



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 November 2023
Commencing 4.00pm





NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 21 November 2023 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

4.00pm	Council Meeting
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David Singe
Chief Executive Officer
16 November 2023

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
4.00pm Tuesday 21 November 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.00pm.
In opening the meeting, the Council, CEO and Management acknowledges the passing of Walter 'Wal' Fairlie with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

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

- 7.1 Ordinary Council Meeting held on 17 October 2023.
[Attachment 7.1A](#)

- 7.2 Special Council Meeting held on 2 November 2023
[Attachment 7.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 7

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 17 October 2023, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 2 November 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

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

- 8.1 Local Emergency Management Committee held on 6 November 2023
[Attachment 8.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 8

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Local Emergency Management Committee Meeting held on 6 November 2023, as presented in Attachment 8.1A, be received by Council.

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

David Singe, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements




Simple Majority



Absolute Majority

Officer's Recommendation – 11.1

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

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

David Singe, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Susan Dew, Finance Officer

Rhonda Ratcliffe, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

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

List of Accounts Paid – October 2023	
EFT 11399 to EFT 11552	\$256,539.61
Direct Debit: Synergy	\$4,302.95
Direct Debit: National Australia Bank Fees	\$456.65
Direct Debit: Water Corporation	\$130.24
Direct Debit: Telstra	\$1,163.31
Direct Debit: Wesfarmers Kleenheat Gas	\$3,067.82
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: Western Australian Treasury Corporation	\$9,853.62
Direct Debit: Department of Justice – Public Trustee	\$83.50
Direct Debit: Gull Motorcharge Limited	\$31.09
Direct Debit: Superannuation	\$14,105.10
PPE October 2023 - Wages	\$54,881.62
PPE October 2023 - Wages	\$51,309.61
TOTAL	\$396,167.12

11.3 Sale of Land for Unpaid Rates in Excess of Three Years

Corporate & Community Services



Date:	08 November 2023
Location:	Various
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Sheldon Cox, Rates and Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
SharePoint Reference:	Organisation/Rates & Valuations/Debt Recovery
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item is represented to clearly define the process undertaken by the Shire to proceed with the sale of properties whose rates and charges have been in arrears for three years.

Background

Under Section 6.64(1)(b) of the *Local Government Act 1995* (the Act), if any rates or service charges due to a local government have remained unpaid for at least three years, the local government may take possession of and proceed to sell the land. Section 6.68 describes the necessary conditions for exercising the power to sell the land.

Whilst Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has attempted to recover money due to it under Section 6.56 of the Act, under Section 6.68(2), a local government is not required to attempt under Section 6.56 to recover money due before exercising the power of sale, where the local government has a reasonable belief that the cost of proceedings will equal or exceed the value of the land, or where the local government has made reasonable efforts to locate the owner of the property and has been unable to do so.

In order to take possession of the property and proceed with its sale, the local government must cause notice requiring the payment of rates in accordance with Schedule 6.3 of the Act. The notice is also to be served on any party with an interest in the land, such as the Mortgagees and is also to be posted on the local government's official website for a period of not less than 35 days. If at the expiration of three months from the date of issue of the notice the rates remain unpaid, the local government can proceed with selling the land by public auction, with such an auction to occur not more than twelve months from the date of the notice.

Achievements have been, including the sale and seizure of one property, two more awaiting sale or seizure and the enforcement of consistent payments by problematic debtors who are now on schedule each year.

The aim of this item is to propose an additional four assessments for potential sale and/or seizure. The following properties, while not necessarily hold a large debt, will become a problem if they are not acted upon now. The four listed are under unfortunate circumstances in which all owners and potential beneficiaries have since passed away, leaving a difficult and uncomfortable situation for the Shire to navigate.

Under Clause 5 of Schedule 6.3 of the Act, the outstanding rates, any additional legal expenses and the costs of the sale or incidental costs to the sale of the property can be recovered by the local government. Any residual amounts from the sale of the property are to be held by the local government in the event of the owners making a claim. If after twelve months the amount has not been claimed, the residual funds are to be paid into the Supreme Court under Section 99 of the Trustees Act. If unclaimed for a further six years, the amount is then paid into the Consolidated Fund of the State Government.

Comment

Staff have exhausted all avenues of action in accordance with relevant legislative requirements relating to collection of the outstanding rates on the properties. A decision from Council on how to proceed was ratified at its Ordinary Council Meeting held on 18 April 2023 (CMRef 0765).

The Officer's Recommendation is to clearly identify the process the Shire has undertaken in relation to debt recovery for the two properties and the recommendation for the sale and the steps carried out.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Rates Consultant

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services - AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, Department of Local Government, Sports, and Cultural Industries

Policy Implications

Nil

Statutory Implications

Part 6 Division 6 and Schedule 6.3 of the *Local Government Act 1995* are applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

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	Moderate (3)
Likelihood Rating	Possible (3)
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 sale of the properties at the sale or seizure level in debt recovery would decrease the outstanding rates by approximately \$60,000 or more. Daily interest accruing at 5% per annum would cease. The outstanding rates and service charges may not be fully recovered from the sale of the property, or the cost of any legal action/s. In the event the price realised at sale is less than the balance of the rates and charges, Section 6.12(1) c of the *Local Government Act 1995* provides that any shortfall following sale shall be written off.

There is a provision for rates debt recovery in the 2023/24 budget.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.3

That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council pursuant to minutes of the Ordinary Council Meeting dated 18 April 2023 (CMRef 0765) in relation to A224, 21 Hewitt Street, Minnivale, the Shire was made aware that the owners were deceased. No probate application has been made in respect of the deceased's estate and Rates on the property have not been paid since 2020. The Shire's solicitors wrote to a living relative of the deceased who advised that he had no legal interest in the Estate or the Property. Efforts to locate any other living relatives of the deceased have been unsuccessful.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Policy 1.7 – Council Meetings

Governance & Compliance



Date:	15 November 2023
Location:	Not Applicable
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A – Policy 1.7 – Council Meetings

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Comment

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

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

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

Consultation

Nil

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.1

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

12.2 2024 Ordinary Council Meeting Dates

Governance & Compliance



Date:	14 November 2023
Location:	Not applicable
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Meetings
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposed dates for the 2024 Ordinary Council Meetings to Council for consideration and, if satisfactory, adoption.

Background

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

As such, the Shire of Dowerin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2024.

Comment

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

Easter 2024 is on Friday 29 March to Monday 1 April, hence the Ordinary Council Meeting will not be affected.

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

Consultation

Nil

Policy Implications

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

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

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

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

Policy 1.7 is currently presented for review, with amendments to reflect no meeting of Council in January. Dependent on the Resolution of this item, Council may, or may not, deliberate to hold the January Ordinary Meeting of Council.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

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

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

Risk Implications

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

Financial Implications

Funds are included in the 2023/24 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.2

That, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council resolves to conduct its 2024 Ordinary Meetings of Council, commencing at 2.00pm, on the following dates:

Tuesday 20 February 2024	Tuesday 20 August 2024
Tuesday 19 March 2024	Tuesday 17 September 2024
Tuesday 16 April 2024	Tuesday 15 October 2024
Tuesday 21 May 2024	Tuesday 19 November 2024
Tuesday 18 June 2024	Tuesday 17 December 2024
Tuesday 16 July 2024	

12.3 Christmas and New Year Opening Hours

Governance & Compliance



Date:	11 November 2023
Location:	Not Applicable
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	Nil
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks a Council resolution to close the Shire of Dowerin Administration Office, Works Depot, Dowerin Home Care Office, and Community Resource Centre for the 2023/24 Christmas/New Year period.

Background

For a number of years the Administration, Depot and DHC (the Offices) have closed during the Christmas/New Year period as it is an extremely quiet period with minimal public visitations and phone enquiries. It is also common for many residents of the Shire to travel elsewhere at this time of year with other businesses also closing.

Comment

The Christmas Day public holiday will be observed on Monday 25 December 2023 with the Boxing Day public holiday being observed on Tuesday 26 December 2023, meaning the Office will be closed on both those days. The New Year's Day public holiday will be observed on Monday 1 January 2023.

It is therefore requested that Office closes from Monday 25 December 2023 to Monday 1 January 2024 inclusive. The Office will reopen as usual on Tuesday 2 January 2024.

The opening times over the Christmas/New Year period will be extensively advertised and circulated in advance.

Consultation

The CEO has undertaken consultation with staff members, and the Senior Management Team.

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: 5.1

Reference: 5.1.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are contained within the 2023/24 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.3

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to close the Administration Office for the Christmas/New Year period from Monday 25 December 2023 to Monday 1 January 2024 inclusive, reopening at 8.30am on Tuesday 2 January 2024 with the hours of operation and emergency contacts being advertised to the community.

12.4 Development Assessment Panels – Appointment of Representatives

Governance & Compliance



Date:	14 November 2023
Location:	Not applicable
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Planning and Development Act 2005</i>
SharePoint Reference:	Organisation/Governance
Disclosure of Interest:	Nil
Attachments:	Attachment 12.4A – Development Assessment Panel Correspondence

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Previously, Councillors Hudson and Trepp were nominated as members to DAP, with Councillors McMorran and Allsopp as Deputies.

Comment

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

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

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

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

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

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

DAP meetings are utilised to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making. DAP only convene when there is a DAP application to be determined. Local government representatives will only sit on the panel when the application(s) being determined by the panel have been made under their local planning scheme, and the likelihood of convening a meeting to determine development applications within the Shire of Dowerin is low.

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

Consultation

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

23. LDAP members

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 12.4

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

12.5 Integrated Strategic Plan Reporting - Quarterly Monitoring Review – October 2023	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> <h2 style="color: red; text-align: center;">Governance & Compliance</h2> </div> <div style="flex: 0.2; text-align: right;">  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div> </div>	
Date:	15 November 2023
Location:	Not Applicable
Responsible Officer:	David Singe, 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 12.5A – Integrated Strategic Plan - Quarterly Monitoring Review – October 2023

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

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

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.5

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 – October 2023, as presented in Attachment 12.5A.

12.6 Development Application – Lot 35 Memorial Avenue DOWERIN

Governance & Compliance



Date:	14 November 2023
Location:	35 Memorial Ave Dowerin WA 6461
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Laura Pikoss- HBP Services WA
Legislation:	<i>Planning & Development Act 2005</i>
Sharepoint Reference:	Compliance/Development & Building/Development Applications
Disclosure of Interest:	The author does not have an interest in this item
Attachments:	Attachment 12.6A – Structure Plans

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Dowerin Machinery Field Days are proposing the construction of two new sheds on the Parks and Recreation reserve, Lot 35 Memorial Avenue, Dowerin that has been vested in the Shire of Dowerin. One of the sheds aims to replace the previous hockey shed. The shed is planned to be 24m long, 14m wide, and 3m in height to the gutter. Its primary purposes are to serve as the Dowerin Hockey Clubrooms, equipment storage and to be used as a catering venue during the Dowerin Machinery Field Days.

The other proposed shed is also located on the reserve and is designed to be 64m in length, 24m wide, and 6m in height. Its intended purpose is to serve as a storage shed for trucks, harvesting equipment, and as the Ram Shed during the Dowerin Machinery Field Days.

In compliance with Part 2 – Reserves of the Local Planning Scheme (Shire of Dowerin Scheme No. 2), an approval under Part 7 of the deemed provision must be sought for any development. The local government is required to consider the ultimate purpose of the local reserve during this process.

Background

The Dowerin Machinery Field Days currently hold a lease from the Shire of Dowerin for Lot 35 Memorial Avenue, where it hosts the annual Dowerin Machinery Field Days – Western Australia's leading agricultural event on the last Wednesday and Thursday of August. Throughout the rest of the year, the reserve serves as a sporting field for local community groups and schools. The proposed development is intended to replace the older hockey shed, and the development of an additional shed which will be utilised as the Ram Shed during the Field Days event, and aims to enhance the existing facility.

Description of Proposal

The Dowerin Machinery Field Days are putting forth a proposal for the construction of two new sheds within the Parks and Recreation reserve, a designated area under the ownership of the Shire of Dowerin. One of these sheds is specifically intended to replace the existing hockey shed. The proposed dimensions for this shed are 24 meters in length, 14 meters in width, and 3 meters in height up to the gutter. Its primary functions include serving as the Dowerin Hockey Clubrooms, equipment storage and as a catering venue during the annual Dowerin Machinery Field Days, enhancing its versatility.

The second proposed shed, also situated within the reserve, is envisioned to be an expansive structure measuring 64 meters in length, 24 meters in width, and 6 meters in height. This shed is purposefully designed to function as a storage facility for trucks, harvesting equipment, and serve as the Ram Shed hub during the Field Days event, as well as being utilised by various events throughout the year. The comprehensive scope of these proposed constructions aligns with the ongoing efforts to enhance and optimise the utility of the Parks and Recreation reserve under the jurisdiction of the Shire of Dowerin.



Figure 1 Subject Site.



Figure 2: Site location shed 64m x 24m.



Figure 3 proposed shed location 24m x 14m.

Consultation

Danielle Green, General Manager, Dowerin Machinery Field Days
David Singe, Chief Executive Officer
Dowerin Hockey Club

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: New industry and strengthened existing industry supports economic growth and local employment generation

Outcome: 2.2

Reference: 2.2.1

Community Priority: Our Infrastructure

Objective: Infrastructure is fit for purpose and responsibly managed and maintained

Outcome: 3.2

Reference: 3.2.3

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Environment

2.3 LOCAL RESERVES

'Local Reserves' are delineated and depicted on the Scheme Map according to the legend on the Scheme Map.

2.4 USE AND DEVELOPMENT OF LOCAL RESERVES

2.4.1 A person must not -

- a) use a Local Reserve; or
- b) commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions. AMD 1 GG 01/08/17

2.4.2 In determining an application for development approval the local government is to have due regard to -

- a) the matters set out in Clause 67 of the deemed provisions; AMD 1 GG 01/08/17
- b) the ultimate purpose intended for the Local Reserve; and
- c) the Use Classes permitted in the Zoning Table.

In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for development approval.

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.6

That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, approves the Development Application as received on 14 November 2023, subject to the following conditions:

CONDITIONS

1. All Stormwater to be contained on-site.

ADVICE NOTES

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

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

13.	OFFICER's REPORTS -ASSETS AND WORKS
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14.	Urgent Business Approved by the Person Presiding or by Decision
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15.	Elected Members' Motions
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16.	Closure
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MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 17 October 2023

UNC



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.	Closure

Shire of Dowerin Ordinary Council Meeting Tuesday 17 October 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:04pm.

In opening the meeting, the Council, CEO and Management acknowledges the passing of John 'Jack' Coomber with a minutes silence.

The CEO presents the following note to Council

As this is my first Council meeting, I would like to thank you for your commitment to appointing me as Council's CEO.

Dowerin has an enviable reputation as a physically and culturally solid community, so I look forward to leading a team enhancing and improving this wherever and whenever possible.

The structure of local government operates well when the council of elected members and the team of staff focus on the collective well-being of their community.

I really appreciate the warm welcome I have received from a variety of residents, councillors, and staff in my first couple of days, and I look forward to meeting and working with our community and the different organisations we all have to deal with beyond Dowerin.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Nil

Apologies: Cr LG Hagboom

Approved Leave of Absence: Cr AJ Metcalf

3. Public Question Time

Nil

4. Disclosure of Interest

Cr McMorran – Item 14 Impartiality Interest.

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 19 September 2023.

