contract.

2.10 LODGEMENT OF TENDERS

The Local Government (Functions and General) Regulations 1996 state that “A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders”. In this regard the “place” shall be the Shire Dowerin Administration Office, 13 Cottrell Street, PO Box 111, Dowerin WA 6461 and the “time” shall be before the Submission Deadline nominated in this Request for Tender, see Page 2 of this Request.

Only those Tenders that are received by the Shire of Dowerin at the time of closing will be assured of being regarded as being “submitted at a place, and within the time, specified”.

The Principal will not be responsible for tenders which are not received by the closing date and time.

2.11 SUBMISSION DEADLINE

Submissions must be received by no later than the time nominated on page 2 of this Request.

2.12 COSTS OF TENDERING

The Principal will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Tender or for providing additional information or Clarification during the evaluation of the Submission.

2.13 TENDER OPENING

All Respondents and members of the public may attend or be represented at the opening of Tenders. Tenders will be opened following the advertised Submission Deadline.

The names of the Respondents who submitted a Tender by the Submission Deadline may be read out at the Tender opening. No discussions will be entered into between Respondents and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held immediately after the closing time of Tenders, at the Shire of Dowerin administration office, 13 Cottrell Street, Dowerin WA 6461.

2.14 PRICE BASIS

Unless otherwise agreed by the Principal, all prices for goods/services offered by the Respondent or prescribed by the Principal in the Tender shall be fixed for the term of any resultant Contract.

Tendered prices must be exclusive of Goods and Services Tax (GST).

Unless otherwise indicated, prices outlined in the Submission shall include all overheads, including but not limited to, disbursements, allowances, printing, delivery, transport, training, equipment and all applicable fees, levies, duties, taxes and charges.

Any charge not stated in the Submission, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

2.15 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that:

- a. It is not submitted before the deadline;
- b. It is not submitted at the place specified in the request.

A Tender may be rejected if it fails to comply with any other requirements of the Request.

2.16 SELECTION CRITERIA

The Tendered prices will be assessed against qualitative and compliance criteria to determine the most advantageous outcome to the Principal. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final overall assessment of value for money.

2.16.1 COMPLIANCE CRITERIA

These criteria are detailed within Part 6 of this document and will not be point scored. Each Tender will be assessed on a **Yes/No** basis as to whether the criterion is satisfactorily met.

An assessment of “No” against any criterion may eliminate the Tender from further consideration.

2.16.2 QUALITATIVE CRITERIA

In determining the most advantageous Tender, the Evaluation Panel will score each Respondent's Offer against the qualitative criteria as detailed within Part 6 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on that aspect of the goods or services being purchased.

NOTE: It is essential that Respondents address each qualitative criterion and provide suitable evidence to satisfactorily address each criterion.

Information that is provided addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the Tender evaluation process or may result in a low score.

The Principal may use any additional information available to it in its assessment of Offers.

Before responding to the selection criteria, Tenderers must note that:

- a. All information relevant to the response to each criterion is to be contained within your Tender;
- b. Tenderers are to assume that the Evaluation Panel has no previous knowledge of the Tenderer, its activities or experience; Tenderers are to provide full details for any claims, statements or examples used to address each criterion; and
- c. Tenderers are to address each issue outlined within a qualitative criterion.

2.17 EVALUATION PROCESS

Tenders will be evaluated using information provided in the Tender and using other information or experience regarding the Respondent of which the Principal may be aware.

2.17.1 STEP 1 – COMPLIANCE CRITERIA

The Evaluation Panel will assess Tenders for compliance with the requirements of the Conditions of Tender and all Contract requirements.

These criteria are detailed within Section 6 (Respondent's Offer) of this document and will not be point scored. Each Tender will be assessed on a **Yes/No** basis as to whether the criterion is satisfactorily met. An assessment of **No** (meaning non-conforming) against any criterion may, at the Principal's absolute discretion, eliminate the Tender from further consideration.

2.17.2 STEP 2 – QUALITATIVE CRITERIA

Qualitative Criteria will be assessed using a point scoring system with a score being awarded for each area of part of each criterion.

Submissions will be assessed substantially using information and evidence provided within the Submission. The score will be weighted as detailed within Section 6 of this document.

Scoring of the Non- Priced component will take into account those aspects of the Tender that do not readily translate into absolute dollar values but provide a measure of the Respondent's capacity to satisfactorily provide the requirements of the Tender.

Each criterion is weighted to reflect its relative importance. Weighted scores are then summed to yield a total score.

2.17.3 STEP 3 – PRICED ATTRIBUTE

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract.

2.17.3.1 REGIONAL PRICE PREFERENCE

The Principal's Regional Price Preference will apply to this Request for Tender. Two Preferences apply:

- a. Regional Business Preference: a business that has been operating continuously out of a premise within the Shire for at least six (6) months prior to the closing date of tenders is eligible for the application of the preference rate against their total Submission;
- b. Regional Content Preference: businesses who do not qualify as a Regional Business but will purchase goods and services from within the Shire are eligible to receive the preference rate against that value of goods / services sourced within the Shire.

For the purposes of this RFT the following preference rate will apply to Regional Businesses / Regional Content:

Applicable Category:	Preference Rate:	To a maximum price discount of:
Goods/Services	10%	\$50,000
Construction (Building) Services	10%	

To qualify for the application of the Regional Price Preference, Respondents must provide evidence as specified by Part 6.

2.17.4 TENDER EVALUATION CLARIFICATION PERIOD

The Principal as part of the tender evaluation process may seek clarifications from Respondents on details of its tender submission. All clarification correspondence relevant to the successful Respondent will form part of the final contract.

2.17.5 RISK ASSESSMENT

The Principal may have access to and give consideration to:

- a. Any risk assessment undertaken by any credit rating agency;
- b. Any information produced by a Bank, financial institution, or accountant of a Respondent;
- c. Any litigation history available to the Principal;
- d. Reference to documented evidence information held by the Principal relating to the Respondent's past performance;
- e. Performance references supplied by the Respondent; and
- f. Any other information that the Principal may have available to it.

Respondents may be required to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Respondent is financially viable and has the financial and performance capabilities to provide the Services for which they are submitting and to meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial and performance assessments under conditions of strict confidentiality.

For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial and performance information that the Respondent is required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Respondents and will be treated as strictly confidential.

