SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 28 September 2021
Commencing 2.00pm

ABN: 35 939 977 194
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NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 28 September 2021 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

1.00pm	Photographs for Councillors
1.30pm	President and Councillors Discussion
2.00pm	Council Meeting
Immediately following Council Meeting	Council Workshop

Rebecca McCall
Chief Executive Officer
22 September 2021

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

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

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies follow on from the end of the Council Agenda and Minutes.

Table of Contents

1.	**Official Opening / Obituaries**
2.	**Record of Attendance / Apologies / Leave of Absence**
3.	**Public Question Time**
4.	**Disclosure of Interest**
5.	**Applications for Leave of Absence**
6.	**Petitions and Presentations**
7.	**Confirmation of Minutes of the Previous Meetings**
7.1	Ordinary Council Meeting held on 20 July 2021
8.	**Minutes of Committee Meetings to be Received**
8.1	Audit and Risk Committee Minutes Great Eastern Country Zone Minutes NEWROC Council Minutes
9.	**Recommendations from Committee Meetings for Council Consideration**
9.1	Audit and Risk Committee Meeting
10.	**Announcements by the President Without Discussion**
11.	**Officer's Reports – Corporate and Community Services**
11.1	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Recalcitrant Rates Debtors
11.4	RV Friendly Towns
12.	**Officer's Reports – Governance and Compliance**
12.1	Engagement Framework
12.2	Shire of Dowerin Local Laws Project 2021
12.3	Integrated Planning Framework Process Plan
12.4	Staff – Chief Executive Officer – Performance Review 2021
12.5	Policy Manual Review – Policy 7.9 Occupational Safey Health Environmental Policy
13.	**Officer's Reports – Works and Assets**
13.1	Policy Manual Review – Policy 4.4 Road Engineering and Subdivisional Development
13.2	Policy Manual Review – Policy 4.7 Asset Management Plan
14.	**Urgent Business Approved by the Person Presiding or by Decision**
15.	**Elected Members' Motions**
16.	**Matters Behind Closed Doors**
17.	**Closure**

Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 28 September 2021

SHIRE OF DOWERIN
TIN DOG TERRITORY

1. Official Opening / Obituaries

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

In opening the meeting, the President and Councillors acknowledged the passing of Dr Thornton and Dowerin Residents Val Jennings and Joan Millsteed with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr BA Ward	Deputy President
Cr LG Hagboom	
Cr JC Sewell	
Cr RI Trepp	
Cr AJ Metcalf	
Cr LH Holberton	

Staff:

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

Members of the Public

Apologies: Ms C Delmage, Manager Corporate and Community Services

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 is to be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Executive and 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 August 2021

Attachment 7.1A

	Voting Requirements
■	Simple Majority ☐ Absolute Majority

Officer's Recommendation – 7.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 17 August 2021, as presented in Attachment 7.1A, is a true and correct record of proceedings.

8.	Minutes of Committee Meeting(s) to be Received
8.1	Audit and Risk Committee Minutes **Attachment 8.1A**
8.1	Great Eastern Country Zone (GECZ) Minutes **Attachment 8.1B**
8.1	NEWROC Council Minutes **Attachment 8.1C**

	Voting Requirements
■	Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Audt and Risk Committee Meeting (unconfirmed) held on 23 September 2021, as presented in Attachment 8.1A, the Great Eastern Country Zone (GECZ) Meeting (unconfirmed) held on 23 August 2021, as tabled in Attachment 8.1B, and NEWROC Council Meeting (unconfirmed) held on 31 August 2021, as tabled in Attachment 8.1C.

9.	Recommendations from Committee Meetings for Council Consideration
9.1	Audit & Risk Committee Meeting held on 23 September 2021

	Voting Requirements
■	Simple Majority ☐ Absolute Majority

7.1	Interim Audit Results for the Year Ending 30 June 2021 **A&R Attachment 7.1A**

Audit & Risk Committee Recommendations

That Council, by Simple Majority pursuant to the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. **Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.1A, from Macri Partners Chartered Accountants for the 2020/21 Interim Audit.**

	Voting Requirements
■	Simple Majority ☐ Absolute Majority

7.2	Risk Dashboard Quarterly Report – June and September 2021 **A&R Attachment 7.2A** **A&R Attachment 7.2B**

Audit & Risk Committee Recommendations

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. **Recommends to Council that it adopts the Risk Dashboard Quarterly Report for June and September 2021, as presented in Attachment 7.2A and 7.2B.**

	Voting Requirements
☐	Simple Majority ■ Absolute Majority

7.3	Policy Manual Review – Policy 3.11 – Purchasing Policy and Purchasing Procedure **A&R Attachment 7.3A** **A&R Attachment 7.3B**

Audit & Risk Committee Recommendations

That Council, by Absolute Majority pursuant to Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Audit & Risk Committee:

1. **Recommends to Council that it adopts the reviewed Policy 3.11 Purchasing Policy, as presented in Attachment 7.3A.**

10.	**Announcements by the President Without Discussion**

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services	
Date:	September 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	As above
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.1A** – July Financial Activity Statement **Attachment 11.1B** – August Financial Activity Statement

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending July 2021 and August 2021.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate and Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 and 3

Reference: L3, L4 and L5

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 July 2021, as presented in Attachment 11.1A and August 2021, as presented in Attachment 11.1B.

11.2 List of Accounts Paid

Corporate & Community Services

Date:	September 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.2A** – List of Accounts Paid

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO
Cherie Delmage, MCCS
Jasmine Pietrocola, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 11.2

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

List of Accounts Paid – August 2021	
EFT8990 to EFT9057	$357,202.50
Cheque 10928 to 10930	$8,581.02
Direct Debit 11391: Credit Card Payment: July 2021	$5,241.98
Direct Debit 11414: Puma Energy: Fuel: July 2021	$949.45

Direct Debit 11393 & 11408: Superannuation	$16,021.70
130883: Bank Fees	$145.53
Net Payroll; PPE 4 August 2021	$52,898.69
Net Payroll; PPE 18 August 2021	$52,054.75
TOTAL	**$493,095.62**

11.3 Recalcitrant Rates Debtors

Corporate and Community Services

Date:	2 September 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2021 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.3A** – Recalcitrant Rates Debtors **Attachment 11.3B** – Update Spreadsheet

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

Comment

Currently there are 19 properties with three or more years of outstanding rates at a total of $137,417.41. Prior to the 2021/2022 Billing, outstanding rates were at $116,517.56.

Of these 19 properties, three are undergoing the sale by auction process. Staff expect to complete this process within the next eighteen months. An auction for the Stacy Street property will be held in October 2021.

Due to rigorous debt collection action being undertaken, four recalcitrant rates debtors have commenced payment arrangements and one assessment has been paid in full.

The ongoing proactive debt collection is showing positive outcomes. Actions taken today and systems now in place will ensure that the Shire continues to improve in both rate debt recovery and timely payments. There are some instances that will result in significant financial cost to the Shire due to the length of time that appropriate debt collection was not managed.

Two properties will be difficult to recover funds from due to complications arising from the properties being considered 'deceased estates'.

In regards to these two properties, it is considered that the appropriate action in this instance is to sell the properties by auction and write-off outstanding monies. This process is expensive and extensive but once completed, it will result in a reduction of over $22,000 from our current outstanding rates debts.

As long as the proactive debt recovery action continues, it is expected that at least $83,000 or more of recalcitrant debts will be significantly reduced and/or finalised within the next three years.

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

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

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

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

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

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

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Cherie Delmage, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

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

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements

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

Financial Implications

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

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

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 11.3

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

11.4 RV Friendly Towns

Corporate & Community Services

Date:	21 September 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Ashlee Banks, Community Development Officer
Legislation:	*Local Government Act 1995: Schedule 9.1*
Sharepoint Reference:	Community / Community Development / Tourism & Townscape Programs / Dowerin RV Friendly Town
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.4A** - Letter of Understanding – RV Friendly Town Scheme **Attachment 11.4B** – Map with locations

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The purpose of this item is for noting by Council the below amendments to the RV Friendly Town Scheme, and to receive the information for the changes to be made by the Campervan & Motorhome Club of Australia Limited.

Background

The Shire of Dowerin entered into an agreement with RV Friendly Town Scheme for the introduction of Dump Points and RV Friendly parking and overnight stays within the community.

Comment

The increased number of visitors to Dowerin has seen an increase in the number of visitors requesting this information and seeking clarification on specified RV Friendly locations within the Shire of Dowerin. As a result, the Shire of Dowerin and Dowerin Community Resource Centre have reviewed the current scheme agreement and recommend it be amended.

Consultation

Rebecca McCall, Chief Executive Officer

Ashlee Banks, Community Development Officer

Policy Implications

RV Friendly Town Scheme to be

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.2

Reference: 2.2.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	
Action (Treatment)	Changes to RV Friendly Town Scheme Agreement
Risk Rating (after treatment)	Adequate

Financial Implications

The cost to implement the suggested changes for the RV Friendly Towns is minimal.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation

That Council receives the information provided in Item 11.4 and acknowledges the amendments as follows:

1. **Casual Parking to only be available on Stewart Street, Dowerin;**
2. **Short Term Parking available at the following locations:**
    - **Field Day Site, Memorial Avenue (excluding Field Days) only available to self-contained vehicles and only for a maximum duration of 24 hours;**
    - **Information Bay located on the corners of Goomalling – Merredin Road, Redding Road and Stewart Street only available to self-contained vehicles allowing access to toilets and showers located at Stewart Street Public Toilets for a maximum duration of 24 hours;**
3. **Long Term Parking available at the Minnivale Campgrounds, corner of Cunderdin – Minnivale Road and Hewitt Street, Minnivale; and**
4. **Dump Points located at Minnivale Campground and Stewart Street Dowerin.**

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Engagement Framework

Governance & Compliance	
Date:	28 July 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Corporate Management/Integrated Planning/ IPR Major Review 2020-2021
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.1A** – Engagement Framework - FINAL

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The purpose of this report is for Council to consider the attached Engagement Framework and if satisfactory, adoption.

Background

Effective community engagement provides the Shire of Dowerin with an opportunity to strengthen its relationship with the community and provides for sound investment in better decision making by ensuring decisions are informed based on community needs and aspirations. When community engagement is undertaken in a meaningful way, it contributes to building trust between the community and Council, and raises the quality of, and strengthens representative democracy whilst building community capacity.

Comment

This framework has been developed to assist Council in undertaking community engagement activities with its diverse community. The framework is aimed at a development for a consistent approach to community engagement, providing guidance on when and how to undertake engagement activities and what steps and processes should be considered.

While the framework aims at developing a consistent approach to community engagement across Council, some engagement and consultation activities may be the result of statutory requirements that specify the manner in which Council is to give notice, consult or engage with the community.

Consultation

Rebecca McCall – Chief Executive Officer

Ashlee Banks, Community Development Officer

Policy Implications

Engagement Policy

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: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Consequence Rating	Insignificant (1)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	Engagement Policy
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

The cost to implement planned engagement activities is minimal. An allocation is factored in the budget each year under GL 2040251

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 12.1

That Council, by Simple Majority pursuant *to* Section 5.56(1) of the *Local Government Act 1995,* adopts the Engagement Framework, as presented in Attachment 12.1A.

12.2 Shire of Dowerin Local Laws Project 2021

Governance & Compliance	
Date:	5 August 2021
Location:	Shire of Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Helen Westcott, BHW Consulting Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Local Laws
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.2A** - Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2021 **Attachment 12.2B** - Cemeteries Local Law 2021 **Attachment 12.2C** - Fencing Local Law 2021 **Attachment 12.2D** - Meeting Procedures Local Law 2021 **Attachment 12.2E** - Repeal Local Law 2021

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

The purpose of this report is for the Council to consider the attached suite of proposed local laws, for the Presiding Member to give notice of the purpose and effect of each local law and for approval to advertise seeking community comments on the proposed local laws.

Background

The Shire of Dowerin (the Shire) engaged BHW Consulting to assist with the development of new local laws for the Shire. This report relates to a proposal to commence, under s3.12 of the *Local Government Act 1995* (the Act), the adoption of new local laws.

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.

This process is likely to take around 6 months and is dependent on meeting schedules.

Comment

The proposed local laws are outlined below together with their respective purpose and effect.

Activities in Thoroughfares and Public Places and Trading Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide for the regulation, management and control of activities in thoroughfares and public places throughout the district.

Effect:

To establish the requirements with which any persons using or in thoroughfares and public property within the district, must comply.

Cemeteries Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide for the regulation, management and control of activities in the Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) located in the district.

Effect:

To establish the requirements with which any persons using the Dowerin and Minnivale Cemeteries, must comply.

Fencing Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To prescribe a sufficient fence and building standards of fences throughout the district.

Effect:

To establish the minimum requirements for fencing within the district.

Meeting Procedures Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.

Effect:

To provide for

a. better decision-making by the Council and its committees;
b. the orderly conduct of meetings;
c. a better understanding of the process of conducting meetings; and
d. the more efficient and effective use of time at meetings.

Repeal Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To repeal obsolete local laws that no longer have relevance.

Effect:

To ensure that no irrelevant local laws are in force within the Shire of Dowerin.

Consultation

All draft local laws developed, using the WALGA Model Local Laws as their templates, by the Consultant were reviewed by the Shire's CEO, the Senior Management Team and Executive Governance Officer. At the Council Workshop held xx July 2021, Council reviewed the draft Meeting Procedures Local Law.

The proposal to adopt the local laws will be advertised locally inviting comment from the community. The respective Ministers/Government Agencies will also be advised of the proposals and requested to make comment.

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	Property (Plant, Equipment, Buildings)

Risk Description	Substantiated, public embarrassment, widespread loss of ommunity trust, high widespread multiple media profile, third party actions
Consequence Rating	Insignificant (1)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

There are no significant financial implications evident at this time.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation – 12.2

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; and***
   - ***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***

12.3 Integrated Planning Framework Process Plan

Corporate & Community Services	
Date:	18 September 2021
Location:	Shire of Dowerin
Responsible Officer:	Rebeca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Corporate Management/Integrated Planning/ IPR Major Review 2020-2021
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.3A** – Integrated Planning & Reporting Framework Process Plan

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The purpose of this report is for Council to consider the attached reviewed Integrated Planning Framework Process Plan, and if satisfactory, adoption.

Background

The Shire of Dowerin embedded Integrated Planning and Reporting (IPR) into the "business as usual" of the organisation and achieved a good standard of practice. The Shire of Dowerin's IPR Framework Process Plan sets out the key points of the IPR cycle and is based on the IPR guidelines.

The Shire of Dowerin's IPR Framework outlines the benefits of IPR, planning cycle, roles and responsibilities, roadmap, monitoring and reporting.

Comment

As a result of the IPR major review and adoption of the Integrated Strategic Plan there was a need to review the IPR Framework Process Plan to ensure the planning and monitoring are linked.

The reviewed IPR Framework Process Plan is attached

Consultation

Rebecca McCall, CEO

Ashlee Banks, Community Development Officer

Policy Implications

Engagement Policy

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:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Consequence Rating	Insignificant (1)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	Engagement Policy
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

The cost to implement planned engagement activities is minimal. An allocation is factored in the budget each year under GL 2040251

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 12.3

That Council, by Simple Majority pursuant to Section 5.56(1) of the *Local Government Act 1995,* adopts the Integrated Planning & Reporting Framework Process Plan, as presented in Attachment 12.3A.

12.4 Staff – Chief Executive Officer – Performance Review 2021

Governance & Compliance	
Date:	13 September 2021
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Administration Regulations) 1996*
SharePoint Reference:	Organisation/Human Resources/Personnel Files
Disclosure of Interest:	The CEO declares a direct Financial Interest in this Item
Attachments:	Nil

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents for a Review Committee to be formed consisting of the Shire President, Deputy President and interested Elected Members to be tasked with facilitating the Chief Executive Officer's Performance Review, for consideration and adoption.

Background

On 3 February 2021, the *Local Government (Administration) Amendment Regulations 2021* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government CEOs. The aim of the Model CEO Standards is to provide a consistent and equitable framework process for CEO recruitment, performance review and termination across all local governments, in accordance with principles of merits, equity and transparency.

The Shire of Dowerin adopted the Model Standards for CEO Recruitment, Performance and Termination at its Ordinary Meeting of Council dated 16 March 2021 (CMREF0397).

Comment

In March 2021 the CEO Standards - Model Standards for CEO Recruitment, Performance and Termination was implemented. In accordance with the CEO Standards:

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

A review package will be provided to Elected Members consisting of survey, review process and statement of achievements.

To assist with determining Council's assessment of the CEO's performance, Elected Members complete a survey based on the Functions of the CEO as outlined in the *Local Government Act 1995,* Section 5.41, the CEO's Position Description and the KPIs identified in the 2020 Review. In addition, Ms McCall will provide a separate report on the status of achievement of the KPIs identified in the 2020 Review.

Ms McCall's contract term ends on 26 August 2021, meaning the minimum 9 month period mentioned above commenced mid-late November 2020. As the timing of the second performance review aligned with the required notice period to seek an extension of the contract term, Ms McCall provided written notice to Council that she sought a renewal of the Contract for a period of 3 years (expiring 26 August 2024).

Upon receiving Ms McCall's written notice seeking a renewal of the employment contract and after considering her performance as CEO, Council offered a renewal of the contract of employment for the position of CEO for a period of three years, expiring on 26 August 2024.

Consultation

Cr Darrel Hudson, Shire President

Cr Bev Ward, Deputy Shire President

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

The Review has been conducted in accordance with Sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995* and Regulation 18D of the *Local Government (Administration Regulations) 1996*, which requires that:

1. *"The performance of the CEO be reviewed at least once a year;*
2. *The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and,*
3. *A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review."*

Section 5.10 is applicable in terms of appointment of Committee members and states:

"5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that

council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee."

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	Employment Practices
Risk Category	People
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)	Human Resource Management Framework
Action (Treatment)	Conduct Annual Performance Reviews
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation – 12.4

That, by Absolute Majority in accordance with Sections 5.10 of the *Local Government Act 1995*, Council:

1. **Form a review panel consisting of the Shire President, Deputy Shire President and Councillors _____ & _____ to undertake the performance review of the Chief Executive Officer.**

12.5 Policy Manual Review – Policy 7.9 Occupational Safety Health Environmental Policy

Governance & Compliance	
Date:	28 July 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.5A** – Reviewed Policy

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

The previous OSEH Policy was adopted by Council in March 2020 (CMRef 10.2.1). As the OSHE Policy is required to be reviewed and endorsed on an annual basis it is now due for adoption.

Comment

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

Minor changes to the policy include the endorsement of this policy by the Chief Executive Officer

Consultation

Rebecca McCall – Chief Executive Officer

Linley Dreghorn, Executive and Governance Officer

Policy Implications

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

Statutory Implications

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Australian Standard AS 4801 – Occupational Health and Safety Management Systems

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 12.5

That Council, by Simple Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt reviewed Policy 7.9 Occupational Safety Health Environmental Policy as presented in Attachment 12.5A.

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Policy Manual Review – Policy 4.4 Road Engineering and Subdivisional Development

Works & Assets	
Date:	15 September 2021
Location:	Various
Responsible Officer:	Les Vidovich, Manager Works & Assets
Author:	Linley Dreghorn, Executive and Governance officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	**Attachment 13.1A** – Reviewed Policy

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

This Item presents Policy 4.4 Road Engineering and Subdivisional Development Policy to Council for consideration and, if satisfactory, adoption.

Background

The Road Engineering & Subdivision Policy was developed to ensure compliance and to remove any uncertainty based around historical information in the 2007 Policy Manual. The reviewed policy covers all areas of road engineering to:

1. facilitate the upgrading of existing roads to standardised widths, alignments and standards of construction;
2. provide sufficient road reserve width to accommodate all required public utilities required now and into the future as part of any road construction; and
3. provide a rational and consistent basis for the construction of roads and any financial contributions required.

Comment

A copy of the reviewd policy was presented at the August workshops on 17 August 2021 for discussion, There were no recommendations to vary the presented document.

Consultation

Rebecca McCall, Chief Executive Officer

Les Vidovich, Manager Works & Assets

Linley Dreghorn, Executive and Governance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Sections 2.7(2b) and 5.41 *Local Government Act 1995* are applicable.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Road Asset Management Program
Action (Treatment)	Continual Review of Asset Management Program
Risk Rating (after treatment)	Adequate

Financial Implications

Budget provisions and allocations can be met via the Shire's approved 2021/22 Budget.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 13.1

That Council, by Simple Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt reviewed Policy 4.4 Road Engineering and Subdivisional Development Policy as presented in Attachment 13.1A.

13.2 Policy Manual Review – Policy 4.7 – Asset Management

Governance & Compliance	
Date:	9 September 2021
Location:	Shire of Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995, Local Government (Functions and General) Regulations 1996*
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	**Attachment 13.2A** – Reviewed Policy

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

The Item presents a review of Policy 4.7 – Asset Management to the Council for consideration and, if satisfactory, adoption.

Background

Policy 4.7 was adopted at Council's February 2017 Meeting (Item 10.1.6).

The purpose of Policy 4.7 is to ensure adequate provision is made for the optimised lifecycle management of assets by:

1. Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
2. Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
3. Creating an environment where all employees play an integral part in the overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation through training and development.
4. Meeting legislative requirements for asset management.
5. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
6. Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Policy 4.7 has been reviewed with a copy of the reviewed Policy 4.7 included as an Attachment.

Comment

Staff continue to review policies and update for current relevance. Asset Management is an integral part of Council's operation, a policy has been developed outlining roles and responsibilities, objectives and asset classifications which gives guidance as to what is required for maintaining and continually assessing Council's assets.

Consultation

Senior Management Team

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

Sections 2.7(2b) and 5.41 *Local Government Act 1995* are applicable.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Medium term temporary interruption - backlog cleared by additional resources <1 week
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Asset Management Plan
Action (Treatment)	Regular Review of Asset Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

Adopting this policy will have no immediate financial implication; however future allocations may be included in annual budgets for the maintenance, improvement and replacements of Assets; however, any allocation would be considered as part of Council's annual budget processes and would be subject final endorsement by Council.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 13.2

That Council, by Simple Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt reviewed Policy 4.7 – Asset Management Policy, as presented in Attachment 13.2A.

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

15.	**Elected Members' Motions**

16.	**Matters Behind Closed Doors**

17.	**Closure**

SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 17 August 2021

ABN: 35 939 977 194
P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461
www.dowerin.wa.gov.au

Table of Contents

1.	**Official Opening / Obituaries**
2.	**Record of Attendance / Apologies / Leave of Absence**
3.	**Public Question Time**
4.	**Disclosure of Interest**
5.	**Applications for Leave of Absence**
6.	**Petitions and Presentations**
7.	**Confirmation of Minutes of the Previous Meetings**
7.1	Ordinary Council Meeting held on 20 July 2021
7.2	Special Council Meeting held on 10 August 2021
8.	**Minutes of Committee Meetings to be Received**
9.	**Recommendations from Committee Meetings for Council Consideration**
10.	**Announcements by the President Without Discussion**
11.	**Officer's Reports – Corporate and Community Services**
11.1	List of Accounts Paid
11.2	Recalcitrant Rates Debtors
12.	**Officer's Reports – Governance and Compliance**
12.1	Voting Delegates to the 2021 WALGA Annual General Meeting
12.2	Shire of Dowerin Local Laws Project 2021
12.3	Koomberkine Mobile Phone Tower DA – 205 Morrell N Rd, Koomberkine
13.	**Officer's Reports – Works and Assets**
13.1	Request for Tender – Dowerin Oval Irrigation Development
14.	**Urgent Business Approved by the Person Presiding or by Decision**
14.1	Rescind Motion CMRef 0453
14.2	Rescind Motion CMRef 0454
15.	**Elected Members' Motions**
16.	**Matters Behind Closed Doors**
17.	**Closure**

Shire of Dowerin
Ordinary Council Meeting
Tuesday 17 August 2021

1. Official Opening / Obituaries

The President welcomed those in attendance and declared the Meeting open at 2.00pm.