[Attachment 7.1A](#)**Voting Requirements**

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7**Moved:** Cr Ward**Seconded:** Cr Allsopp

0868 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 September 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr Trepp, Cr Ward, Cr Allsopp, Cr Hudson, Cr McMorran, Cr Sewell**8. Minutes of Committee Meeting(s) to be Received**

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

11. OFFICER’S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services		
Date:	12 October 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A	

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

David Singe, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer’s Recommendation/Resolution – 11.1

Moved: Cr Hudson

Seconded: Cr McMorran

0869

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 September 2023, as presented in Attachment 11.1A

CARRIED 6/0

For:

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

UNCONFIRMED

11.2 List of Accounts Paid**Corporate & Community Services**

Date:	12 October 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Statements and Credit Cards	Management/Reporting/Financial
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A	

Purpose of Report
☐

Executive Decision

☒

Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

David Singe, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Susan Dew, Finance Officer

Rhonda Ratcliffe, Finance Officer

Policy Implications

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

Strategic Implications**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.2**Moved:** Cr Allsopp**Seconded:** Cr Sewell**0870**

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

List of Accounts Paid - September 2023	
EFT 11305 to EFT 11398	\$603,739.00
Direct Debit: Credit Card Payment: August 2023	\$3,937.88
Direct Debit: Synergy	\$5,332.55
Direct Debit: National Australia Bank Fees	\$1,578.01
Direct Debit: Water Corporation	\$1,791.04
Direct Debit: XENEX Systems	\$460.41
Direct Debit: Telstra	\$1,880.03
Direct Debit: Wesfarmers Kleenheat Gas	\$460.70
Direct Debit: Resonline Room Manager	\$242.00
PPE August 2023 - Wages	\$78,065.89
PPE August 2023 - Wages	\$47,992.02
Direct Debit: Superannuation	\$15,296.15
TOTAL	\$760,775.68

CARRIED 6/0**For:** Cr Trepp, Cr Ward, Cr Allsopp, Cr Hudson, Cr McMorran, Cr Sewell

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE**12.1 Repeal Local Law 2022 Review Outcome****Governance & Compliance**

Date:	17 August 2023
Location:	Not Applicable
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Kahli Rose, Executive and Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Local Laws
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This Item presents the outcome of the process of reviewing the Shire of Dowerin's Repeal Local Law 2022 to Council for consideration and, if satisfactory, adoption.

Background

Section 3.16 of the *Local Government Act 1995* (the Act) requires that a local government must every eight years, after adoption of any local law, or the last review, conduct a review of the local law to ensure that it still retains currency.

Section 3.12 of the Act outlines the procedure for making local laws which is broadly as follows:

- the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law;
- the Shire is to give local public notice stating:
 - the local government proposes to make a local law the purpose and effect of which is summarized in the notice;
 - a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- give a copy of the proposed local law and a copy of the notice to the Minister for Local Government and, if another Minister administers the legislation under which the local law is proposed to be made, to that other Minister;
- provide a copy of the proposed local law to any person requesting it;
- at the close of submissions consider any submissions made and take into consideration any comments provided;
- adopt, by absolute majority, the local law as originally published or as amended, subject to the amendments not substantially altering the intent of the local law;
- publish the local law in the *Government Gazette*;

- give a copy of the local law to the Minister for Local Government and, if another Minister administers the legislation under which the local law is proposed to be made, to that other Minister;
- after the local law has been published in the *Government Gazette* the local government is to give local public notice:
 - stating the title of the local law;
 - summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - advising that copies of the local law may be inspected or obtained from the local government's office; and
- within 10 days of the publication in the *Government Gazette* submit the local law to the Joint Standing Committee on Delegated Legislation.

Comment

The Draft Local Laws were presented to Council at its Ordinary Council Meeting on 28 September 2021 where it was resolved as follows:

That, by Absolute Majority in accordance with the Local Government Act 1995, Council

1. *Approve the giving of local public notice of the following local laws in order to seek public comment:*

- *Activities in Thoroughfares and Public Places and Trading Local Law 2021;*
- *Cemeteries Local Law 2021;*
- *Fencing Local Law 2021;*
 - *Subject to the inclusion of the following words in Section 2.10(6) An owner or occupier of a Rural Lot shall not erect, affix or allow to remain any barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the top or side of the fence posts furthest from the thoroughfare or other public place.*
- *Meeting Procedures Local Law 2021; and*
- *Repeal Local Law 2021.*

2. *Submit to the Minister for Local Government a copy of all proposed local laws*

CARRIED BY ABSOLUTE MAJORITY 7/0

Reason:

*Council expressed its want to include the words **the top of** into Section 2.10(6) of the Fencing Local Law 2021 for public notice.*

Following this, an administrative error resulted in the Repeal Local Law 2022 not being advertised or published for public comment (as per Attachment 12.1A), and the Minister rejecting the proposed Local Law.

Due to this, the process had to be restarted in August 2023 to allow the forum for public comment.

No public comment was received regarding the Repeal Local Law, during the 6-week period (18 August 2023 – 29 September 2023).

During the process, office must send a copy of the proposed Local Law to the Minister for Local Government’s office for comment. The following recommendation was made and changes to the Local Law implemented:

“Minor edits

The following minor edits are suggested:

- Clause 4(b)
 - Amend to: Municipality of Dowerin Local Government Model By-laws No 7 – (Removal and Disposal of Obstructing Animals or Vehicles) published in the Government Gazette on 18 February 1965.
- Clause 4(a)
 - Change “Shire of Dowerin” to “Municipality of Dowerin”
- Clause 4(b)
 - Change “Shire of Dowerin” to “Municipality of Dowerin”.

Office now brings this item forward for final approval and adoption.

Consultation

Brian Jones, Acting Chief Executive Officer
Kahli Rose, Executive and Governance Officer
Kimberley Craik, Senior Legislation and Statutory Approvals Officer, Minister for Local Government

Policy Implications

There are no significant policy implications evident at this time.

Statutory Implications

There are no significant statutory implications evident at this time.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Local Law Review, Compliance
Action (Treatment)	Documented review processes.
Risk Rating (after treatment)	Adequate

Financial Implications

There are no significant financial implications evident at this time.

Voting Requirements

Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 12.1

Moved: Cr Hudson

Seconded: Cr Sewell

0871

That, by Absolute Majority in accordance with the Local Government Act 1995, Council:

1. note that no community submissions were received in relation to the following local law:
 - Repeal Local Law 2022.
2. to determine that the proposed changes outlined in the reports and included in the:
 - Repeal Local Law 2022, are not considered significantly different to that which was originally advertised.
3. to determine to accept all proposed changes and to adopt the:
 - Repeal Local Law 2022.
4. to advertise the adopted local law in the Government Gazette.
5. to submit to the Minister for Local Government, following advertising in the Government Gazette, a copy of the adopted local law.
6. to advertise, as a local public notice, the adoption of the local law.
7. to submit the Explanatory Memorandum and associated papers to the Joint Standing Committee on Delegated Legislation.

CARRIED 6/0

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

13. OFFICER'S REPORTS – WORKS AND ASSETS**13.1 Restricted Access Vehicle Use – Various Roads****Works & Assets**

Date:	10 October 2023
Location:	Shire Administrative Building – Works and DHC Offices
Responsible Officer:	Russell Holleley, Works Administration Officer
Author:	Russell Holleley, Works Administration Officer
Legislation:	<i>Local Government Act 1995, Work Health and Safety (General) Regulations 2022</i>
Sharepoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A

Purpose of Report

Executive Decision



Legislative Requirement

Summary

It has been advised by Lloyds Airconditioning Service that the cassette-type air conditioning systems currently installed in the Asset & Works office, and Dowerin Home Care office are no longer serviceable, or in good working condition.

Quotes and assessments have been provided by two contracts, as per Attachment 13.1A.

Both units require decommission and upgrade, which is currently not allowed for in the 2023/2024 Budget.

As per part 3.2, Division 2, 40(f) of the Work Health and Safety (General) Regulations 2022, workers carrying out work in extremes of heat or cold, must be able to carry out their work without risk to health and safety.

Background

The units have been repaired by the manufacturer previously under warranty and have had ongoing problems following. Both units are no longer covered for repair or replacement under warranty.

Comment

It has been advised to the Works Administration Officer that cassette style air conditioning units can be troublesome, and it is recommended that split units be installed as replacements.

Consultation

Russell Holleley, Works Administration Officer

Ben Forbes, Asset & Works Coordinator

Aaron Wooldridge, Deputy Chief Executive Officer

Lloyds Air-Conditioning and Refrigeration Services

Kaos Electrical

Policy Implications

Policy 3.5 – Financial Management Policy

Statutory Implications

Nil

Strategic Implications**Asset Management Plan**

Decommissioning of current units, and purchase of two replacements.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	First Aid Treatment
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Servicing and maintenance of current assets and equipment
Action (Treatment)	Replacement of faulty units
Risk Rating (after treatment)	Adequate

Financial Implications

2023/2024 Budget mid-year review.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 13.1

Officers Recommendation

That, by Absolute Majority in accordance with the Local Government Act 1995, Council resolve to accept the unbudgeted expenses relating to the upgrade and replacement of the current air conditioning units installed in the works and Dowerin home care administration offices.

Moved

Cr Hudson

Seconded

Cr Trepp

0872

Amended Motion:

That, by Absolute Majority in accordance with the Local Government Act 1995, Council resolve to accept the quote from Kaos Electrical relating to unbudgeted expenses for the upgrade and replacement of the faulty units within the works and Dowerin home care administration offices

CARRIED 6/0

For:

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

Cr McMorran left the meeting at 4:45pm due to a conflict of interest.

14.

Urgent Business Approved by the Person Presiding or by Decision

Resolution – 14.1

Moved

Cr Trepp

Seconded

Cr Sewell

0873

Council notes that recommendation of Point 12.1 during the 21 March Ordinary Council Meeting, and due to the unsuccessful grant application for the upgrade of the Hockey Shed, Council reiterates to commit only to \$7,400.00 of in-kind support towards the project.

CARRIED 5/0

For:

Cr Trepp, Cr Ward, Cr Allsopp, Cr Hudson, Cr Sewell

Cr McMorran re-entered the meeting at 4:47pm

Resolution – 14.2

Moved

Cr Trepp

Seconded

Cr Sewell

0874

That, Council agrees to the terms and conditions as outlined in the briefing note provided to the Shire President by the incoming Chief Executive Officer, relating to reallocation of moving costs to the purchase of furniture in the Chief Executive Officer's house.

CARRIED 6/0

For

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

15.

Elected Members' Motions

Nil

16.

Closure

The President thanked those in attendance and declared the meeting closed at 4:53pm.



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Special Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Thursday 2 November 2023



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1.	Official Opening / Obituaries
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11.2	<u>Nomination for External Committees</u>
12.	Closure

Shire of Dowerin
Special Council Meeting
Thursday 2 November 2023



1. Official Opening / Obituaries

The outgoing President will convene the meeting until the office of President (incoming) has been filled.

The President welcomes those in attendance and declares the meeting open at 6:00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr BA Ward
Cr WG Allsopp
Cr NP McMorran
Cr DP Hudson

Councillors Elect:

Cr AJ Metcalf
Cr JC Sewell
Cr RI Trepp

Staff:

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

Members of the Public: Ms A Rackham – Justice of the Peace

Apologies: Nil

3. Swearing In of Councillors Elect

In accordance with Section 2.29 of the *Local Government Act 1995*, Ms Ann Rackham, JP witnessed the declaration of the following re-elected elected members:

1. Councillor Sewell;
2. Councillor Trepp; and
3. Councillor Metcalf.

4. Election of President

The CEO invited nominations for the position of President of the Council, for the ensuing 2 years.

The following nomination was received:

Cr Trepp.

There being no further nominations Councillor Trepp was elected to the position of President for the Shire of Dowerin for a term of office expiring 2 November 2025.

5. Declaration by the President

Ms Ann Rackham, JP witnessed the declaration of Councillor Trepp as President of the Council.

6.09pm – Councillor Trepp assumed the Chair.

6. Election of the Deputy President

The President invited nominations for the position of Deputy President of the Council, for the ensuing 2 years.

The following nomination was received:

Cr Sewell - Declined

Cr McMorran - Accepted

There being no further nominations Councillor McMorran was elected to the position of Deputy President for the Shire of Dowerin for a term of office expiring 2 November 2025.

7. Declaration by the Deputy President

Ms Ann Rackham, JP witnessed the declaration of Councillor McMorran as Deputy President of the Council.

8. Draw for Position at the Council Table

The President advised Council it had an option to change the current seating arrangement. Alternatively, Council could resolve to retain the existing seating arrangement.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution- 8.1

Moved: Cr Ward

Seconded: Cr McMorran

0875 That Council resolves that the seating arrangement for the next two-year period commencing today will be from left to right:

1. Councillor Allsopp;
2. Councillor Ward;
3. Councillor Metcalf;
4. (President) Councillor Trepp;
5. (Deputy) Councillor McMorran;
6. Councillor Hudson; and
7. Councillor Sewell.

CARRIED 7/0

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

9. Public Question Time


Nil

10. Disclosure of Interest

Nil

11. ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

11.1 Nomination for Council Committees

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	30 October 2023	
Location:	Not applicable	
Responsible Officer:	David Singe, Chief Executive Officer	
Author:	Kahli Rose, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Committees/Council Committee General File	
Disclosure of Interest:	Nil	
Attachments:	<p>Attachment 11.1A - Audit & Risk Committee Terms of Reference</p> <p>Attachment 11.1B - Asset & Works Committee Terms of Reference</p> <p>Attachment 11.1C - Bush Fire Advisory Committee Terms of Reference</p> <p>Attachment 11.1D - Local Emergency Management Committee Terms of Reference</p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item seeks a resolution on the reinstatement and Terms of Reference of Council committees and seeks nominations from Councillors for these committees.

Background

The below table details Council's Committee's and representation. The table also shows which committees are required under legislation.

Committee	Legislated/Optional	Previous Membership	Meeting Cycle	Representatives required by existing ToRs
Audit & Risk Committee	<i>Local Government Act 1995 (Section 7.1A)</i>	Cr Trepp, Cr McMorran, Cr Ward	At least quarterly	3 Councillors, plus one external member

Asset & Works Committee	Optional	Cr Metcalf Cr Sewell Cr Trepp Cr Hudson (deputy)	At least quarterly	3 Councillors and a proxy.
Dowerin Bush Fire Advisory Committee	<i>Bush Fires Act 1954</i>	Cr Metcalf, Cr Hagboom (deputy)	Twice annually	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	Cr Trepp, Cr Hudson (deputy)	Quarterly	President
Australia Day Honours Committee	Optional	Cr Ward Cr Allsopp Cr McMorran (deputy)	Once Annually	2 Councillors

The Terms of Reference for each committee are included as Attachments.

Comment

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the re-establishment, representatives, and terms of reference of its committees at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

The Audit & Risk Committee Terms of Reference allow for Council to appoint an external member with audit and financial management expertise. Expressions of interest for external members of the Audit & Risk Committee will be advertised over the coming weeks, and applicants submitted to Council in due course.

While not done historically, Council has the option under Section 5.11A of the Act to appoint some or all Councillors as deputy committee members to its committees. This is common practice in some local governments as it enables those deputies to attend and participate in committee meetings in those circumstances where the appointed delegate(s) are unable to. This is particularly useful in enabling a deputy committee member to attend a committee meeting to ensure quorums.

Consultation

Senior Management Group

Policy Implications

Nil

Statutory Implications

Section 5.10 of the Act stipulates the manner for the appointment of members to Council committees.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council's committees do not have delegated authority. As a result all recommendations of Council's committees must be presented to Council for consideration. It is recommended this remains in place.

An Absolute Majority decision of Council is required to appoint members to committees.

In June 2018 the role and functions of an Audit & Risk Committee, as specified in Regulation 16 of the *Local Government (Audit) Regulations 1996*, were strengthened to provide greater powers and oversight in assisting the CEO to carry out the reviews of audit systems. An Audit Committee's responsibilities were also extended to 'monitor and advise' the CEO in reviews conducted into financial management systems and audit systems and procedures, as well as support the auditor as required and have functions to oversee the implementation of audit recommendations made by the auditor, which have been accepted by Council, and accepted recommendations arising from reviews of local government systems and procedures.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2 & 5.3

Reference: 5.2.1 & 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Terms of Reference ensure committee members are aware of their role and responsibilities and mitigates the risk of committee's acting outside their responsibility.