The Principal may consider information obtained as part of its risk assessment process prior to making a recommendation for award of tender. A Respondent, who at the Principal's discretion, is considered to pose an unacceptable risk will not be recommended for award of tender.

2.17.6 VALUE FOR MONEY

The evaluation panel will make a series of value judgements based on the capability of the Respondents to complete the Requirements and a number of factors will be considered including:

- a. the qualitative ranking of each Respondent;
- b. the pricing submitted by each Respondent;
- c. a risk assessment;
- d. the Principal's budget; and
- e. the Principal's regional price preference.

Once Tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender in order to determine the Tender which is most advantageous to the Principal, for recommendation for award of Tender. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked highest on the qualitative criteria.

2.18 ACCEPTANCE OF TENDERS

The Principal is not bound to accept the lowest price offered and may reject any or all Tenders submitted.

The Principal will not accept a tender for part of the Requirements.

2.19 NOTIFICATION OF ACCEPTANCE

A Tender shall be deemed to be accepted when a notice in writing of such acceptance is emailed to the Respondent.

Unless and until a Formal Agreement is prepared and executed, the Tender including the Tender documents, together with Principal's written acceptance thereof shall constitute the Contract between the Principal and the Respondent (referred to in the Contract as the Contractor).

2.20 EXECUTION OF FORMAL INSTRUMENT OF AGREEMENT

After acceptance of a Tender, the successful Respondent shall execute the Contract within 7 days of receiving it from the Principal.

2.21 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Submission Deadline unless extended by mutual agreement between the Principal and the Respondent in writing.

2.22 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Respondents will be given particulars of the successful Respondent(s) or advice that no Tender was accepted.

2.23 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the Conditions of Contract, the terms and conditions appearing in the Conditions of Contract will have precedence.

2.24 OWNERSHIP OF TENDERS

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Tender will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Tender process provided that the Respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.25 CANVASSING OF OFFICIALS

A Tender will be rejected without consideration if the Principal is reasonably satisfied that the Respondent canvassed any Councillor or Shire officer. This does not include a bona fide demonstration of machinery, equipment or thing connected with the Tender.

2.26 IDENTITY OF THE RESPONDENT

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent will be the person, persons, corporation or corporations named as the Respondent in Part 5 and whose execution appears on the Offer Form in Section 5.1 of this Request. Upon acceptance of the Tender, the Respondent will become the Contractor.

2.27 EVIDENCE OF RESPONDENT'S REGISTRATION

It is a statutory requirement of the State of Western Australia that a Contractor or Subcontractor be registered or licenced to carry out the Requirements as described in the Tender documents; Part 5.2.7 Evidence of Respondent's Registration shall be completed as applicable.

2.28 SUBCONTRACTORS

The Respondent shall provide the details of any Subcontractors to be engaged for the Principal's approval.

2.29 IN-HOUSE TENDERS

The Principal does not intend to submit an in-house Tender.

2.30 BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND LEVY

The Building and Construction Industry Training Fund and Levy Collection Act 1990 legislates the requirement for the collection of a training levy on all residential, commercial and civil engineering construction projects undertaken in Western Australia.

All construction work exceeding \$20,000 attracts a levy equal to 0.2% of the total value of the construction contract and it is the responsibility of the successful Respondent (Contractor) to make the levy payment.

More information is available at: <https://bcitf.org/>

3 WORKS SPECIFICATION

3.1 INTRODUCTION

The Principal is seeking the services of a suitably qualified contractor to undertake MAINTENANCE GRADING of unsealed roads within the Shire of Dowerin for a period of one (1) year, with a one (1) year extension option. A single contract is intended to be awarded for the whole works.

3.2 PROJECT SCOPE

The works comprises maintenance grading of roads within the Shire of Dowerin. Maintenance grading is defined as grading the existing road formation (including table drain) using a grader to remove surface defects.

3.3 SCOPE OF WORKS

The Shire of Dowerin, Asset & Works Coordinator will detail works required on a work order issued for each section. The three levels of grading are full preservation (winter grade), toe to toe (summer grade) and batters and drains only. Refer Typical cross-section for the shape of the road formation to be achieved. The road crossfall is set at 3% from the crown. On sweeping bends, superelevation should be constructed to match the direction of the roadway and keep the transition zone limited to approximately 50m.

Full Preservation Winter Grade

Involves a double cut of the entire road formation, material on shoulders and in drains is pulled up and returned to the running surface and respread in order that the crown is restored and a 3-4% crossfall is achieved. Corrugations are removed by cutting to the base of the corrugation and cut material is respread evenly across the road formation. Roads to be suitably compacted by multi-tyred road roller in conjunction with the road grading.

Toe to Toe Summer Grade

Involves grading in between the toes of the table drain only. Backslopes are omitted. Material on shoulders and in drains is pulled up to the running surface and respread in order that the crown is restored and a crossfall of 3-4% is achieved on the running surfaces.

Batters and Drains

Involves clearing of drains and batters only. Excess material is spread over the backslope and is typically silt.

Remove unsound material (e.g. vegetation and topsoil) from the surface of the road. Remove obstructions that prevent free flow of water into, along or from table drains. Repair scours in or adjacent to the table train.

No Windrows are to be left on the road formation. Windrows shall be feathered such that material is lost on the respective surface.

Materials won from drains and shoulders that are returned to the road surface shall:

- Consist of fine and coarse granular particles that when compacted produce a dense stable layer;
- Consist of sound material that does not breakdown readily;
- Have a maximum particle size 26.5 mm;
- Be free of matter that would adversely affect performance (e.g. clay lumps, organic matter, stumps, branches, roots or rubbish).

Shoulder Grading

Involves the removal of existing vegetation, scarifying/ripping the existing surface with grader tines, the addition of imported gravel/material as required, and the use of water and compaction.

The goal of shoulder maintenance is to restore the road shoulders to a condition where they provide a safe and smooth transition for road users who accidentally leave or are forced to leave the sealed pavement area, and to protect the sealed pavement from excess deterioration such as edge breaks.

3.4 SPECIFIC REQUIREMENTS OF THE CONTRACT

The Shire will issue a work order detailing the sections to be graded. Work will be paid on claims for hours taken to do the works. Claims for payment are to be submitted fortnightly on the respective work order and the Shire Asset and Works Coordinator will check the works to ensure that they have been completed correctly prior to approving the claim – or will order re-work.