In opening the meeting, the President and Councillors acknowledged the passing of Dr Thornton with a minute silence

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr BA Ward	Deputy President
Cr RI Trepp	
Cr J Sewell	
Cr AJ Metcalf	

Staff:

Mr L Vidovich	Manager Works and Assets
Ms L Dreghorn	Executive and Governance Officer
Ms Sheldon Cox	Rates Officer

Members of the Public:

Apologies: Cr LH Holberton,
Cr LG Hagboom,
Ms C Delmage, Manager Corporate and Community Services

Approved Leave of Absence: Ms R McCall, Chief Executive Officer – was in attendance via telephone

Request for Attendance via Teleconference

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Chief Executive Officer, Rebecca McCall, has requested attendance at this Ordinary Meeting of Council Meeting via telephone communication.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp **Seconded:** Cr Sewell

0462 **That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Council:**

1. **Approves Chief Executive Officer, Ms Rebecca McCall's attendance at the August 2021 Ordinary Council Meeting via telephone communication; and**

2. Approves Kununurra as a suitable place for Ms McCall's attendance.

CARRIED BY ABSOLUTE MAJORITY 5/0

2.02pm – CEO Ms Rebecca McCall was contacted by telephone and joined the meeting.

	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

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

0463 **That, by Simple Majority pursuant to Clause 3.2(1) of the Shire of Dowerin Standing Orders Local Law, Item 14.1 Rescinding of Motion CMRef 0453 and Item 14.2 Rescinding of Motion CMRef 0454 be bought forward to enable the matter(s) to be considered at this juncture.**

CARRIED 5/0

Although Items 14.1 and 14.2 were bought forward they have been recorded in the numerical order of the Agenda.

Refer to Page 33 and Page 37 respectively for the resolution of these two Items.

2.09 pm S.Cox left the meeting not to return

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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 20 July 2021

Attachment 7.1A

	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 7.1

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

0464 **That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 20 July 2021, as presented in Attachment 7.1A, is a true and correct record of proceedings.**

CARRIED 5/0

7.2 Special Council Meeting held on 10 August 2021

Attachment 7.2A

	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 7.1

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

0465 **That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Special Council Meeting held on 10 August 2021, as presented in Attachment 7.2A, is a true and correct record of proceedings.**

CARRIED 5/0

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

Wayne Allsopp and Mick Garrett to represent Australian Titles Bowls in September, we wish them all the best from the Council.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

Corporate & Community Services	
Date:	10 August 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.1A** – List of Accounts Paid

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, MCCS

Jasmine Pietrocola, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.8(1)(a) of the *Local Government Act 1995* is applicable and states:

"6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

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

Risk Implications

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 11.1

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

0466 **That, in accordance with 6.8(1)(a) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.1A, and as detailed below:**

List of Accounts Paid – July 2021	
EFT8906 to EFT8989	$534,064.85
Cheque 10925 to 10927	$10,266.69
Direct Debit 11356; Credit Card Payment: June 2021	$5,462.63
Direct Debit 11377; Puma Energy: Fuel: June 2021	$424.17
Direct Debit 11362 & 11379; Superannuation	$25,037.92
Direct Debit 11381; WATC Government Guarantee Fees	$5,360.96
130882; Bank Fees	$734.86
Net Payroll; PPE 6 July 2021	$52,479.04
Net Payroll; PPE 20 July 2021	$49,830.73
TOTAL	**$683,661.85**

CARRIED 5/0

11.2 Recalcitrant Rates Debtors

Corporate and Community Services

Date:	1 August 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2021 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.2A** – Recalcitrant Rates Debtors

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

Comment

Currently there are 20 properties with three or more years of outstanding rates at a total of $116,517.56.

Of these, three are undergoing the sale by auction process. Staff expect to complete this process within the next eighteen months.

Four recalcitrant rates debtors have commenced payment arrangements, helping to reduce what is currently outstanding.

There are two properties that staff expect will be difficult to recover due to unusual Will and Beneficiary situations. It is expected the most direct path to clear the debt in these instances is to sell by auction and write-off any leftover debts and legal costs. This is not the ideal outcome and is a long and expensive process, it will then reduce over $22,000 from our current outstanding debts.

It is expected that at least $83,000 or more of the recalcitrant debts will be significantly reduced if not completed within the next eighteen months to three years.

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

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

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

The Shire's Rates Officer is continuing to monitor and undertake extensive debt recovery processes which has resulted in some positive outcomes. Due to this work and with some properties being sold, debt is being reduced, more ratepayers are paying outstanding accounts and/or adhering to payment arrangements.

Due to the current time of year, some processes have slowed as levies cannot take place until the 2021/22 Budget has been adopted and the Rates have been raised. Interest is also not currently being raised during End of Month processes as the Interest Rate has not yet been set by Council – the highest rate allowed this year is 7%.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Cherie Delmage, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

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

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

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

Financial Implications

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

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

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

2.22pm L.Vidovich left meeting to retrieve S.Cox Rates Officer as Council have questions regarding recalcitrant rates status.

2.23pm L. Vidovich and S.Cox enters the meeting for discussion of recalcitrant rates.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 11.2

Moved: Cr Sewell **Seconded:** Cr Ward

0467 **That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.2A.**

CARRIED 5/0

2.38pm S.Cox left the meeting not to return.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Voting Delegates to the 2021 WALGA Annual General Meeting

Governance & Compliance	
Date:	28 July 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Professional Development Register/ 2021 WALGA Annual General Meeting
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.1A** – WALGA Notice of AGM

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

This Item presents a proposal to appoint voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) to Council for consideration and, if satisfactory, adoption.

Background

The AGM for WALGA will be held from 9:00am on Monday 20 September 2021 at Crown Perth, unless social distancing requirements are such that an in-person meeting is not possible. In that scenario, the meeting will be conducted virtually. WALGA suggest the AGM should be attended by delegates from all Member Local Governments.

All Member Councils are entitled to be represented by 2 voting delegates at the AGM.

WALGA have called for registrations for the voting delegates and proxy voting delegates. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving Officers.

Comment

It is common for other Councils who attend the AGM to nominate their WALGA Zone delegates as their voting delegates for the AGM. The Shire of Dowerin belongs to the Great Eastern Country Zone (GECZ) and its delegates are Councillor Hudson and Councillor Trepp and Councillor Metcalf.

In 2020 the President attended the AGM as Council's voting delegate (July 2020 Item 11.1) and Council could choose the same situation again for 2021, or Council could nominate other delegates.

Consultation

Rebecca McCall – Chief Executive Officer

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	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)	Not Rated

Financial Implications

There are no financial implications on appointing the voting delegates themselves and there is no cost to attend the AGM, however travel costs may be reimbursed upon submission of receipts.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Council Resolution – 12.1

Moved: Cr Sewell **Seconded:** Cr Metcalf

0468 **That Council appoints Councillor __Ward__ and Councillor __Hudson_ as its voting delegates and Councillor __Trepp__ and Councillor ___Sewell__ as proxy voting delegates to the 2021 Annual General Meeting of the Western Australian Local Government Association, and those registrations be submitted accordingly.**

CARRIED 5/0

12.2 Shire of Dowerin Local Laws Project 2021

Governance & Compliance	
Date:	5 August 2021
Location:	Shire of Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Helen Westcott, BHW Consulting Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Local Laws
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.2A** - Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2021 **Attachment 12.2B** - Cemeteries Local Law 2021 **Attachment 12.2C** - Fencing Local Law 2021 **Attachment 12.2D** - Meeting Procedures Local Law 2021 **Attachment 12.2E** - Repeal Local Law 2021

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

The purpose of this report is for the Council to consider the attached suite of proposed local laws, for the Presiding Member to give notice of the purpose and effect of each local law and for approval to advertise seeking community comments on the proposed local laws.

Background

The Shire of Dowerin (the Shire) engaged BHW Consulting to assist with the development of new local laws for the Shire. This report relates to a proposal to commence, under s3.12 of the *Local Government Act 1995* (the Act), the adoption of new local laws.

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.

This process is likely to take around 6 months and is dependent on meeting schedules.

Comment

The proposed local laws are outlined below together with their respective purpose and effect.

Activities in Thoroughfares and Public Places and Trading Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide for the regulation, management and control of activities in thoroughfares and public places throughout the district.

Effect:

To establish the requirements with which any persons using or in thoroughfares and public property within the district, must comply.

Cemeteries Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide for the regulation, management and control of activities in the Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) located in the district.

Effect:

To establish the requirements with which any persons using the Dowerin and Minnivale Cemeteries, must comply.

Fencing Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To prescribe a sufficient fence and building standards of fences throughout the district.

Effect:

To establish the minimum requirements for fencing within the district.

Meeting Procedures Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.

Effect:

To provide for

a. better decision-making by the Council and its committees;
b. the orderly conduct of meetings;
c. a better understanding of the process of conducting meetings; and
d. the more efficient and effective use of time at meetings.

Repeal Local Law 2021

The purpose and effect of this local law is as follows:

Purpose:

To repeal obsolete local laws that no longer have relevance.

Effect:

To ensure that no irrelevant local laws are in force within the Shire of Dowerin.

Consultation

All draft local laws developed, using the WALGA Model Local Laws as their templates, by the Consultant were reviewed by the Shire's CEO, the Senior Management Team and Executive Governance Officer. At the Council Workshop held July 2021, Council reviewed the draft Meeting Procedures Local Law.

The proposal to adopt the local laws will be advertised locally inviting comment from the community. The respective Ministers/Government Agencies will also be advised of the proposals and requested to make comment.

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	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, widespread loss of ommunity trust, high widespread multiple media profile, third party actions
Consequence Rating	Insignificant (1)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Choose an item.

Financial Implications

There are no significant financial implications evident at this time.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation – 12.2

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; and
   - 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

Resolution – 12.2

Moved: Cr Metcalf **Seconded:** Cr Trepp

0469 ***That Council lay Item 12.2 Shire of Dowerin Local Laws Project 2021 on the table until its September meeting.***

CARRIED BY ABSOLUTE MAJORITY 5/0

Reason

Council wish to investigate alternate fencing construction materials and methods.

12.3 Koomberkine Mobile Phone Tower Development Application - 205 Morrel N Road, Koomberkine

Governance & Compliance

Date:	29 July 2021
Location:	205 Morrell North Road, Koomberkine
Responsible Officer:	Linley Dreghorn, Executive and Governance Officer
Author:	Paul Bashall, Planwest (WA) Pty Ltd
Legislation:	*Planning and Development Act 2005*
Sharepoint Reference:	Compliance/Development & Building/Development Applications
Disclosure of Interest:	Nil
Attachments:	**Nil**

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

To inform the Council of the factors to consider when determining an application for Development Approval (DA) for the construction of a mobile phone tower at 205 Morrell N Road, Koomberkine.

CPS Global has applied for Development Approval (DA) to develop Lot 24830 Morrell North Rd, Koomberkine, for an Optus mobile phone tower. The *Telecommunications (Low-Impact Facilities) Determination 2018* allows for the installation of a new mobile phone network infrastructure without the consent of a relevant statutory authority. In this instance the proposed development is not a "Low Impact facility" under the definitions contained in the Commonwealth legislation, resulting in the need for a DA.

The development includes a 50m high lattice tower and an equipment shelter at the base of the tower. The tower will include three panel antennas, a microwave dish and other ancillary equipment and works.

Background

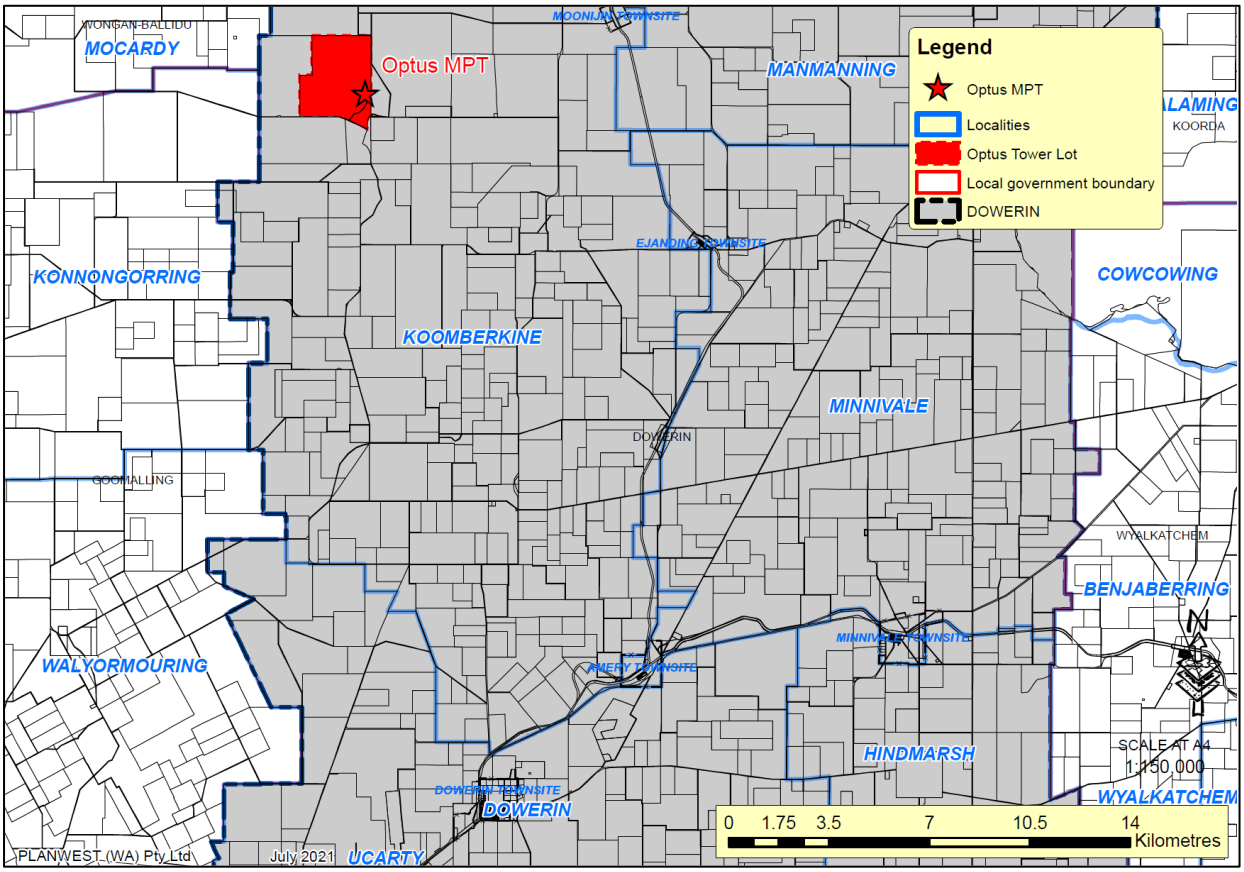
Singtel Optus Propriety Limited (Optus) is a licensed carrier under the Commonwealth Telecommunications Act 1997. Optus is proposing to install a new mobile phone base station being a part of the Mobile Black Spot Program which is a Federal Government initiative to improve and extend mobile phone coverage in regional and remote Australia.

The Federal Government has committed $380 million to this Program, which has been co-invested by State Governments, local governments, businesses, community organisations and telecommunications providers. As part of this round of the Program, Optus has secured funds to build 36 new sites in Western Australia.

The subject land is about 658 hectares and is located about 25 kilometres north of Dowerin townsite and 3.7 kilometres from the Shire's western boundary.

Figure 1 provides a location plan showing the subject land in relation to the Dowerin Townsite.

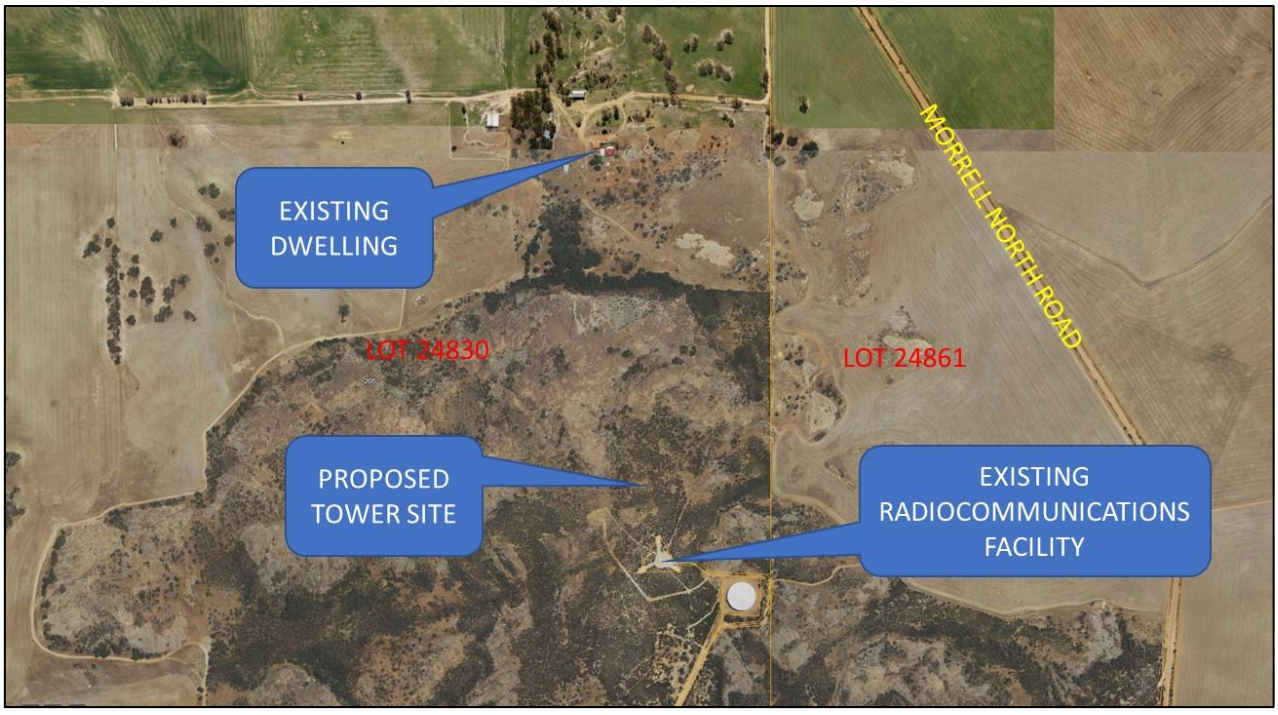
FIGURE 1 – LOCATION PLAN



Source: Landgate, Planwest

Figure 2 shows an enlarged aerial photograph of the subject land indicating the location of the proposed tower site in relation to an existing tower and a dwelling on the same lot.

FIGURE 2 – EXTRACT FROM APPLICATION SITE PLAN

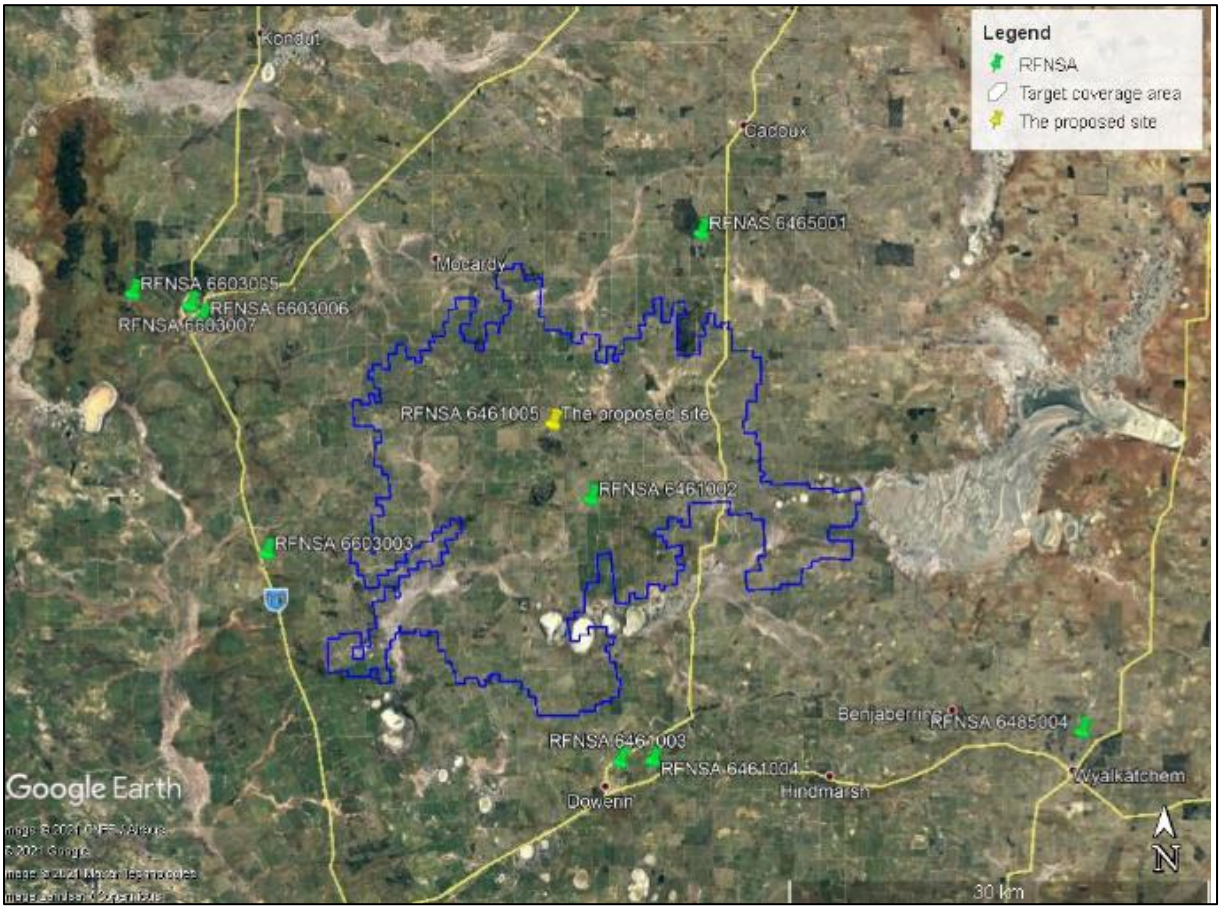


Source: Landgate, Planwest

Mobile telephone networks operate through base stations, which incorporate a radio transmitter, a receiver and an antenna. Base stations provide coverage to a geographic area known as a 'cell', which may vary in size but generally have a radius of up to 10 kilometres. Each cell has its own transceiver which sends and receives radio signals throughout its specified zone.
The location selected for this facility is central to a cell that has been identified as having poor reception. **Figure 3** is an extract from the DA that shows this cell and the surrounding communication sites (shown as RFNA).

Figure 3 provides an aerial photograph of the site clearly showing the existing infrastructure.

FIGURE 3 – LOCATION OF NEARBY COMMUNICATION SITES



Source: DA, Planwest

	Comment

It is clear that the efficiency of telecommunication systems is becoming more important to community as well as business. The proposed infrastructure will respond to the need to address mobile black spot in this area.

Although unlikely to be significantly impacted, the crossover from the Kalguddering Road should be subject to the Council's satisfaction to ensure the location is acceptable, and that the Council's drainage system is not impacted.

The proposal seeks to carry out minor tree and shrubbery trimming and removal. To ensure that the removal of vegetation is kept to a minimum it is recommended that that a landscaping plan be prepared to the satisfaction of the Council. Although the Lot is affected by the Bushfire Prone mapping, the site of the tower is not affected.