Financial Implications

Section 5.98 of the *Local Government Act 1995* states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members – Sitting Fees.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution 11.1

Moved: Cr Metcalf

Seconded: Cr Hudson

0876 That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:

1. Confirms the re-establishment of the following Council committees:
 - a. Shire of Dowerin Audit & Risk Committee;
 - b. Shire of Dowerin Asset & Works Committee;
 - c. Shire of Dowerin Bush Fire Advisory Committee;
 - d. Shire of Dowerin Local Emergency Management Committee;
 - e. Shire of Dowerin Australia Day Honours Committee; and
2. Confirms the Terms of Reference for the following Council committees:
 - a. Shire of Dowerin Audit & Risk Committee, as revised and presented in Attachment 11.1A;
 - b. Shire of Dowerin Asset & Works Committee, as presented in Attachment 11.1B;
 - c. Shire of Dowerin Bush Fire Advisory Committee, as presented in Attachment 11.1C;
 - d. Shire of Dowerin Local Emergency Management Committee, as presented in Attachment 11.1D; and
3. Appoints the following Councillors as representatives to the following Council committees:


Committee	Representatives
Audit & Risk Committee	Members: Cr Trepp; Cr Ward; and Cr Hudson. Deputies: Cr McMorran
Asset & Works Committee	Members: Cr Metcalf Cr Sewell Cr Trepp

	Deputies: Cr Allsopp
Dowerin Bush Fire Advisory Committee	Members: Cr Metcalf Cr Deputies: Cr Allsopp
Dowerin Local Emergency Management Committee	President Deputies: Cr McMorran
Australia Day Honours Committee	Members: Cr Ward Cr Allsopp Deputies: Cr McMorran

CARRIED 7/0

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

11.2 Nomination for External Committees

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	30 October 2023	
Location:	Not applicable	
Responsible Officer:	David Singe, Chief Executive Officer	
Author:	Kahli Rose, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Committees/Council Committee General File	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A – GECZ Call for Nominations	

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This Item seeks nominations from Councillors for various external committees on which Council is represented and a Council resolution on those appointments.

Background

The Shire of Dowerin is currently represented by Councillors on the following external committees:

Committee	Purpose	Meeting Cycle	Previous Membership
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	<ol style="list-style-type: none"> To arrange and facilitate members working together cooperatively to address regional problems, issues or challenges and advance the interests of the region; Developing and implementing resource sharing strategies or regional service delivery models; Delivery of training and development programs for elected members or staff; and Undertaking joint tendering or purchasing arrangements. 	Bi-monthly alternating among Member Councils.	President CEO Cr Ward (Deputy)

WALGA Great Eastern Country Zone (GECZ)	<ol style="list-style-type: none"> 1. To provide a united voice for Local Governments in the GECZ; 2. To work collectively to enhance the sustainable social, environmental and economic development of the GECZ at strategic and project levels; 3. To promote the profile of Local Government within the region encompassed within the GECZ; 4. To speak on behalf of Local Governments in the GECZ; 5. To elect, nominate and appoint Committees and representatives of the Zone to other organisations, 6. To enter into agreements, formal or informal, with organisations having similar aims and objectives, 7. To represent the views of Local Governments within the GECZ at the State Council of the Association; 8. To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and 9. To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes. 	Bi-monthly alternating between Merredin and Kellerberrin.	President Cr Hudson CEO Cr Ward (Deputy)
Kellerberrin Regional Road Group	<ol style="list-style-type: none"> 1. To allocate State Government Road Funding. 2. To lobby the State on issues effecting roads and road funding in the region. 	2-3 times per annum in Kellerberrin, Tammin or Cunderdin	Cr Metcalf Cr Hagboom (Deputy)
Goomalling Medical Surgery Advisory Committee	To provide input into the management and operation of the medical surgery based on the Shire's contribution of 33% (up to a maximum of \$25,000) per annum.	Bi-annually in Goomalling	Cr Ward Cr Sewell CEO Cr Trepp (Deputy)
Dowerin Events Management	1. For community service purposes to benefit any one or more of the communities within the Dowerin District community, including promoting, providing and carrying out all activities, facilities and projects for the benefit or welfare of the Dowerin District community, or any member or members of the Dowerin District who have a particular need by	Monthly	Cr Sewell Cr Trepp (Deputy)

	<p>reason of youth, age, infirmity or disablement, poverty, social or economic circumstances.</p> <p>2. To organise and conduct field days, to promote agricultural education & professions and the display of farming services, machinery equipment, vehicles, and allied products and to organise other displays and events including such activities offering cultural, social and community orientated programs.</p> <p>3. To do all things necessary and generally for the purposes set out above, including to assume and maintain the conduct and operation of the Association, to maintain all assets of the Association, to arrange other activities offering cultural, social and community oriented programs to own and lease land, to provide recreation facilities, buildings, accommodation and other resources for the benefit of any one or more of the communities within the Dowerin District, as deemed appropriate by the Board from time to time.</p>		
Rural Water Council of WA	Further information on the Rural Water Council was not provided at the time of production.	3 Meetings per annum	Cr Hagboom

Comment

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the representatives to external committees at the first meeting after the elections.

The Officer's Recommendation is to maintain representation on the above-mentioned committees given that Council has committed to three of these committees by way of an MoU and/or subscription and that representation is included as a condition of the MoUs; with the Kellerberrin Regional Road Group making determinations on significant regional road funding.

Nominations for each committee will be called at the meeting.

To assist Councillors with determining if they can participate in these committees the following information is provided regarding the meeting schedule and suggested time requirements:

1. NEWROC: Meets bi-monthly on Tuesday afternoons – 1.00pm alternating among the NEWROC members Councils. Preparation and pre-reading approx. 2 hours per meeting.
2. Kellerberrin Regional Road Group: Meets 2-3 times per annum in Kellerberrin, Tammin or Cunderdin for approx. 1 hour. Preparation and pre-reading approx. 2 hours. Cr Hudson is the current Chair of this committee with the MWA providing executive support to the committee.
3. Great Eastern Zone – WALGA: Meets bi-monthly in Merredin or Kellerberrin. Preparation and pre-reading up to 4 hours per meeting. The Prospectus provides additional information on WALGA, its Zones and State Council and is included as an Attachment.
4. Goomalling Medical Surgery Advisory Committee – Meets twice per annum in Goomalling. Preparation and pre-reading less than 1 hour per meeting.

5. Rural Water Council – meets three times per annum, with the location varied. These have previously been held in Merredin, Cunderdin, Northam or via Zoom. Preparation and pre-reading less than 1 hour per meeting.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Sections 5.10 and 5.11 of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2 & 5.3

Reference: 5.2.1 & 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Given that Council makes a financial contribution to these organisations, representation on committees ensures that the Shire of Dowerin's view is considered in any decision-making and mitigates the risk of decisions being contrary to the views of this Council.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.2

Moved: Cr Ward

Seconded: Cr Sewell

0877

That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:

Committee	Representatives
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	Members: Cr Trepp CEO Deputy: Cr Ward
WALGA Great Eastern Country Zone (GECZ)	Members: Cr Trepp Cr McMorran CEO Deputy: Cr Hudson
Kellerberrin Regional Road Group	Members: Cr Hudson Deputy: Cr Metcalf
Goomalling Medical Surgery Advisory Committee	Members: Cr Ward Cr Sewell CEO Deputy: Cr Trepp
Dowerin Events Management	Members: Cr Sewell Deputy: Cr Trepp
Rural Water Council	Members: Cr Trepp

CARRIED 7/0

For:

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


12.

Closure

The President thanked those in attendance and declared the meeting closed at 6:33pm.

UNCONFIRMED

Dowerin LEMC Minutes 6 November 2023

 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>	<h2>Local Emergency Management Committee Dowerin</h2>
	<h3>Minutes</h3> <p>Monday 6 November 2023 Shire of Dowerin, Dowerin</p>

ABBREVIATIONS

Crisis Care	CC
Department of Communities – Emergency Services Unit	DC
Department of Fire & Emergency Services	DFES
Strategy & Emergency Management Command	SEMC
Dowerin Bush Fire Brigade	DBFB
Dowerin Community Resource Centre	DCRC
Dowerin District High School	DDHS
Dowerin Events Management	DEM
Dowerin St John Ambulance	DSJA
St John Ambulance	SJA
Shire of Dowerin	SoD
WA Police	WAP

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 4.08pm.

In Attendance:

Robert Trepp	SoD - Shire President (Chair)
David Singe	SoD - CEO
Melissa Stone	SoD - Compliance Officer
Linley Dregghorn	DCRC - Coordinator
Rob Boase	Welfare Liaison Officer
Jason King	SJA - Community Paramedic
Barb Garner	DDHS - Principal

In Attendance Via Teams:

Jo Spadaccini	DC - District Emergency Service Officer Wheatbelt
Paul Pochintesta	WAP - Officer

Non-Attendance:**Apologies:**

Danielle Green	DEM - General Manager
Paul Millstead	DBFB - Chief Bush Fire Control Officer
Aaron Wooldridge	SoD - DCEO
Adrian Bailey	WAP - Officer in Charge
Phil Pickering	DBFB - Deputy Chief Bush Fire Control Officer
	SJA - Dowerin
Lisa Begley	SoD - Dowerin Home Care Coordinator
Yvette Grigg	DFES - District Emergency Management Advisor
Peter Richards	SJA - Dowerin Chair
Kelsi Wells	DFES Northam - Area Officer Upper Wheatbelt

Non-Attendance = No apology submitted

Dowerin LEMC Minutes 6 November 2023

2. CONFIRMATION OF MINUTES**Moved** Linley Dregghorn**Seconded:** Robert Boase

That the minutes of the Local Emergency Management Committee meeting held on 7 August 2023 be confirmed as a true and correct record of proceedings.

CARRIED**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Speed limit on Redding Road – Brian was assigned the task to follow up on this subject. However, as previous consultation with the main roads department, it was determined that they were unable to reduce the limit. It was previously mentioned that the speed limit on Redding Road has been officially gazetted as a 110km zone, it is likely that the main roads department will need to come out and re-access the situation related to the speed limit. David will now follow up and take appropriate action.

CESM funding – Still in communication with neighbouring shires.

Database of water points - letter documenting that the Shire encourages farm owners to call the Shire if they have access to a resource related to fire water. Needs to be made clear from owners that the water is deemed able and not going to affect their day to day living.

Dowerin Police Station – Adrian Bailey who has been a member of the community for the past 5-6 years will be transferring out of Dowerin Station as of Monday 13 November, Paul will step up and be the Officer in charge. This brings new challenges in terms of resourcing due to a few vacant positions within the wheatbelt – it is hoped the roles will be filled quickly.

4. STANDING ITEMS**4.1 Agency Updates**

- | | |
|---------------------------------|--|
| CC | <ul style="list-style-type: none"> No update |
| DC | <ul style="list-style-type: none"> Please refer to report sent via email. Main points of interest - the State Support Plan was endorsed by SEMC in October 2023. Updates incorporated pertain to Emergency Relief and Support changes in the terminology, the use of Welfare has been removed and replaced with Emergency Relief and Support. These changes need to be reflected in our LEMA. Evacuation Centre Audits are currently being reviewed. Dowerin has submitted theirs and is awaiting feedback. This will become an annual review. Jo will be touching base to arrange a training opportunity for the Shire involving evacuation centres and wardens. As we all know, being prepared for any emergency is crucial and it is handy to have everyone familiarised with their roles. |
| DFES
Operational | <ul style="list-style-type: none"> New Area Officer Upper Wheatbelt has been appointed, Kelsi Wells is our new AO. Melissa has been in contact with Kelsi weekly and we look forward to meeting Kelsi at our next LEMC meeting. |
| DFES
Emergency
Management | <ul style="list-style-type: none"> Please refer to report sent via email. |
| DBFB | <ul style="list-style-type: none"> The Restricted burning period was bought forward due to the fire season starting a little earlier, as a result there were a few local fires in the area. However, it was questioned why there was no ban put on Saturday 5 November 2023 due to the weather conditions and surrounding towns having fires. <p>A What's App group in the North Dowerin area has been established and has been used to coordinate all messages related to fires. BART system is running, Melissa to assist with getting all members on the app.</p> |

Dowerin LEMC Minutes 6 November 2023

- DCRC
- Unfortunate that a part-time employee has resigned, to fill this vacancy the job role will be advertised. Ongoing merger process between the two business, however we continue to maintain business as usual.
- DDHS
- The school has been buzzing with a lot of activities on the go. The students and staff put in tremendous effort to make the recent production a success. With the new year approaching, the school will experience low staff turnover, this brings stability and allows for continuity in the teaching staff. The school is in the planning stages of conducting an evacuation drill to include students, teachers and other staff members.
- DEM
- No representation
- SJA/DSJA
- Jason is in his last week and Maxi will be returning Monday 13 November. Great to note that the operational capacity has been at 100% for turn outs. Dowerin officers are doing a brilliant job. Everything currently running smoothly and its business as usual.
- SoD
- Correspond with Yvette to organise a visit to another Shire to see how they stem their LEMC meetings. Currently the community hub internet stand cannot be connected too. The hub is not protected, and anyone can jump on and use the Wi-Fi. Jo has offered to conduct a desktop exercise today.
- WAP
- Refer to business arising from previous minutes.

4.2 Contacts & Resources Register Update

The Contacts & Resources Register was circulated, with members requested to provide updates and amendments on the contents relevant to their agency.

Melissa keeping Contacts & Resources Register and LEMC up to date monthly.

5. GENERAL BUSINESS

Desktop exercise with Jo conducted.

Scenario: Long weekend in September 10.15pm

Event: Truck carrying Ammonium nitrate hazmat incident. No explosion, 2km radius exclusion zone - East of Wyalkatchem heading to Tammin. Town of Wyalkatchem to be evacuated.

2km radius exclusion zone.

Dowerin has been contacted to open their evacuation centre for the people of Wyalkatchem. From this information needs to be gathered - how many people, when are they arriving, what are they requiring, injuries, food, water, number of children etc.

Discussion:

Who was in town and capable of a response at this particular time?

Emergency evacuation kit is in the strong room at the Administration office.

Who would head out to the site: Police – roadblocks, St Johns and DBFB – they could fight a potential fire but NOT the hazmat.

Point of contacts as per LEMA: 1st Short stay number and 2nd number David Singe

Update LEMA to reflect: 1st point of contact David, 2nd point of contact Aaron DCEO. Remove STA number.

Who would oversee opening the evacuation centre: Welfare Officer, David or Aaron. If evacuation centre is the Dowerin Community Club – Suzy will need to be contacted.

Department of Communities will attend to the evac centre, timing could be up to 2 hrs for their arrival.

Dowerin LEMC Minutes 6 November 2023

For consideration:

Updating evac centres.

What is the LEMA saying, if not working we need a redundancy plan.

Discussion of the DCC being an evacuation centre as it has all the facilities as well as having the Sort Stay across the road. Put forward that the Field Days grounds is the best space for an evacuation area.

As people are arriving – to be handed food and water – to keep them calm and happy. Staff at the centre – as many people on the ground as possible.

When town is evacuated as them to bring what they can with them eg – pillows and blankets etc.

Activation Kit – Jo to send through a suggested list of items to be included in the box. Kit to be located for easy access and central. Kit needs to be moveable. To be included – electronic version to register people, list of supplies and where to purchase from, list of tasks and who to complete. Information for Coordinator and Team Leaders. School contacts – in case use of beds is required. LEMA to be included.

Local guide and checklist – Jo to deliver. Template for Shire to use and add onto. Step by step guide – red folder to be under front counter for when the call comes in everyone is clear on the process that needs to follow.

Details for Emergency WA website

6. NEXT MEETING

To be held on the first Monday of the month at 4:00pm. Venue to be Shire of Dowerin Council Chambers.

Please note that if people wish to attend via Teams, this can be arranged however the meeting location will then be at the Shire Chambers.

Monday 4 March 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 6 May 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 1 July 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 7 October 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 5.20pm.