The works will be paid on an hourly rate, providing the minimum performance target of:

- 10km/day Summer grade
- 9km/day Winter grade, and
- 6 – 8km/day (both sides) shoulder grading has been achieved.

In the event that the contractor does not achieve the minimum performance targets and cannot provide a satisfactory reason for the production rate achieved, the Shire may certify the works at the scheduled rate x 9 hrs per minimum performance target kilometres.

The Roads are measured in km from starting points detailed as the “starting terminus” in table 1. Points along the roads are referred to as SLK points. SLK 10 is 10km from the starting terminus of said road. SLKS are measured in the field using tripmeters.

The per kilometre rate is inclusive of all mobilisation and demobilisation costs.

3.5 KEY PERSONNEL

The Shire is seeking to engage a contractor with two grader operators who have previous experience maintenance grading unsealed roads and appropriately skilled and experienced operators for the operation of ancillary plant such as watercarts and compaction equipment. An understanding of water flow and the importance of road drainage is required, and the operators must be able to clean, extend and amend table and offshoot drains in order that drainage of the road is improved following the works.

The Grader Operators forms part of the tender submission and the person nominated cannot be changed without written authority from the Shire.

All persons operating equipment and vehicles shall hold the appropriate licenses and tickets. All persons working on the site shall hold a white card qualification and will be required to be inducted by the Shire.

The Shire will provide traffic control for shoulder grading works.

3.6 PLANT & EQUIPMENT

Plant and equipment will include as a minimum two motor graders, one road roller and one water cart, all in good working order.

All vehicles to be fitted with the following operational safety devices:

- Rotating amber beacons which are to be turned on at all times whilst on the worksite or travelling to or from the worksite;
- Roll Over Protection System;
- Reverse Beepers;
- Safe Access and Egress Points;
- Spare Tyres (1 minimum);
- Airconditioning;
- Fire Extinguisher;
- Sealed Cab;
- Driving lights (on at all times);
- First Aid Kit (can be moved from vehicle to vehicle);
- UHF Radio.

Vehicles are to be properly maintained in good working order, and service schedules to be available for inspection by the Shire on demand.

Pre-starts to be conducted daily and recorded on a daily prestart sheet which is to be made available for inspection by the Shire.

Fuels to be stored in bunded tanks on site. Fuel is included in the scheduled rate.

3.7 DOCUMENTS

The Work shall be carried out in accordance with the following requirements and documents:

- a. AS 4000 – 1997 General Conditions of Contract;
- b. Part 3 Works Specifications, and
- c. Part 4 Special Conditions of Contract.

3.8 GENERAL REQUIREMENTS

3.8.1 RESPONSIBILITIES OF THE CONTRACTOR

Traffic Management

Traffic Management is the responsibility of the contractor and shall be in place at all times during the works, with the exception of road shoulder maintenance grading. The Shire will provide traffic management when the contractor is undertaking shoulder grading.

Working Hours

The working hours are determined by the sunrise and sunset each day. No works are to take place 15 minutes prior to sunset and prior to sunrise each day. When working in an area where drivers will be affected by glare at sunrise or sunset the works shall be suspended until such a time that the visibility of the grader to oncoming traffic is not affected by glare.

Communication

The contractor shall contact the Shire on a daily basis and advise location of the works. The contractor shall provide a mobile phone that is kept charged at all times. During operational hours the mobile phone is to be turned on and in the grader cab. A UHF radio is to be included in each vehicle.

Incidents and Accidents

All incidents and accidents including near misses are to be reported to the Shire as soon as practicable and within 24 hours at a minimum.

3.8.2 CONTRACTORS

Contractors are to comply with the Principals and WorkSafe WA safety regulations and policies. They are also to implement and administer a Safety Management Plan for the site.

3.8.3 INSURANCES

The following insurance policies must be current, and certificates of currency for the following must be provided prior to commencement of the contract:

- Public Liability - \$10 Million in one occurrence and \$10 Million in the aggregate.
- Workers Compensation
- Plant & Machinery

3.8.4 PERIOD OF CONTRACT AND TERMINATION

The Contract will be in force for the period of one (1) year, with a one (1) year extension option. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

4 SPECIAL CONDITIONS OF CONTRACT

4.1 SPECIAL CONDITIONS OF CONTRACT

4.1.1 ENVIRONMENTAL CONSIDERATIONS

Clearing

No Clearing to be undertaken outside the existing road alignment.

Soil Erosion

The contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

Dust, Dirt, Water and Fumes

The contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like onto persons or property.

4.1.2 REGULATIONS

The Contractor shall comply with the *Work, Health and Safety Act 2020* (the "Act") and with any amendments that may be made to the Act from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal Shire representatives, and visitors to the Site, are not exposed to hazards.

4.1.3 SAFETY MANAGEMENT PLAN

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experience and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Shire in writing, its Safety Management Plan.

4.1.4 INDUCTION TRAINING

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

5 GENERAL CONDITIONS OF CONTRACT

Shire of Dowerin

**GENERAL CONDITIONS OF CONTRACT
AS 4000-1997**

**Principal: Shire of Dowerin
(ABN: 35 939 977 194)**

and

**Contractor:
(ABN:)**

For the Provision of: Maintenance Grading Road Works

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FORMAL INSTRUMENT OF AGREEMENT

AGREEMENT made

BETWEEN

Shire of Dowerin

(**ABN: 35 939 977 194**) (*Principal*)

AND

<CONTRACTOR>

(**CAN:**) (**ABN:**) (*Contractor*)

IT IS AGREED THAT:

This Formal Instrument of Agreement AS 4950—2006 and the documents listed as follows shall together constitute the *Contract* AND form the entire agreement between the parties:

- a. AS 4000-1997 General Conditions of Contract and annexures
- b. Part 3 Works Specification
- c. Part 4 General Conditions of Works

Other Documents:

- a. Addenda (if any)
- b. Letter of Tender Acceptance
- c. Respondent's pricing Schedule(s)

If the *Principal* or the *Contractor* is two or more persons, then they shall be bound jointly and severally.

SIGNED:

Principal

Contractor

**ANNEXURE to the Australian Standard
General Conditions of Contract
AS 4000—1997**

Part A

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions of Contract and shall be read as part of the *Contract*.