As mentioned, the visual impact of the facility must be weighed against the benefits to the community and businesses of improved communications. Because the facility is so remote from any sensitive uses an advertising period is not considered necessary.

Development Approval (DA) Application

The following development works have been included within the DA application:

- Installation of a 50m high lattice tower;
- Installation of a triangular headframe atop of the tower;
- Installation of three (3) Optus panel antennas on the headframe;
- Installation of nine (9) Radio Remote Units (RRUs) mounted on the headframe and provisions for twelve (12) future RRUs;
- Installation of a parabolic antenna mounted on the tower;
- Installation of 4-bay outdoor equipment unit (ODU) in standard colour "pale eucalypt";
- Ancillary equipment associated with the safe operation of the facility

The DA includes a covering letter, DA form, plans and elevations, a certificate of title, and an assessment in response to the State Planning Policy 5.2 – Communications Infrastructure (SPP 5.2) requirements

Ordinarily a mobile phone tower would be exempt from requiring a DA, however, because this proposal is not considered to be a 'low impact facility', a DA is required.

SPP 5.2 specifies the information that is required to be submitted with a DA. The details of the assessment carried out by the applicant on behalf of Optus demonstrates that the appropriate analysis has been carried out to select the best option for this facility.

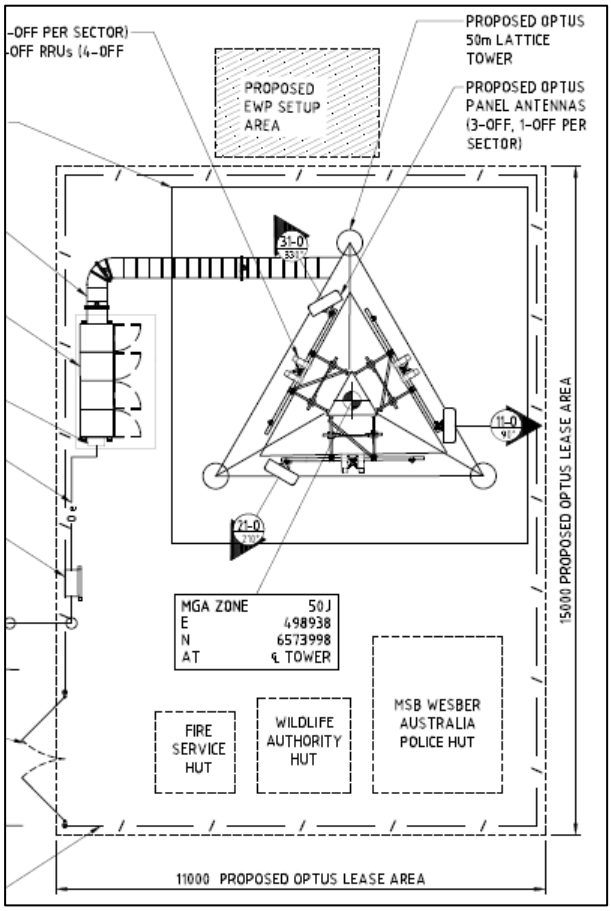
It is incumbent on the proponent to ensure that the facility performs to the standard required to fill the identified 'mobile black spot'.

A consideration of the application is the significance of the Electromagnetic Emissions (EME). The DA reports that the maximum EME of the facility will be 0.30%, and this will occur at 345m from the facility. This appears to be well within the maximum of 1% specified for urban areas.

The area occupied by the facility (not including the setup area) measures only 10x15m - a very small footprint compared with the rural environment surrounding the site.

Figure 4 shows the development layout as lodged. Although not specified, it appears that the positioning of the components will be about 1.3km north of Kalguddering Road– from which access will be obtained.

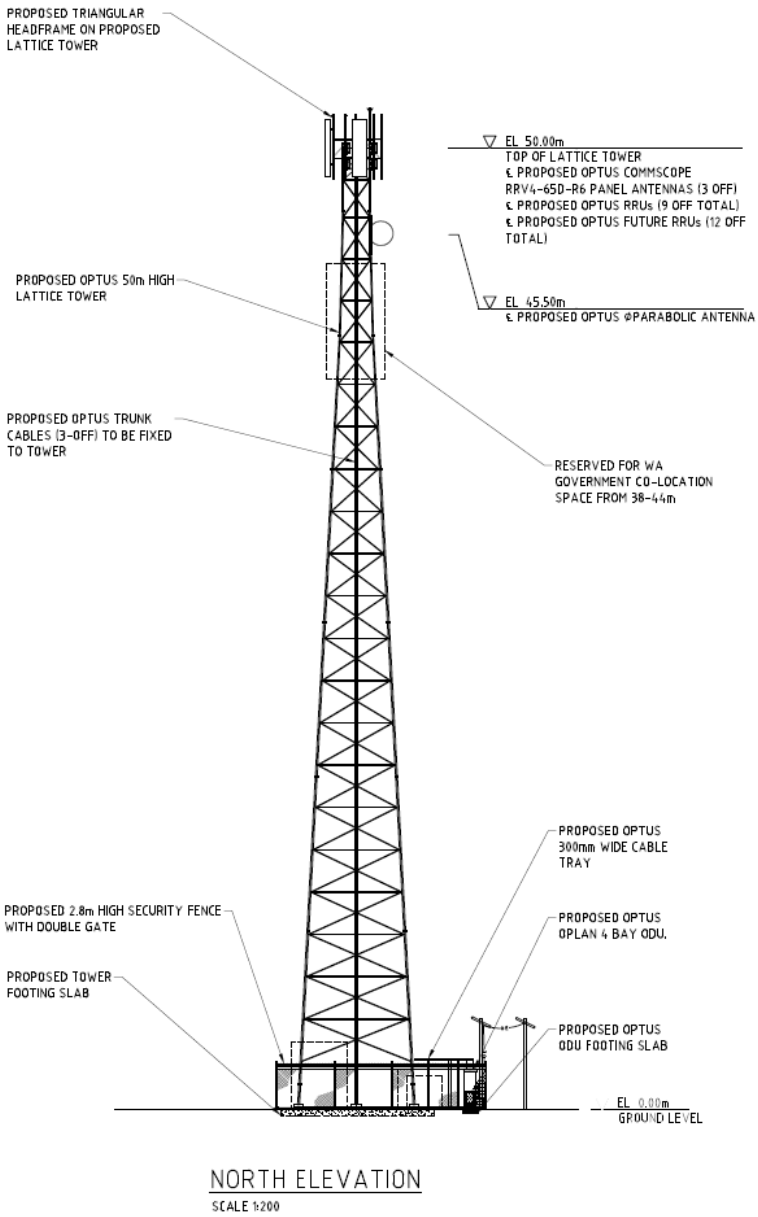
FIGURE 4 – EXTRACT FROM SITE LAYOUT



Source: DA, Planwest

Figure 5 shows a typical elevation of the tower.

FIGURE 5 – TYPICAL ELEVATION OF THE PROPOSED TOWER



Source: DA, Planwest

There is an existing radiocommunications facility about 120 metres south of the proposed tower, however it is not considered suitable for co-location of the Optus facility. The proposed site has been selected from other alternative candidates and is still adequately elevated to meet the objectives of the new project.

It appears that the house on the lot is about 560 metres north of the proposed mobile phone tower, and the owners have signed the DA application form. It is unlikely that the 50m tower will be visibly intrusive from the main road or the existing house and the galvanised colour will minimise the visual impact. The trade-off of the visual impact has to be assessed against the community and business benefits of the communication improvements.

The DA suggests that;

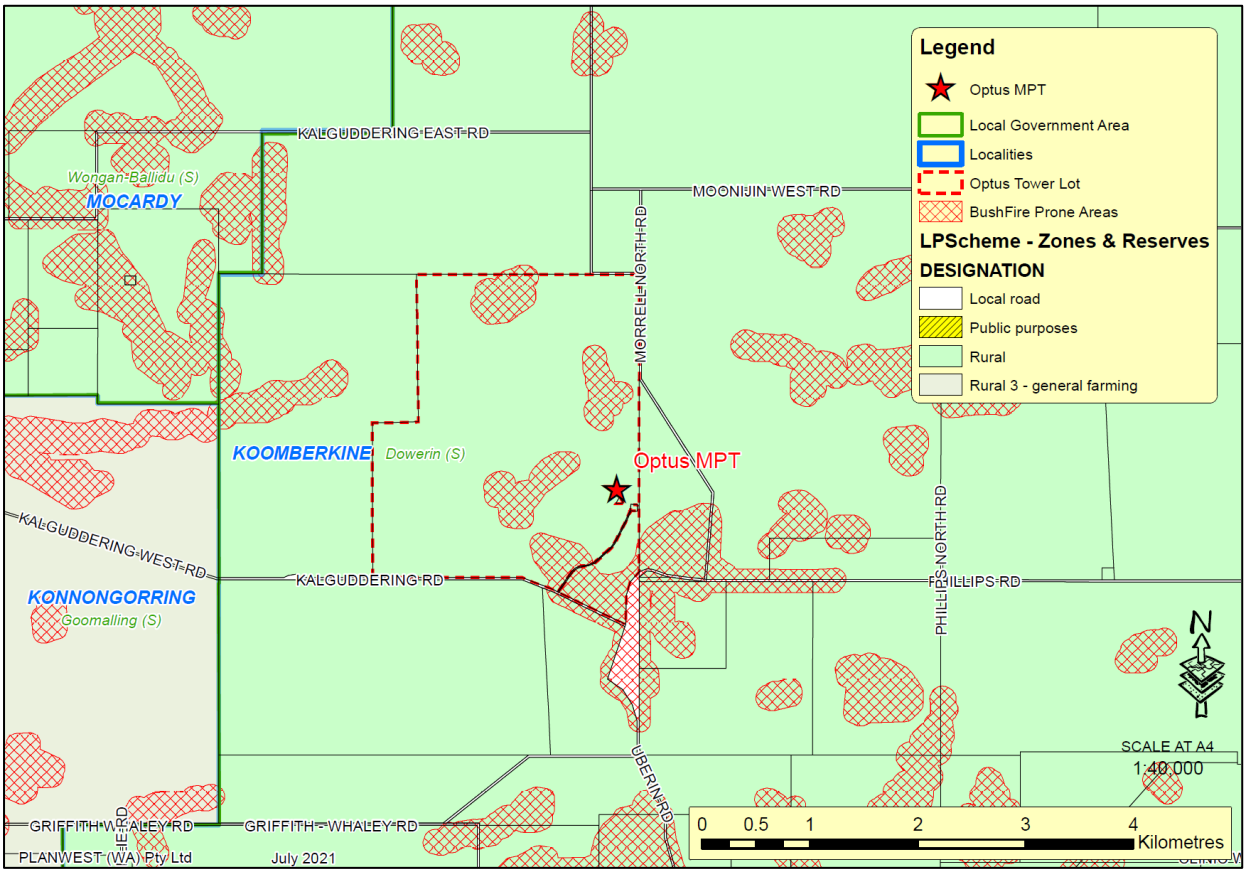
- The location will achieve the required coverage objectives for the area as prescribed in the Government's Black Spot Program;
- The site is appropriately located and sited so as to minimise visual and environmental impact on the immediate and surrounding area;
- The site is situated in proximity to other infrastructure and therefore is considered a co-location;
- Well setback from sensitive uses;
- The site will meet design and construction considerations;
- The proposal operates within the regulatory framework of Commonwealth, State and Local Government;
- The location of the proposed facility will have a minimal impact on the character and setting of the rural area;
- The proposed development will not have a detrimental impact to the objectives of the zone;
- The ability to secure land tenure.

Statutory Implications

Shire of Dowerin Local Planning Scheme No 2 (the Scheme)

Figure 6 shows that the subject land is zoned 'Rural' in the extract from the Scheme map. The Figure also shows the extent of the Bushfire Prone mapping. Although the lot does contain bushfire prone areas, the location of the tower is not impacted.

FIGURE 6 – EXTRACT FROM SCHEME MAP



Source: DPLH, Planwest

Table 1 – Zoning Table of the Scheme classifies a 'Telecommunications infrastructure as a 'D' use in the Rural zone.

'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

The Scheme objectives do not mention this type of development, however it is clear that SPP 5.2 would require a new Scheme to facilitate such infrastructure.

State Planning Policy 5.2 – Communications Infrastructure (SPP 5.2)

SPP 5.2 applies to the whole State and is to be given due regard in determining DAs. The Policy uses a set of land use planning policy measures and provides clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

The policy covers the exposure of EMEs, visual impacts, and also provides a list of information that is to be submitted when lodging a DA. The current DA satisfactorily provides this information.

Consultation

CPS Global

Rebecca McCall, Chief Executive Officer

Policy Implications

There are no Council policies that are impacted by this proposal.

Strategic Implications

Local Planning Strategy

Shire of Dowerin Local Planning Strategy (the Strategy) was endorsed by the WA Planning Commission on 11 June 2013. The Strategy is silent on the location, size and assessment of telecommunications in the Shire.

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	We have functional infrastructure that meets the needs of the community
Outcome:	3.1
Reference:	3.1.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	IT or Communication Systems & Infrastructure
Risk Category	Interruption to Service
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Minor (2)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Community & Engagement Framework Communication & Engagement Policy Community Satisfaction Survey
Action (Treatment)	Community Consultation

Risk Rating (after treatment)	Adequate

Financial Implications

Nil, other than the potential for increased use of rural roads around the property proportional to the increased capacity of the development.

Comment

CBH provides a valuable service to many rural producers in the region and is supported by local government, however the potential drainage issue raised in the SMP needs to be monitored.

It is stated that many of the internal roadways of the facility are unsealed. Due to the proximity of a sensitive use immediately to the east of the new bulkheads, a condition relating to the need for dust minimisation is considered appropriate.

Officers Recommendation/Resolution – 12.3

Moved: Cr Ward **Seconded:** Cr Sewell

0470 **That the Council approves the Development Approval application as received on 22 July 2021, subject to the following conditions;**

1. **The vehicular crossover from Kalguddering Road be located and constructed to the satisfaction of the local government.**
2. **The preparation of a landscaping plan to the satisfaction of the local government to ensure the access to the site is maintained with the appropriate fire breaks and that any vegetation that is removed for construction is adequately replaced.**

Advice Notes

1 **If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.**

2 **If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination**

CARRIED 5/0

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Request for Tender – Dowerin Oval Irrigation Development

Works & Assets	
Date:	29 July 2021
Location:	Dowerin Oval
Responsible Officer:	Les Vidovich, Manager Works & Assets
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Functions & General) Regulations 1996*
Sharepoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	**Attachment 13.1A** – Draft Tender Specifications

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents the draft tender specifications for the Dowerin Oval Irrigation Development to Council for consideration and, if satisfactory, adoption.

Background

At its July 2020 meeting Council (CMRef 0245) endorsed the Chief Executive Officer to submit an application to the Department of Local Government Sport and Cultural Industries (DLGSC) under the Community Sporting and Recreation Facilities Fund (CSRFF) for funding to upgrade the irrigation systems at Dowerin's main oval and hockey field.

"That Council:

1. **Endorse a small grant application seeking $98,966 excluding GST (exclusive of Development Bonus) under the Community Sporting and Recreation Facilities Fund for the Dowerin Oval and Hockey Fields Irrigation Systems Upgrade Project;**
2. **Rank the Dowerin Oval and Hockey Fields Irrigation Systems Upgrade Project as "A – Well planned and needed by municipality"; and**

Commit expenditure of up to $197,933 excluding GST from the Shire of Dowerin Recreation Facilities Reserve towards the Dowerin Oval and Hockey Fields Irrigation Systems Upgrade Project in 2020/21."

Consultation with Dowerin District High School, Dowerin & Wyalkatchem Football Club, Dowerin Hockey Club and Dowerin Cricket Club confirmed the need for the irrigation systems at the oval and hockey field to be upgraded. There are no other similar sporting grounds in Dowerin and this infrastructure is heavily utilised by the local and regional communities throughout the year for a variety of sport and recreation purposes.

The current manual irrigation technique is inconsistent and does not provide an even coverage resulting in poor surfaces (lawn divets, dry patches etc). Existing irrigation occurs 12 hours per week

with a travelling irrigator using 30 million litres annually at a cost of $30,000 per annum. Upgrading the irrigation systems will reduce labour costs, conserve water (a 50% reduction in water usage) and reduce the likelihood of uneven surface coverage.

Comment

The funding application from DLGSC was unsuccessful on this occasion, however funding through the Local Regional Community Infrastructure Program (LRCIP) Phase 2, Dowerin Events Management contributing and funds from the Recreational Reserve, has meant that this project can proceed.

Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender- exempt arrangement as stated in the Purchasing Policy 3.11 , it is mandatory to conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this policy and the Shire of Dowerin's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

Consultation

Senior Management Team

Dowerin District High School

Dowerin & Wyalkatchem Football Club

Dowerin Hockey Club

Dowerin Cricket Club

NewGround Water Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Natural Environment
Objective:	*We manage our natural environment appropriately managed to ensure a sustainable future for our community*
Outcome:	4.1
Reference:	4.1.3
Community Priority:	Our Infrastructure
Objective:	*We have functional infrastructure that meets the needs of the community*
Outcome:	3.2
Reference:	3.2.3

Asset Management Plan

The AMP currently identifies the current irrigation system to include associated infrastructure and operational costs. The proposed Dowerin Oval and Hockey Field Irrigation System upgrade will result in lifecycle costs that will need to be factored into the AMP.

Long Term Financial Plan

As above, the LFTP identifies financial implications associated with the current irrigation system to include associated infrastructure and operational costs. The proposed Dowerin Oval and Hockey Field Irrigation System upgrade will result in maintenance and capital costs that will need to be factored into the LTFP.

Statutory Implications

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

"3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders."

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

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	$200,001 - $500,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Annual Budget
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls
Risk Rating (after treatment)	Adequate

Financial Implications

Council is required to allocate a contribution towards this project in the 2021/22 financial year. The total anticipated project costs amounts to $285,000. With LRCIP funding of $143,000 and Dowerin Events Management contributing $50,000, the sum of $92,000 ex GST is to be allocated in the 2021/22 financial year.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 13.1

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

0471 **That, in accordance with Section 3.57 of the *Local Government Act 1995,* Council:**

1. **Endorses the Tender Specifications for the Dowerin Oval Irrigation Development as per Attachment 13.1A;**
2. **Endorses advertising of the Tender Specifications for the Dowerin Oval Irrigation Development; and**
3. **Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.**

CARRIED 5/0

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

Council was requested to consider a Late Item relating to the 2021/22 Rates and Sewerage Budget Adoption.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Cr Sewell

0472 **That, in accordance with Clauses 3.2 and 3.9 of the Shire of Dowerin Local Law (Standing Orders) 2001, Council accepts Late Item 14.1 Rescinding of Motion CMRef 0453 and 14.2 Rescinding of Motion CMRef 0454 for consideration.**

CARRIED 5/0

14.1 Rescinding of Motion CMRef 0453

Corporate and Community Services

Date:	16 August 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996; Waste Avoidance and Resources Recovery Act 2001;*
SharePoint Reference:	Organisation/Financial Management/Budgeting/2021-2022 Budget
Disclosure of Interest:	Nil
Attachments:	**Attachment 14.1A** - Adopted Rates V Modelled **Attachment 14.1B** - Rates Variance Report

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents to Council that Resolution (CMRef 0453) be rescinded, and a new motion be voted on by absolute majority.

Background

At its Special Council Meeting held 10 August 2021, Council resolved to adopt the 2021/22 Budget by Absolute Majority.

Upon commencement of Rates Billing Pre-Checks the Rates Officer discovered discrepancies between the Unconfirmed Minutes and Attachments. On further review, the majority of amounts were reported incorrectly and did not match the modelling spreadsheet.

Administrative errors have occurred between the modelling spreadsheet being dispersed and the Agenda being presented to Council. This was an oversight of multiple administrative staff.

The Rates Officer can confirm that Rates Modelling was completed based upon modelling of 3% and not based upon the figures presented previously to Council for adoption.

Comment

If Council agrees with this recommendation, Council will need to rescind the original resolution which states:

That, in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, Council for the purpose of yielding the deficiency disclosed by the 2021/22 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 10 of the 2021/22 Budget). Some rates may be affected due to Unimproved Valuations received from Landgate effective 1 July 2021:

Unimproved Value	Cents in $	Variance	Minimum Rate	Variance
Residential (GRV)	**0.10079**	0.002210	**$793**	$0
Commercial/Industrial GRV	**0.10079**	0.002210	**$793**	$0
Town Rural (GRV)	**0.10079**	0.002210	**$793**	$0
Other Towns (GRV)	**0.10079**	0.002210	**$231**	$1
Rural Farmland (UV)	**0.00840**	-0.000600	**$793**	$0
Commercial/Industrial (UV)	**0.00840**	-0.000600	**$793**	$0
Town Rural (UV)	**0.00840**	-0.000600	**$793**	$0
Mining (UV)	**0.00840**	-0.000600	**$231**	$1
Total Variance		0.006440		$2

Should Council rescind the original resolution and adopt the proposed recommendation, the municipal and sewerage rates within the Statutory Budget and associated notes adopted by Council in Motion CMRef 0453 and CMRef 0454 will be correct.

Consultation

Sheldon Cox, Rates Officer
Linley Dreghorn, Executive Governance Officer
Cherie Delmage, Manager of Corporate and Community Services
Tara Donnelly, Rates Consultant

Policy Implications

Nil

Statutory Implications

Section 10 of the *Local Government (Administration) Regulations 1996* is applicable and states:

"10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

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

The AMP will be reviewed to capture the 2021/22 Budget allocations.

Long Term Financial Plan

The LTFP will be reviewed to capture the 2021/22 Budget allocations.

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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Rates Modelling was conducted at 3%, if the Budget was to proceed as adopted there would be a $94,000 excess revenue raised and unallocated.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

One third of Elected Members, including the Mover, must support the rescission motion. The decision to rescind the motion must be by Absolute Majority.

Councillors Hudson, Ward and Sewell agreed to support a motion to rescind resolution CMRef 0453.

Officer's Recommendation/ Resolution – 14.1

Moved: Cr Trepp **Seconded:** Cr Sewell

Seconded: Cr Ward

0473 **That Council:**

1. **Rescinds previous Council Resolution (*CMRef 0453)* as outlined in the Special Meeting of Council 10 August 2021 as Item 5.1:**

   That, in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, Council for the purpose of yielding the deficiency disclosed by the 2021/22 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 10 of the 2021/22 Budget). Some rates may be affected due to Unimproved Valuations received from Landgate effective 1 July 2021:

Unimproved Value	Cents in $	Minimum Rate
Residential (GRV)	**0.10079**	**$793**
Commercial/Industrial GRV	**0.10079**	**$793**
Town Rural (GRV)	**0.10079**	**$793**
Other Towns (GRV)	**0.10079**	**$231**
Rural Farmland (UV)	**0.00840**	**$793**
Commercial/Industrial (UV)	**0.00840**	**$793**
Town Rural (UV)	**0.00840**	**$793**
Mining (UV)	**0.00840**	**$231**

2. **Adopts in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, Council for the purpose of yielding the deficiency disclosed by the 2021/22 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 10 of the 2021/22 Budget). Some rates may be affected due to Unimproved Valuations received from Landgate effective 1 July 2021:**

Unimproved Value	Cents in $	Minimum Rate
Residential (GRV)	**0.103000**	$793
Commercial/Industrial GRV	**0.103000**	$793
Town Rural (GRV)	**0.103000**	$793
Other Towns (GRV)	**0.103000**	$232
Rural Farmland (UV)	**0.007800**	$793
Commercial/Industrial (UV)	**0.007800**	$793

Town Rural (UV)	**0.007800**	$793
Mining (UV)	**0.007800**	$232

CARRIED BY ABSOLUTE MAJORITY 5/0

14.2 Rescinding of Motion CMRef 0454

Corporate and Community Services

Date:	16 August 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996; Waste Avoidance and Resources Recovery Act 2001;*
SharePoint Reference:	Organisation/Financial Management/Budgeting/2021-2022 Budget
Disclosure of Interest:	Nil
Attachments:	**Attachment 14.2A** – Adopted Sewerage V Modelled **Attachment 14.2B** – Sewerage Variance Report

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents to Council that Resolution (CMRef 0454) be rescinded, and a new motion be voted on by absolute majority.