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note	\$		\$	\$	\$	%			
Revenue from operating activities										
General Rates	6	1,503,992	1,503,992	1,561,417	1,560,426	(991)	(0.06%)			Within Variance
Other rates	6	57,425	57,425	0	0	0	0.00%			Within Variance
Grants, subsidies and contributions	12	968,914	968,914	532,174	487,546	(44,628)	(8.39%)			Within Variance
Fees and charges		830,409	830,409	456,541	492,840	36,299	7.95%			Within Variance
Interest revenue		146,488	146,488	5,496	11,656	6,160	112.08%			Within Variance
Other revenue		78,912	78,912	26,100	26,862	762	2.92%			Within Variance
Profit on disposal of assets		35,122	35,122	0	0	0	0.00%			Within Variance
		3,621,262	3,621,262	2,581,728	2,579,330	(2,398)	0.09%			
Expenditure from operating activities										
Employee costs		(1,966,082)	(1,966,082)	(641,940)	(650,402)	(8,462)	(1.32%)			Within Variance
Materials and contracts		(1,875,967)	(1,875,967)	(716,440)	(692,608)	23,832	3.33%			Within Variance
Utility charges		(179,196)	(179,196)	(59,712)	(46,247)	13,465	22.55%	😊	Timing	Utility charges are lower than YTD budget. This is expected to be a timing issue with the receipt of accounts.
Depreciation		(2,185,601)	(2,185,601)	(728,532)	(728,532)	0	0.00%			Within Variance
Finance costs		(30,120)	(30,120)	(10,032)	(13,824)	(3,792)	(37.80%)			Within Variance
Insurance		(185,189)	(185,189)	(61,632)	(80,559)	(18,927)	(30.71%)	😞	Permanent	Insurance premiums are higher than YTD budget. This will be addressed with the budget review.
Other expenditure		(90,409)	(90,409)	(14,094)	(7,955)	6,139	43.56%			Within Variance
Loss on disposal of assets		0	0	0	0	0	0.00%			
		(6,512,564)	(6,512,564)	(2,232,382)	(2,220,127)	12,255	0.55%			
Less: Profit on asset disposals		(35,122)	(35,122)	0	0	0	0.00%			Within Variance
Movement in liabilities associated with restricted cash		4,970	4,970	0	0	0	0.00%			Within Variance
Add: Depreciation on assets		2,185,601	2,185,601	728,532	728,532	0	0.00%			Within Variance
Amount attributable to operating activities		(735,853)	(735,853)	1,077,878	1,087,735	9,857	(0.91%)			

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

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note	\$		\$	\$	\$	%			
CONTINUED										
Investing activities										
Inflows and Outflows from investing activities										
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	1,188,483	1,359,425	170,942	14.38%	😊	Timing	Road grants are higher than YTD budget. This is a timing issue with grant funding milestones.
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊	Timing	Revenue has been received for the Trade of the Hino, staff will dispose of the item in the Asset register after the finalisation of the Annual Financial Report.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(36,000)	(130,726)	(94,726)	(263.13%)	😞	Timing	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(413,387)	(374,152)	39,235	9.49%			Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	739,096	883,638	144,542	(19.56%)			
Financing Activities										
Inflows from financing activities										
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%			Within Variance
		218,510	218,510	0	0	0	0.00%			
Outflows from financing activities										
Repayment of debentures	9	(106,134)	(106,134)	(22,615)	(22,615)	0	0.00%			Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%			Within Variance
		(504,560)	(504,560)	(22,615)	(22,615)	0				
Amount attributable to financing activities		(286,050)	(286,050)	(22,615)	(22,615)	0	0.00%			
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)			
Amount attributable to operating activities		(735,853)	(735,853)	1,077,878	1,087,735	9,857	0.91%			
Amount attributable to investing activities		(788,897)	(788,897)	739,096	883,638	144,542	19.56%			
Amount attributable to financing activities		(286,050)	(286,050)	(22,615)	(22,615)	0	0.00%			
Surplus or deficit at the end of the financial year		0	0	3,605,159	3,754,528	149,369	(4.14%)			

KEY INFORMATION



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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2023	NATURE OR TYPE DESCRIPTIONS
REVENUE	EXPENSES
RATES All rates levied under the <i>Local Government Act 1995</i> . 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.	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.
Grants, subsidies and contributions Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.	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.
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.	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.
REVENUE FROM CONTRACTS WITH CUSTOMERS Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.	Insurance All insurance other than worker's compensation and health benefit insurance included as a cost of employment.
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.	Loss on disposal of assets Shortfall between the value of assets received over the net book value for assets on their disposal.
SERVICE CHARGES Service charges imposed under <i>Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996</i> 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.	Depreciation Depreciation expense raised on all classes of assets.
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.	Finance costs Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.
Other revenue Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.	Other expenditure Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.
Profit on disposal of assets Excess of assets received over the net book value for assets on their disposal.	

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(35,122)	0
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	728,532
Total non-cash items excluded from operating activities		2,155,449	728,532

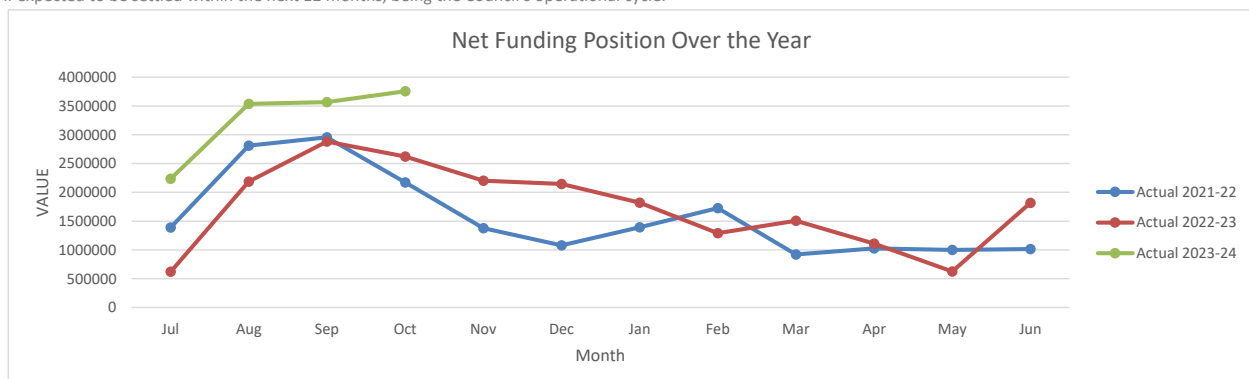
(b) Adjustments to net current assets in the Statement of Financial Activity

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 Un- Audited Actual 30 June 2023	This Time Last Year 31 October 2022	Year to Date 31 October 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,984,280)
Add: Borrowings	9	83,711	106,129	83,513
Add: Provisions funded by Reserve		114,100	114,100	97,883
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,287,098)
(c) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	2	4,713,673	4,832,246	4,359,392
Rates receivables	3	160,197	160,197	433,206
Receivables	3	563,601	476,588	1,140,909
Stock on Hand	4	23,825	17,171	22,099
Total Current Assets		5,461,296	5,486,202	5,955,606
Less: Current liabilities				
Payables	5	(346,994)	(340,554)	(114,035)
Borrowings	9	(83,711)	(106,129)	(91,552)
Contract liabilities	11	(231,024)	(231,024)	(650,193)
Provisions	11	(202,298)	(238,675)	(202,298)
Total Current Liabilities		(864,027)	(916,382)	(1,058,078)
		4,597,269	4,569,820	4,897,528
Less: Total adjustments to net current assets	(b)	(2,786,469)	(2,764,051)	(2,287,098)
Closing funding surplus / (deficit)		1,810,800	1,805,770	2,610,430

CURRENT AND NON-CURRENT CLASSIFICATION

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



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

NOTE	31 October 2023	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,377,255	4,832,246
Trade and other receivables	1,222,884	636,785
Inventories	52,782	17,171
TOTAL CURRENT ASSETS	7,652,921	5,486,202
NON-CURRENT ASSETS		
Trade and other receivables	24,594	24,594
Other financial assets	61,117	61,117
Property, plant and equipment	20,531,389	20,660,380
Infrastructure	65,175,951	65,270,616
TOTAL NON-CURRENT ASSETS	85,793,051	86,016,707
TOTAL ASSETS	93,445,972	91,502,909
CURRENT LIABILITIES		
Trade and other payables	558,513	340,554
Other liabilities	231,024	231,024
Borrowings	83,513	106,129
Employee related provisions	238,675	238,675
TOTAL CURRENT LIABILITIES	1,111,725	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	2,195,477	2,000,134
NET ASSETS	91,250,495	89,502,775
EQUITY		
Retained surplus	36,031,861	34,284,141
Reserve accounts	2,984,280	2,984,280
Revaluation surplus	52,234,354	52,234,354
TOTAL EQUITY	91,250,495	89,502,775

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

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2023

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 November 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.
In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.
All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

SHIRE OF DOWERIN

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

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

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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2023

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.81 M	(\$0.01 M)
Closing	\$0.00 M	\$3.61 M	\$3.75 M	\$0.15 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.87 M	% of total
Unrestricted Cash	\$2.88 M	49.1%
Restricted Cash	\$2.98 M	50.9%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.56 M	% Outstanding
Trade Payables	\$0.01 M	
Over 30 Days		(0.1%)
Over 90 Days		-0.1%
Refer to Note 5 - Payables		

Receivables		
	\$0.80 M	% Collected
Rates Receivable	\$0.43 M	71.8%
Trade Receivable	\$0.80 M	
Over 30 Days		6.9%
Over 90 Days		0.8%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	\$1.08 M	\$1.09 M	\$0.01 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	\$0.49 M	% Variance
YTD Budget	\$0.53 M	(8.4%)
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.49 M	% Variance
YTD Budget	\$0.46 M	8.0%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$0.74 M	\$0.88 M	\$0.14 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	7.5%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.50 M	% Spent
Adopted Budget	\$5.04 M	(90.0%)
Refer to Note 8 - Capital Acquisition		

Non-Operating Grants		
YTD Actual	\$1.36 M	% Received
Adopted Budget	\$4.19 M	(67.6%)
Refer to Note 8 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	(\$0.02 M)	(\$0.02 M)	\$0.00 M
Refer to Statement of Financial Activity			

Borrowings		
Principal repayments	\$0.11 M	
Interest expense	\$0.03 M	0.0%
Principal due	\$1.17 M	
Refer to Note 9 - Borrowings		

Reserves	
Reserves balance	\$2.98 M
Interest earned	\$0.00 M
Refer to Note 10 - Cash Reserves	

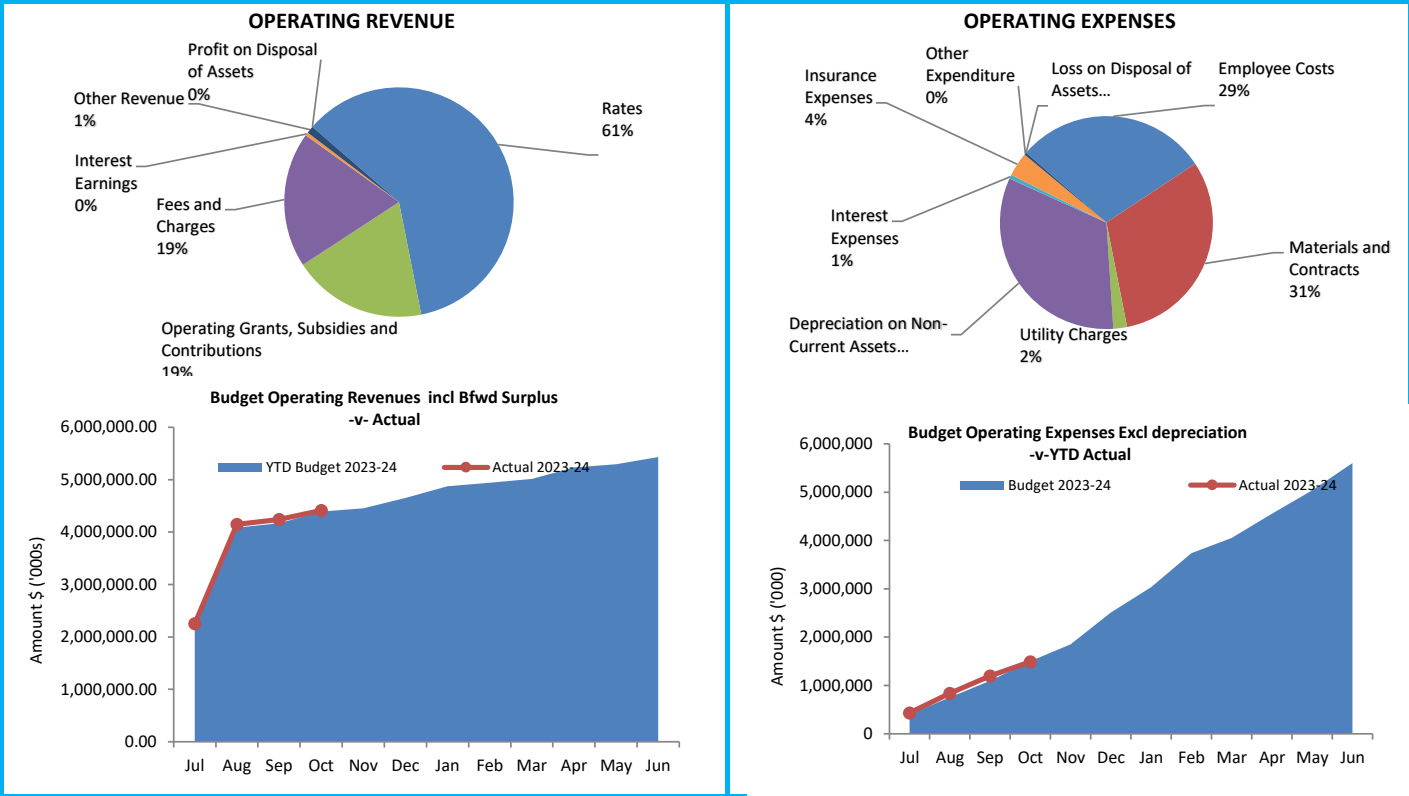
This information is to be read in conjunction with the accompanying Financial Statements and notes.

MONTHLY FINANCIAL REPORT

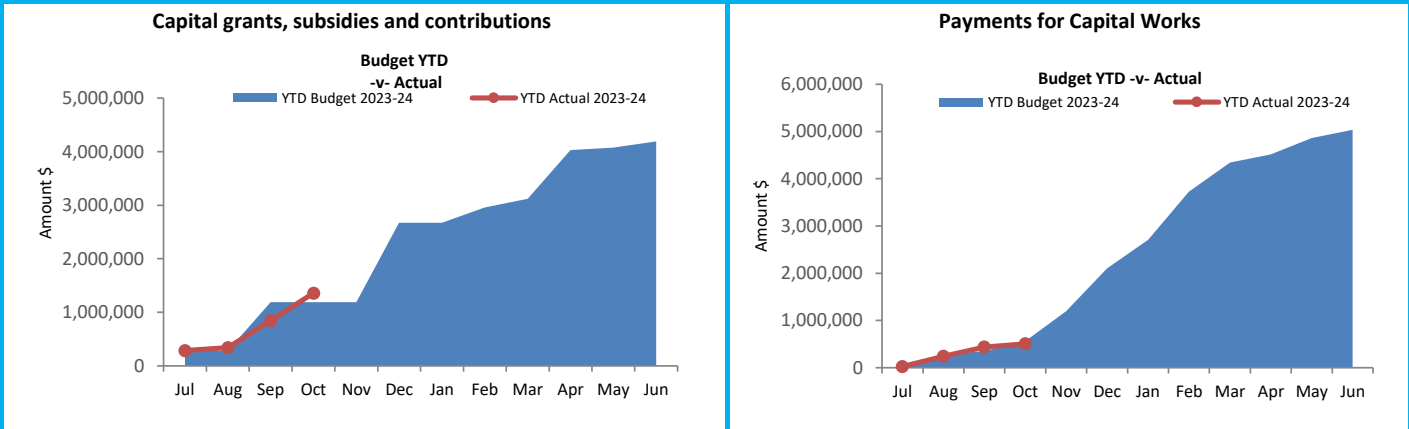
FOR THE PERIOD ENDED 31 OCTOBER 2023

SUMMARY INFORMATION - GRAPHS

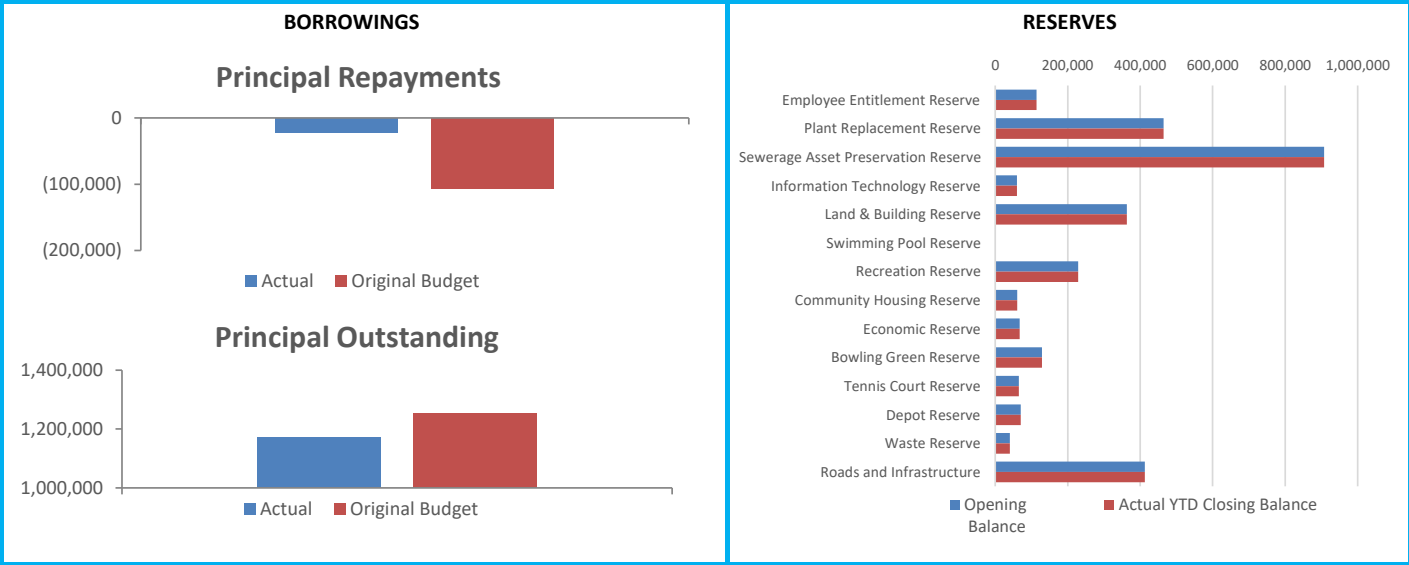
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 1
BY PROGRAM