Item		
1	<i>Principal</i> (clause 1)	Shire of Dowerin
	ABN	35 939 977 194
2	<i>Principal's</i> address	13 Cottrell Street, Dowerin WA 6461
3	<i>Contractor</i> (clause 1)	
	ABN	
4	<i>Contractor's</i> address	
5	<i>Superintendent</i> (clause 1)	Ben Forbes
6	<i>Superintendent's</i> address	13 Cottrell Street, Dowerin WA 6461
7	a. <i>Date for practical completion</i> (clause 1) OR	
	b. Period of time for <i>practical completion</i> (clause 1)	Not to apply
8	Governing law (page 5, clause 1(h))	Western Australia
9	a. Currency (page 5, clause 1(g))	Australian Dollars
	b. Place for payments (page 5, clause 1(g))	13 Cottrell Street, Dowerin WA 6461
	c. Place of business of bank (page 3, clause 1(d))	the place nearest to where the <i>site</i> is located
10	<i>Bills of quantities</i> (subclause 2.2)	
	a. Alternative applying (subclause 2.2)	Not applicable
	b. If Alternative 2 applies, is the <i>bill of quantities</i> to be priced? (subclause 2.2)	Not applicable
	c. Lodgement time (subclause 2.3(b))	With Tender submission

11	Quantities in <i>schedule of rates</i> , limits of accuracy (subclause 2.5(b))	Deleted in Annexure A
12	<i>Provisional sum</i> , percentage for profit and attendance (clause 3)	Not applicable to this Contract
13	<i>Contractor's security</i>	
	a. Form (clause 5)	Bank Guarantee
	b. Amount or maximum percentage of <i>contract sum</i> (clause 5)	5% (to be provided as 2x 2.5% bank guarantees)
	c. If retention moneys, percentage of each <i>progress certificate</i> (clause 5 and subclause 37.2)	Not to apply
	d. Time for provision (except for retention moneys) (clause 5)	14 Days after <i>date of acceptance of tender</i>
	e. Additional <i>security</i> for unfixed plant and materials (subclauses 5.4 and 37.3)	Not applicable
	f. <i>Contractor's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	50% of amount held (1X 2.5% Bank Guarantee)
14	<i>Principal's security</i>	
	a. Form (clause 5)	Not to apply
	b. Amount or maximum percentage of <i>contract sum</i> (clause 5)	Not to apply
	c. Time for provision (clause 5)	Not to apply
	d. <i>Principal's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	Not to apply
15	<i>Principal-supplied documents</i> (subclause 8.2)	Document N/A
		No. of copies
16	Time for <i>Superintendent's direction</i> about documents (subclause 8.3)	14 days

17	Subcontract <i>work</i> requiring approval (subclause 9.2)	All
18	Novation (subclause 9.4)	Not to apply
19	<i>Legislative requirements</i>	
	a. Those excepted (subclause 11.1)	Nil
	b. Identified <i>WUC</i> (subclause 11.2(a)(ii))	More than 1% WUC any one change
20	Insurance of <i>the Works</i> (clause 16)	
	a. Alternative applying	Alternative 1
	If Alternative 1 applies	
	b. Provision for demolition and removal of debris	Contract sum
	c. Provision for consultants' fees	Not applicable
	d. Value of materials or things to be supplied by the <i>Principal</i>	Not applicable
	e. Additional amount or percentage	Not applicable
21	Public liability insurance (clause 17)	
	a. Alternative applying	Alternative 1
	If Alternative 1 applies	
	b. Amount per occurrence shall be not less than	\$20,000,000
22	Time for giving possession (subclause 24.1)	TBA
23	<i>Qualifying causes of delay</i> Causes of delay for which <i>EOTs</i> will not be granted (page 3, paragraph (b)(iii) of clause 1 and subclause 34.3)	Nil
24	Liquidated damages, rate (subclause 34.7)	Not to apply
25	Bonus for early <i>practical completion</i> (subclause 34.8)	Not to apply
26	Delay damages, other <i>compensable causes</i> (page 1, clause 1 and subclause 34.9)	No other events
27	<i>Defects liability period</i> (clause 35)	60 days

28	Progress Claims (subclause 37.1)	Not to apply	
	a. Times for progress claims	1 st done to the 2 nd last	day of each month for <i>WUC</i> day of that month
	OR		
	b. Stages of <i>WUC</i> for progress claims	Not to apply	
29	Unfixed plant and materials for which payment claims may be made (subclause 37.3)	Not to apply	
30	Interest rate on overdue payments (subclause 37.5)	4% per annum	
31	Time for <i>Principal</i> to rectify inadequate possession (subclause 39.7)	14 days	
32	Arbitration (subclause 42.3)		
	a. Person to nominate an arbitrator	the President of the Institute of Arbitrators & Mediators Australia	
	b. Rules for arbitration	Rules 5-18 of the Rules of The Institute of Arbitrators, Australia for the Conduct of Commercial Arbitrations;	
	c. Appointing Authority under UNCITRAL Arbitration Rules	the President of the Institute of Arbitrators & Mediators Australia	

Part B

Annexure to the
Australian Standard General Conditions of Contract
AS 4000 – 1997

Deletions, amendments and additions

The following clauses have been deleted from the General Conditions in AS 4000 – 1997

1. Interpretation and construction of Contract

“compensable cause”

Delete sub-clause b).

2.5 Adjustment for actual quantities

Delete

5.3 Change of security

Delete

5.5 Trusts and interest

Delete

The following clauses have been amended and differ from the corresponding clauses in AS 4000 – 1997

1. Interpretation and construction of Contract

- a. “Contract sum”
At the end of sub-paragraphs (a), (b) and (c) add the words: “Plus GST.”
- b. Addition of the definition “Confidential Information”
“Confidential Information” means all of the Principal’s information which:
 - a. is disclosed or otherwise made available to, or acquired directly or indirectly by, the Contractor at any time;
 - b. relates to the Principal’s or any Local Government’s past, existing or future business, strategic plans or operations, finances, or customers (including any information that is derived from such information); and
 - c. is in oral or visual form, or is recorded or stored in a Document, and includes this Contract, but does not include information which:
 - i. is or becomes generally and publicly available other than as a result of a breach of this Contract;
 - ii. is in the possession of the Contractor without restriction in relation to disclosure on or before the date on which it is disclosed to or acquired by the Contractor; or
 - iii. Has been independently developed by the Contractor or acquired from a third party not the subject to a duty of confidence to the Principal.
- c. Addition of the definition **“Force Majeure Event”**
‘Force Majeure Event’ means any one of the following events which is beyond the control of either Party, could not have been reasonably foreseen by a Party and which prevents that Party from discharging an obligation under this Contract, which, in the case of the Contractor, is critical to the Contractor delivering the Goods and/or providing the Services by the Completion Date:
 1. a civil war, insurrection, riot, fire, flood, explosion, earthquake, operation of the forces of nature of catastrophic proportion or an act of a public enemy;
 2. a general strike or general industrial action of Western Australia wide application, which did not arise at the Contractor’s premises and has not been caused by the Contractor; or
 3. the enactment of any statute or regulation by the parliaments of the Commonwealth of Australia or Western Australia, which the Contractor could not have been aware of prior to the execution of this Contract,

but is not an event which arises from any of the following:

1. a breach of a contract, including this Contract, or Law by the Contractor;
2. negligence by the Contractor relating to the performance of its obligations under this Contract;
3. an occurrence that is a risk assumed by the Contractor under this Contract;
4. a shortage or delay in the supply of Goods and/or Services required under this Contract; or
5. Wet or inclement weather.

2.3 Priced Bill of Quantities

page 6, lines 4-8 delete

2.4 Quantities

On line 11, after the word “only” “ add; “ it is the Contractors responsibility at the time of pricing to verify that the quantities provided in the bill of quantities are correct”

9.1 Assignment

Delete and substitute the following:

“9.1 Assignment

The Contractor shall not, without the prior written consent of the Principal, assign, transfer, mortgage or otherwise encumber its interest or obligations under this Contract. The Principal may assign his interest under this Contract provided that the assignee is a person capable of fulfilling the Principal’s obligations under this Contract.”

29 Quality

The following clause has been added:

29.6 “Quality of Materials and Work

Materials and workmanship shall in all respects comply with the Contract and the relevant Australian Standards (AS), Government Codes and Regulations. The latest edition of the above as of one (1) month before the Tender Closing Date shall apply in each case unless otherwise specified.”

33.2 Contractor’s suspension

Delete and substitute the following:

“33.2 Principal’s Suspension

The Principal may at any time direct the Contractor to partly or wholly suspend the WUC. Any additional costs incurred as a result of such suspension shall be added to the contract sum. If practical completion is delayed by such suspension, the Contractor shall also be entitled to EOT.”

34.2 Notice of delay

After the word “promptly” add:

“but in any event, within 5 days”.

34.3 Claim

Line 23, b. delete “28” and replace with “14”.

Second sentence, delete and substitute the following:

34.5 Extension of time

“Failure by the Superintendent shall not be deemed or taken as evidence of acceptance or approval of an EOT as claimed.”

37.2 Certificates

Delete lines 15,16,17,18,19 and 20.

37.4 Final payment claim and certificate

Page 32, b., lines 15 and 16, delete “apparent at the end of the last defects liability period, or which

would not have been disclosed upon reasonable inspection” and substitute with:
 “known by the Principal”.

Add new Clause 37.4 e. as follows:

“e. any item the inclusion of which in the final certificate is disputed by the Principal and notified to the Contractor.”

37 Payment

Add new clause:

“38.7 Method of Payment:

All payments due to the Contractor for works, supplies or services provided under this Contract will be made by Electronic Funds Transfer (EFT).

Within 14 days of award of the Contract, the Contractor shall submit the following details to the Superintendent:

- a. name and address of a financial institution participating in the Direct Entry System to which payment is to be made;
- b. relevant Bank State Branch code or participating financial institution number (BSB);
- c. Australian Business Number (ABN) / Australian Company Number (ACN);
- d. account name;
- e. account number;
- f. email address to be used by the Shire to send remittance advices to the Contractor for payments made.

The Contractor shall within seven days of any change to the above details inform the Superintendent in writing of that change. The Principal will not be responsible for any delay in transmission of funds arising from incorrect or out-of-date information supplied by the Contractor.

Payments to the Contractor shall be deemed to have been made by the Principal within 24 hours from the date the Principal has:

- a. correctly entered all necessary information; and
- b. sent; and
- c. had processed under a processing date;

all relevant debits online into the Electronic Funds Transfer System.

The Principal will not be responsible for any delays or failures in transmission of funds arising from or relating to system failure, temporary system constraints or other functional transfer problems in the EFT direct entry system.”

39.7 Principal's Default

Delete lines 11 to 19 and substitute the following:

“A substantial breach shall be:

- a. failure to rectify inadequate Contractor's access to or possession of the site if that failure continues for longer than the time stated in Item 36(a) and such lack of access or possession prevents the Contractor undertaking WUC on the critical path as shown on the program;
- b. failure to make payment of any undisputed amount pursuant to the Contract for a period in excess of 28 days.”

39.11 Insolvency

To (d), (vii), add the words:

“and such possession impacts on the party's ability to perform its obligations under the Contract.”

41.2 Liability for failure to communicate

Delete and substitute the following:

“Any failure by the Contractor to strictly comply with the notice requirements for the making of claims will be a bar to and deemed to be a waiver of the Contractor's entitlement to make such claim whether that be for an increase in the contract sum or an EOT. It shall

be a condition precedent to any entitlement on the part of the Contractor to any increase in the contract sum or to an EOT that it has fully and strictly complied with all obligations relating to the giving of notice under this Contract.”