Background

At its Special Council Meeting held 10 August 2021, Council resolved to adopt the 2021/22 Budget by Absolute Majority.

Upon commencement of Rates Billing Pre-Checks the Rates Officer discovered discrepancies between the Unconfirmed Minutes and Attachments. On further review, the majority of amounts were reported incorrectly and did not match the modelling spreadsheet.

Administrative errors have occurred between the modelling spreadsheet being dispersed and the Agenda being presented to Council. This was an oversight of multiple administrative staff.

The Rates Officer can confirm that Rates Modelling was completed based upon modelling of 3% and not based upon the figures presented previously to Council for adoption.

Comment

If Council agrees with this recommendation, Council will need to rescind the original resolution which states:

That, in accordance with Section 41 of the *Health Act 1911*, Council imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1f on Page 12 of the 2021/22 Budget):

Gross Rental Value	Cents in $	Variance	Minimum Rate/Charge	Variance

	Sewerage Rates:			
Residential	**0.075841**	0.002275	**$383**	$0
Commercial	**0.075841**	0.002275	**$787**	$1
Vacant	**0.075841**	0.002275	**$383**	$0
Government	**N/A**	**N/A**	**$787**	$1
	Sewerage Fixtures:			
First Fixture	**N/A**	**N/A**	**$257**	$0
Additional Fixtures	**N/A**	**N/A**	**$117**	$0
Total Variance		0.006825		$2

Should Council rescind the original resolution and adopt the proposed recommendation, the municipal and sewerage rates within the Statutory Budget and associated notes adopted by Council in Motion CMRef 0453 and CMRef 0454 will be correct.

Consultation

Sheldon Cox, Rates Officer
Linley Dreghorn, Executive Governance Officer
Cherie Delmage, Manager of Corporate and Community Services
Tara Donnelly, Rates Consultant

Policy Implications

Nil

Statutory Implications

Section 10 of the *Local Government (Administration) Regulations 1996* is applicable and states:

"10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

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

The AMP will be reviewed to capture the 2021/22 Budget allocations.

Long Term Financial Plan

The LTFP will be reviewed to capture the 2021/22 Budget allocations.

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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Sewerage Rates Modelling was conducted at 3%, if the Budget was to proceed as adopted there would be less revenue raised than budgeted by $3,928.11.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

One third of Elected Members, including the Mover, must support the rescission motion. The decision to rescind the motion must be by Absolute Majority.

Councillors Hudson, Ward and Sewell agreed to support a motion to rescind resolution CMRef 0454.

Officer's Recommendation / Resolution– 14.2

Moved: Cr Sewell **Seconded:** Cr Trepp

0473 **That Council:**

1. **Rescinds previous Council Resolution (*CMRef 0454)* as outlined in the Special Meeting of Council 10 August 2021 as Item 5.1:**

   That, in accordance with Section 41 of the *Health Act 1911*, Council imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1f on Page 12 of the 2021/22 Budget):

Gross Rental Value	Cents in $	Minimum Rate/Charge
Sewerage Rates:		
Residential	**0.075841**	**$383**
Commercial	**0.075841**	**$787**
Vacant	**0.075841**	**$383**
Government	**N/A**	**$787**
Sewerage Fixtures:		
First Fixture	**N/A**	**$257**
Additional Fixtures	**N/A**	**$117**

2. **Adopts in accordance with Section 41 of the *Health Act 1911*, Council imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1f on Page 12 of the 2021/22 Budget):**

Gross Rental Value	Cents in $	Minimum Rate/Charge
Sewerage Rates:		
Residential	**0.078116**	**$383**
Commercial	**0.078116**	**$788**
Vacant	**0.078116**	**$383**
Government	**N/A**	**$788**
Sewerage Fixtures:		
First Fixture	**N/A**	**$257**
Additional Fixtures	**N/A**	**$117**

CARRIED BY ABSOLUTE MAJORITY 5/0

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure

The President thanked those in attendance and declared the Meeting closed at 3.04pm.

SHIRE OF
DOWERIN
TIN DOG TERRITORY

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MINUTES

Audit & Risk Committee Meeting

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

ABN: 35 939 977 194
P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461
www.dowerin.wa.gov.au

Table of Contents

1.	**Official Opening**
2.	**Record of Attendance / Apologies / Leave of Absence**
3.	**Public Question Time**
4.	**Disclosure of Interest**
5.	**Confirmation of Minutes of the Previous Meetings**
5.1	Minutes of the Audit & Risk Committee Meeting held on 20 April 2021
6.0	**Presentations**
7.	**Officer's Reports**
7.1	Interim Audit Results for the Year Ending 30 June 2021
7.2	Risk Dashboard Quarterly Report – June & September 2021
7.3	Policy Manual Review – Policy 3.11 Purchasing Policy
8.	**Questions from Members**
9.	**Urgent Business Approved by the Person Presiding or by Decision**
10.	**Date of Next Meeting**
11.	**Closure**

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Shire of Dowerin
Audit & Risk Committee Meeting
23 September 2021

1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 10.48am.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr DP Hudson	President & Chair
Cr BA Ward	Deputy President
Mrs TA Jones	

Staff:

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate & Community Services
Ms L Dreghorn	Executive & Governance Officer

Apologies: Cr RI Trepp

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Audit & Risk Committee Meeting held on 20 April 2021

Attachment 5.1A

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

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

That, in accordance with Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 20 April 2021, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

6. PRESENTATIONS

Nil

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7. OFFICER'S REPORTS

7.1 Interim Audit Results for the Year Ending 30 June 2021

Corporate & Community Services	
Date:	3 August 2021
Location:	Not applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Audit) Regulations 1996*
Sharepoint Reference:	Organisation/Corporate Management/Reporting
Disclosure of Interest:	Nil
Attachments:	**Attachment 7.1A** – Interim Audit Report

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents the results and findings of the Interim Audit for the year ending 30 June 2021 to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

The Office of the Auditor General (OAG) conducted its Interim Audit for the Shire of Dowerin on Thursday 20 to Friday 21 May 2021.

The Report on the results of the Audit has been received and is included as an Attachment for the Audit & Risk Committee's information.

Comment

The Report identifies thirteen areas which are considered deficient, being:

1. Segregation of Duties over Procurement;
2. Bank Reconciliation;
3. Investment of Surplus Funds;
4. Monthly Sundry Debtor Reconciliation;
5. Credit Note Authorisation Forms;
6. Cancelled Receipts;
7. Purchase Orders Dated After Invoice Dates;
8. Contract Variations;
9. Payroll Masterfile;

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10. Employee Termination Payments;
11. IT Security Policy;
12. No Asset Disposal Forms; and
13. Annual Financial Report.

The rating given to the Segregation of Duties over Procurement deficiency is Significant, meaning that there is potentially a significant risk to the organisation should the finding not be addressed promptly. A Significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit report, it should be addressed promptly.

The rating given to the Annual Financial Report deficiency is Minor, meaning that the finding is not of a primary concern but still warrants action being taken.

The rating given to the other eleven deficiencies is Moderate, meaning the findings are of sufficient concern to warrant action being taken to rectify the deficiency as soon as practicable.

The Report details the Finding against each deficiency, indicates the Implications the deficiency may have on the organisation, and makes Recommendations on how the organisation can best rectify the deficiency. Management was made aware of the identified deficiencies at the conclusion of the Audit and were afforded the opportunity to provide comment and context to the deficiency.

While the matters are fully detailed in the Report, they have been summarised in the table below:

Finding	Recommendation	Management Comment
Segregation of Duties over Procurement	The Shire should review its current procurement processes by placing independent reviews to ensure appropriate segregation of duties.	The Shire of Dowerin is in the process of reviewing its procurement processes to ensure appropriate segregation of duties takes place to reduce the risk of fraud and error. The draft review is attached to verify action is underway.
Bank Reconciliation	The monthly bank reconciliation should be prepared for both Muni and Muni Max accounts in a timely manner and reviewed by an independent senior officer promptly. The review should be evidenced in writing.	The Shire of Dowerin has identified the issues and is in the process of implementing an effective control to ensure monthly reconciliations are prepared in a timely manner and reviewed appropriately.
Investment of Surplus Funds	The Shire should establish and document internal control procedures that should be followed by employees to ensure appropriate control over investments, in accordance with Regulation 19(1) of the Local Government (Financial Management) Regulations. Also, surplus funds should be invested in accordance with Investment Policy and monthly investment reconciliations should be prepared as required by the Policy.	The Shire of Dowerin will review its Untied Surplus and Investment Policies along with corresponding procedures to ensure controls are effective and suited to the organisation. The draft procedure Investment procedure is attached to verify action is underway.
Monthly Sundry Debtor Reconciliation	The monthly sundry debtor reconciliations should be reviewed by a senior officer independent of the preparer in a timely manner and any variances should be investigated and rectified without delay.	The monthly financial checklist will be reviewed by the Manager Corporate and Community Services in a timely manner and any variances investigated and rectified without delay. The monthly checklist process is under review which includes the requirement to present the

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		completed monthly checklist to the CEO for confirmation of all EOM reconciliations.
Credit Note Authorisation Forms	The Shire should have a formal credit note authorisation form that should be completed by the Accounts Receivable Officer and authorised by an independent senior officer prior to processing credit notes. The Shire should also perform an independent review of credits notes issued periodically and such review should be documented and retained.	Credit Note Authorisation Forms are now in place and utilised. A corresponding procedure will be developed to include the performance of independent reviews.
Cancelled Receipts	We recommend that cancelled receipts be reviewed promptly by an officer independent of the receipting function.	Internal controls will be amended to ensure cancelled receipts are reviewed by an officer independent of the receipting function.
Purchase Orders Dated After Invoice Dates	Purchase orders should be approved for all applicable items prior to ordering.	Staff will be reminded that non-compliance of procurement processes is a breach of the Code of Conduct and CEO directive. Consequences of non-compliance will be communicated to staff.
Contract Variations	We recommend that delegation thresholds be established that specify which staff/positions can approve contract variations, based on value and/or the type of contract.	The Shire of Dowerin is in the process of reviewing its procurement policy.
Payroll Masterfile	Management should review amendments to payroll Masterfile on a periodic basis and ensure all amendments are genuine and correct.	With the implementation of Altus Payroll there is a need to amend the process to ensure payroll Masterfile is reviewed on a regular basis. The payroll system now has the capacity to provide this data as per comment below received from IT Vision. 'This Report has been a part of an enhancement request to Definitiv in regard to additional details of who made the changes.'
Employee Termination Payments	Employee termination payment calculations should be reviewed and approved by an independent senior officer prior to processing the payment and the review and approval should be evidenced in writing.	Workings are prepared by the Manager Corporate & Community Services along with the payroll officer prior to processing of the pay run. All workings are included in applicable pay-run documentation and signed off. The internal control will be amended to include the calculations to be reviewed by an independent officer.

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IT Security Policy	Management should develop a formal IT Security Policy and it should be reviewed and updated regularly as changes occur.	The Shire of Dowerin has commenced the process of developing an IT Security Policy. Policies are reviewed every two years in accordance with the organisation's Risk Management Framework.
No Asset Disposal Forms	Management should introduce an Asset Disposal/Deletion form to formalise the asset disposals/deletions process, which should also be subject to appropriate authorisation.	An Asset Disposal/Deletion Form is now in place to verify and authorise the asset disposal/deletion process.
Annual Financial Report	Management should submit a copy of the Annual Financial Report to the Department within 30 days of the receipt of the Auditor's Report on the Financial Report as required by the Regulations.	The lodgment of the Annual Financial Report within 30 days of the receipt of the Auditor's Report on the Financial Report is captured in the organisation's Corporate Calendar and Risk Dashboard. Management notes the human error of submitting the unsigned copy of the Auditor's Report.

Staff will provide additional comment on the Findings and an update of actioning recommendations at the meeting.

Consultation

OAG / Auditors

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

UNCONFIRMED

Risk Implications

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

Financial Implications

Nil

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Ms TS Jones **Seconded:** Cr Ward

That, in accordance with the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. **Receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.1A, from Macri Partners Chartered Accountants for the 2020/21 financial year;**
2. **Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and**
3. **Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.1A, from Macri Partners Chartered Accountants for the 2020/21 Interim Audit.**

CARRIED 3/0

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7.2 Risk Dashboard Quarterly Report – June & September 2021

Governance & Compliance	
Date:	July 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	As Above
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Compliance/Risk Management/Reporting
Disclosure of Interest:	Nil
Attachments:	**Attachment 7.2A** - Risk Dashboard Quarterly Report – June 2021 **Attachment 7.2B** - Risk Dashboard Quarterly Report – September 2021

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

This Item presents the Risk Dashboard Quarterly Review to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible. During the

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quarterly reporting process, management are required to review any risks within their area and follow up controls and treatments/actions that are mitigating those risks.

Comment

The reviewed Risk Dashboard is included as an Attachment for the Audit & Risk Committee's perusal and comment.

The following comments against current actions are noted:

Asset Management

Action: Implement New Fuel Stock Control System

Comment: Partially completed; fuel pods will be installed into new fleet

Action: Review of Asset Management Plan

Comment: Asset Infrastructure Management engaged to review AMP

Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Scheduled to complete by December 2021

Compliance

Action: Review of Asset Management Plan & Long Term Financial Plan

Comment: Asset Infrastructure Management engaged to review AMP

Comment: ACCWEST engaged to review LTFP

Employment Practices

Action: Review of Staff Induction process

Comment: Completion of the Review has been deferred to September 2021 to introduce a new online induction developed in consultation with LG Professionals WA and the local government sector

Action: Develop Health & Wellbeing Plan

Comment: Complete deferred to October 2021 due to operational priorities

Engagement Practices

Action: Develop a Community & Engagement Policy & Framework

Comment: Draft policy and framework presented to Council in September 2021 for comment

Errors, Omissions & Delays

Action: Review Employee Code of Conduct

Comment: Review underway

Safety and Security Practices

Action: Develop Isolated Worker Management Procedure

Comment: Isolated workers beacons installed; development of procedure delayed

The following results of key performance indicators are noted:

Safety and Security Practices

KPI: Safety Audit Result

Tolerance: 95%

Result: 74%

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Les Vidovich, Manager Works & Assets

Linley Dreghorn, Executive & Governance Officer

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Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Ms TA Jones

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. **Receives the quarterly Risk Dashboard Quarterly Report – June 2021, as presented in Attachment 7.2A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin;**
2. **Receives the quarterly Risk Dashboard Quarterly Report – September 2021, as presented in Attachment 7.2B, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin; and**
3. **Recommends to Council that it adopts the quarterly Risk Dashboard Quarterly Report – June and September 2021.**

CARRIED 3/0

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

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7.3 Policy Manual Review – Policy 3.11 – Purchasing Policy and Purchasing Procedure

Governance & Compliance	
Date:	15 September 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Organisation/Governance/Council Policies Organisation/Financial Management/Controlled Documents/ Procedures
Disclosure of Interest:	Nil
Attachments:	**Attachment 7.3A** – Policy 3.11 – Purchasing Policy **Attachment 7.3B** – Purchasing Procedure

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents a review of Policy 3.11 – Purchasing Policy to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

The Office of the Auditor General (OAG) conducted its Interim Audit for the Shire of Dowerin on Thursday 20 to Friday 21 May 2021.

The Report identifies three areas associated with procurement which are considered deficient, being:

Finding	Recommendation	Management Comment
Segregation of Duties over Procurement	The Shire should review its current procurement processes by placing independent reviews to ensure appropriate segregation of duties.	The Shire of Dowerin is in the process of reviewing its procurement processes to ensure appropriate segregation of duties takes place to reduce the risk of fraud and error. The draft review is attached to verify action is underway.
Purchase Orders Dated After Invoice Dates	Purchase orders should be approved for all applicable items prior to ordering.	Staff will be reminded that non-compliance of procurement processes is a breach of the Code of Conduct and CEO directive. Consequences of non-

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		compliance will be communicated to staff.
Contract Variations	We recommend that delegation thresholds be established that specify which staff/positions can approve contract variations, based on value and/or the type of contract.	The Shire of Dowerin is in the process of reviewing its procurement policy.

The rating given to the Segregation of Duties over Procurement deficiency is Significant, meaning that there is potentially a significant risk to the organisation should the finding not be addressed promptly. A Significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit report, it should be addressed promptly.

Comment

A comprehensive review of the Purchasing Policy has taken place to address the findings and associated recommendation.

While it is an internal, administrative process, the procedure for generating purchase orders and processing and authorising invoices for payment has also been comprehensively reviewed. During the review extensive consultation occurred to ensure that the procedure was flexible enough to cater for various 'real life' scenarios but that it contained the necessary segregation to comply with audit and legislative requirements. For the sake of transparency and accountability to both Council and the community it is also included as an Attachment. Being an administrative document and process, Council are not required to resolve on the procedure.

While the proposed policy and subsequent procedure changes will result in an additional administrative burden for staff, it is necessary to ensure that all purchases and approvals are undertaken with the appropriate level of segregation, probity and compliance with audit and legislative requirements.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community

Linley Dreghorn, Executive & Governance Officer

Jasmine Pietrocola, Accounts Finance Officer

Policy Implications

Policy 3.11 – Purchasing Policy and the Policy Manual will be updated accordingly, should Council resolve to adopt the policy.

Statutory Implications

The *Local Government Act 1995* and Regulations 16 and 17 of the *Local Government (Audit) Regulations* 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: 5.2 & 5.3

Reference: 5.2.1 & 5.3.2

Asset Management Plan

Nil

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

Financial Implications

Nil

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Ms TA Jones

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. **Receives the reviewed Policy 3.11 Purchasing Policy, as presented in Attachment 7.3A, and**
2. **Recommends to Council that it adopts the reviewed Policy 3.11 Purchasing Policy.**

CARRIED 3/0

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8.	Questions from Members

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

10.	Date of the Next Meeting

Dec 2021

11.	Closure

The Chair thanked those in attendance and declared the Meeting closed at 11.28 am

UNCONFIRMED

Great Eastern Country Zone

Minutes

Held at Merredin Regional Community & Leisure Centre

Commenced at 9:35am

Monday 23 August 2021

Table of Contents

1. OPENING AND WELCOME 4
2. ATTENDANCE AND APOLOGIES 4
3. DECLARATIONS OF INTEREST 7
4. ANNOUNCEMENTS 7
5. GUEST SPEAKERS / DEPUTATIONS 7
5.1 Hon John Carey MLA – Minister for Housing; Local Government 7
5.2 Grant Robinson, Office of the Auditor General – Financial Audit 7
6. MINUTES 8
6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 28 June 2021 (Attachment 1) 8
6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 28 June 2021 8
6.2.1 Item 6.2.4, Department of Local Government, Sport and Cultural Industries 8
6.2.2 Item 7.1, Invite to Minster David Kelly, Minister for Water, Forestry; Youth 9
6.2.3 Item 7.3, Fire Bans and Public Holidays 9
6.2.4 Item 8.4, Wheatbelt MOU Group 9
6.2.5 Item 9.2, WALGA Status Report 9
6.2.6 Item 12.1, Delivery of Ambulance Services in WA 10
6.4 Confirmation of Minutes from the Great Eastern Country Zone Meeting of the Executive Committee held Thursday 12 August 2021 (Attachment 5) 10
7. ZONE BUSINESS 11
7.1 Regional Telecommunications Review 11
7.2 2021 Local Government Elections – Zone Office Bearer Elections 13
7.3 Social Housing Economic Recovery Package Grant Funding 14
7.4 State Planning Policy 2.4 Basic Raw Materials 15
7.5 Information Items 15
7.6 Drought advocacy update 15
8. ZONE REPORTS 17
8.1 Zone President Report 17
8.2 Local Government Agricultural Freight Group 17
8.3 Wheatbelt District Emergency Management Committee 18
8.4 Wheatbelt Health MOU Group 18
8.5 WALGA Roadwise 19
9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS 19
9.1 State Councillor Report 19
9.2 WALGA Status Report 20
9.3 Review of WALGA State Council Agenda – Matters for Decision 23
9.4 WALGA President's Report 25
10. MEMBERS OF PARLIAMENT 25
11. AGENCY REPORTS 25
11.1 Department of Local Government, Sport and Cultural Industries 25
11.2 Wheatbelt Development Commission 25

11.3 Main Roads Western Australia 25
11.4 Wheatbelt RDA 26
11.5 Water Corporation 26
12. EMERGING ISSUES 26
13. URGENT BUSINESS 26
14. DATE, TIME AND PLACE OF NEXT MEETINGS 26
15. CLOSURE 26

Great Eastern Country Zone

Meeting held at Merredin Regional Community & Leisure Centre

Commencing at 9.35am, Monday 23 August 2021

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Attendance

Great Eastern Country Zone Delegates and CEO's

Shire of Bruce Rock	President Cr Stephen Strange
	Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley Chief Executive Officer non-voting delegate
Shire of Kellerberrin	President Cr Rodney Forsyth
	Mr Raymond Griffiths Chief Executive Officer non-voting delegate
Shire of Kondinin	President Cr Sue Meeking
	Mr David Burton Chief Executive Officer non-voting delegate
Shire of Koorda	President Cr Jannah Stratford
	Mr Darren Simmons Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Julie Flockart
	Cr Mal Willis
	Cr Roy Butler
	Mr Mark Dacombe Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse – **Deputy Chair**
	Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Mukinbudin	President Cr Gary Shadbolt
	Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	President Cr Rhonda Cole - **Chair**
	Cr Alan Wright
	Mr David Blurton Chief Executive Officer non-voting delegate
Shire of Nungarin	Cr Eileen O'Connell
	Mr Leonard Long Chief Executive Officer non-voting delegate

Shire of Tammin	Cr Glenice Batchelor
Shire of Trayning	President Cr Melanie Brown
	Cr Geoff Waters
	Ms Leanne Parola Chief Executive Officer non-voting delegate
Shire of Westonia	President Cr Karin Day
Shire of Wyalkatchem	President Cr Quentin Davies
	Mr Peter Klein Chief Executive Officer non-voting delegate
Shire of Yilgarn	President Cr Wayne Della Bosca
	Mr Nic Warren, Executive Manager Recreational Services

GUESTS

Hon John Carey, MLA – Minister for Housing; Local Government

Joslin Colli, Hon John Carey staff member.