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
Note								
	\$		\$	\$	\$	%		
Revenue from operating activities								
Governance	1,500	1,500	0	2,978	2,978	0.00%	Within Variance	
General purpose funding	1,741,865	1,741,865	1,578,233	1,592,198	13,965	0.88%	Within Variance	
Law, order and public safety	34,716	34,716	9,072	17,082	8,010	88.29%	Within Variance	
Health	3,300	3,300	1,100	109	(991)	(90.09%)	Within Variance	
Education and welfare	652,572	652,572	322,786	205,737	(117,049)	(36.26%)	☹️	HCP and CHSP funding combined is \$112K lower than YTD budget. This is generally offset by lower expenditure.
Housing	161,992	161,992	53,996	76,807	22,811	42.25%	😊	Housing revenue is higher than YTD budget. This will be assessed with the budget review.
Community amenities	289,445	289,445	269,389	266,134	(3,255)	(1.21%)	Within Variance	
	50,180	50,180	14,504	8,543	(5,961)	(41.10%)	Within Variance	
Transport	181,004	181,004	169,668	174,905	5,237	3.09%	Within Variance	
Economic services	407,966	407,966	135,980	176,571	40,591	29.85%	😊	CRC Grants and fees and charges are higher than YTD budget. It is expected that these will be offset by higher expenditure.
Other property and services	96,722	96,722	27,000	58,266	31,266	115.80%	😊	Private works revenue is \$24K higher than YTD budget. This will be partly offset by higher expenditure.
	3,621,262	3,621,262	2,581,728	2,579,330	(2,398)			
Expenditure from operating activities								
Governance	(560,449)	(560,449)	(214,412)	(235,369)	(20,957)	(9.77%)	Within Variance	
General purpose funding	(197,452)	(197,452)	(64,484)	(70,478)	(5,994)	(9.30%)	Within Variance	
Law, order and public safety	(164,240)	(164,240)	(54,776)	(50,547)	4,229	7.72%	Within Variance	
Health	(61,229)	(61,229)	(11,996)	(6,020)	5,976	49.82%	Within Variance	
Education and welfare	(590,578)	(590,578)	(189,072)	(248,929)	(59,857)	(31.66%)	☹️	Unbudgeted costs of \$55K associated with the installation of rail and pathway for independence in the Aged and Disability Services area. This will be offset with additional revenue.
Housing	(269,675)	(269,675)	(98,778)	(82,677)	16,101	16.30%	😊	Housing maintenance in lower than YTD budget. This may even out over the year
Community amenities	(533,678)	(533,678)	(177,327)	(147,359)	29,968	16.90%	😊	Sewerage and Sanitation budgets are lower than YTD budget. These may even out during the year.
Recreation and culture	(1,278,073)	(1,278,073)	(398,736)	(382,697)	16,039	4.02%	Within Variance	
Transport	(2,069,507)	(2,069,507)	(692,546)	(558,519)	134,027	19.35%	😊	Road maintenance is \$127K lower than YTD budget, this is expected to be a timing variance where costs will even out during the year.
Economic services	(741,131)	(741,131)	(250,737)	(262,209)	(11,472)	(4.58%)	Within Variance	
Other property and services	(46,552)	(46,552)	(79,518)	(175,322)	(95,804)	(120.48%)	☹️	Plant Operating costs are \$86K higher than YTD budget, \$17K relates to higher part and repairs and the balance is undercover of Plant Costs. Staff will review these with the budget review.
	(6,512,564)	(6,512,564)	(2,232,382)	(2,220,127)	12,255			
Less: Profit on asset disposals	(35,122)	(35,122)	0	0	0	0	Within Variance	
Movement in liabilities associated with restricted cash	4,970	4,970	0	0	0	0	Within Variance	
Add: Depreciation on assets	2,185,601	2,185,601	728,532	728,532	0	0.00%	Within Variance	
Amount attributable to operating activities	(735,853)	(735,853)	1,077,878	1,087,735	9,857			

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

**NOTE 1
BY PROGRAM**

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
CONTINUED									
Investing Activities									
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	1,188,483	1,359,425	170,942	14.38%	😊	Road grants are higher than YTD budget. This is a timing issue with grant funding milestones.
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊	Revenue has been received for the Trade of the Hino, staff will dispose of the item in the Asset register after the finalisation of the Annual Financial Report.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(36,000)	(130,726)	(94,726)	263.13%	😞	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(413,387)	(374,152)	39,235	9.49%		Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	739,096	883,638	144,542			
Financing Activities									
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%		Within Variance
Repayment of debentures	9	(106,134)	(106,134)	(22,615)	(22,615)	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%		Within Variance
Amount attributable to financing activities		(286,050)	(286,050)	(22,615)	(22,615)	0			
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)		
Amount attributable to operating activities		(735,853)	(735,853)	1,077,878	1,087,735	9,857	0		
Amount attributable to investing activities		(788,897)	(788,897)	739,096	883,638	144,542	0		
Amount attributable to financing activities		(286,050)	(286,050)	(22,615)	(22,615)	0	0		
Surplus or deficit at the end of the financial year		0	0	3,605,159	3,754,528	149,369	(0)		

KEY INFORMATION

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

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

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

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2023

Note 1 (Cont'd)
REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	500	0	500	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,879,147	0	2,879,147	0	NAB	0.05%	At Call
Term Deposits								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	4.70%	25/12/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	4.22%	7/01/2024
	Financial assets at amortised cost	4,001	984,280	988,281		Bendigo	4.30%	1/11/2023
Total		2,883,648	2,984,280	5,867,928				
Comprising								
Cash and cash equivalents		2,879,647	0	2,879,647	0			
Financial assets at amortised cost		4,001	2,984,280	2,988,281	0			
		2,883,648	2,984,280	5,867,928	0			

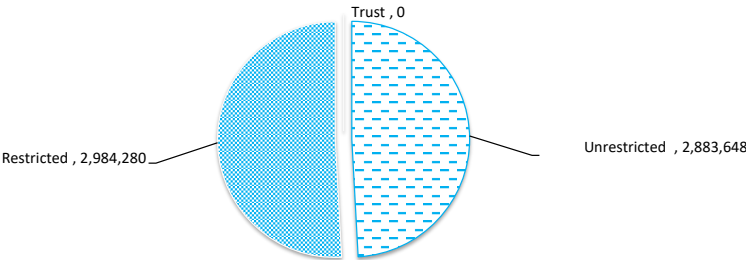
KEY INFORMATION

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

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

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

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



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

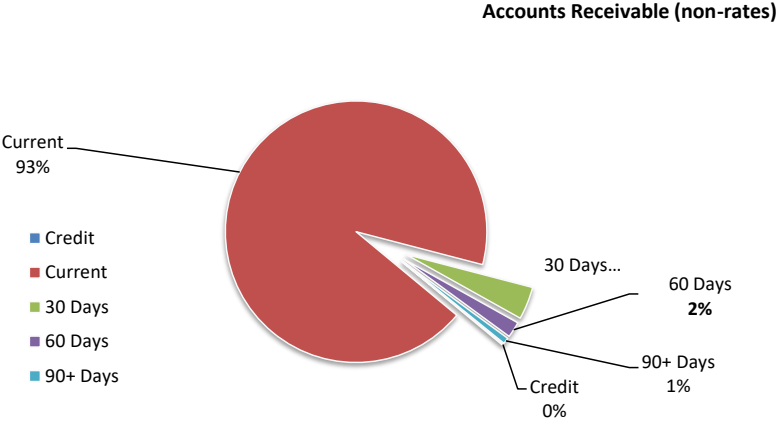
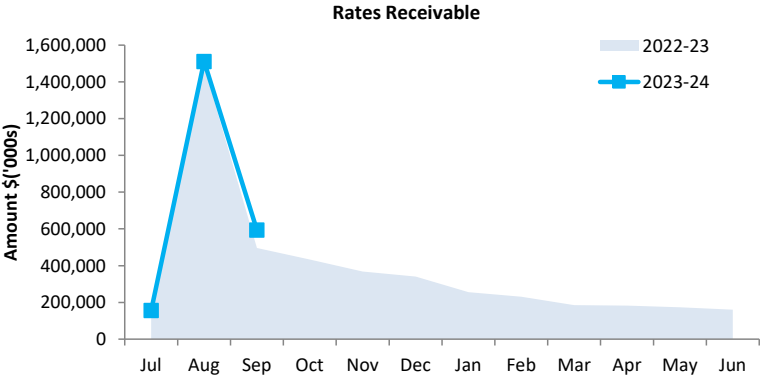
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,402,771	1,560,426
Less - collections	(1,362,166)	(1,235,597)
Equals current outstanding	160,197	485,026
Less allowance for impairment of receivables		(59,782)
Net rates collectable	160,197	425,244
% Collected	89.5%	71.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,184)	594,465	25,832	12,589	4,870	636,571
Percentage	(0.2%)	93.4%	4.1%	2%	0.8%	
Balance per trial balance						
Sundry receivable	(1,184)	594,465	25,832	12,589	4,870	636,571
Accrued Income	0	103,668	0	0	0	103,668
GST receivable	0	32,403	0	0	0	32,403
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Loans Club/Institutions - Current	0	0	0	0	0	0
Total receivables general outstanding						797,640
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase/(Decrease)	Closing Balance 31 October 2023
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	17,171	35,611	52,782
Total other current assets	17,171	35,611	52,782
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

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

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

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

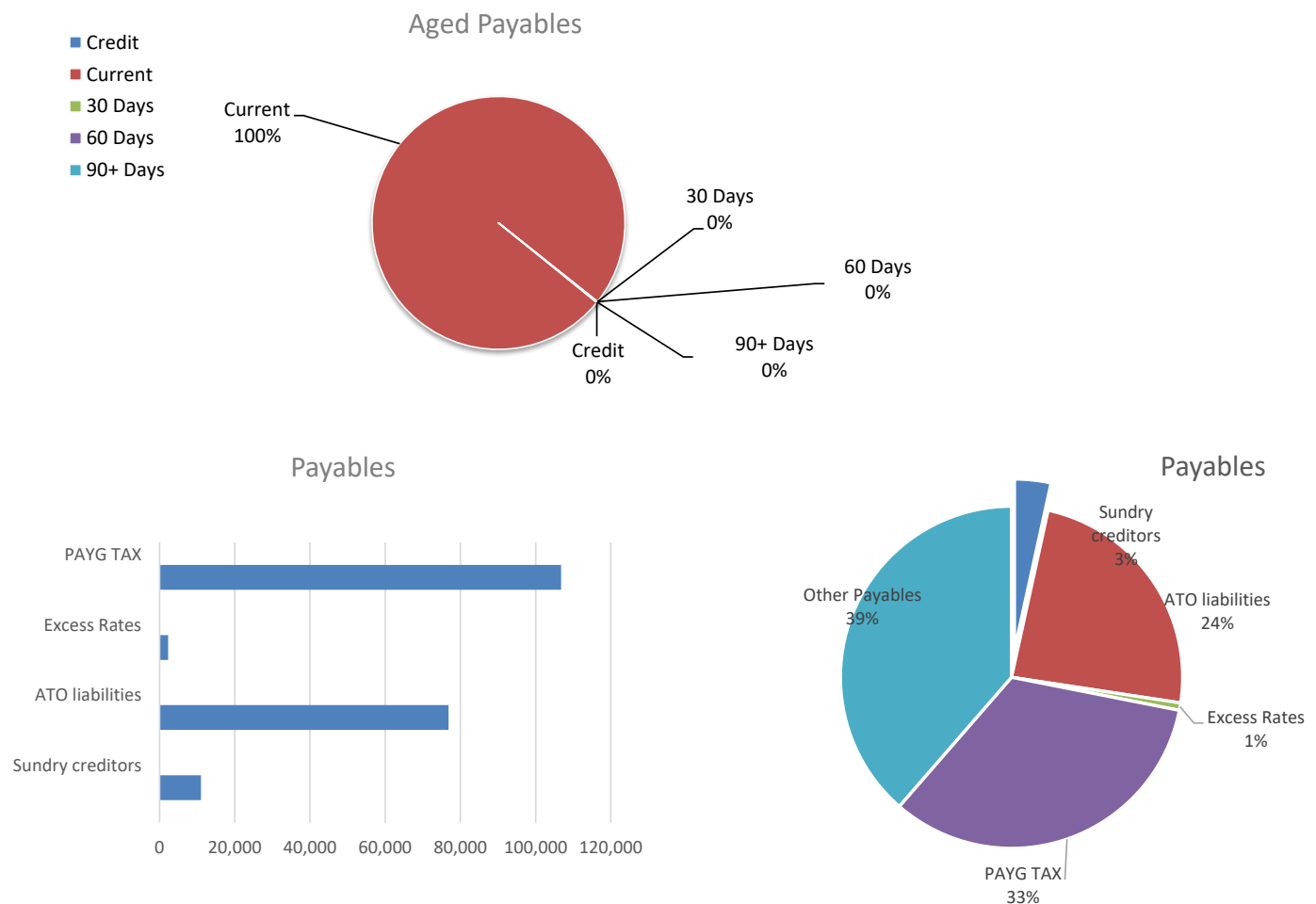
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	559,268	0	0	(755)	558,513
Percentage	0%	100.1%	0%	0%	-0.1%	
Balance per trial balance						
Sundry creditors	0	11,763	0	0	(755)	11,008
ATO liabilities	0	76,844	0	0	0	76,844
Excess Rates	0	2,253	0	0	0	2,253
PAYG TAX	0	106,764	0	0	0	106,764
Other Payables	0	123,822	0	0	0	123,822
Payroll Creditors	0	340,330	0	0	0	340,330
Gst Payable		0				0
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - CI	0	12,045	0	0	0	12,045
Accrued Expenses	0	(165,818)	0	0	0	(165,818)
Total payables general outstanding						558,513