The following clauses have been added to those of AS 4000 – 1997

44. Workplace Health and Safety

44.1 The Contractor must:

- d. in relation to Works and Services performed under its control, perform all relevant functions and fulfil all relevant duties of an employer, occupier and all other obligations as a duty holder under all Legal Requirements applicable to workplace health and safety;
- e. co-operate with any other contractors or other persons engaged in or associated with the business of the Principal in order to maintain uniform safety and industry practices;
- f. co-operate with the Principal to enable the Principal to comply with any Legal Requirements for workplace health and safety;
- g. supply or arrange to be supplied all things necessary to ensure that the Work under the Contract is provided in a manner that is safe and without risks to health.
- h. ensure that the Work under the Contract is provided in a manner that is safe and without risks to any person, including by ensuring that the Contractor’s Personnel entering the Delivery Point and/or the Site perform in a safe manner;
- i. immediately advise the Principal in writing of any act, fact or circumstance associated with the activities of the Contractor or any other person relevant to the ability of the Contractor to perform the Work under the Contract in a manner that is safe and without risk to health;
- j. as soon as practicable, but in any event, within 24 hours, notify the Principal of any accident, incident which is notifiable under any Legal Requirement, injury or property damage which:
 - i. occurs during the provision of the Work under the Contract; or
 - ii. is associated with the Work under the Contract;
- k. provide the Principal with any further information relating to workplace health and safety when requested by the Principal;
- l. in performing its obligations under this Contract, ensure the health, safety and welfare of the following people when they are on, or immediately adjacent to, the Principal’s premises over which it has control:
 - i. the Principal and the Principal’s Personnel;
 - ii. the Contractor’s Personnel; and
 - iii. the public;
- m. provide all assistance reasonably requested by the Principal in connection with any workplace health and safety investigation related to this Contract or the Work under the Contract; and
- n. at its cost, comply with any direction from the Principal to modify or stop any activity that the Principal considers breaches this Clause 44.

44.2 If the Principal observes or becomes aware of a condition that breaches this Clause 44, the Principal or the Superintendent may direct the Contractor to remove or, to the extent reasonably possible, mitigate the effect of that condition, and the Contractor must (at its cost) comply with that direction and modify the Contractor’s method of work in order to avoid that condition arising.

44.3 The Contractor acknowledges and agrees that any direction given by the Principal or the Superintendent under Clause 2.1(k) or 2.2 does not relieve the Contractor from complying with its obligations under this Clause 44.

45. Working hours

Normal working hours close to residences shall be from 7:00 am to 5:00 pm Monday to Saturday

Normal working hours away from residences shall be from 6:00 am to 6:00 pm Monday to Saturday.

These working hours apply unless approved otherwise by the Principal.

46. Price Basis

46.1 Unless otherwise stated in this Contract, the Contract Price shall be firm and not subject to rise and fall.

46.2 Unless otherwise provided in this Contract, the Contractor shall pay all packaging, freight, Taxes, insurances, and other charges whatsoever, in connection with this Contract and the Work under the Contract including (if applicable) delivery of Goods to the Delivery Point and the return of Goods wrongly supplied and all packaging.

47. Confidential Information and Publicity

47.1 The Contractor must not, and must ensure that the Contractor's Personnel do not advertise, publish or release to the public:

- a. the Confidential Information;
- b. other information concerning the Work under the Contract, or this Contract; or
- c. any information that it acquires regarding the works or the Principal as a result of being associated with this contract,

without the prior written approval of the Principal.

47.2 The Contractor must not, and must ensure that the Contractor's Personnel do not, without the prior written approval of the Principal:

- a. use Confidential Information except as necessary for the purposes of fulfilling its obligations under this Contract; or
- b. disclose the Confidential Information:
 - i. other than (to the extent they require the information to enable the Contractor to fulfil its obligations under this Contract) to the Contractor's legal advisors, accountants or auditors; or
 - ii. where disclosure is required by Law (including disclosure to any stock exchange).

47.3 The rights and obligations under this Clause 4 continue after the expiry or termination of this Contract.

48. Force Majeure Event

- a. A Party must give timely notice to the other Party of any Force Majeure Event that precludes the Party (whether partially or wholly) from complying with its obligations under this Contract ('Affected Obligations') and must either:
 - a. to the extent practicable, specify in the notice the length of delay in the performance of the affected Party's obligations under this Contract, including the length of delay on the Date for Completion (if applicable) that will result from the Force Majeure Event; or
 - b. where it is impracticable to specify the length of delay at the time the notice is delivered, provide the other Party with periodic supplemental notices during the period over which the Force Majeure Event continues.
- b. The Party's obligation to supply the Affected Obligations is suspended for the duration of the actual delay arising out of the Force Majeure Event.
- c. The Parties must use their reasonable endeavours to remove or relieve the Force Majeure Event and to minimise the delay caused by any Force Majeure Event.
- d. If a Force Majeure Event continues to affect the supply of the Work under the Contract for a continuous period of 180 days, the Principal may terminate this Contract by serving written notice on the Contractor and neither Party has liability to the other except in respect of any event arising prior to the date of this Contract being terminated.

For the purposes of this clause, 'timely notice' means written notice at the first possible opportunity on or after the happening of the Force Majeure Event or alternatively, on the Party required to give timely notice being given prior notice itself of the Force Majeure Event.

49. Goods and Services Tax

- a. Any reference in this Clause to a term defined or used in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) is, unless the context indicates otherwise, a reference to that term as defined or used in that Act.

- b. Unless expressly included, the consideration for any supply made under or in connection with this Contract does not include an amount on account of GST in respect of the supply (GST Exclusive Consideration) except as provided under this Clause.
- c. Any amount referred to in this Contract (other than an amount referred to in Clause 49.8) which is relevant in determining a payment to be made by one of the Parties to the other is, unless indicated otherwise, a reference to that amount expressed on a GST exclusive basis.
- d. To the extent that GST is payable in respect of any supply made by a Party under or in connection with this Contract, the consideration to be provided under this Contract for that supply (unless it is expressly stated to include GST) is increased by an amount equal to the relevant part of the GST Exclusive Consideration (or its GST exclusive market value if applicable) multiplied by the rate at which GST is imposed in respect of the supply.
- e. The recipient must pay the additional amount payable under Clause 49.45.d to the Supplier at the same time as the GST Exclusive Consideration is otherwise required to be provided.
- f. The Supplier must issue a tax invoice to the recipient of the taxable supply at or before the time of payment of the consideration for the supply as increased on account of GST under Clause 49.4 or at such other time as the Parties agree.
- g. Whenever an adjustment event occurs in relation to any taxable supply made under or in connection with this Contract the Supplier must determine the net GST in relation to the supply (taking into account any adjustment) and if the net GST differs from the amount previously paid under Clause 49.5, the amount of the difference must be paid by, refunded to or credited to the recipient, as applicable.
- h. If one of the Parties to this Contract is entitled to be reimbursed or indemnified for a loss, cost, expense or outgoing incurred in connection with this Contract, then the amount of the reimbursement or indemnity payment must first be reduced by an amount equal to any input tax credit to which the Party being reimbursed or indemnified (or its representative member) is entitled in relation to that loss, cost, expense or outgoing and then, if the amount of the payment is consideration or part consideration for a taxable supply, it must be increased on account of GST in accordance with Clause 49.45.d.