Mr Grant Robinson, Assistant Auditor General – Financial Audit

Mandy Walker, Director Regional Development, RDA Wheatbelt Inc

Craig Manton, outgoing Regional Manager Wheatbelt, Main Roads

Ammar Mohammed, Regional Manager Wheatbelt, Main Roads

Jennifer Collins, Department of Local Government, Sport & Cultural Industries – Regional Manger Wheatbelt

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

Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer

WALGA Representatives

Tony Brown, Executive Manager Governance & Organisational Services

Naoimh Donaghy, Governance and Organisational Services Officer

Kelly McManus, Principal, Policy and Advocacy, Strategy, Policy and Planning

Cliff Simpson, Regional Road Safety Advisor

Apologies

Cr Ramesh Rajagopalan, Shire of Bruce Rock

Cr Dennis Whisson, Shire of Cunderdin

Cr Alison Harris, Shire of Cunderdin

President Cr Darrel Hudson, Shire of Dowerin

Cr Adam Metcalf, Shire of Dowerin

Ms Rebecca McCall Chief Executive Officer, Shire of Dowerin

Cr Scott O'Neill, Shire of Kellerberrin

Cr Bev Gangell, Shire of Kondinin

Cr Pamela McWha, Shire of Koorda

Cr Nick Gillett, Shire of Mt Marshall

Cr Rod Comerford, Shire of Mukinbudin

Cr Gary Coumbe, Shire of Nungarin

Cr Tania Daniels, Shire of Tammin

Mr Gary Martin A/Chief Executive Officer, Shire of Tammin

Cr Bill Huxtable, Shire of Westonia

Mr Jamie Criddle Chief Executive Officer, Shire of Westonia

Cr Owen Garner, Shire of Wyalkatchem

Cr Bryan Close, Shire of Yilgarn

Mr Peter Clarke Chief Executive Officer, Shire of Yilgarn

Hon Colin de Grussa MLC

Hon Mia Davies MLA

Hon Martin Aldridge MLC

Mike Roberts, Regional Manager, Goldfields & Agricultural Region, Water Corporation

Rob Cossart, Wheatbelt Development Commission – Chief Executive Officer

Attachments

The following were provided as attachments to the agenda:

1. 6.1 Minutes – Great Eastern Country Zone 28 June 2021
2. 6.2.1 Letter to Minister Carey
3. 6.2.1 Letter from Minister Carey
4. 6.2.2 Letter from Minister Kelly
5. 6.4 Minutes – Executive Committee Meeting 12 August 2021
6. 7.4 State Planning Policy
7. 8.5 WALGA Roadwise Report
8. 9.4 WALGA Presidents Report

The following are attachments which were provided at the meeting:

9. 5.2 Assistant Auditor General presentation
10. 8.1 Zone President's Report
11. 8.3 Wheatbelt Suicide Prevention Coordinator Holyoake WCADS
12. 9.1 State Councillor Report
13. 9.1 The Local Government Access Arrangement
14. 11.2 Wheatbelt Development Commission
15. 11.3 Main Roads Report
16. 11.4 Wheatbelt RDA Report
17. 12.1 Electoral Reform Campaign

State Council Agenda – via link: State Council Agenda September 2021

3. DECLARATIONS OF INTEREST

NIL

4. ANNOUNCEMENTS

4.1 Kelly McManus, Principal, Policy and Advocacy, Strategy, Policy and Planning attended the Zone meeting for the first time and provided a short outline of her role.

NOTED

5. GUEST SPEAKERS / DEPUTATIONS

5.1 Hon John Carey MLA – Minister for Housing; Local Government

Hon John Carey MLA – Minister for Housing; Local Government

The Zone extended an invite to the Minister to speak on his outlook on Government Regional Officer Housing, Local Government Act amendments and Regional Cooperative Groups such as Regional Subsidiaries and Elected Member training.

The Hon John Carey MLA, presented to the Zone, the following being some of the key talking points:

- GROH Housing suitability, transitioning aged GROH Housing into the public housing sector and building new GROH facilities, options for forecasting and managing GROH Housing moving forward.
- Skills shortages are being looked at – encouraging apprentices and retirees back into the system in order to move ahead with new building works.
- Regional cooperation and how we can better share resources.
- Local Government Reform:
    - Red Tape reduction to create better standardisation
    - Better Finance Reporting and a commitment to working with WALGA to establish ratios that better reflect individual Local Governments.
    - Greater Transparency
    - Creating better mechanisms and better oversight to encourage early intervention as opposed to the enquiry culture we have at the moment.

NOTED

5.2 Grant Robinson, Office of the Auditor General – Financial Audit

Assistant Auditor Grant Robinson addressed concerns previously raised by the Zone, namely;

- Concerns regarding rising audit costs, increased audit responsibilities and reduced audit outcomes.

- Audit costs have increased at some Local Governments by over 200% over the last 3 years and audit costs now represent an approximate 1.5% increase in rates.
- The appointment of each Council's audit service is made without discussion or consultation with Council, or its staff and each Council is advised of how much they can expect to pay. In prior years, Councils were required to tender for audit services thereby ensuring good value for money and a competitive process ensued.
- The Zone acknowledges that improvement was needed with regard to audit quality and management of finances generally across the sector, however the experience of many Local Governments with the Auditor General is significant delays in finalising audit processes and a substantial increase in workload for Council staff.

Grants presentation is attached (Attachment 9)

NOTED

6. MINUTES

6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 28 June 2021 (Attachment 1)

The Minutes of the Great Eastern Country Zone meeting held on Monday 28 June 2021 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Rod Forsyth
Seconded:Cr Julie Flockart

That the Minutes of the Great Eastern Country Zone meeting held Monday 28 June 2021 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 28 June 2021

NIL

6.2.1 Item 6.2.4, Department of Local Government, Sport and Cultural Industries

At the June meeting of the Zone, it was Resolved:
Resolved:

That the Great Eastern Country Zone write to the Minister for Local Government and advise that the Zone;

1. *Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and*

2. *Supports an external oversight body to manage local level complaints involving council members*

The Attached letter (Attachment 2) was sent to the Minister for Local Government, we received the attached reply (Attachment 3) on Tuesday 10 August 2021.

NOTED

6.2.2 Item 7.1, Invite to Minster David Kelly, Minister for Water, Forestry; Youth

The Zone previously invited Minister Kelly to speak on the Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme as well as the State Government announcement of $7.3million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions, and securing 511 water efficiency rebates for WA.

Due to continuous conflicts of Cabinet and the Great Eastern Country Zone meeting dates, he has been unable to attend a meeting of the Zone. However, he has replied to our letter asking for him to address the above concerns – Attachment 4

NOTED

6.2.3 Item 7.3, Fire Bans and Public Holidays

Background:

Following the April meeting of the Zone, the Zone Executive Officer wrote to all member CEO's requesting an item be raised with their Bushfire Advisory Committees to consider uniformity of fire bans on public holidays throughout the Zone. Having received a number of responses, at the June meeting of the Zone it was resolved:

That Zone Local Governments raise the issue of uniformity of fire bans on public holidays with their District Officers Advisory Committees (DOAC)

NOTED

6.2.4 Item 8.4, Wheatbelt Health MOU Group

Background:

At the June meeting of the Zone, Cr Batchelor advised that there has been no progress with the Wheatbelt Health MOU Group and raised concern on the need and direction of the group.

Susie Moir, WALGA's Manager Resilient Communities advised that there had been a staffing vacancy in this area and advised that she will be reviewing the structure and requirements for the Health MOU group and will provide an update to the Zone at a future meeting.

Comment:

Susie has advised that the vacancy of Senior Policy Advisor, Community has been contracted by Vikki Barlow. Vikki and Cr Bachelor are in communication on Wheatbelt health issues moving forward.

NOTED

6.2.5 Item 9.2, WALGA Status Report

Background:

At the June meeting of the Zone, John Nuttall, Shire of Mt Marshall, raised this issue on the timeliness of interim valuations being provided.

Tony Brown advised that he and Nick Sloan had raised this with the Valuer General and thought the issue was going to be addressed. As it has not been address the matter has been followed up with the Valuer General.

Comment:
A further meeting with the Valuer General has been had and they have advised of resource shortages in the Rural Valuation area which has caused these delays. The Valuer General's office are currently recruiting and will address the issue.

NOTED

6.2.6 Item 12.1, Delivery of Ambulance Services in WA

Background:

At the June meeting of the Zone, members discussed the potential loss in volunteers should St Johns Ambulance service be taken over by the State Government. Concerns were raised around a history of the State opting to centralize services which leaves the greater region without direct access should they require.

At that time, there was a Parliamentary Inquiry into the delivery of ambulance services in Western Australia with submissions welcomed until close on 23 July 2021.

The terms of reference are as follows;

a) how 000 ambulance calls are received, assessed, prioritised and despatched in the metropolitan area and in the regions
b) the efficiency and adequacy of the service delivery model of ambulance services in metropolitan and regional areas of Western Australia
c) whether alternative service delivery models in other jurisdictions would better meet the needs of the community
d) any other matters considered relevant by the Committee.

All Zone Local Governments were encouraged to provide a submission to the inquiry.

Update:

WALGA has prepared a submission as per Item 6.5 of the State Council Agenda.

NOTED

6.4 Confirmation of Minutes from the Great Eastern Country Zone Meeting of the Executive Committee held Thursday 12 August 2021 (Attachment 5)

The Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Thursday 12 August 2021 are for endorsement.

RECOMMENDATION:

Moved: Cr Rod Forsyth
Seconded: Cr Quentin Davies

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held Thursday 12 August 2021 be endorsed.

CARRIED

7. ZONE BUSINESS

7.1 Regional Telecommunications Review

By Jo Burges, Senior Advisor Intergovernmental Relations and Risk, WALGA

Background:

A Regional Telecommunications Independent Review Committee (the Committee) is established every three years under Part 9B of the Telecommunications (Consumer Protection and Service Standards) Act 1999 to conduct a review into telecommunications services in regional, rural and remote parts of Australia.

The Committee for the 2021 Regional Telecommunications Review (the Review) was appointed on 1 June 2021.

The 2021 Committee is comprised of the Hon Luke Hartsuyker (Chair); Ms Kristy Sparrow; Professor Hugh Bradlow; Mr Michael Cosgrave; and Ms Sue Middleton.

The Committee is also conducting consultation sessions and as the dates for these are announced via their website Local Governments within the area being consulted are being advised via email of the upcoming process and encouraged to participate.

As part of the Review, the Committee will consider:

- the impact of Government policies and programs to improve regional connectivity and digital inclusion;
- insights from COVID-19 on the changing digital needs of regional, rural and remote areas;
- service reliability issues which impact regional communities and options for mitigating them;
- the role of emerging technologies in delivering telecommunications services in regional Australia;
- ways of encouraging further investment in regional telecommunications;
- the role of telecommunications in supporting broader regional development goals;
- ways to improve co-ordination between government and industry in telecommunications investment; and
- consumer awareness and education regarding telecommunications options in regional areas.

The full Terms of Reference for the Review are at Appendix B of the Issues Paper.

The Consultation Period runs from 6 July, 2021 09:00 to September 30, 2021 with WALGA receiving submissions until COB Thursday 16 September 2021.

WALGA Engagement Process

Local Governments were advised in mid-July, via Councillor Direct, of the appointment of the Committee and the release of the Issues Paper, and that WALGA would be developing a sector wide submission.
WALGA, in developing a submission to this important review is seeking the views of members to address the wide range of telecommunications issues outlined by the Committee in the Regional Telecommunications Review 2021 – Issues Paper (the Issues Paper)

Local Governments have been requested to provide their submissions or information to inform the sector wide submission to the Association to ensure all matters are addressed.

This agenda item provides a Zone level opportunity to provide feedback to the WALGA submission to assist in ensuring all Local Governments have had a chance for input.

Comment

Zones are requested, however not limited to, consider the items outlined at the dot points and /or the individual questions outlined at the end of each section or at Appendix A of the Issues Paper or provide input on any related matter for inclusion in the submission.

By way of example the WALGA Submission will include, in part, commentary on Question 12 that asks:

'How can different levels of Government, the telecommunications industry and regional communities better co-ordinate their efforts to improve telecommunications in regional Australia?'

The Association response will include an example of the Regional Telecommunications Resilience Working Group established in May comprising key planning/technical staff from Telstra, Optus, Western Power, Horizon Power, WALGA, DFES and DPIRD. This working group will share data more openly to allow robust and coordinated planning which results in better overall service delivery and value for money for all concerned. The working group began its work in June 2021 and have scheduled monthly meetings that increase as Funding programs or issues emerge.

WALGA advocates on specific issues identified by its members at the Working Group, in particular to explore opportunities for sustainable solutions e.g. Stand Alone Power provision, utilising a combination of solar, batteries and generators.

The Association is keen to provide a comprehensive submission on this important matter and welcomes Zone input.

Zone Recommendation:
Moved: Cr Glenice Bachelor
Seconded: Cr Geoff Watters

That the Great Eastern Country Zone:

1. Note the Regional Telecommunication Review 2021; and

2. Provides the following input to the WALGA submission:

- **the Zone would like to establish a better policy with the providers on the use of backup generators for better service reliability and delivery.**
- **More engagement with Local Governments for input, particularly in regards to local blackspots and optimum tower locations.**

CARRIED

Zone Comment:
It was encouraged that each Local Government put forward a submission to support the work that WALGA is doing.

7.2 2021 Local Government Elections – Zone Office Bearer Elections

By Chantelle O'Brien, Zone Executive Officer

Background

With the bi annual Local Government elections being held Saturday, 16 October 2021, Zones will also be required to hold an election process for State Council representatives.

A chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 16 October 2021.
- Member Councils to elect/appoint their Zone Delegates and to advise the Zone Executive Officer, as soon as possible but preferably by 5 November 2021.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, the zones are required to hold these elections at their November 2021 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2021 November Zone meeting.
- State Councillor Induction Session – morning of **1 December 2021.**
- New State Council will take office at the Ordinary Meeting of State Council on **1 December 2021.**
- The position of President and Deputy President of WALGA, will be elected at the March 2022 State Council Meeting.

In relation to the nominations and election process to be followed by each Zone in electing a representative and deputy representative to the WALGA State Council, the below process has been instituted by State Council:

1. *Zone Executive Officer to write to all Member Councils no later than 1 month prior to the Zone meeting at which the election is to be held calling for nominations from delegates to the Zone for the positions of representative and deputy representative to State Council. The correspondence is to state that all nominations are to be made in writing to the Zone Executive Officer, and only Elected Members who are a nominated Zone delegates are eligible to nominate. The time period for the receipt of nominations is to be* **one week prior** *to the Zone meeting at which the election will be held.*
2. *Zone Executive Officer to receive written nominations from Zone delegates for the positions of representative and deputy representative to State Council and then provide written confirmation to Member Councils of the nominations received.*
3. *Elections are to be held at the next Zone meeting as the first item of business. Where there is more than one nomination for each vacant position, an election will be conducted using a secret ballot, with the Zone Executive Officer to represent WALGA as the returning officer for the election. Prior to the ballot, nominees for each position are to be extended the opportunity to provide a 2 minute election bid to delegates.*
4. *All voting delegates to the Zone are entitled to cast one (1) vote in the ballot process. The candidate with the greater or greatest number of votes is elected to the office.*
5. ***Tied vote** – in the event of a tied vote, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.*
6. *Zone Executive Officer to advise WALGA in writing immediately following the Zone meeting of the outcome of their elections.*

If you have any questions or require further information in relation to the above mentioned process, please contact Tony Brown, Executive Manager Governance and Organisational Services on 9213 2051 or email tbrown@walga.asn.au.

RESLOVED

That the Great Eastern Country Zone note the process for election of Zone Representative and Deputy Representative to the WALGA State Council.

NOTED

7.3 Social Housing Economic Recovery Package Grant Funding

By Kelly McManus, Principal Policy and Advocacy WALGA

Background
The $319 million Social Housing Economic Recovery Package (SHERP) is part of the State Government's COVID-19 Recovery Plan announced in June 2021.

The Program aims to provide safe and secure housing outcomes for vulnerable Western Australians by supporting the construction of new community housing properties and the refurbishment of existing properties to extend their useful life or increase their capacity. Grants are also available to fund maintenance works within remote Aboriginal communities.

Local Governments are eligible to apply for SHERP grants and partner with existing social housing providers and community groups within their communities.

The next round of SHERP funding opens on Monday 1 September 2021.

Comment
Further information on the eligibility requirements and application process for the SHERP grants will be provided by the Department of Communities at a webinar to be hosted by WALGA on **Wednesday 1 September** from 1.30pm – 2.30pm.

Local Government officers wishing to attend the register for the Webinar here or through the WALGA events page.

The Livestream presentation from the 11th August is available to view on the Department of Communities website and provides valuable information about the grant process.

In preparation for the session, we encourage local governments to:
Visit the Department of Communities website on the 1st September to familiarise yourself with the grant guidelines, application process and frequently asked questions.

Submit any questions you have in advance through the registration form. There will also be the opportunity to ask additional questions on the day.

Further information on the SHERP program is available on the Department of Communities website or by contacting Kelly McManus, Principal Policy and Advocacy, WALGA on 0429 483 273 or kmcmanus@walga.asn.au.

RESOLVED

- **That the Zone notes:**
- **Local Governments are eligible for grants to support the construction, refurbishment and maintenance of community housing properties as part of the State Government's Social Housing Economic Recovery Package (SHERP) Program.**

- **The next round of SHERP grants open on Wednesday 1 September 2021.**
- **The Department of Communities will provide further information on the SHERP grants at a WALGA webinar to be held at 1:30pm on Wednesday 1 September.**

7.4 State Planning Policy 2.4 Basic Raw Materials

It has been suggested that a presentation on any implications with the extraction and carting of Morrel Lime in the Eastern Wheatbelt would be on value to the Zone.

Please find attached correspondence from the Western Australian Planning Commission together with the State Planning Policy 2.4 (Attachment 6)

RESOLVED

To defer this item to the next meeting of the Executive committee.

7.5 Information Items

The Hon Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food; Hydrogen Industry, released this press release on "Road safety, tourism priority for regional mobile funding". The release outlines the location of 14 new telecommunication towers as a result of a $3.37million government investment toward new telecommunication towers along major road networks and tourism spots.

NOTED

7.6 Drought advocacy update

Nicole Mathews, Acting Executive Manager, Strategy, Policy and Planning

The following is an update on drought and WALGA's advocacy;

WALGA has made representations on this issue including to the Hon David Littleproud MP, Minister for Agriculture, and Northern Australia; the Hon Alannah MacTiernan MLC, Minister for Regional Development and Food, Hydrogen Industry; and WA Federal Government members, including meetings between the WALGA Deputy President and Senators Dean Smith and Slade Brockman. WALGA has also met with Minister MacTiernan's Chief of Staff and WA Government officials.

Correspondence from Minister Littleproud received in October 2020 indicated that details of the Commonwealth's Regional Drought Resilience Planning Program were still being worked through with the WA Government, which was yet to commit to co-funding the program. WALGA subsequently sought an assurance that Minister MacTiernan remained committed to 'working with the Minister for Water to ensure WA local government optimally benefit from the Future Drought Fund'.

On 4 July 2021 it was announced that the WA Government had secured $1.33 million of the $9.85 million available under the Regional Drought Resilience Planning Program for 2021-22 to undertake planning for the Northern Midwest, Southern Wheatbelt and Great Southern Inland regions. This work will be led by Regional Development Commissions working with Local Governments and is due for completion by 30 June 2022. The WA Government has not provided a cash contribution towards this program.

On 3 February 2021 the WA Government announced a $7.3 million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions with half to be funded from the National Water Grid Fund, however the State's application for funding was unsuccessful.

The WA Government has also made a request for funding as part of the National Water Grid Connections funding round, which will provide $20 million for each state and territory to deliver projects with a Commonwealth contribution of up to $5 million per project. A decision on this funding is expected by end August.

On 15 April 2021, the Commonwealth announced that an additional $2.8 million would be provided to pay rebates for eligible water infrastructure installed on-farm to all WA farmers who submitted their application prior to 20 January 2021.

In addition, WALGA was advised on 11 August 2021 that the State Government has been successful in securing National Water Grid Connections funding for 9 projects (spanning Water Corporation, DPIRD and DWER):

- Cave Springs Road Tail Water Return System

  Two water recycling systems will be constructed in the Ord River Irrigation Area resulting in 2400 megalitres per annum of water savings.

- Agricultural Area Dams and Strategic Community Water Supplies

  Infrastructure facilities will be constructed including pipework, tanks, solar pumps and standpipes at 70 dam sites. This will increase resilience and water security in farming communities in the region.

- Katanning to Kojonup Pipeline Enhancement

  A number of sections of the existing pipeline between Katanning and Kojonup will be replaced, increasing water reliability and supply to all farmland customers.

- Jerramungup Dam Catchment Improvement

  Degraded bitumen will be replaced with plastic liner enabling increased runoff and water storage, and improving reliability to almost 100 per cent of water users in the Jerramungup catchment.

- Gascoyne Irrigation Scheme Augmentation and Modernisation

  Essential infrastructure in the Gascoyne region will be upgraded, including additional production bores and modernisation of irrigation systems. This will increase horticultural production capability in the region.

- Community Water Supplies Partnership Program with Local Government

  Up to 40 new and improved non-potable water supplies will be developed in priority areas for farming communities to access.

- Ravensthorpe Dam Catchment Extension

  The catchment area of the Ravensthorpe dam will be increased by 5 hectares, increasing the volume of water in the dam by approximately 7 megalitres per annum.

- Cranbrook Dam Catchment Improvement

  Degraded bitumen will be replaced in Cranbrook Dam 1 catchment, increasing the volume of water in the dam by 15 megalitres per annum, for agricultural and primary industry use.

- Wongutha Independent Water Security Pilot

  A small-scale, solar powered water reverse osmosis desalination system pilot will be installed, producing an additional 7.3 megalitres per annum of fresh water.

Total funding for these projects is $43.8 million, $23.8 million State Government and other partners, $20 million Commonwealth.

- In addition with assistance from ALGA, WALGA has secured a seat on the Commonwealth Agriculture Minister's Meeting Working Group on Drought which has representatives from the Commonwealth, all State/Territory Jurisdictions, National Farmers Federation and ALGA.

- Finally, on the Drought Resilience Planning Program, given Minister MacTiernan's decision to direct this funding to Regional Development Commissions rather than Local Governments, I've had initial discussions with DPIRD regarding the need for Local Governments to be involved in the process. I understand that DPIRD was meeting with the Regional Development Commissions last week and I expect to have further information in the next week or so.

NOTED

8. ZONE REPORTS

8.1 Zone President Report

By Cr Rhonda Cole

President Cole's final presidents report is attached (Attachment 10)

RECOMMENDATION

Moved: Cr Alan Wright
Seconded: Cr Eileen O'Connell

That the Zone President's Report be received.

CARRIED

8.2 Local Government Agricultural Freight Group

By Cr Julie Flockart

Cr Julie Flockart provided her report to the Zone.

Cr Flockart firstly thanked Rhonda for her support at Narembeen and the Zone. Rhonda has created a team that is contemporary and progressive, she has appreciated Rhonda's guidance during her four years.

Report: Cr Flockart informed the Zone that the July meeting was cancelled due to Covid and there has been no meeting since the last zone meeting.

RECOMMENDATION

Moved: Cr Sue Meeking
Seconded: Cr Wayne Della Bosca

That the Local Government Agricultural Freight Group Report be received.

CARRIED

8.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse (Delegate)

Cr Tony Sachse provided his report to the Zone.

There has not been a Wheatbelt DEMC meeting recently with the next meeting scheduled for 13th October, 2021.

The Wheatbelt Operational Area Support Group (OASG) has only been meeting on a "as needed" basis over past months. With WA currently not requiring a hard lockdown due the COVID-19 State of Emergency, there have not been any meetings over recent months. However a COVID =19 update for the Wheatbelt OASG was sent out and distributed to GECZ members on the 23rd July 2021.

The Wheatbelt Human Services Managers Forum met on Thursday, 19th August 2021. The minutes are not yet available for distribution. There were two presentations. The first was "Suicide Postvention and its Intersect with Suicide Prevention – how we collaboratively support communities in the Wheatbelt" by Tendai Makanyanga (Wheatbelt Postvention Coordinator and Clinical Nurse Specialist – WA Country Health Service) and Jo Drayton (Wheatbelt Suicide Prevention Coordinator Holyoake WCADS). The presentation is available for distribution and is attached (Attachment 11). There was also a presentation from LotteryWest but as of the time of writing it is not currently available. Others matters discussed during the meeting involved homelessness, cultural matters, disengaged young people and the Wheatbelt Education Plan.