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



FOR THE PERIOD ENDED 31 OCTOBER 2023

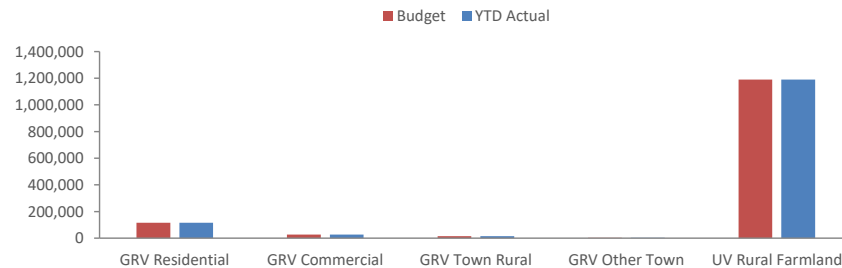
OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	116,024	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	14,306	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value											
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,190,799	(1,242)	0	1,189,557
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	1,350,985	(1,242)	0	1,349,743
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	(1,242)	0	1,503,001
Ex-gratia rates							57,425				57,425
Total general rates							1,561,417				1,560,426

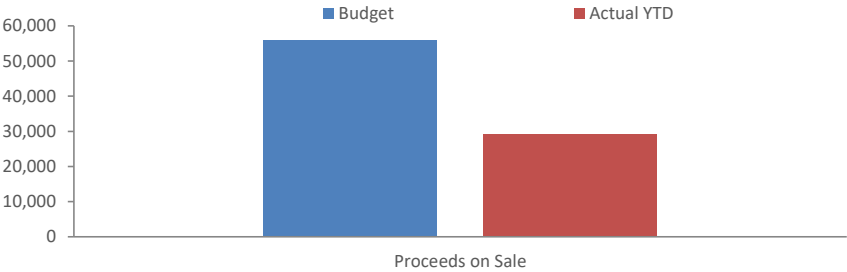
KEY INFORMATION



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

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												
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	56,000	35,122	0	0	0	0	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	0	0	0	0	0	29,091	0	0
		20,878	56,000	35,122	0	20,878	56,000	35,122	0	0	29,091	0	0



** Item to be disposed after EOY Asset audit processes are complete.

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

INVESTING ACTIVITIES

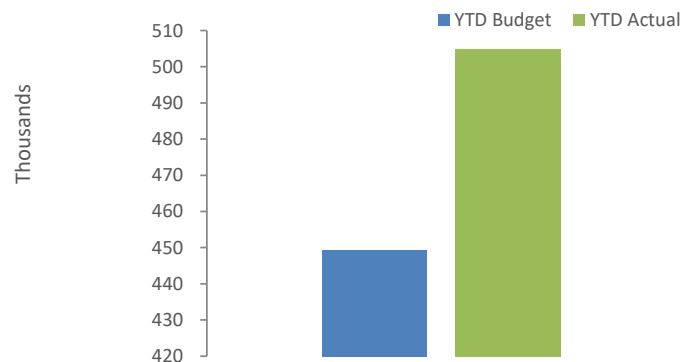
NOTE 8

CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	24,000	21,605	(2,395)
Furniture and equipment	52,000	52,000	12,000	0	(12,000)
Plant and equipment	172,669	172,669	0	109,121	109,121
Infrastructure - roads	4,410,569	4,410,569	413,387	373,629	(39,758)
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	0	524	524
Payments for Capital Acquisitions	5,036,112	5,036,112	449,387	504,878	55,491
Total Capital Acquisitions	5,036,112	5,036,112	449,387	504,878	55,491
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	1,188,483	1,359,425	170,942
Other (disposals & C/Fwd)	56,000	121,000	0	29,091	29,091
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(739,096)	(883,638)	(144,542)
Capital funding total	5,036,112	5,036,112	449,387	504,878	55,491

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	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings						
BC044	Sports Recreation Centre - Building (Capital)	24,000	24,000	21,605	2,395	Ceiling repairs complete
BC049	Hockey Pavilion - Building (Capital)	156,114	0	0	0	
Total		180,114	24,000	21,605	2,395	
Furniture and equipment						
FE001	Council Chambers Audio System	12,000	12,000	0	12,000	Commencing Oct23
FE002	IT Renewal Server	40,000	0	0	0	In progress
Total		52,000	12,000	0	12,000	
Plant and Equipment						
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	0	109,121	(109,121)	
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	
Total		172,669	0	109,121	(109,121)	
Infrastructure - Roads						
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	0	17,326	(17,326)	In progress
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	0	5,062	(5,062)	Commencing Mar24
LRC013	LRCIP - Berring East Road	190,826	190,826	163,401	27,425	Completed, gravel pit rehabilitation pending.
LRC164	Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000	Road Construction General (Budgeting Only)	60,000	0	0	0	By May24 - as this was budgeted for Rehab. Purposes.
R2R003	Koombekine North Road (R2R)	24,413	8,136	300	7,836	Commencing Nov23
R2R015	Hindmarsh Back Road (R2R)	93,145	31,048	9,401	21,647	Commencing Nov23
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040	Booralaming West Road (R2R)	112,500	0	12,990	(12,990)	Works Commencing Dec23
R2R041	Moonijin East Road (R2R)	123,615	0	5,062	(5,062)	Works Commencing Apr24
R2R042	McHugh Road (R2R)	67,327	22,444	3,126	19,318	Works Commencing Nov23
RRG003	Koombekine North Road (RRG)	585,184	0	14,828	(14,828)	Works Commencing Feb24
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	38,932	14,685	24,247	In progress
BS183	Dowerin-Meckering Road (BS)	801,922	10,000	8,355	1,645	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	61,393	104,070	(42,677)	In progress
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	50,608	15,024	35,584	In progress
Total		4,410,569	413,387	373,629	39,758	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023			INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS (CONTINUED)		
Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0
PC075	Town Site Greening Water Scheme	142,560	0	0	0
Total		182,560	0	0	0
Infrastructure - Other					
OC11	Public Art Projects	25,000	0	0	0
OC018	Dowerin Standpipe Upgrade	13,200	0	0	0
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	524	(524) Costing to be corrected
Total		38,200	0	524	(524)
TOTALS		5,036,112	449,387	504,878	(55,491)

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

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
Particulars	Loan No.	1 July 2023	\$	\$	\$	\$	\$	\$
Housing								
Government Regional Officer Housing	100	227,550	(5,694)	(11,489)	233,244	239,039	0	(8,218)
Recreation and culture								
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
Transport								
Multi Tyre Roller	103	108,846	0	(21,070)	108,846	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
Economic services								
Short Stay Accommodation	99	564,486	(16,922)	(35,189)	581,408	599,675	0	(17,982)
Total		1,148,163	(22,615)	(106,134)	1,170,778	1,254,297	0	(30,120)
Current borrowings		106,134			83,513			
Non-current borrowings		1,042,029			1,087,265			
		1,148,163			1,170,778			

All debenture repayments were financed by general purpose revenue.

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

KEY INFORMATION

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

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

**FINANCING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

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

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
Other current liabilities		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
Total unspent grants, contributions and reimbursements		231,024	0	0	231,024
Provisions					
Annual leave		149,078	0	0	149,078
Long service leave		89,597	0	0	89,597
Total Provisions		238,675	0	0	238,675
Total other current assets		469,699	0	0	469,699
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023		OPERATING ACTIVITIES		
		NOTE 12		
		OPERATING GRANTS AND CONTRIBUTIONS		
		Operating grants, subsidies and contributions revenue		
Provider	Original Budget Revenue	YTD Budget	YTD Revenue Actual	Comments
	\$	\$	\$	
Operating grants and subsidies, Contributions and reimbursements				
Governance				
MEMBERS - Contributions & Donations	1,500	0	364	
OTH GOV - Reimbursements	0	0	2,615	
General purpose funding				
GEN PUR - Financial Assistance Grant - General	0	0	11,079	
GEN PUR - Financial Assistance Grant - Roads	0	0	8,559	
Law, order, public safety				
ESL BFB - Operating Grant	30,000	7,500	11,844	
Education and welfare				
AGED OTHER - Grant Funding - CHSP	226,260	113,130	31,069	
AGED OTHER - Grant Funding - HCP	404,912	202,456	171,618	
WELFARE - Grants	5,400	1,800	0	
Housing				
OTH HOUSE - Rental Reimbursements	0	0	29,152	
Community amenities				
ENVIRON - Reimbursements	504	0	300	
Recreation and culture				
REC - Contributions & Donations	504	168	2,067	
REC - Reimbursements - Other Recreation	504	168	0	
REC - Grants	0	0	54	
LIBRARY - Other Grants	5,000	5,000	0	
OTH CUL - Contributions & Donations - Other Culture	2,400	0	0	
OTH CUL - Grants - Other Culture	13,764	0	545	
Transport				
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621	
ROADM - Street Lighting Subsidy	0	0	(4,262)	C/Note for Prior year.
Economic services				
TOUR - Other Income Relating to Tourism & Area Promotion	396	132	0	
CRC - Grants	100,970	33,656	53,433	
CRC - Grants (excl GST)	5,000	1,664	0	
Other property and services				
PWO - Other Reimbursements	300	0	0	
POC - Fuel Tax Credits Grant Scheme	7,500	2,500	0	
ADMIN - Reimbursements	0	0	488	
	968,914	532,174	487,546	

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

INVESTING ACTIVITIES

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

		Non operating grants, subsidies and contributions revenue				Varanace
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	
		\$	\$	\$	\$	
Non-operating grants and subsidies						
General purpose funding						
	Gen Pur - Grant Funding (No Gst)	577,376	577,376	577,376	555,658	21,718
Recreation and culture						
	Rec - Grants	237,223	237,223	59,306	8,851	50,455
	Rec - Contributions & Donations	0	0	0	0	0
	Oth Cul - Grants - Other Culture	42,500	42,500	0	0	0
Transport Funding						
RRG	Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	277,476	277,476	0
R2R	Roadc - Roads To Recovery Grant	544,750	544,750	217,900	0	217,900
WSFN	Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	56,425	517,440	(461,015)
TOTALS		4,191,215	4,191,215	1,188,483	1,359,425	(170,942)



SHIRE OF DOWERIN
List of Payments for Period Ending
31-Oct-23

Chq/EFT	Date	Name	Description	Amount	Contra
CHQ11020	13/10/2023	Shire of Dowerin	Petty Cash - refreshments, postage, cleaning	\$ 192.15	
EFT11021	16/10/2023	Synergy	Electricity - SSA Ablutions - 17/08/23 - 20/09/23	\$ 6,977.79	
EFT11399	02/10/2023	Australian Taxation Office	BAS July 2023	\$ 39,482.00	
EFT11400	06/10/2023	Western Australian Treasury Corporation	Loan 99	\$ 26,585.24	
EFT11401	06/10/2023	Xenex Systems Pty Ltd	VoIP phone system and SBC device	\$ 476.33	
EFT11440	10/10/2023	Avon Waste	Domestic rubbish collection 26/09/23	\$ 2,845.58	
EFT11441	10/10/2023	Ampac Debt Recovery WA Pty Ltd	Debt Recovery Sept 2023	\$ 2,642.75	
EFT11442	10/10/2023	Boekeman Machinery	Carry out 3000hr service and rectify 3 point linkage issues	\$ 2,463.82	
EFT11443	10/10/2023	Courtney's Cleaning	HCP3- AB-Domestic Assistance & Travel	\$ 319.52	Fully Funded
EFT11444	10/10/2023	BOC Limited	Industrial gas cylinder hire 29/08/23-27/09/23	\$ 25.01	
EFT11445	10/10/2023	Bear Pantry Cafe	Catering platters	\$ 990.00	
EFT11446	10/10/2023	Bunnings Group Limited	Supply door latch/padlock and fittings	\$ 48.78	
EFT11447	10/10/2023	Bandwidth Holdings Pty Ltd	SSA WiFi	\$ 121.00	
EFT11448	10/10/2023	Sheldon Cox	Unleaded Fuel for depot	\$ 115.45	
EFT11449	10/10/2023	Landgate	Annual Subscription for SLIP charges	\$ 2,607.15	
EFT11450	10/10/2023	Dowerin Community Club	Refreshments	\$ 100.00	
EFT11451	10/10/2023	Initial Hygiene	Provision of Sanitary Bins and Collection	\$ 485.91	
EFT11452	10/10/2023	Lite n' Easy	Provision of frozen meals fortnightly	\$ 130.02	Fully Funded
EFT11453	10/10/2023	LG Best Practices Pty Ltd	Bank reconciliations & BAS preparations- 02/09/23-27/09/23	\$ 6,022.50	
EFT11454	10/10/2023	Marketforce	Advertisement of Sale of Recalcitrant Rates Property in the West Australian Newspaper	\$ 1,150.81	
EFT11455	10/10/2023	Marda Property Care	Gardening Service - Best St Koorda - 2023/24	\$ 1,056.25	Fully Funded
EFT11456	10/10/2023	Newground Water Services Pty Ltd	Carry out monthly maintenance checks on reticulation for September	\$ 3,427.82	
EFT11457	10/10/2023	Northam Betta Home Living	Supply Chef CFG503 54CM gas upright cooker for 2/18 Memorial Dr	\$ 778.00	
EFT11458	10/10/2023	Natural Area Consulting Management Services	Carry out spring 2023 flora survey for Blackspot Project BS183	\$ 2,970.00	Part funded
EFT11459	10/10/2023	NWSM Garage doors Pty Ltd	Service 2 Roller doors in the lifestyle pavillion	\$ 1,100.00	
EFT11460	10/10/2023	Officeworks	2 x LG Desktop Monitors	\$ 365.95	
EFT11461	10/10/2023	Petchell Mechanical	Repair tipping fault on D004	\$ 2,015.01	
EFT11462	10/10/2023	5Rivers Plumbing & Gas	Replace broken fittings under sink at 3/13 Stacy St	\$ 575.74	
EFT11463	10/10/2023	R B Motors Pty Ltd	Supply fuel cap Ford Ranger D08	\$ 54.55	
EFT11464	10/10/2023	The Rural Movement	Gym inductions x 5	\$ 100.00	
EFT11465	10/10/2023	Rural Ranger Services	Ranger services 20/09/23, 22/09/23, 27/09/23 & 28/09/23	\$ 989.12	
EFT11466	10/10/2023	Goomalling Medical Surgery	Medical appointments - Hep A & B test	\$ 120.00	
EFT11467	10/10/2023	Smart Office Systems Pty Ltd	Updates for CRC, councillor portal & EGO	\$ 1,967.63	
EFT11468	10/10/2023	Shred-X Pty Ltd	Shredding Sept 23	\$ 13.00	
EFT11469	10/10/2023	Team Global Express	Freight from Malaga & Nedlands 22/09/23	\$ 110.39	
EFT11470	10/10/2023	MD Windsor	Supply & install new lock/handle to Minnivale Fire Shed door	\$ 187.55	
EFT11471	10/10/2023	Westrac Equipment	16 X 1U-3252 - Tips 1 X 256-7903 Filter 1 X 256-7902 - Filter	\$ 1,247.07	
EFT11472	10/10/2023	Goomalling Pharmacy	Supply incontinence products	\$ 634.15	Fully Funded
EFT11473	10/10/2023	Weslind Waters	Rates refund for duplicate payment received on assessment A945 LOT 11 NAMBLING SOUTH ROAD UCARTY WA 6462	\$ 5,688.81	
EFT11474	10/10/2023	Wongan Hills Pharmacy	Supply incontinence products	\$ 43.99	Fully Funded
EFT11475	10/10/2023	Walkers Diesel Services	Make repairs to CAT299 tracks	\$ 687.50	
EFT11476	10/10/2023	Wallis Computer Solutions	ICT Hardware Equipment rental	\$ 1,001.00	
EFT11477	10/10/2023	Xenex Systems Pty Ltd	Travel to CRC for site visit for telephone service	\$ 244.20	