50. Superintendent

The Principal shall ensure that at all times there is a Superintendent and that in the exercise of the functions of the Superintendent under the Contract, the Superintendent:

- a. Acts honestly and fairly;
- b. Acts within the time prescribed under the Contract or where no time is prescribed, within a reasonable time; and
- c. Arrives at a reasonable measure or value of work, measure of quantities or measure of time.
- d. If, pursuant to a provision of the Contract enabling the Superintendent to give directions, the Superintendent gives a direction, the Contractor shall comply with the direction.
- e. In Clause 50 'direction' includes agreement, approval, authorisation, certificate, decision, demand, determination, explanation, instruction, notice, order, permission, rejection, request or requirement.
- f. Except where the Contract otherwise provides, a direction may be given orally but the Superintendent shall as soon as practicable confirm it in writing.
- g. If the Contractor in writing requests the Superintendent to confirm an oral direction, the Contractor shall not be bound to comply with the direction until the Superintendent confirms it in writing.

6 RESPONDENT'S OFFER

6.1 OFFER FORM

The Chief Executive Officer -

Shire of Dowerin

13 Cottrell Street, Dowerin WA 6461

I/We _____

(BLOCK LETTERS)

Of _____

(ADDRESS)

ABN/GST Status _____ ACN (if any) : _____

Telephone No: _____ Facsimile No: _____

Postal Address (*if different*): _____

E-mail (if any): _____

In response to this Request for Tender 2024-01 MAINTENANCE GRADING

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, appendices, attachments, all in accordance with the Conditions of Responding contained in this signed and completed Request.

The quoted price is valid up to ninety (90) calendar days from the date of the Response closing unless extended by mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The tendered consideration is as provided under the Schedule of Prices in the prescribed format and submitted with this Response.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

6.2 RESPONDENT'S RESPONSE

Please respond to all the following questions starting from 5.2.1. Where requested to provide additional information, ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

Failure to provide any of the information where requested may result in the termination of assessment and rejection of the submission.

(NOTE: All pages within Part 6 must be completed and returned to the Principal.

6.2.1 CONTACT DETAILS

Name, Telephone number and Email address of Tenderer's contact person for **RFT enquiries**.

Name, Telephone number and Email address of Tenderer's contact person for **inclusion in the contract**/ or as above.

6.2.2 TENDER ACKNOWLEDGMENT

Tenderers must advise the RFT contact officer (Mr Ben Forbes, Asset & Works Coordinator bforbes@dowerin.wa.gov.au) by email of their receipt of this tender and their intention to lodge a tender.

6.2.3 COMPLETION DATE

Is the Respondent able to guarantee completion of the Works in accordance with Specification requirements, the nominated timeframes and the Conditions of Contract?	Yes / No
---	----------

6.2.4 REFEREES

Provide details of at least two referees, in an attachment labelled **"Referees"**. Examples of work for the referees should be provided where possible. Details provided are to include referee contact phone numbers.

NOTE: The Shire of Dowerin may be cited as a referee if appropriate. Do not nominate a specific officer of the Shire. If the Shire is cited, an additional referee may be required.

6.2.5 AGENTS

Are you acting as an agent for another party?	Yes / No
If Yes, provide details (including name and address) of your Principal in an attachment labelled "Agents" .	

6.2.6 SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes / No
If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) The Requirements that will be subcontracted.	

6.2.7 RESPONDENT'S REGISTRATION

Do all employees and proposed Sub-contractors hold current licences and qualifications for all of the respective work areas? <i>(Copies of all licences and qualifications and will be required prior to the commencement of Works)</i>	Yes / No
--	----------

6.2.8 CONFLICTS OF INTEREST

Would there be any actual or potential conflict of interest for your organisation in the performance of a Contract resulting from this RFT, or are any such conflicts of interest likely to arise during such a Contract?	Yes / No
If Yes, please supply in an attachment labelled "Conflicts of Interest" , details of any actual or potential conflict of interest and the way in which any conflict would be dealt with.	

6.2.9 FINANCIAL POSITION

1. Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
2. Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please supply in an attachment labelled "Current Litigation" , details of current litigation which includes supporting court documentation and expected approximate value of settlement, costs and likely disbursements.	Yes / No
3. If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No

6.2.10 TENDER BRIEFING

Not applicable	N/A
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6.2.11 INSURANCE COVERAGE

Tenderers are to supply evidence of their insurance coverage in a format as outlined below by supplying an attachment labelled "Insurance" .				
Copies of Certificates of Currency are to be provided to the Principal prior to the commencement of works.				
Type	Insurer - Broker	Policy Number	Value (\$)	Expiry Date
Public Liability				
Contract Works				
Workers Compensation				
Vehicle and Equipment				

6.2.12 COMPLIANCE WITH THE CONDITIONS OF CONTRACT

Respondents are required to indicate their agreement to be bound by and comply with the Contractual Conditions outlined in this Request for Tender. The Contractual Conditions outlined in this Request for Tender are hereby agreed and understood.	Yes / No
--	----------

6.2.13 REGIONAL PRICE PREFERENCE

Is your business eligible for the application of the Regional Price Preference? <i>There are two (2) levels of preference; Regional Business and Regional Content. Consult Part 2.17.3 for more information.</i>	Yes / No
If Yes, please refer to the “ Regional Price Preference Form ” contained in Part 6 for more information on claiming the Preference.	

6.2.14 ELECTRONIC SIGNATURE CONSENT

If successful, do you consent to signing the contract electronically? <i>The Principal uses Adobe Sign to facilitate its Contract execution process for consenting signatories. Use is <u>free</u> for signatories; however consent must be substantiated to validate signatures under the Electronic Transactions Act 2011.</i>	Yes / No
If Yes, the details of your authorised signatory(s) will be requested upon award	

6.3 SELECTION CRITERIA

6.3.1 COMPLIANCE CRITERIA

Please select either **yes** or **no** below to indicate compliance with the following Compliance Criteria.

An assessment of **“No”** against any of the compliance criteria below may result in the termination of assessment and rejection of the submission.