RECOMMENDATION

Moved: Cr Sue Meeking
Seconded: Cr Wayne Della Bosca

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

CARRIED

8.4 Wheatbelt Health MOU Group

By Cr Glenice Batchelor

Cr Batchelor reported on the Wheatbelt Health MOU at the meeting.

Cr Batchelor also shared her personal thanks to Rhonda for support and for her service.

RESOLVED:

That the Wheatbelt Health MOU Group Report be received.

8.5 WALGA Roadwise

Cliff Simpson, Road Safety Advisor (Wheatbelt North), Infrastructure, provided an update to the Zone (Attachment 7)

RECOMMENDATION

Moved: Cr Julie Flockart
Seconded: Cr Alan Wright

That the WALGA Roadwise Report be received.

CARRIED

Zone Comment:
The Zone Chair encouraged attendees to look at Narembeens SOCK video about road safety – the video can be found here.

9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

9.1 State Councillor Report

Cr Stephen Strange

The State Councillor Report is attached (Attachment 12)

During his address, Cr Strange mentioned the upcoming harvest is going to give us all some challenges. The Local Government Access Arrangement was issued in late August (Attachment 13)

Cr Strange also highlighted that WALGA President Tracey Roberts is endorsed as the Labor candidate for the Federal seat of Pearce.

Cr Cole thanked Stephen for giving the regions a huge voice in his role as State Councillor.

RECOMMENDATION

Moved: Cr Rod Forsyth
Seconded: Cr Karin Day

That the State Councillor Report be received **CARRIED**

9.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

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

COMPLETE ZONE STATUS REPORT
AUGUST 2021

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	**2018 November 29 Zone Agenda Item 7.3** Container Deposit Scheme Locations	That the Great Eastern Country Zone requests that: 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends The State Government provide appropriate funding for the refund points.	The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021. WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The former Environment Minister indicated the definitions would be reviewed in May 2021 and WALGA and other stakeholders would be consulted as part of the process.	**Ongoing**	**Nicole Matthews A/Executive Manager, Strategy, Policy and Planning** nmatthews@walga.asn.au **9213 2039**
Great Eastern C	**2020 February 26 Zone Agenda Item** 7.1 Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	State Council Resolution That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program. • That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	**Ongoing**	**Nicole Matthews A/Executive Manager, Strategy, Policy and Planning** nmatthews@walga.asn.au **9213 2039**

			RESOLUTION 37.1/2020 WALGA has continued its advocacy on drought assistance for Western Australia with representations to the Hon David Littleproud MP, Minister for Agriculture, and Northern Australia; the Hon Alannah MacTiernan MLC, Minister for Regional Development and Food; Hydrogen Industry; and WA Federal Government members, including meetings between the WALGA Deputy President and Senators Dean Smith and Slade Brockman. WALGA also met with Minister MacTiernan's Chief of Staff on this issue. Correspondence from Minister Littleproud received in October 2020 indicated that details of the Commonwealth's Regional Drought Resilience Planning Program were still being worked through with the WA Government, which was yet to commit to co-funding the program. WALGA subsequently sought an assurance that Minister MacTiernan remained committed to 'working with the Minister for Water to ensure WA local government optimally benefit from the Future Drought Fund'. On 4 July 2021 it was announced that the WA Government had been allocated $1.3m of the $9.85m available under the Regional Drought Resilience Planning Program for 2021-22 to undertake planning for the Northern Midwest, Southern Wheatbelt and Great Southern Inland regions. This work will be led by Regional Development Commissions working with Local Governments and is due for completion by 30 June 2022. The WA Government not provided a matching cash contribution for this program. The WA Government's application to the National Water Grid Fund seeking $3.65 million in Federal funding to support the State's $3.65 million investment to refurbish 70 agricultural area dams in dryland communities was unsuccessful. The Minister for Water has indicated that he is working closely with the Minister MacTiernan, to secure Federal funding for priority WA water projects in WA.		
Grt Eastern C	**2020 25 June Zone Agenda Item Zone Comment**	1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.	On August 7 2020 the WALGA Deputy President met with Senator Dean Smith, and the WALGA President wrote to all Western Australian Federal Government members on 26 August 2020 requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.	**August 2021**	**Nicole Matthews A/Executive Manager, Strategy, Policy and Planning** nmatthews@walga.asn.au **9213 2039**

		2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.	On October 8 2020 the Minister for Agriculture, Drought and Emergency Management, the Hon David Littleproud responded, highlighting the announcement a further $50m for the National On-Farm Emergency Water Infrastructure Rebate Scheme. On 15 April 2021, the Commonwealth announced that an additional $2.8 million would be provided to pay rebates for eligible water infrastructure installed on-farm to all farmers who submitted their application prior to 20 January 2021. Commonwealth funding for rebates available to Western Australian farmers through the scheme has now been fully allocated.		

ZONE COMMENT

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

RECOMMENDATION

Moved: Cr Eileen O'Connell
Seconded: Cr Geoff Watters

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

CARRIED

9.3 Review of WALGA State Council Agenda – Matters for Decision

Background

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

The full State Council Agenda can be found via link State Council Agenda September 2021

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

Matters for Decision

5.1 External Oversight of Local Level Complaints

That WALGA advocate for an external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.

5.2 Tender Exemption Provisions – General Practitioner Services

That WALGA:

1. Adopt a new Advocacy Position Statement under 'Local Government Legislation - Tender Exemption General Practitioner Services':

   WALGA advocates for the inclusion of a tender exemption for General Practitioner (GP) services under Part 4, Division 2 of the Local Government (Functions and General) Regulations 1996*, to support Local Governments to secure and retain necessary primary health care services for their communities;* and

2. Undertake additional research in support of the Advocacy Position with the following aims:

   a. Identify State and Federal Government policy settings and other factors contributing to gaps in primary health care services in regional communities; and
   b. Quantify the number of regional Local Governments that have current contracts, or are proposing to enter into contracts, for General Practitioner services and the associated costs to Local Government incurred.

5.3 Phase 2 Planning Reform Submission

That the submission to the Department of Planning, Lands and Heritage on Phase 2 Planning Reform be endorsed.

Matters for Noting

6.1 Stop Puppy Farming Legislation

6.2 Regional Telecommunications Resilience

6.3 Report Municipal Waste Advisory Council (MWAC)

6.4 2021-22 State Budget Submission

6.5 WALGA Submission: Inquiry into the Delivery of Ambulance Services in Western Australia

Key Activity Reports

7.1.1 Report on Key Activities, Commercial and Communications Unit

7.1.2 Report on Key Activities, Governance and Organisational Services

7.1.3 Report on Key Activities, Infrastructure

7.1.4 Report on Key Activities, Strategy, Policy and Planning

7.2 Policy Forum Report

RECOMMENDATION

Moved: Cr Julie Flockart
Seconded: Cr Sue Meeking

That the Great Eastern Country Zone:

1. **Supports Items 5.1, 5.2 and 5.3, as listed above in the 3 September 2021 State Council Agenda.**
2. **Notes the matters for noting contained in the 3 September 2021 State Council Agenda.**

CARRIED

9.4 WALGA President's Report

The WALGA President's Report is attached to the Agenda. (Attachment 8)

RECOMMENDATION

Moved: Cr Geoff Watters
Seconded: Cr Julie Flockart

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

CARRIED

10. MEMBERS OF PARLIAMENT

Kath Brown, Electorate Officer for Mia Davies, informed the Zone that Mia will be in Dowerin on Wednesday and Thursday at the Dowerin Field Days event..

NOTED

11. AGENCY REPORTS

11.1 Department of Local Government, Sport and Cultural Industries

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

Jennifer informed the Zone that the CRFF small grants submissions window closes on 31 August 2021. The Large Grants submissions window closes in 30 September 2021

NOTED

11.2 Wheatbelt Development Commission

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

Renee tabled a report prior to the meeting, as attached (Attachment 14)

NOTED

11.3 Main Roads Western Australia

Mr Craig Manton, Regional Manager Wheatbelt, Main Roads provided an update to the Zone.
A report was tabled (Attachment 15) prior to the meeting.

During his address, Craig introduced the new Regional Manager, Ammar Mohammed. Ammar will be the Zone's contact moving forward.

NOTED

11.4 Wheatbelt RDA

Mandy Walker, Director Regional Development RDA Wheatbelt presented to the Zone.
A report was tabled prior to the meeting (Attachment 15)

NOTED

11.5 Water Corporation

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

NOTED

12. EMERGING ISSUES

12.1 Electoral Reform Campaign.

The Electoral Reform Campaign was given to all attendees. The campaign is attached (Attachment 16) and all Local Governments are encouraged to adapt this to suit the needs of each Local Government.

RESOLVED

That the Great Eastern Country Zone write to all MLC's in support of WALGA's campaign.

13. URGENT BUSINESS

13.1 Census

Members of the Zone raised concerns that areas of their towns were not issued the Census paperwork, or the paperwork was delivered very late. This is concerning as the Census is used to assess grant funding suitability.

Mandy Walker, Wheatbelt RDA, has offered to raise this feedback with the Federal Government.

14. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Kellerberrin on Monday 22 November 2021, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 12.33pm.

NEWROC
North Eastern Wheatbelt Regional Organisation of Councils
Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 31 August 2021

Koorda Council Chambers

MINUTES

www.newroc.com.au

NEWROC
North Eastern Wheatbelt Regional Organisation of Councils
Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	• Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) • Council reviews NEWROC project priorities	Council
March	• WDC attendance to respond to NEWROC project priorities • Submit priority projects to WDC, Regional Development and WA Planning • Discussion regarding portfolios vs projects, current governance structure	Executive
April	• NEWROC Budget Preparation	Council
May	• NEWROC Draft Budget Presented • NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022) • Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend	Executive
June	• NEWROC Budget Adopted	Council
July		Executive
August	• Information for Councillors pre-election • NEWROC Audit	Council
September		Executive
October	• NEWROC CEO and President Handover	Council
November	• NEWROC Induction of new Council representatives (every other year) • Review NEWROC MoU (every other year)	Executive
December	• NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases
Newsletter

NEWROC Chair and CEO Rotation

Shire of Mt Marshall
Shire of Nungarin
Shire of Wyalkatchem
Shire of Koorda (Oct 2019 – Oct 2021)
Shire of Mukinbudin
Shire of Trayning
Shire of Dowerin

TABLE OF CONTENTS

1. OPENING AND ANNOUNCEMENTS 4

2. RECORD OF ATTENDANCE AND APOLOGIES 4

2.1. ATTENDANCE 4
2.2. APOLOGIES 4
2.3. LEAVE OF ABSENCE APPROVALS / APPROVED 4

3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER 5

3.1. DELEGATION REGISTER 5

4. PRESENTATIONS 5

5. MINUTES OF MEETINGS 5

5.1. COUNCIL MEETING 29 JUNE 2021 5
5.2. EXECUTIVE MEETING 27 JULY 2021 5
5.3. BUSINESS ARISING 5

6. FINANCIAL MATTERS 6

6.1. INCOME, EXPENDITURE AND PROFIT AND LOSS 6

7. MATTERS FOR DECISION 8

7.1. ENERGY 8
7.2. TOWN TEAM PROJECT PROPOSAL 10
7.3. WASTE 16
7.4. LOCAL GOVERNMENT PROCUREMENT 18
7.5. REGIONAL CLIMATE ALLIANCE 20

8. EMERGING NEWROC ISSUES AS NOTIFIED OR INTRODUCED BY DECISION OF THE MEETING 21

9. 2021 MEETING SCHEDULE 21

10. CLOSURE 21

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Shire of Koorda Council Chambers on Tuesday 31 August 2021 commencing at 2pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC CEO Darren Simmons opened the meeting at 2pm and sought nominations for the role of interim Chair.

MOTION

Cr Sachse be nominated for the role of interim NEWROC Chair for this NEWROC Council meeting.

Moved Cr Brown **Seconded Cr De Lacy** **CARRIED 5/0**

Cr Sachse, having accepted the nomination, and with no further nominations received, assumed the Chair.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Tony Sachse	President, Shire of Mt Marshall
Cr Pippa de Lacy	President, Shire of Nungarin
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Melanie Brown	President, Shire of Trayning
Cr Darrel Hudson	President, Shire of Dowerin
Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC

Guests

Cr Gina Boyle	Shire of Koorda

2.2. Apologies

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem

2.3. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. Presentations

5. MINUTES OF MEETINGS

5.1. Council Meeting 29 June 2021

Minutes of the Council Meeting held 29 June 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 29 June 2021 be received as a true and correct record of proceedings.

Moved Cr Shadbolt **Seconded Cr Brown** **CARRIED 5/0**

5.2. Executive Meeting 27 July 2021

Minutes of the Executive Meeting held on Tuesday 27 July 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 27 July 2021 be received.

Moved Cr Brown **Seconded Cr de Lacy** **CARRIED 5/0**

5.3. Business Arising

Nil

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 23 August
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 June 2021 to 31 July 2021:

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			**147,198.24**	**0.00**	**147,198.24**
01 Jun 2021	Bendigo Bank		0.00	1.60	147,196.64
02 Jun 2021	Payment: Koorda Community Resource Centre	00004970	0.00	3.40	147,193.24
02 Jun 2021	Koorda Community Resource Centre		3.40	0.00	147,196.64
02 Jun 2021	Payment: Monitor Bookkeeping Services	INV-3789	0.00	50.00	147,146.64
02 Jun 2021	Payment: Solum Wheatbelt Business Solutions	INV-0103	0.00	3,602.50	143,544.14
27 Jun 2021	Payment: Mukinbudin Book Club	004	0.00	600.00	142,944.14
27 Jun 2021	Payment: Valenti Commercial Lawyers	030223	0.00	341.00	142,603.14
27 Jun 2021	Payment: Solum Wheatbelt Business Solutions	INV-0105	0.00	3,355.00	139,248.14
27 Jun 2021	Payment: Valenti Commercial Lawyers	030488	0.00	4,105.75	135,142.39
01 Jul 2021	Bendigo Bank		0.00	2.00	135,140.39
02 Jul 2021	Payment: Monitor Bookkeeping Services	INV-3851	0.00	50.00	135,090.39
12 Jul 2021	Payment: Ask Waste Management	756	0.00	17,182.00	117,908.39
12 Jul 2021	Payment: Valenti Commercial Lawyers	030671	0.00	2,799.50	115,108.89
23 Jul 2021	Australian Taxation Office		2,299.00	0.00	117,407.89
Total BB NEWROC Funds-5557			**2,302.40**	**32,092.75**	**117,407.89**
Closing Balance			**117,407.89**	**0.00**	**117,407.89**
Total			**2,302.40**	**32,092.75**	**(29,790.35)**

Balance Sheet as at 31 July

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
As at 31 July 2021

	31 JUL 2021
Assets	
Bank	
BB NEWROC Funds-5557	117,407.89
BB Term Deposit Account-1388	195,028.68
Total Bank	312,436.57
Total Assets	312,436.57
Liabilities	
Current Liabilities	
GST	(1,566.55)
Sundry Creditors Control	23.00
Total Current Liabilities	(1,543.55)
Total Liabilities	(1,543.55)
Net Assets	313,980.12
Equity	
Current Year Earnings	(15,667.45)
Retained Earnings	329,647.57
Total Equity	313,980.12

RESOLUTION

That the income and expenditure from 1 June to 31 July 2021 and the P and L and balance sheet as at 31 July 2021 be received.

Moved Cr Hudson **Seconded Cr Shadbolt** **CARRIED 5/0**

Discussion:

- NEWROC has expended circa $15K with Valenti Lawyers

7. MATTERS FOR DECISION

7.1. ENERGY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	23 August
ATTACHMENT NUMBER:	#2 Response to Policy Officer
CONSULTATION:	Cameron Edwards CBH Peter Klein Lit Aitkin
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

An update from the June NEWROC Council meeting:

- Invitation to Hon John Carey, Minister for Local Government to attend a NEWROC meeting to discuss the NEWROC energy project and regional subsidiary regulations'
- NEWROC Energy Vision and invitation to meet sent to Hon Darren West, Hon Melissa Price
- NEWROC EO and Cameron Edwards attended a meeting with CBH's Process Improvement Manager Arden Wessels and Energy Advisor Glen Ryan. At the meeting we shared the NEWROC energy vision and discussed power 'hot spots' in the CBH Network that aligned with the NEWROC communities. CBH was going to review their energy projects and priority sites and get back to us.
- The NEWROC EO has also put in an EOI to host the DPIRD Energy Policy team in the future

Discussion at the Executive Meeting:

- NEWROC has been successful in securing a meeting with Minister Carey in Perth on Wednesday 1 September.
- Meeting will cover the regional subsidiary regulations and energy project
- Delegates to be Cr Stratford (NEWROC Chair), Darren (NEWROC CEO), Peter Klein, Caroline Robinson

Activities since the Executive Meeting:

- ZOOM with Cameron Edwards and Liz Aitkin to discuss Energy Summit and next steps for the NEWROC
- Response back to CBH regarding the power data they supplied to the NEWROC (Beacon and Bencubbin sites)
- Shire of Wyalkatchem and Cameron Edwards met separately with Clear Energy
- Second request to meet with Melissa Price
- NEWROC EO to request load profile from a few key businesses in the NEWROC
- NEWROC regional subsidiary response to Minister Carey Policy Officer

OFFICER RECOMMENDATION

Information is received.

NEWROC Council notes the delegates to the meeting with Minister Carey.

MOTION

Information is received.

NEWROC Council notes the delegates to the meeting with Minister Carey – Cr Stratford, Darren Simmons, Peter Klein and Caroline Robinson

Moved Cr Brown **Seconded Cr de Lacy** **CARRIED 5/0**

Discussion:

- Delegates to Minister Carey to also raise housing shortages in the region
- Regional subsidiaries presentation to discuss focus on economic development projects, not resource sharing

7.2. Town Team Project Proposal

FILE REFERENCE:	042-6 NEWROC Promotion
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	23 August 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Rebecca McCall Cr Stratford Jimmy Murphy Town Teams
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Wheatbelt Town Team Regional Development Pilot
Proposal by Town Team Movement to NEWROC to be Town Team Movement's Delivery Partner for 2021/22 & 2022/23 financial years.

About Town Team Movement
Town Team Movement enables local communities and governments to connect, organise and act to regenerate the fabric of their neighbourhoods and to create better places. We are a non-profit social enterprise building a movement of positive 'doers'. Our key activities include:

- We inspire, support, connect and promote Town Teams
- We provide place consultancy services for local governments, State government agencies, private enterprises and more, often around creating a positive, 'can do' culture
- We host interactive and inspiring events
- We innovate and provide thought leadership, particularly on placemaking and community-led action

What is a Town Team?
Town Teams are positive and proactive organisations that include businesses landowners and residents working collaboratively with their local government to improve a place or area, often a town centre or 'main street'. Town Teams are 'doers'. They:

- Provide vision and leadership
- Are a-political in their approach
- Get stuck in and have a go rather than waiting for "someone else" to do "something"
- Independent from governments
- Run by the community for the community

Town Teams can be existing organisations.

Background
Town Team Movement partnered with the NEWROC and NEWROC member, the Shire of Dowerin in 2021 to deliver the Dowerin Do Over. The purpose of this event was to introduce Town Team Movement to the Wheatbelt and to help educate and support community leaders in place activation.

A number of NEWROC members and CRCs attended the event to network, collaborate and learn about community placemaking. Due to the interest from NEWROC itself and its hosting status with the Dowerin Do Over, the growing interest from the NEWROC communities in the Movement, Town Team Movement would like to continue to grow the partnership and further assist the NEWROC communities on the ground.

The Next Step
Town Team Movement has been successful in securing a contribution from RAC towards the Wheatbelt Town Team Regional Development Pilot. The contribution is for a human resource (Town Team Builder) that can support existing and building new Town Teams in the region. Town Team Movement would like to partner with the NEWROC to place and employ the human resource. This would be a unique opportunity and the first locally based supporting resource in all of regional WA for Town Team Movement.

Specifically the human resource will be responsible for:

- Increasing the number of Wheatbelt Town Teams to 25 by July 2023 (currently there are 5 in the region – Northam, Dowerin, York, Wickepin, Narembeen. With 1 in the NEWROC). The resource would be responsible for focusing first on supporting existing and new Town Teams in the NEWROC and then the wider Wheatbelt to achieve this objective. Note – Town Teams can be existing organisations already, they must meet the Town Team Charter to be a Town Team
- To educate NEWROC and Wheatbelt towns about community-led placemaking and support local action (again firstly focusing on the NEWROC communities in the first 12 months and then wider Wheatbelt there after)
- To improve the quality of Town Team initiatives
- Connect regional town teams, governments, community groups and other civic leaders with each other to achieve better community outcomes for the Wheatbelt and WA
- Encourage Town Teams to apply for the RAC Connecting Communities Grants Scheme, specifically for the Wheatbelt, for local placemaking activities ($15K annually)

RAC have also committed to inkind promotional support for the program outcomes via their promotional channels. This is a two year commitment, total investment by RAC WA being:

	Year 1 2021/22	Year 2 2022/23	Total
Wheatbelt			
Connecting Communities Grants Contribution	$15k	$15k	$30k
Program direct financial contribution	$30k	$30k	$60k
In-kind promotions to members contribution	$10k	$10k	$20k
Total RAC financial contribution:	$45k	$45k	$90k
Total RAC in-kind contribution:	$10k	$10k	$20k

Proposed Partnership

1. Town Team Movement wish to partner with the NEWROC to place this human resource in the NEWROC communities. Town Team Movement would provide support and training for this person which would be detailed in a service level agreement between TTM and the NEWROC. This position would be a contractor and be under the guidance and management of the Town Team Movement ED and NEWROC EO. The contract would be similar to the NEWROC EO contract – under the lead Council
2. Vehicle and IT from the contractor (travel reimbursed), work from home or hot spots of CRCs
3. Insurances – Town Teams?
4. Town Team Movement wish to partner with the NEWROC to add value to the commitment by the RAC (a total of $55k per year) to apply for matched funding from the state and federal governments, via State Regional Development Commissions and the Federal Building Better Regions Fund. We believe we need this additional investment to achieve the total finances needed for the program to be successful in the NEWROC and then the Wheatbelt. The biggest cost item is the Wheatbelt 'Town Team Builder' which is the key asset driving the Town Team Ecosystem across the Wheatbelt.

Contribution from the NEWROC

Town Team Movement kindly requests the NEWROC support the concept of the Town Team Builder and considers the contractor being engaged by the NEWROC.