EFT11478	10/10/2023	Zone 50 Engineering Surveys Pty Ltd	Supply design and survey services for the concept designs for Bailey East West and Moonijin East intersections for Dowerin Kalanie Road WFN182G	\$	5,632.00	
EFT11479	12/10/2023	Dowerin Tyre & Exhaust	Supply & fit 4 new tyres (Maxum MS906) to Mustang skid steer	\$	2,119.00	Part funded
EFT11480	12/10/2023	Dowerin Gourmet Butchershop	Supply food for depot staff farewell BBQ	\$	96.23	
EFT11481	12/10/2023	Joelectrics	Install aerial at 2/18 Memorial	\$	975.15	
EFT11482	12/10/2023	Quairading Earthmoving	Supply dozer for gravel stockpile for Dowerin kalannie Road WFN182G	\$	52,984.25	Part funded
EFT11483	12/10/2023	Wallis Computer Solutions	Network switch & wireless point infrastructure	\$	3,550.25	
EFT11484	13/10/2023	Courtney's Cleaning	HCP4C - Domestic Assistance & Travel	\$	1,172.71	Fully Funded
EFT11485	13/10/2023	Complete Office Supplies	Stationery Order for CRC	\$	370.66	
EFT11486	13/10/2023	Country Copiers	Printer reading from 07/09/23-10/10/23	\$	555.74	
EFT11487	13/10/2023	Dowerin Community Club	Refreshments for Volunteer Sundowner	\$	600.00	
EFT11488	13/10/2023	Department Of Fire and Emergency Services	23/24 Emergency Services Levy	\$	3,038.00	
EFT11489	13/10/2023	Lite n' Easy	HCPL3-Mr BN Lite N Easy meals	\$	218.04	Fully Funded
EFT11490	13/10/2023	Sheree lowe	Facilitation, materials and travel for the delivery of the Dowerin Community Art Workshops.	\$	1,132.40	Part funded
EFT11491	13/10/2023	Resonline Pty Ltd	September room manager	\$	242.00	
EFT11492	16/10/2023	Comfort Hearing Pty Ltd	HCP4C - Mr RD Supply, fit, purchase of hearing aids	\$	5,540.80	Fully Funded
EFT11517	20/10/2023	Newground Water Services Pty Ltd	Supply 200L Hydralink Advance wetting agent	\$	2,813.70	
EFT11518	20/10/2023	Avon Waste	Domestic rubbish collection 26/09/23	\$	2,846.60	
EFT11519	20/10/2023	Accwest Pty Ltd	Assistance with preparation of financial reports EOY 23, July, Aug & Sept 23	\$	17,600.00	
EFT11520	20/10/2023	Boekeman Machinery	Carry out 60,000km service on Prado D0	\$	843.32	
EFT11521	20/10/2023	Courtney's Cleaning	HCP3 Domestic Assistance	\$	405.00	Fully Funded
EFT11522	20/10/2023	Complete Office Supplies	Admin stationery - some items on Backorder	\$	296.29	
EFT11523	20/10/2023	Competent Solutions Pty Ltd	Supply signage for depot as per quote WK1277	\$	242.00	
EFT11524	20/10/2023	C&F Building Approvals	Consultancy - Form 81 - Sept 23	\$	440.00	
EFT11525	20/10/2023	Dowerin & Districts Farmshed	Various items - Shovels post hole, backpack sprayer, plants for Stewart St, Trailer adaptor & trailer cable, chlorine & bifenthrin	\$	1,304.65	
EFT11526	20/10/2023	Dowerin Gourmet Butchershop	Catering for Council Staff team building Sundowner	\$	134.29	
EFT11527	20/10/2023	Dowerin Community Club	2 x Cartons of Great Northern (Council Refreshments)	\$	124.00	
EFT11528	20/10/2023	Benjamin Forbes	Meals & parking 16/10/23 - 17/10/23	\$	116.94	
EFT11529	20/10/2023	Initial Hygiene	Provision of Sanitary Bins and Collection	\$	485.91	
EFT11530	20/10/2023	Lloyd's Air-conditioning and Refrigeration Services	Carry out aircon servicing at Dowerin Community Club	\$	4,700.00	
EFT11531	20/10/2023	CT & DV Hutchison	Rates refund for duplicate of payment received for assessment A1247 715 KOOMBEKINE NORTH ROAD DOWERIN 6461	\$	1,870.12	
EFT11532	20/10/2023	Local Government Professionals	2023 Annual State Conference registration fees - DCEO	\$	1,615.00	
EFT11533	20/10/2023	MetroCount (Microm Pty Ltd)	Supply 3 Sets Metrocount 5900 battery packs	\$	148.50	
EFT11534	20/10/2023	Midland Sand & Soil Supplies	Supply and deliver soil improver topdressing for turfed areas throughout townsite	\$	1,300.00	
EFT11535	20/10/2023	Petchell Mechanical	Supply CAT grease and grease cartridges for 12M grader	\$	705.42	
EFT11536	20/10/2023	Perth Laundry Equipment	Washing machine & dryer hire @ SSA 22/10/23-21/11/23	\$	419.46	
EFT11537	20/10/2023	Progressive Diagnostics Pty Ltd	Drug and alcohol testing training	\$	550.00	
EFT11538	20/10/2023	5Rivers Plumbing & Gas	Replace Thermostatic Mixing Valves in changeroom hot water systems at DCC	\$	2,633.91	
EFT11539	20/10/2023	Rural Ranger Services	Ranger services - 11/08/23, 16/08/23 & 17/08/23	\$	1,757.80	
EFT11540	20/10/2023	Shire of Toodyay	Playground maintenance training x 2	\$	800.00	
EFT11541	20/10/2023	Team Global Express	Freight to Perth 27/09/23 & from Bellevue 03/10/23	\$	170.75	
EFT11542	24/10/2023	Local Government Professionals	LG Professionals Bronze Local Government Annual Subscription 2023-2024	\$	398.25	
EFT11543	24/10/2023	IT Vision User Group	User Group Subscription - 2023/24	\$	770.00	
EFT11544	30/10/2023	Courtney's Cleaning	HCP4C - EMcW - Travel	\$	1,310.54	Part funded
EFT11545	30/10/2023	Complete Office Supplies	Stationery Order - power boards, file fasteners, velcro strips, lightning cables, diaries, cable covers, lever arch files, desktop arm	\$	617.02	

EFT11546	30/10/2023	Competent Solutions Pty Ltd	Supply 1 x 45kg gas bottle to Dowerin CRC	\$	177.99	Fully Funded
EFT11547	30/10/2023	Country Copiers	CRC - Printer reading 06/08/23-07/09/23, GST	\$	2,489.92	
EFT11548	30/10/2023	Lite n' Easy	HCP4C- HCPL3-HCP3 Meal provisions	\$	729.83	
EFT11549	30/10/2023	Marsh Advisory	Workplace Emergency & Evacuation Program - ERS0089492	\$	7,617.50	
EFT11550	30/10/2023	Officeworks	2 x Monitor risers,Wireless Keyboard & Mouse	\$	198.88	
EFT11551	30/10/2023	5Rivers Plumbing & Gas	Labour & materials after bathroom renovation	\$	459.25	
EFT11552	30/10/2023	Goomalling Medical Surgery	Hep A & B - Testing	\$	60.00	
				\$	256,539.61	
Direct Debits						
DD12719.1	03/10/2023	Western Australian Treasury Corporation	Loan No. 100 Interest payment - Government Housing accommodation	\$	9,853.62	
DD12724.1	11/10/2023	Synergy	Minnivale Fire Shed Electricity usage - 21/07/23 - 18/09/23	\$	87.85	
DD12733.1	11/10/2023	Precision Administration Services Pty Ltd	Superannuation PPE 10/10/23	\$	6,991.40	
DD12733.2	11/10/2023	Department of Justice - Public Trustee	Lodgement fee for unpaid infringement	\$	83.50	
DD12735.1	10/10/2023	Synergy	Electricity supply and usage 21/7/23 - 18/9/23	\$	2,758.55	
DD12743.1	16/10/2023	Telstra Limited	Telstra calls to 26/09/23 and usage 27/09/23 - 26/10/23	\$	553.91	
DD12743.2	16/10/2023	Resonline Pty Ltd	Room Manager - October 2023	\$	242.00	
DD12745.1	17/10/2023	National Australia Bank	NAB Connect Fee August 2023	\$	52.98	
DD12765.1	20/10/2023	Synergy	Electricity supply - 28/8/23 - 27/9/23	\$	640.20	
DD12767.1	23/10/2023	Synergy	Electricity supply - 20/09/23 - 27/09/23	\$	22.39	
DD12767.2	21/10/2023	Wesfarmers Kleenheat Gas	Annual service charge	\$	3,067.82	
DD12767.3	12/10/2023	Gull Motorcharge Limited	ULP for Tip Generator	\$	31.09	
DD12769.1	24/10/2023	Synergy	Electricity supply 21/07/23 - 9/09/23	\$	764.81	
DD12772.1	25/10/2023	Water Corporation	Service charge - 1/9/23 - 31/10/23	\$	52.83	
DD12774.1	25/10/2023	Precision Administration Services Pty Ltd	Superannuation - PPE 25/10/23	\$	7,113.70	
DD12779.1	26/10/2023	Synergy	Electricity Fianl usage 20/9/23 - 2/10/23	\$	29.15	
DD12781.1	29/10/2023	Telstra Limited	TIMS Calls 10/9/23 - 9/10/23	\$	609.40	
DD12781.2	30/10/2023	Water Corporation	Water use charges 31/7/23 - 6/10/23	\$	68.81	
DD12783.1	31/10/2023	National Australia Bank	Merchant fees	\$	403.67	
280725	10/10/2023	Water Corporation	Water usage Dowerin-Kalannie Road standpipe	\$	8.60	
				\$	33,436.28	
Payroll						
PPE 10.10.2023	11/10/2023	Payroll	Payroll - 27/09 to 10/10	\$	54,881.62	
PPE 24.10.2023	25/10/2023	Payroll	Payroll - 11/10 to 24/10	\$	51,309.61	
				\$	106,191.23	
SUMMARY						
	EFT	11399 to 11552		\$	256,539.61	
	Direct Debits			\$	33,436.28	
	Payroll			\$	106,191.23	
				\$	396,167.12	



SHIRE OF DOWERIN

SEPTEMBER 2023

Date: 4/10/2023

Voucher:

Five thousand four hundred forty eight dollars and fifty six cents

\$ 5,448.56

Dr to.

NAB VISA D89

MUNICIPAL FUND

We hereby certify in accordance with "The Local Government Act 1995" and Local Government (Financial

Management) Regulations that the work as specified below has been duly and faithfully performed and approved.

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS <small>(if progress payment, state total amount of contract and amount of previous payments, if any)</small>	GST	AMOUNT
28/09/2023	120302110	NAB Visa card fee CEO		\$ 9.00
28/09/2023	120302110	NAB Visa card fee DCEO		\$ 9.00
4/09/2023	121309870-2101	Dial A Stamp	\$14.95	\$ 164.50
4/09/2023	121402200	Exetel - Corporate Internet - monthly subs	\$70.45	\$ 775.00
13/09/2023	P023.262.2100	Bearcat tyres	\$19.90	\$ 218.90
14/09/2023	P08.261.2261	Unleaded fuel - Refuse site generator	\$3.63	\$ 39.98
15/09/2023	121006870.2100	WA Planning Commission - Subdivision Application		\$ 3,941.00
25/09/2023	P003.260.2101	Mega Pacific - Hydraulic Tank cap Filters	\$11.60	\$ 116.60
25/09/2023	P004.260.2101	Mega Pacific - Hydraulic Tank cap Filters	\$11.60	\$ 116.60
11/09/2023	121402410	ADOBE Monthly subs -CDO		\$ 28.99
18/09/2023	121402410	ADOBE Monthly subs -EGO		\$ 28.99
			Sub	\$ 5,448.56
				\$ 5,448.56

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

CERTIFIED SPECIAL EMERGENCY PAYMENTRJ.....PRESIDENT



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



053/2722
DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period	30 August 2023 to 28 September 2023
Company Account No:	4557 0498 0002 7159
Facility Limit:	\$16,000

Your Account Summary

Balance from previous statement	\$3,937.88 DR
Payments and other credits	\$3,937.88 CR
Purchases, cash advances and other debits	\$5,430.56 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$5,448.56 DR

**YOUR DIRECT DEBIT PAYMENT OF \$5,448.56 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
04/10/2023 AS PER OUR AGREEMENT.**

see reverse for transaction details



0001174 271/4557049800027159 / E-2722 S-8907 I-17813



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

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
Account No: 4557 0455 3794 2934
Statement Period: 30 August 2023 to 28 September 2023
Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Sep 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY					74564723244
28 Sep 2023	\$9.00	CARD FEE					74557043271
Total for this period	\$784.00		Totals				

Employee declaration

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

Cardholder signature: *R Lepp*

Date: *16/10/23*

0001174 2714657049800027159 / E-2722 S-8908 I-17815



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

Cardholder Details


Cardholder Name: MR AARON GARTH WOOLDRIDGE
Account No: 4557 0455 3822 0801
Statement Period: 30 August 2023 to 28 September 2023
Cardholder Limit: \$5,000

Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Sep 2023	\$164.50	NXT*Dial A Stamp Pty Lt Cheltenham					74464163244
11 Sep 2023	\$28.99	ADOBE ACROPRO SUBS Sydney					74773883250
13 Sep 2023	\$218.90	BEARCAT TYRES PTY LT KEWDALE					74940523254
14 Sep 2023	\$39.98	PUMA DOWERIN MAHOMETS FLAT					74211983256
15 Sep 2023	\$3,941.00	WAPC FORM 1A FREEHOL PERTH					74940523256
18 Sep 2023	\$28.99	Adobe Systems Pty Ltd Sydney					74773883258
25 Sep 2023	\$233.20	MEGA PACIFIC PL MALAGA					74940523264
28 Sep 2023	\$9.00	CARD FEE					74557043271
Total for this period	\$4,664.56		Totals				

Employee declaration

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

Cardholder signature: 

Date: 11.10.23

16.10.23.

0001174 271/4557049800027159 / E-2722 S-8909 I-17817

POLICY NUMBER	- 1.7
POLICY SUBJECT	- 1.7 Council Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- 15 November 2022 (CMRef 0689) 16 November 2023 (CMRef XXX)

Objective

To ensure that Council and the community are aware in advance of when Ordinary Meetings of Council will take place.

Policy

Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at ~~2:00pm, where necessary Council will facilitate a Workshop following 4.00pm.~~

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

~~When considering the Ordinary Meetings of Council dates for the following year, Council will make a determination on whether or not to conduct a meeting in January. Council will not hold a meeting for the month of January, due to low level community and agricultural activity.~~

Roles and Responsibilities

Councillors

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

Chief Executive Officer

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

Executive & Governance Officer

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

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
Standing Orders Local Law

Related Delegation

Nil

Document Control

Policy Number	1.7
Policy Version	43
Policy Owners	Chief Executive Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	21 April 2020 (CMRef 0178) 15 November 2022 (CMRef 0689) <u>16 November 2023 (CMRef XX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.



**Department of Planning,
Lands and Heritage**

Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Mr Brian Jones
Chief Executive Officer
Shire of Dowerin
Via email to: brian.jones@dowerin.wa.gov.au

Dear Mr Jones

**DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT
NOMINATIONS**

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboardwa.jobs.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anthony Kannis', with a stylized flourish at the end.

Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form



Government of **Western Australia**
Development Assessment Panels

DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au. Please include a copy of the Council Resolution.

Local Government	
DAP Name	

	Member 1	Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

	Alternate Member 1	Alternate Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2022/02](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

Integrated Strategic Plan

Shire Priorities

Quarterly Report – October 2023



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	21 22	22 23	23 24	24 25	Status	Quarterly Update
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	✓	✓	✓	●	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 to take place in January 2024.
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	✓	✓	✓	●	Routine monitoring.
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	✓	✓	✓	✓	●	Continuing professional awareness in staff operations.
		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 application submitted for infrastructure upgrades at the Skatepark. Awaiting response.
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	✓	✓	✓	●	Supportive relationship in place.