Description of Compliance Criteria	
1. Did the Respondent indicate compliance with the Completion Date?	Yes / No
2. Have details of two referees been provided?	Yes / No
3. Has section 5.2.5 Agents been complied with?	Yes / No
4. Has section 5.2.6 Subcontractors been complied with?	Yes / No
5. Has section 5.2.7 Respondents Registration been responded to in the affirmative (Yes)?	Yes / No
6. Has section 5.2.8 Conflicts of Interest been complied with?	Yes / No
7. Has section 5.2.9 Financial position 1) been responded to in the affirmative (Yes)?	Yes / No
8. Has section 5.2.9 Financial position 2) been complied with?	Yes / No
9. Has section 5.2.9 Financial position 3) been responded to in the affirmative (Yes)?	Yes / No
10. Was the optional site inspection attended by a representative of the Respondent?	Yes / No
11. Have details of Insurance Coverage been provided?	Yes / No
12. Has section 5.2.12 Compliance with Conditions of Contract been responded to in the affirmative (Yes)?	Yes / No
13. Has section 5.2.13 Regional Price Preference been complied with?	Yes / No
14. Has section 5.2.14 Electronic Signature Consent been complied with?	Yes / No
15. Did the Respondent provide a properly completed Offer Form, Pricing Schedule and Safety Management Questionnaire ?	Yes / No
16. Are the provided documents unaltered other than for the addition of requested information?	Yes / No

6.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to responses to each criterion are to be contained within the Tender;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of the organisation, its activities or experience, although the Evaluation Panel may use any additional information available to it in its assessment of Tenders;
- Respondents are to provide full details in support of any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within each qualitative criterion.

1. Relevant Experience Respondents should, as a minimum, address the following:	50%
a. Provide specific details of similar project works that the organisation has undertaken in the last 5 years. Details to include: b. Client; c. Length of the Contract; d. Approximate value of Contract; e. Scope of Contract; and f. Client contact details (email address and phone number) Note: Supply details in an attachment labelled " Relevant Experience ".	Tick if attached

2. Resources and Capacity Respondents should, as a minimum, address the following:	20%
a. Provide a copy of the organisation structure chart and provide background information on the organisation; b. Details of the proposed personnel including the last 5 years' experience in managing projects of a similar nature and their length of employment with the Tenderer c. Plant and equipment inventory; d. Information of additional personnel e. Any contingency measures or back up of resources including personnel and machinery; and f. Current Capacity: Provide a list of current contract commitments including commencement and programmed completion dates. g. List proposed engagement of resources and use of local suppliers (names and goods and services to be sourced locally plus estimated value) located in the Shire of Dowerin LGA. Note: Supply details in an attachment labelled " Resources ".	Tick if Attached

3. Methodology Respondents should describe their proposed methodology. Respondents should, as a minimum, address the following information:	30%
<ol style="list-style-type: none">1. Provide a detailed description of the proposed methodology that the organisation proposes to employ to undertake the works;2. Provide details of the organisation's quality assurance policy or quality assurance systems.3. The proposed methodology must include a diagram of the site activities and location of the proposed builder's compound.4. Provide a list of the most significant risks in undertaking the works and how you will address those risks. <p>Note: Supply details in an attachment labelled "Methodology"</p>	Tick if Attached

4. Safety Management		Non-weighted		
<p>This questionnaire forms part of the Principal's Tender assessment and is to be completed and submitted by the Respondent. The objective of the questionnaire is to provide an overview of the status of the Respondent's safety management system. Respondents may be required to verify their responses in the questionnaire if required by the Principal. Note: Supply details in an attachment labelled "Safety Management".</p>				
1	OHS Policy and Management	YES	NO	Tick if att.
1.1	Is there a written company health and safety policy? If yes, provide a copy of the policy			<input type="checkbox"/>
1.2	Does the Respondent have a WHS Management System? If yes, provide details			<input type="checkbox"/>
1.3	Is the WHS Managements System audited or reviewed on a regular basis? If yes, provide a copy of the last audit			<input type="checkbox"/>
2	Safe Work Practices and Procedures	YES	NO	Tick if att.
2.1	Has the Respondent prepared safe operating procedures or specific safety instructions relevant to its operations? If yes, provide a summary listing of procedures or instructions			<input type="checkbox"/>
2.2	Are there company safety induction programs for employees and/or Subcontractors. If Yes, provide details			<input type="checkbox"/>
2.3	Please provide a completed training/qualification list for employees who will be carrying out work against Contract.			<input type="checkbox"/>
2.4	Is there a documented incident investigation procedure? If yes, provide a copy of a standard incident report form			<input type="checkbox"/>
3	Safety and Health Workplace Inspections	YES	NO	Tick if att.
3.1	Are regular health and safety inspections at worksites undertaken? If yes, provide a copy of the workplace inspection process			<input type="checkbox"/>
3.2	Is there a procedure by which employees can report hazards at workplaces? If yes, provide hazard report form			<input type="checkbox"/>

6.3.3 PRICE INFORMATION – QUANTITATIVE CRITERIA

All prices are to be tendered **exclusive** of GST.

Respondents are to complete the pricing tables below and submit them with their tender:

Grader	\$
Multi Tyred Roller	\$
Semi Water Cart	\$

Hourly rates are to fully inclusive of mobilisation and demobilisation.

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PART 7: REGIONAL PRICE PREFERENCE FORM

The following form has been developed to assist Respondents seeking to claim the Regional Price Preference.

REGIONAL BUSINESS PREFERENCE

To qualify as a Regional Business, Respondents are to include either one of the following with their Tender submission, clearly labelling the document as “Regional Price Preference”:

- a. A Shire rates notice;
- b. A utility bill; or
- c. A premise lease document.

Documents (a)-(c) above **must** be held in the business name or the company directors name and **must** be dated for a period six (6) to twenty-four (24) months prior to the closing date of Tenders.

REGIONAL CONTENT PREFERENCE

For Respondents who do not qualify as a Regional Business but who will be utilising Regional Content if successful, are eligible for a Regional Content Preference for the value of goods / services sourced from within the Shire. *Respondents who seek to claim the Regional Content Preference acknowledge they may be required to demonstrate they have actually purchased the nominated goods / services, upon request from the Principal.*

To qualify for the application of the Regional Content Preference, complete the below table for all Local Content:

Business name:	Business premise address:	Goods / Services to be provided:	\$ Value:	Corresponding Pricing Schedule line item(s):
Business name:	Business premise address:	Goods / Services to be provided:	\$ Value:	Corresponding Pricing Schedule line item(s):