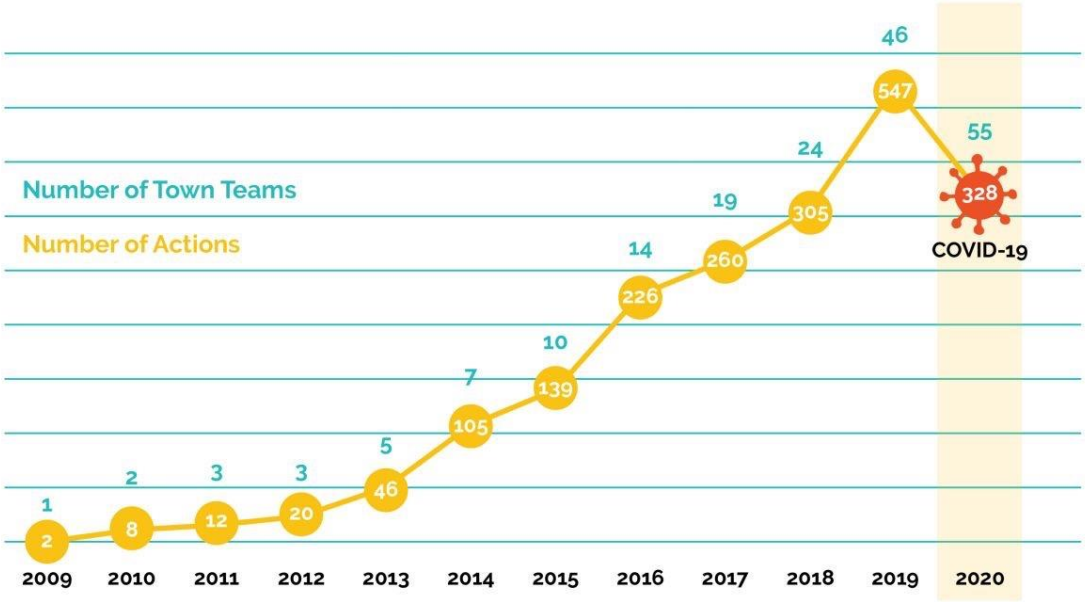
NEWROC EO management of role	1-2hrs additional a month
NEWROC EO travel	Additional approx. $2000
Grant writing NEWROC EO	Under existing role, but may require additional hours as identified
Travel and accommodation for the Town Team role	$8000 per annum
Financial contribution from the NEWROC	**$10,000 Yr One**

PROGRAM BACKGROUND

Developing a regional Town Team 'Ecosystem'

Town Teams provide a platform for communities to connect and make their towns better by taking local action. The continued success of the Town Team Movement and RAC Connecting Communities fund requires the continued servicing and support of the Town Team Community 'Ecosystem'

Since 2018 TTM has successfully established, inspired or enabled 40 Town Teams in the Perth metro area who have collectively delivered over 100 place-making initiatives and actions that have enhanced the liveability and connection within their communities.



TOWN TEAM MOVEMENT

This unprecedented and ongoing success is because TTM can continually service the growth and education of Town Teams while actively connecting them with local government, state government and commercial organisations who share the TTM vision.

To increase the number of regional Town Teams, TTM seeks to replicate this model and appoint respected and influential locals to lead TTM in their area.

The town team ecosystem is still growing in WA, some communities want to take action but have not had the opportunity to be supported in creating a Town Team.

There is currently strong interest in the South West (4 existing teams) and Wheatbelt (4 teams) regions of WA, with growing interest in the Great Southern (2 teams) and Pilbara (1 team) regions.

Our intention is to deliver the WA Town Team Regional Development Pilot in the South West and Wheatbelt, then use the key findings and outcomes to expand the regional program to the Great Southern and Pilbara.

The pilot will also assist with the State's COVID recovery efforts through creating a 'Main Street Community Revitalisation Program' aimed at the economic and civic recovery of WA regional town centres. A three-year capacity building program to help main streets and towns get back on their feet across WA by working together with local communities, businesses, industry partners such as RAC and government at all levels.

To deliver the pilot, TTM is seeking support from Federal and State Government, our local government partners and RAC.

The WA Town Team Regional Development Pilot Program

The pilot program will focus on building new Town Teams and supporting existing civic society groups (Town Teams, CRCs, Rotaries, etc) to work together with local councils and chambers, to revitalise and improve their towns and main streets, to build connection and resilience in their communities while supporting local residents, businesses and new business creation.

Through our experience we have identified Town Teams and other civic improvement groups need support via a social network and 'support ecosystem' in order to thrive.

Starting with the Wheatbelt and South West the pilot program will deliver the following:

1. Inspirational, networking and learning events for Town Team, local government and community leaders
2. Access to funding for Town Team initiatives through programs such as RAC Connecting Communities fund
3. Town Team Builder who will grow, mentor and support Town Teams
4. Online resource hub for how to guides and templates

1. Events are a key delivery mechanism for helping spread the Town Team way through presentations and workshops. Educational, networking and inspirational events help guide and demonstrate what is possible for regional town and their communities through taking local action. They also create ways to help Town Team members develop their civic leadership capability.

2. Access to funds. Many Town Teams are able to fundraise within their own communities but if all efforts are spent fundraising then little effort is left for meaningful community projects. Having access to funds for community projects that isn't an onerous application process is critical for Town Team projects to get up and running.

3. Regional Town Team builder. Having a dedicated, locally placed human resource to help support the town teams has proven to be hugely effective. The Regional Town Team Builder supports town teams by helping them create and complete projects (including submissions to RAC Connecting Communities Fund), improve their team and manage issues/barriers.

The key objectives of the Regional Town Team builder are:

- Help build new teams in areas and communities that want them
- Build relationships with existing town teams

- Improve the confidence, skills and capability of town team members
- Share ideas, resources and best practice
- Attend town team meetings and events
- Work with relevant local governments to assist them to help their town teams
- Identify issues and challenges and work to overcome them
- Support teams putting in in project funding submissions to RAC CC Fund and other grants
- Develop and maintain the regional mentorship program pairing local civic leaders and Town Team members with aspiring leaders and Town Teamers

4. The online TTM resource hub includes over 50 'How to guides and templates for teams to be able to access to assist them in setting up and their day to day work. There is a simple Town Team constitution, action plan and budget templates as well as guides from running a meeting to advice when dealing with local governments. TTM plans to turn some of these guides into digital videos to make them more 'live' and accessible for teams to make use of the knowledge.

Outcomes and Evaluation
Outcome evaluation is critical to the success of the program. Key statistics will be pulled from each region the program is piloted in and all Town Team activity will be recorded, evaluated and benchmarked in order to ascertain if the program is effective or not.

Information gathered and evaluated will include:
Town Team growth targets

- There are currently 12 councils across more than 150 towns and suburbs in the Southwest region of WA. There are currently 4 Town Teams and we believe there is scope to have 8 by the end of 2021 and 15 by the end of 2022/23.
- There are currently 40 councils across more than 300 towns and suburbs in the Wheatbelt region of WA. There are currently 2 Town Teams and we believe there is scope to have 10 by the end of 2021 and 25 by the end of 2022/23.

Town Team Movement Activity Input Targets

- Number of people attending TTM presentations
- Number of people attending TTM workshops
- Number of people attending TTM inspirational events
- Number of how to guides
- Number of phone calls, emails and advice
- Number of meetings attended
- Number of new teams created from scratch
- Number of existing teams connected and supported

Town Team 'Ecosystem' Outputs

- Number of community interactions
- Number of community actions
- Number of volunteer hours
- Number of $ raised and spent on community projects
- Amount of economic activity generated for local businesses
- Number of additional job hours and jobs created

Discussion at July Executive Meeting during Jimmy Murphy's in person meeting:

- Town Team Movement delivers and supports events, activating public space, civic leadership and mentoring community leaders
- Discussion regarding the Wyalkatchem and Koorda main street improvements and the role Town Team may play in assisting these spaces be developed
- Discussion regarding the structure of communities in the NEWROC and the role of Town Team in addressing challenges, civic leadership, youth engagement and retention etc
- Town Team may look different in each of the NEWROC communities

MOTION		
Executive recommends to the NEWROC Council to support the position, a funding contribution and enter into further discussions on the role to initially support the position for 12 months		
Moved L Parola	Seconded R McCall	CARRIED 5/0

Further information requested from Jimmy Murphy by NEWROC EO:

Proposed Timeline – 2021

1. August: Confirm NEWROC and TT Agreement and finalise strategy, put in grant to DLGSC for next 'Do Over 2022' in the NEWROC
2. September: Advertise for NEWROC Town Team Builder position, review applications, interviews etc, apply for regional tourism event funding for possible 'Do Over' in the NEWROC in 2023
3. October / November: NEWROC Town Team Builder position induction
4. November: First town team social event in the NEWROC (other communities invited as well)
5. December: On-going support and development, presentation to the NEWROC
6. March 'Do Over' in Trayning

RESOLUTION		
Executive recommends to the NEWROC Council to support the position, a funding contribution ($10,000) and enter into further discussions on the role to initially support the position for 12 months		
Moved Cr Hudson	**Seconded Cr de Lacy**	**CARRIED 5/0**

Discussion:

- Position will look different in each community of the NEWROC
- Next 'Do Over' is in Trayning in 2022

7.3. **Waste**

FILE REFERENCE:	103-1 Waste Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 August
ATTACHMENT NUMBER:	
CONSULTATION:	Giles Perryman Sam John Nuttall Leanne Parola Peter Klein
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

BACKGROUND

In 2019, NEWROC engaged ASK Waste Management (ASK) to assess our waste facilities and develop achievable concepts to improve waste management across the region. The findings were documented in a Regional Landfill Strategy Feasibility Study.

The NEWROC decided in 2021 to further investigate Option 4 of the Regional Landfill Strategy which involved:

- Development of the Wyalkatchem site as a Regional Landfill to receive waste from all the NEWROC communities.
- Converting the other landfills in the region to waste transfer stations that would be used to receive waste in front lift skip bins that would be collected on a weekly basis and transported to the Regional Landfill.
- Securing all waste sites against unauthorised access using remote access technologies and the provision of swipe card access to ratepayers.

ASK was engaged by NEWROC to undertake detailed financial modelling of the above and to produce a series of recommendations that NEWROC could follow to progress implementation of the project.

COMMENT

The NEWROC has received the DRAFT Regional Landfill report from ASK Waste Management.

A ZOOM meeting between Ask Waste Management and NEWROC CEOs was held on August 17 to discuss the findings and recommendations. During the ZOOM, Ask Waste Management suggested to the NEWROC to:

1. Consider the contents of the draft report, its assumptions and projections
2. Consider a position on commercial waste
3. Discuss how the group or individual Councils intend to fund the infrastructure and services
4. Discuss how the group or individual Councils would like the solution governed

OFFICER RECOMMENDATION

NEWROC receives the draft Regional Landfill Report and discuss its contents

Discussion:

- Shire of Trayning would like to include the Yelbeni and Trayning tips
- Shire of Mukinbudin discussed the report at Council and would like to continue in the discussion however the solution may not fit their position

MOTION

NEWROC Executive to review the Regional Landfill Report and work through options, to be presented to Council for further discussion

Moved Cr de Lacy **Seconded Cr Hudson** **CARRIED 5/0**

7.4. Local Government Procurement

FILE REFERENCE:	042-6 NEWROC Promotion
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Caroline Robinson is the CEO of the Wheatbelt Business Network
DATE:	21 July 2021
ATTACHMENT NUMBER:	
CONSULTATION:	SBDC Celia Jordaan Wheatbelt Business Network
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Small Business Development Corporation (SBDC) and Wheatbelt Business Network (WBN) are seeking to run a Wheatbelt local government procurement pilot project that builds upon the SBDC Small Business Friendly Local Government Initiative. One member of the NEWROC, the Shire of Mt Marshall is currently part of the Small Business Friendly Local Governments Initiative

Local government is a significant buyer in the region and the procurement practices of local government impact the economic development of the local economy.

In the past the NEWROC members have discussed procurement for common resources and equipment. Resource Sharing is part of the NEWROC Strategic Plan.

The Wheatbelt Business Network has been intensively assisting WBN members with both private and government procurement for the past 2yrs. The WBN has also developed an online business directory for members and non members to advertise, however the directory has a lot more capabilities and one such is to be a procurement portal.

It is proposed that the NEWROC partner with SBDC and the WBN to trial a local government procurement pilot project that is targeted at local governments and the businesses within them.

The pilot project would have the following intended outcomes:

- Local government staff understand the impact of buying local (of course when the price and service is right)
- Local government staff have the skills and knowledge to review their buying policies
- Local government staff have the skills and knowledge to plan projects and tenders that maximise the opportunity for local business to tender / quote
- Local governments have an improved awareness of local businesses and their capabilities
- Businesses are aware of local government buying policies and practices, building their internal capacity and skills to quote and tender, assisting them to be ‘seen’

It is intended that SBDC would engage Celia Jordaan to assist in the pilot project.

The pilot project may include the following activities:

- In the first instance review each of the NEWROC members procurement policies and activities and provide feedback
- Identify any standard policies and procedures on procurement for the NEWROC members
- Identify and assist with group tendering for the NEWROC
- Run a series of sessions with NEWROC local government staff on buying from business
- Wheatbelt Business Network deliver a series of sessions to businesses in the NEWROC on how to work with local government.

At this stage there is no cost to the NEWROC.

The engagement of Celia Jordaan will be covered by the SBDC and Wheatbelt Business Network. The SBDC is looking for a group of local governments to work with on this pilot project and the Wheatbelt Business Network has suggested the NEWROC.

A short presentation by SBDC occurred over ZOOM at the Executive meeting.

Key points from the presentation:

- The SBDC would like to collaborate with NEWROC to deliver a pilot project, over 3 months and incorporate design thinking methodology
- The project aims to identify procurement best practice and develop templates and tools for local government authorities to use across WA
- Involvement in the project will require each LGA to commit to 1 or 2 days of participation over the project
- The SBDC will fund the pilot and provide a project facilitator

Discussion at the Executive Meeting:

- SBDC to send the project facilitator out to the Councils so they can learn and engage in the systems and processes
- Some procurement processes of local government are influenced by the Auditor General requirements
- Desire to also see small businesses be proactive in their engagement with local government

RESOLUTION

NEWROC engages with the SBDC to take part in a local government procurement pilot project.

Moved Cr Shadbolt **Seconded Cr de Lacy** **CARRIED 5/0**

7.5. Regional Climate Alliance

FILE REFERENCE:	035-1 General Grants
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 July 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

BACKGROUND

The Regional Climate Alliance Program provides funding for two regional climate alliances – with each able to access more than $400,000 over two years.

Two alliances were chosen from eight applications spanning 51 local governments.

The NEWROC submitted an application for the funding however was unsuccessful. WALGA have indicated they will advocate for additional funding.

Update since the announcement of the funding:

WALGA issued the following communication to the NEWROC

*WALGA's Environment Policy Team coordinates a Local Government **Climate Change Collaborative**, and as you were involved in the regional climate alliance process we would like to extend the invite to anyone interested to join.*

The Collaborative aims to strengthen the capacity of Local Governments to manage the impacts of climate change (adaptation) and reduce greenhouse gas emissions (mitigation) through:

- *facilitating knowledge sharing between Local Government Officers to identify and overcome challenges in taking climate action;*
- *sharing case studies showcasing best practice climate change adaptation and mitigation measures;*
- *identifying funding and grant opportunities;*
- *holding bi-monthly meetings;*
- *identifying collaborative research opportunities that address key issues or problems for Local Governments in taking action on climate change;*
- *building a network of Local Government Officers working on climate change projects;*
- *identifying potential partnerships;*
- *regular communications (newsletter, emails to group members) and;*
- *organising events (webinars, forums, training, information sessions).*

Please forward this email on to staff within your organisation that this may be relevance too. If you are interested in joining please reply to this email and we will add you to the contact list.

RESOLUTION

Information is received and the NEWROC engages in the Climate Change Collaborative

Moved Cr Hudson **Seconded Cr Brown** **CARRIED 4/1**

Cr Shadbolt dissented.

8. EMERGING NEWROC ISSUES as notified or introduced by decision of the Meeting

8.1 Regional Telecommunications Review

The Regional Telecommunications Review is an opportunity for people living and working in regional, rural and remote areas of Australia to share their views and experiences using telecommunications services in their area.

Every three years the Regional Telecommunications Independent Review Committee is appointed to conduct the review. Committee reports are important in setting the regional communications policy agenda in the following years.

The Review will examine the adequacy of telecommunications services in regional, rural and remote Australia. It will also consider particular issues identified in the Terms of Reference, including the impact of Government policies and programs, insights from COVID-19, emerging technologies, service reliability, regional development, and improving coordination between tiers of government.

Submissions close September 30 2021

ACTION: NEWROC make a written submission to the telecommunications review

9. 2021 MEETING SCHEDULE

(Local Government Convention Monday 20th and 21st September 2021 @ CROWN (NEWROC Dinner)

28 September	Executive	Shire of Trayning
26 October	Council	Shire of Nungarin
30 November	Executive	Shire of Mukinbudin
14 December	Council	Shire of Mt Marshall

10. CLOSURE

Cr Sachse thanked everyone for their attendance and closed the meeting at 4.18pm

Office of the Auditor General
Serving the Public Interest

Our Ref: 8298

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469 Wellington Street, Perth

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Mr Darrel Hudson
President
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Dear President

ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2021

We have completed the interim audit for the year ending 30 June 2021. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues
We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of your Shire and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7542 if you would like to discuss these matters further.

Yours faithfully

LIANG WONG
ASSISTANT DIRECTOR
FINANCIAL AUDIT
2 August 2021

Attach

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	**Moderate**	**Minor**
Current year issues			
1. Segregation of Duties over Procurement	✓		
2. Bank Reconciliations		✓	
3. Investment of Surplus Funds		✓	
4. Monthly Sundry Debtor Reconciliations		✓	
5. Credit Note Authorisation Forms		✓	
6. Cancelled Receipts		✓	
7. Purchase Orders Dated After Invoice Dates		✓	
8. Contract Variations		✓	
9. Payroll Masterfile		✓	
10. Employee Termination Payments		✓	
11. IT Security Policy		✓	
12. No Asset Disposal Forms		✓	
13. Annual Financial Report			✓

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A Significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed.
However, even if the issue is not likely to impact the audit report, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Segregation of Duties over Procurement

Finding
An important financial control is effective segregation of duties to ensure that individuals responsible for authorising purchases are not also directly involved in approving payments and taking receipt of goods and services.

We noted 17 out of 48 purchase transactions, where the same staff who issued and approved the purchase orders also receipted goods/services, and authorised the related supplier invoices. However, all these transactions were for business purposes.

Rating: Significant
Implication
In the absence of effective segregation of duties, there is an increased risk of fraud or error occurring without detection.

Recommendation
The Shire should review its current procurement processes by placing independent reviews to ensure appropriate segregation of duties.

Management Comment
The Shire of Dowerin is in the process of reviewing its procurement processes to ensure appropriate segregation of duties takes place to reduce the risk of fraud or error. The draft review is attached to verify action is underway.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 27 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Bank Reconciliations

Finding
We noted that there had been delays in reviewing the monthly Muni bank reconciliations for the months of July and September 2020 and February and March 2021 and the bank reconciliation for the month of January 2021 was not available. We also noted that no monthly bank reconciliations have been prepared for the Muni Max account. However, the interest earned on this account during the period was immaterial and the interest income has been correctly captured in the general ledger.

Rating: Moderate
Implication
Errors or frauds may not be detected early unless the monthly bank reconciliations are reviewed by a senior officer independent of the preparer in a timely manner. Also, the non-preparation of a monthly bank reconciliation in respect of the Muni Max account could result in any fraudulent activity not been detected early.

Recommendation
The monthly bank reconciliations should be prepared for both Muni and Muni Max accounts in a timely manner and reviewed by an independent senior officer promptly. The review should be evidenced in writing.

Management Comment
The Shire of Dowerin has identified the issues and is in the process of implementing an effective control to ensure monthly reconciliations are prepared in a timely manner and reviewed appropriately.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 27 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Investment of Surplus Funds

Finding
We noted that the Shire does not have a formally established and documented internal control procedures for:

- the placement of investments (such as recording of interest quotes from banks, confirmation and authorisation of deals etc.)
- the rollover of investments
- the redemption of investments
- the receipt of income

Current practice of the investments of surplus funds at the Shire appears to be at the discretion of the officers responsible for this function. Regulation 19(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to establish and document internal control procedures to be followed by employees to ensure control over investments.

We also noted that the Shire currently has only one term deposit with a banking institute which has a AAA long term rating and A-1+ short term rating. However, as per the Shire's Investment Policy, exposure to an individual institution with those ratings should be restricted to 45% of total investments.

Monthly investment reconciliations have not been prepared as required by the Investment Policy.

Rating: Moderate
Implication
In the absence of formally established and documented internal control procedures, there is an increased risk of inappropriate investment of surplus funds. Such practice is also non-compliant with Regulation 19(1) of the *Local Government (Financial Management) Regulations.*

Also, lack of monthly investment reconciliations and having all surplus funds in a term deposit with one banking institution is non-compliant with the Shire's Investment Policy.

Recommendation
The Shire should establish and document internal control procedures that should be followed by employees to ensure appropriate control over investments, in accordance with Regulation 19(1) of the *Local Government (Financial Management) Regulations*. Also, surplus funds should be invested in accordance with Investment Policy and monthly investment reconciliations should be prepared as required by the Policy.

Management Comment
The Shire of Dowerin will review its Untied Surplus and Investment Policies along with corresponding procedures to ensure controls are effective and suited to the organisation. The draft procedure Investment procedure is attached to verify action is underway.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Monthly Sundry Debtor Reconciliations

Finding
We noted that there had been delays in reviewing monthly sundry debtor reconciliations on 5 occasions during the period July 2020 to April 2021.

Rating: Moderate
Implication
Delays in review of the monthly sundry debtor reconciliations may result in errors or frauds not being detected in a timely manner.

Recommendation
The monthly sundry debtor reconciliations should be reviewed by a senior officer independent of the preparer in a timely manner and any variances should be investigated and rectified without delay.

Management Comment
The monthly financial checklist will be reviewed by the Manager Corporate and Community Services in a timely manner and any variances investigated and rectified without delay.

The monthly checklist process is under review which includes the requirement to present the completed monthly checklist to the CEO for confirmation of all EOM reconciliations.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 31 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. Credit Note Authorisation Form

Finding
We noted that the Shire has not used a formal credit note authorisation form in support of credit notes issued and that the Accounts Receivable Officer who raises invoices also performs the function of raising Credit Notes.

Rating: Moderate
Implication
Erroneous or fraudulent credit notes could go undetected in the absence of a duly authorised credit note authorisation form.

Recommendation
The Shire should have a formal credit note authorisation form that should be completed by the Accounts Receivable Officer and authorised by an independent senior officer prior to processing credit notes. The Shire should also perform an independent review of credits notes issued periodically and such review should be documented and retained.

Management Comment
Credit Note Authorisation Forms are now in place and utilised. A corresponding procedure will be developed to include the performance of independent reviews.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

6. Cancelled Receipts

Finding
We noted that the cancelled receipts were not authorised by an officer independent of the receipting function. We also noted that the current IT system does not have the functionality to produce a cancelled receipts report.

Rating: Moderate
Implication
Errors or frauds in the receipting function may not be detected in the absence of an independent review of the cancelled receipts especially due to the IT systems inability to produce a report on cancelled receipts.

Recommendation
We recommend that cancelled receipts be reviewed promptly by an officer independent of the receipting function.

Management Comment
Internal controls will be amended to ensure cancelled receipts are reviewed by an officer independent of the receipting function.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 27 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

7. Purchase Orders Dated After Invoice Dates

Finding
During our sample testing of payments made throughout the year, we noted a number of instances where the purchase orders were dated after the dates of the corresponding supplier invoices.

Rating: Moderate
Implication
There is no evidence that the ordering of goods was approved prior to ordering.

Recommendation
Purchase orders should be approved for all applicable items prior to ordering.

Management Comment
Staff will be reminded that non-compliance of procurement processes is a breach of the Code of Conduct and CEO directive. Consequences of non-compliance will be communicated to staff.

Responsible Person: Rebecca McCall, CEO
Completion Date: 31 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

8. Contract Variations

Finding
We noted that contract variations permitted before the Shire enters into a contract with successful tenderer is not specified in the Purchasing Policy 3.11. Paragraph 21A of the *Local Government (Functions and General) Regulations 1996* allows local governments to make variations to the original contract under certain circumstances.

Rating: Moderate
Implication
In the absence of Council approved thresholds and delegations for variations to contracts, there is a greater risk that contract variations are approved by staff who do not have the necessary skills or knowledge of the contract and could result in the Shire not obtaining value for money.