2 Our Economy - *"We are an attractive location to invest, live, play, visit and work"*

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
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	✓	✓	✓	✓	●	CEO to review Economic Development Strategy document.
		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.
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 AGO. Collaborate with NEWROC and adjoining communities to identify comparative advantages in tourism.
		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 - "We have functional infrastructure that meets the needs of the community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	✓	✓	✓	●	Monitoring the sub-agreement with Xenex to install infrastructure to provide access to super-fast wireless broadband in Dowerin townsite.
		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 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	21 22	22 23	23 24	24 25	Status	Quarterly Update
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	✓	✓	✓	●	Due diligence progressing; 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	21 22	22 23	23 24	24 25	Status	Quarterly Update
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	✓	✓	✓	●	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	✓	✓	✓	✓	●	All requirements complied with.
		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.



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MEASUREMENTS SHOWN ON THIS DRAWING ARE SUBJECT TO
CHANGE DURING THE ENGINEERING PROCESS.

PROJECT NAME
MULTIPURPOSE SHED

CLIENT
DANIELLE GREEN

PROJECT ADDRESS
35 MEMORIAL AVE, DOWERIN, WA, 6461

DATE MODIFIED
October 19, 2023

PROJECT NO.
6970(4)

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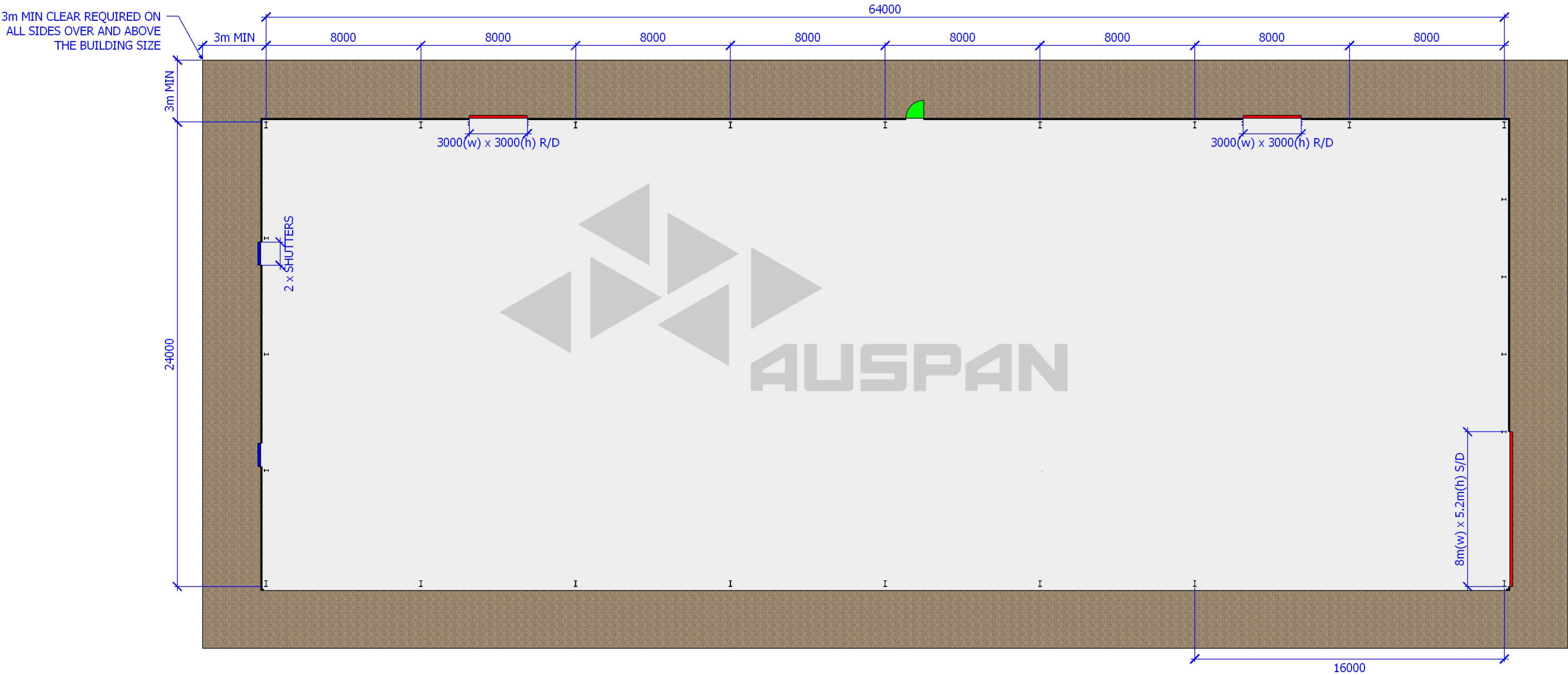
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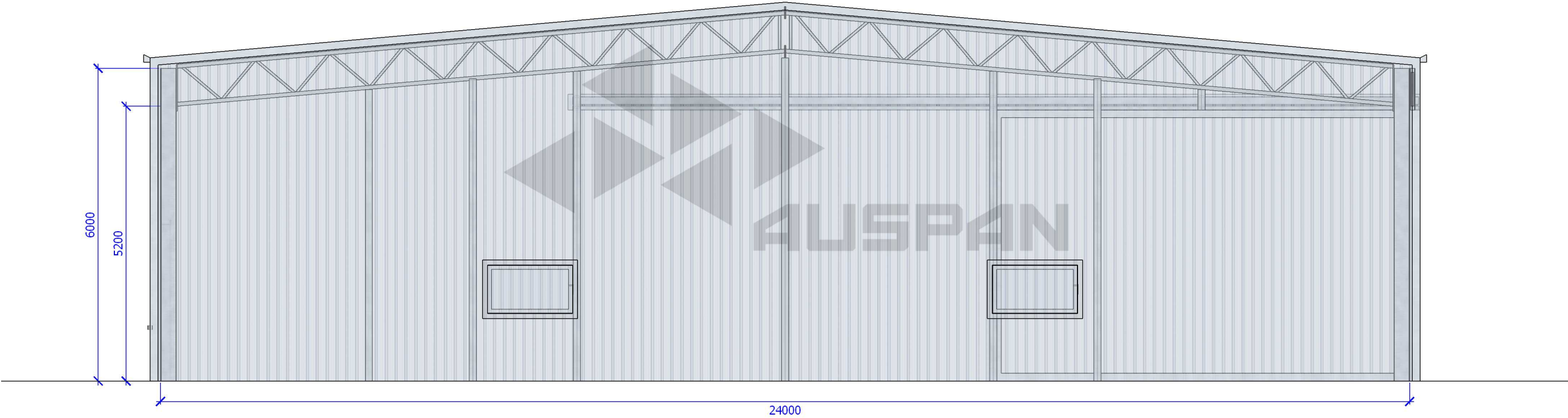
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DATE MODIFIED
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PROJECT NO.
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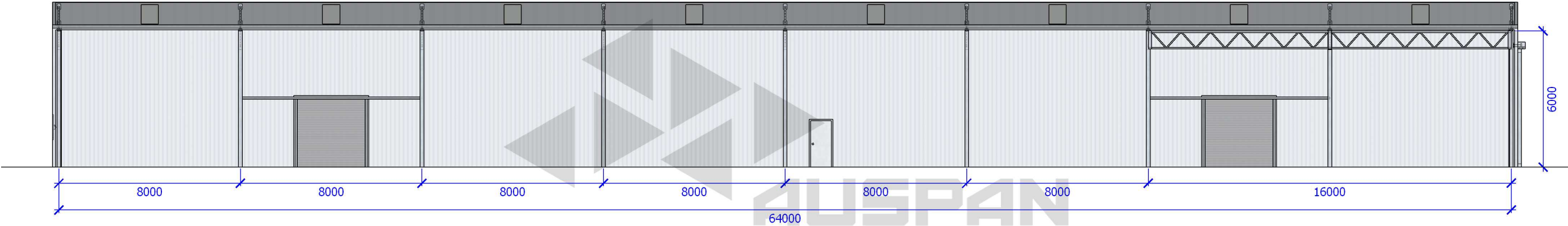
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PROJECT STAGE
3D CONCEPT DRAWINGS

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PROJECT NAME
 MULTIPURPOSE SHED

CLIENT
 DANIELLE GREEN

PROJECT ADDRESS
 35 MEMORIAL AVE, DOWERIN, WA, 6461

DATE MODIFIED
 October 19, 2023

PROJECT NO.
 6970(4)

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DRAWING TITLE
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PROJECT STAGE
 3D CONCEPT DRAWINGS

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MEASUREMENTS SHOWN ON THIS DRAWING ARE SUBJECT TO CHANGE DURING THE ENGINEERING PROCESS.

PROJECT NAME
HOCKEY CLUB SHED

CLIENT
DANIELLE GREEN

PROJECT ADDRESS
DOWERIN, WA, 6461

DATE MODIFIED
September 11, 2023

PROJECT NO.
4707(8)

DRAWN
DI

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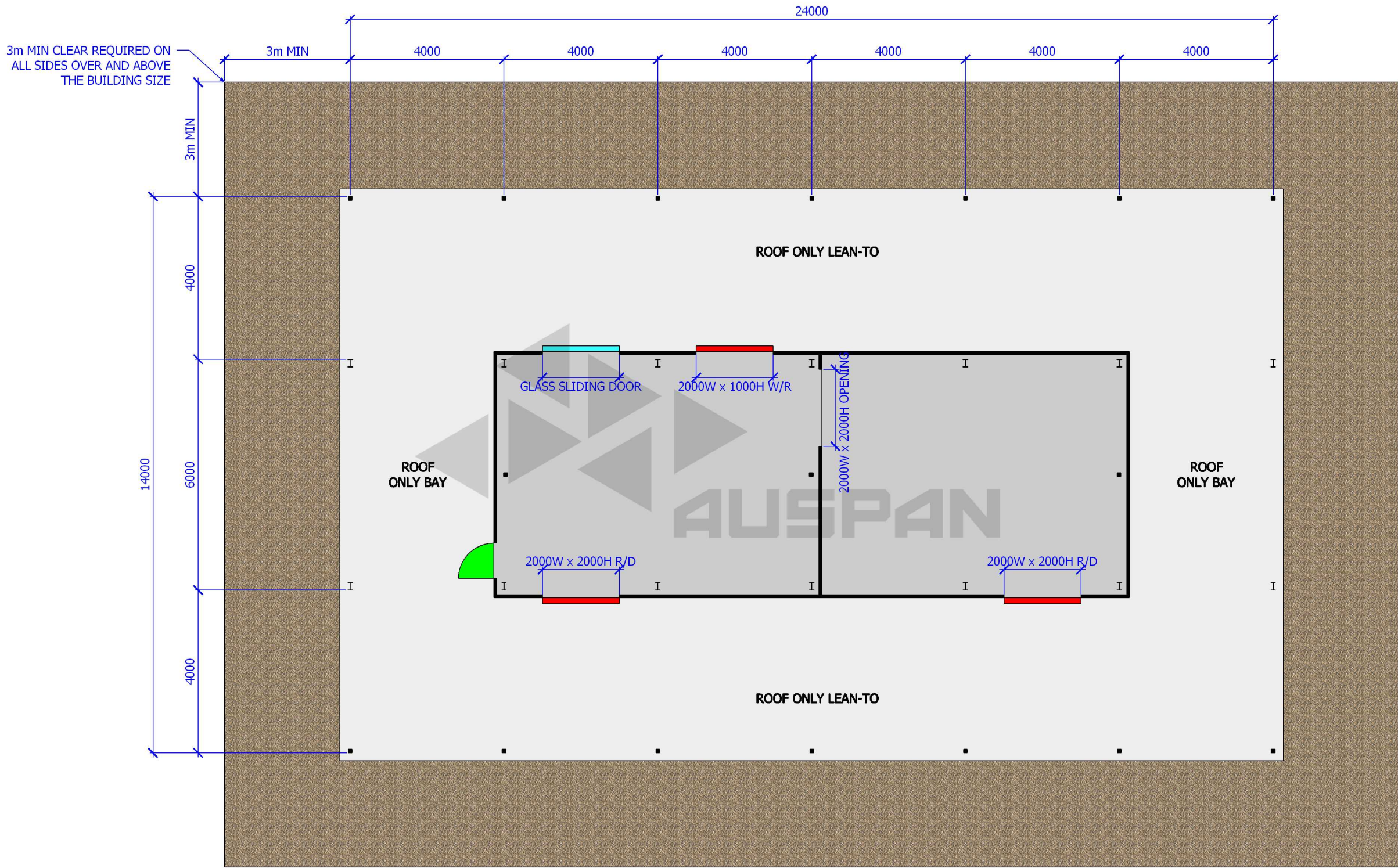
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DANIELLE GREEN

PROJECT ADDRESS
DOWERIN, WA, 6461

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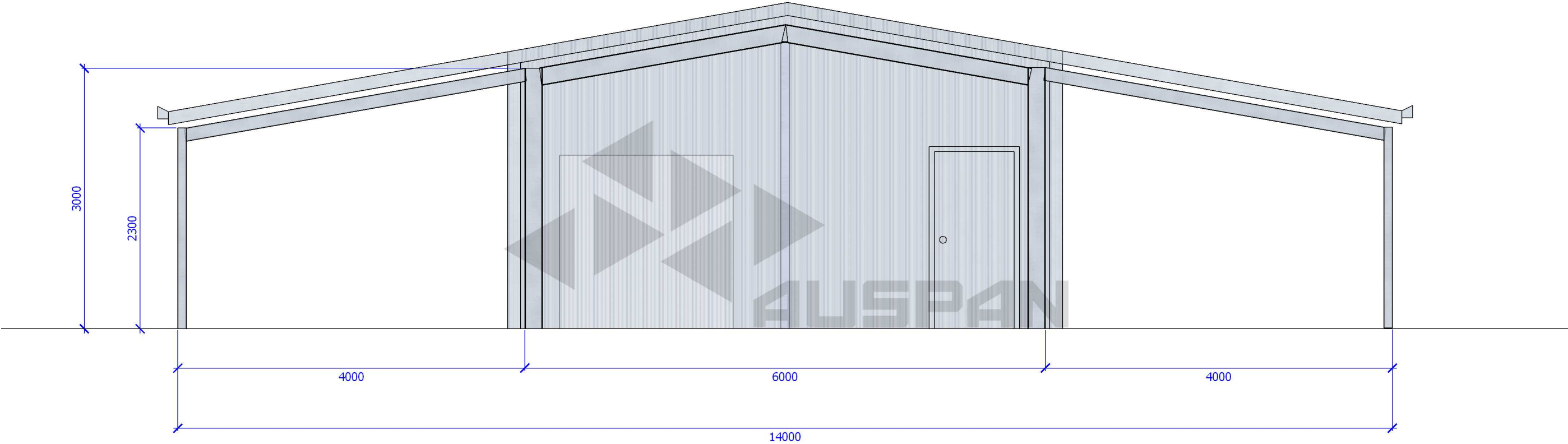
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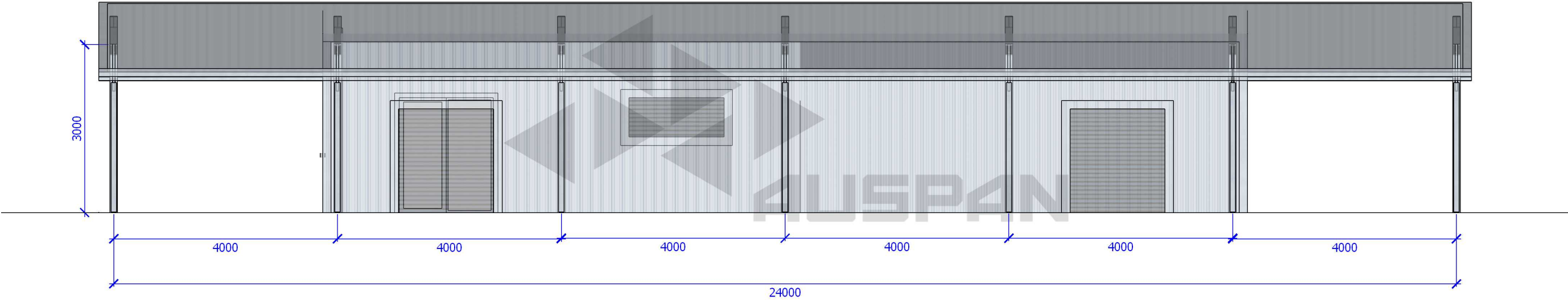
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