Recommendation
We recommend that delegation thresholds be established that specify which staff/positions can approve contract variations, based on value and/or the type of contract.

Management Comment
The Shire of Dowerin is in the process of reviewing its procurement policy.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

9. Payroll Masterfile

Finding
We noted that since the introduction of the new payroll system Altus –Definitive in February 2021, no reports have been generated and reviewed on amendments to payroll Masterfile.

Rating: Moderate
Implication
In the absence of a review of the amendments to payroll Masterfile, errors or frauds may not be detected in a timely manner.

Recommendation
Management should review amendments to payroll Masterfile on a periodic basis and ensure all amendments are genuine and correct.

Management Comment
With the implementation of Atlus Payroll there is a need to amend the process to ensure payroll Masterfile is reviewed on a regular basis. The payroll system now has the capacity to provide this data as per comment below received from IT Vision.

'This Report has been a part of an enhancement request to Definitiv in regards to additional details of who made the changes.'

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 31 August 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

10. Employee Termination Payments

Finding
There was no documentary evidence that employee termination payment calculations have been reviewed and approved.

Rating: Moderate
Implication
Without a review of the employee termination payment calculations by an independent senior officer, calculation errors may go undetected.

Recommendation
Employee termination payment calculations should be reviewed and approved by an independent senior officer prior to processing the payment and the review and approval should be evidenced in writing.

Management Comment
Workings are prepared by the Manager Corporate & Community Services along with the payroll officer prior to processing of the pay run. All workings are included in applicable pay-run documentation and signed off. The internal control will be amended to include the calculations to be reviewed by an independent officer.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

11. IT Security Policy

Finding
We noted that the Shire does not have a formal IT Security Policy.

Rating: Moderate
Implication
In the absence of a formal IT Security Policy, management and users may not be aware of best practice in relation to IT security which will result in increased risk of IT security breaches.

Recommendation
Management should develop a formal IT Security Policy and it should be reviewed and updated regularly as changes occur.

Management Comment
The Shire of Dowerin has commenced the process of developing an IT Security Policy. Policies are reviewed every two years in accordance with the organisation's Risk Management Framework.

Responsible Person: Rebecca McCall, CEO
Completion Date: 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

12. No Asset Disposal Forms

Finding
We noted that currently there is no process of formally documenting the disposal of assets i.e. through the use of Asset Disposal Form, and obtaining management's approval prior to disposing individual assets. We however acknowledge that potential disposals are included in the Shire's approved budget.

Rating: Moderate
Implication
Although potential disposals are reflected in the Shire's approved budget, it is likely that the budgeted sales proceeds may differ from actual proceeds. Therefore, current practice could potentially result in the misappropriation of assets and result in a financial loss to the Shire.

Recommendation:
Management should introduce an Asset Disposal/Deletion form to formalise the asset disposals/deletions process, which should also be subject to appropriate authorisation.

Management Comment
An Asset Disposal/Deletion Form is now in place to verify and authorise the asset disposal/deletion process.

Responsible Person: Cherie Delmage, Manager Corporate & Community Services
Completion Date: 30 September 2021

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

13. Annual Financial Report

We noted that the Shire had not submitted a copy of the Annual Financial Report to the Department of Local Government, Sport and Cultural Industries within 30 days of the receipt of the Auditor's Report on the Financial Report.

Rating: Minor
Implication
Non–compliance with Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996.*

Recommendation
Management should submit a copy of the Annual Financial Report to the Department within 30 days of the receipt of the Auditor's Report on the Financial Report as required by the Regulations.

Management Comment
The lodgement of the Annual Financial Report within 30 days of the receipt of the Auditor's Report on the Financial Report is captured in the organisation's Corporate Calendar and Risk Dashboard. Management notes the human error of submitting the unsigned copy of the Auditor's Report.

Responsible Person: Rebecca McCall, CEO
Completion Date: 27 August 2021

Shire of Dowerin
Risk Dashboard Report - June 2021

Asset Management Practices

Risk	Control
Moderate	Adequate

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Actions	Due Date	Responsibility
Revaluation of Road Assets	Dec-19	MWA
Update RAMM Annually	Jun-21	MWA
Link Building Maintenance Schedule to AMP	Apr-21	MWA; MCCS
Review Asset Management Plan	Apr-21	SMT
Develop Revaluation Schedule for Asset Classes	Jun-21	MWA; MCCS
Review LTFP and Link to AMP	Feb-21	MCCS / MWA / CEO
Review Fuel Stock Control System	Apr-21	MCCS; MWA; CEO
Implement New Fuel Stock Control System	Feb-21	MWA / MCCS

Business Disruption

Risk	Control
Moderate	Adequate

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

Actions	Due Date	Responsibility
Annual LEM Exercise Undertaken	TBD	CEO
Review Business Continuity Plan	Mar 21	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 22	CEO; MCCS
Develop IT Disaster Recovery Plan	Jun 21	MCCS
Fire Breaks Inspected and Enforced Annually	Nov 21	MCCS
Fire Fighting Equipment Maintained and Serviced Annually	Mar-Apr 21	MWA
Wardens (Internal) - Training of New Wardens	Jun 21	SMT
Admin Generator Maintained and Serviced	Monthly	MWA
Review Managing Emergencies in Shire Facilities	Dec 21	CEO; MCCS

Failure to fulfil Compliance Requirements - (Statutor

Risk	Control
Moderate	Adequate

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

Actions	Due Date	Responsibility
Document Governance Framework	Dec-21	CEO; EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT; EGO
Review Councillor Induction Manual - Every 2 Years	Aug-21	EGO
Review Human Resource Management Framework	Feb-21	CEO; MCCS
Review Information Management System	Feb-21	MCCS
Interim Audit Finding 30 June 2020 - Code of Conduct - Review		EGO
Interim Audit Finding 30 June 2020 - Purchasing & Payment Procedures	Sep-20	CEO; MCCS
Interim Audit Finding 30 June 2020; Debtor & Credit Request Forms	Sep-20	MCCS
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Dec-21	MCCS; MWA

Document Management Processes

Risk	Control
Moderate	Adequate

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

Actions	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS
Refurbishment of Archive Room to Improve Compliance	Jun-21	MWA
Review Sharepoint System	Jun-21	CEO
Review Information Management Framework	Dec-21	CDO
Information Management Staff Training	Ongoing	MCCS
Review Record Keeping Plan	Jun-21	MCCS

Employment Practices

Risk	Control
Moderate	Adequate

Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).

Actions	Due Date	Responsibility
Develop a Health and Wellbeing Program	Dec-19	SMT
Review Workforce Plan	Apr-20	SMT
Create Checklist for Human Resource Management Framework	Jun-20	SMT
Update Training Register & Develop 2021/2022 Training Program	Apr-21	CEO; MCCS
Review Staff Induction Process	Mar-20	MCCS
Conduct Annual Drivers License Checks	Annually in Feb	MCCS
Conduct Annual Performance Reviews	Annually in Feb	SMT

Engagement Practices

Risk	Control
Moderate	Adequate

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

Actions	Due Date	Responsibility
Review Community Complaints, Feedback & Request Handling Process	Jun-21	CEO / MCCS
Develop a Community Engagement Policy & Framework	Mar-21	SMT / CDO
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO
Develop Process For Customer Response Requests (Snap, Send, Solve)	Mar-20	MCCS
Review Customer Service Charter (every two years)	Jun-20	MCCS
Review Customer Service Charter (every two years)	Sep-22	EGO
Develop Complaint Register (in accordance to Act)	Jun-20	MCCS

Environment Management

Risk	Control
Moderate	Adequate

Inadequate prevention, identification, enforcement and management of environmental issues.

Actions	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Dec-20	MWA
Develop Waste Management Plan & Program	Dec-21	MWA
Complete Audit of Sewage System	Completed	MWA
Address Compliance of Waste Management	Ongoing	MWA
Address Compliance of Waste Water Re-Use	Jun-21	MWA

Errors, Omissions & Delays

Risk	Control
Moderate	Adequate

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Actions	Due Date	Responsibility
Review Employee Code of Conduct	Jul-21	CEO / EGO
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Customer Service Complaints & Request Process to include Snap Send Solve	Jun-21	MCCS

External Theft & Fraud (Including Cyber)

Risk	Control
Moderate	Adequate

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

Actions	Due Date	Responsibility
Review Access Controls to Include Key Register	Dec-21	CEO; MCCS
Photographic Record of Minor Assets & Align With Minor Assets Register	Jun-21	MCCS
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS
Review Security and Storage of Records	Aug-21	MCCS
Document Financial Management System	Oct-21	MCCS

Management of Facilities / Venues / Events

Risk	Control
Low	Adequate

Failure to effectively manage the day to day operations of facilities, venues and / or events.

IT or Communication Systems and Infrastructure

Risk	Control
Moderate	Adequate

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Misconduct

Risk	Control
Moderate	Adequate

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

Shire of Dowerin
Risk Dashboard Report - June 2021

Actions	Due Date	Responsibility
Develop Event Mangement Framework	Dec-21	CDO
Develop Reserves Management Register	Dec-21	MCCS / MWA
Create Inspection and Maintenance Schedules for Event Equipment	Jun-21	CDO
Undertake Community Facilities Review	Apr-21	CEO / CDO
Public Buildings Inspected Annually for Compliance	Nov-21	MWA

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Jun-21	MCCS
Review IT Management Service Level Agreement	Jun-21	MCCS
Document IT Infrastructure Replacement Program	Jun-21	MCCS
Develop Secure Password Procedure	Jun-21	MCCS
Develop Secure Password Procedure	Jun-20	MCCS
Replacemrent of Phone System	Sep-21	MCCS
Document IT System Access Framework	Jun-21	MCCS

Actions	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Fuel Stock Control and Process	Apr-21	MCCS / MWA
Present Regulation 17 Review to Audit & Risk Committee - Annually	December pa	CEO
Review Purchasing Policy & Procurement Process	Jul-22	MCCS
Review Social Media Policy 3.11	Apr-22	EGO
Review Code of Conduct	Jul-21	CEO / EGO
Conduct Drivers Licence Check Annually	February pa	MCCS/MWA

Project / Change Management	Risk	Control
	Moderate	Adequate

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

Actions	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-21	MCCS
Develop Communication and Engagement Framework	Mar-21	CEO / CDO

Safety and Security Practices	Risk	Control
	Moderate	Adequate

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.
It is also the inability to ensure the physical security requirements of staff, contractors and visitors.
Other considerations are negligence or carelessness.

Actions	Due Date	Responsibility
Review Hazard Register	Dec-21	MWA / TWC
Complete Staff Training Register	Jun-20	SMT
Conduct Quarterly Workplace Inspections	Quarterly	MWA / TWC
Safe Work Method Statements (SWMS) Library	Ongoing	MWA / TWC
Assess Shire Building and Facility Safety and Security	Dec-21	MWA / TWC
Develop Isolated Worker Management Protocol	Jun-21	MWA / TWC
Re-Establish OSH Committee & Conduct Monthly Meetings	Monthly	MWA / TWC
Review Managing Emergencies In Shire Facilities	Dec-21	CEO
Conduct Annual BCP and LEMC Drills	Dec-21	CEO
Review Contractor Inductions and Register	Dec-21	MWA / TWC

Supplier / Contract Management	Risk	Control
	Moderate	Adequate

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

Actions	Due Date	Responsibility
Review Purchasing Policy	Completed	CEO; MCCS
Develop Standardised Contracts	Ongoing	CEO; MCCS
Document Financial Controls	Ongoing	MCCS
Develop Appropriate Financial Reporting Tools	Ongoing	MCCS
Develop Centralised Contract Management System	Ongoing	CEO; MCCS

Asset Management Practices — Jun-21

Risk Context

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Areas included in the scope are;
-Inadequate design (not fit for purpose)
-Ineffective usage (down time)
-Outputs not meeting expectations
-Inadequate maintenance activities.
-Inadequate financial management and planning (capital renewal plan).
It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Objective:
Maintain assets at a suitable level from procurement to disposal.

Potential causes include;	
Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of timely& appropriate maintenance / inspections
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Key Controls	Type	Last Reviewed	Rating
Roads Maintenance Program	Preventative	May-21	***Adequate***
Road Asset Management Program (RAMM)	Preventative	Apr-20	***Adequate***
Fleet and Plant Maintenance Program	Preventative	Jun-21	***Adequate***
Building Maintenance Program	Preventative	Jun-21	***Adequate***
Asset Management Plan	Preventative	Jun-18	***Inadequate***
Plant Replacement Program	Preventative	Jun-21	***Adequate***
Sewerage Maintenance Plan & Program	Preventative	Oct-19	***Inadequate***
Stock Control Systems (Fuel)	Preventative	May-20	***Inadequate***
		Overall Control Ratings:	***Adequate***

Control Assurance

Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
MWA	Yes	Yes	Yes	Yes	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	Yes	Partial	Partial	No	No	
MWA	Yes	Yes	Partial	Yes	No	
MWA; MCCS	Yes	Yes	No	No	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	
MWA; MCCS	Partial	Partial	No	No	Partial	Current system subject to fraud

Actions (Treatments)	Due Date	Responsibility
Revaluation of Road Assets	Dec-19	MWA
Revaluation of Sewerage System	Dec-22	MWA
Update RAMM Annually	Jun-21	MWA
Link Building Maintenance Schedule to AMP	Apr-21	MWA; MCCS
Review Asset Management Plan	Apr-21	SMT
Develop Revaluation Schedule for Asset Classes	Jun-21	MWA; MCCS
Review LTFP and Link to AMP	Apr-21	MCCS; MWA; CEO
Review Fuel Stock Control System	May-20	MWA; MCCS
Implement New Fuel Stock Control System	Feb-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Completed 2020; next due within 5 years
Dec-22			Allocation in 2021/2022 Budget
Jun-21	Sep-21		Condition data & 21/22 works program to be entered September 2021
Dec-20	Apr-21	Oct-21	IPR NEWROC Masterclass; Revised due date October 2021
Mar-20	Dec-20	Apr-21	IPR NEWROC Masterclass; Revised due date October 2021
Jun-21	Dec-21		New Action
Jun-20	Feb-21	Apr-21	IPR NEWROC Masterclass; Defer due date to December 2021
Completed			Review identified control deficiencies
Nov-20	Feb-21	Aug-21	Partially completed; Waiting for supplier to install fuel pods

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	*135%*	***Worsening***
Asset Consumption Ratio	60%-75%	*95%*	***Improving***
Asset Sustainability Ratio	90%-110%	*143%*	***Improving***
AMP & LTFP	Reviewed Annually	*Not Completed*	***Constant***
Accidents and / or Damage to Property	<2 Per Quarter	*8*	***Improving***

KPI / Action Data

2020	2021	2022	Comments
135%			30 June 2019 Actuals; Rate annually in December
95%			30 June 2019 Actuals; Rate annually in December
143%			30 June 2019 Actuals; Rate annually in December
Not Completed			IPR NEWROC Masterclass; Revised due date October & December 2021
8			Result December 2020 - 8; Rate annaully in December

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial	**Consequence:**	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	**Moderate**

Additional / Final Comments

Reviewed by Management Team - June 2021

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community Disruption — June 21

Risk Context

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

This includes;
-Lack of (or inadequate) emergency response / business continuity plans.
-Lack of training for specific individuals or availability of appropriate emergency response.
-Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
-Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc
This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Objective:To continue delivery of critical services at acceptable levels following a disruption

Potential causes include;	
Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic factors
Epidemic / pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure

Key Controls	**Type**	**Last Reviewed**	**Rating**
Local Emergency Management Arrangements (LEMA)	Preventative	Oct 19	***Adequate***
Business Continuity Plan	Preventative	Mar 21	***Adequate***
Managing Emergenceis in Shire Facilities	Preventative	Dec 16	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant

Actions (Treatments)	**Due Date**	**Responsibility**
Annual LEM Exercise Undertaken	TBD	CEO
Review Business Continuity Plan	Mar 21	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 22	CEO; MCCS
Develop IT Disaster Recovery Plan	Jun 21	MCCS
Fire Breaks Inspected and Enforced Annually	Nov 21	MCCS
Fire Fighting Equipment Maintained and Serviced Annually	Mar-Apr 21	MWA
Wardens (Internal) - Training of New Wardens	Jun 21	SMT
Admin Generator Maintained and Serviced	Monthly	MWA
Review Managing Emergencies in Shire Facilities	Dec 21	CEO; MCCS

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Apr-20	TBD		Deferred due to COVID19; WSaiting for DFES availabity
Feb-21	Completed		BCP activated March 2020 in response to COVID19
Oct-19	Completed		COVID-19 response treated as BCP exercise; Next due April 2022
Dec-20	Jun-21	Dec-21	To be actioned by IT Management Contractor
N/A			Last inspected November 2020
N/A			Inspections completed
Oct-19	Jun-20	Dec-20	Admin wardens nominated; Warden & First Aid Training completed
Monthly	NA	NA	Inspection completed; need to implement monthly monitoring system
Jun-20	Dec-21		Completion in December 2021

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Missed LEMC Committee Meetings	1 per annum	1	Constant
Number of Firebreak Infringements Issued	5 per annum	2	Improving
LEM Annual Exercise Undertaken	1 per annum	Nil	Worsening
BCP Annual Excerise Undertaken	1 per annum	1	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
1	*1*		June meeting deferred due to not having a quorum
2			5 Infringements issued in 2019; 2 Infringements in 2020; Rate annually in December
Nil			Scheduled for October 2020, DFES unable to conduct due to COVID-19
1			COVID-19 response treated as BCP exercise

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Interruption; Reputation; Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Failure to fulfil Compliance Requirements - (Statutory and Regulatory)

June 21

Risk Context

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.

It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer “Ineffective Employment practices).

Objective:
Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act

Potential causes include;	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping / failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

Key Controls	**Type**	**Last Reviewed**	**Rating**
Governance Management Framework	Preventative	Ongoing	***Adequate***
Information Manangement System	Preventative	Unknown	***Adequate***
Human Resource Management Framework	Preventative	Ongoing	***Adequate***
Access to Accurate & Current Legisation & Regulations	Preventative	Jun-20	***Adequate***
Governance Calendar	Preventative	Ongoing	***Adequate***
Council & Staff Inductions	Preventative	Feb-20	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	**Due Date**	**Responsibility**
Document Governance Framework	Dec-21	CEO; EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT; EGO
Review Councillor Induction Manual - Every 2 Years	Aug-21	EGO
Review Human Resource Management Framework	Feb-21	CEO; MCCS
Review Information Management System	Feb-21	MCCS
Interim Audit Finding 30 June 2020 - Code of Conduct - Review		EGO
Interim Audit Finding 30 June 2020 - Purchasing & Payment Procedures	Sep-20	CEO; MCCS
Interim Audit Finding 30 June 2020; Debtor & Credit Request Forms	Sep-20	MCCS
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Dec-21	MCCS; MWA

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-19	Jun-20	Dec-21	Progressing; Completion in Decemebr 2021
Ongoing			Progressing
Aug-21	Sep-21		Completed August 2019; Next review due August 2021
Ongoing	Feb-21	Dec-21	Progressing
Dec-20	Feb-21	Dec-21	Preogressing
Completed			Model standards are released, currently reviewing
Completed			Implementation of Altus Procurement Module; 3 September 2020; Reviewed & processes & procedures updated
Completed			Templates & procedures modified & actioned
Dec-20	Apr-21	Sep-21	IPR NEWROC Project; Revised due date to October & December 2021

.

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Financial and Performance Audit Qualifications	Unqualified Audit	Unqualified Audit	Improving
Compliance Audit Return	As per legislated	Compliant	Improving
Finanical Management System Review (Every 3 Years)	As per legislated	Compliant	Improving
CEO Regulation 17 Review (Every 3 Years)	As per legislated	Compliant	Improving
Freedom of Information Statistical Return	As per legislated	Compliant	Improving
Annual Waste & Recycling Data Reporting	As per legislated	Compliant	Improving
Regulation 53 of Building Regulations 2021 (Pool Inspections)	As per legislated	Compliant	Improving
Food Act 2008 & Public Health Act 2016 Reporting	As per legislated	Compliant	Improving

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Unqualified Audit			Audit signed & finalised 16 December 2020; Rated annually in December
Compliant	*Compliant*		Completed March 2021; Rated annually in March
Not Rated			Last reviewed September 2019; Due September 2022
Compliant			Last reviewed September 2019; Due September 2022
Compliant	*Compliant*		Submitted July 2021; Rated annually in July
Compliant			Submitted October 2021; Rated annually in October
Not Rated			Due December 2021; Every 3 years
Compliant	*Compliant*		Next due August 2021; Rated annually in August

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Reputation / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewd by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes — June 21

Risk Context
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
This includes: -Contact lists -Procedural documents, personnel files, complaints -Applications, proposals or documents -Contracts -Forms or requests

Objective:
Adequately capture, store, archive, retrieve, provide and ultimately dispose of Shire documentation

Potential causes include;	
Incompatible systems	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed

Key Controls	Type	Last Reviewed	Rating
Information Management Framework	Preventative	Dec-20	***Adequate***
Governance Management Framework	Preventative	Ongoing	***Adequate***
Recordkeeping Plan	Preventative	Mar-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Partial	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS
Refurbishment of Archive Room to Improve Compliance	Jun-21	MWA
Review Sharepoint System	Jun-21	CEO
Review Information Management Framework	Dec-21	CDO
Information Management Staff Training	Ongoing	MCCS
Review Record Keeping Plan	Jun-21	MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Allocation in 2020/21 Budget
Completed			Completed August 2020
Jun-21	Dec-21		Identified potential providers; Allocation required in 2021/22 budget
Jun-20	Jun-21	Dec-21	Progressing
Ongoing			Form part of Induction Process
Jun-21	Dec-21		Extension approved; Revised due date December 21

Key Performance Indicators	Tolerance	Latest Result	Trend
Information Management Framework	Reviewed Annually	Not Rated	Constant
Archives	As legislated	Compliant	Constant
Record Keeping Plan Completed	As legislated	Not Rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Not Rated			Rate annually in December
Compliant			Recorded & destroyed as per R&D Schedule; Rate annually in December
Not Rated			Compliant & Current RKP by due date

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Reputation	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Employment Practices — June 21

Risk Context
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers). This includes: -Not having appropriately qualified or experienced people in the right roles -Insufficient staff numbers to achieve objectives -Breaching employee regulations -Discrimination, harassment & bullying in the workplace -Poor employee wellbeing (causing stress) -Key person dependencies without effective succession planning in place -Industrial activity

Objective:
Effective management and leadership of human resources (full-time, part-time, casual, temporary and volunteer).

Potential causes include;	
Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Key Controls	Type	Last Reviewed	Rating
Workforce Plan	Preventative	May-19	***Effective***
Human Resource Management Framework	Preventative	May-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	

Actions (Treatments)	Due Date	Responsibility	Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Develop a Health and Wellbeing Program	Dec-19	SMT	Dec-19	Jun-20	Jun-21	Program not in place, no budget allocation; Defer to October 2021
Review Workforce Plan	Apr-20	SMT	Apr-20	Mar-21	Apr-21	Unable to completed until AMP & LTFP reviews undertaken
Create Checklist for Human Resource Management Framework	Jun-20	SMT	Jun-20	Jun-21	Dec-21	Amended action to develop checklist as framework is documented
Update Training Register & Develop 2021/2022 Training Program	Apr-21	CEO; MCCS	Apr-21	Sep-20	Apr-21	Commenced; Defer due date until September 2021
Review Staff Induction Process	Mar-20	MCCS	Mar-20	Sep-20	Jun-21	Introducing eletronic induction system for implementation in September 2021
Conduct Annual Drivers License Checks	Annually in Feb	MCCS	Yearly in Feb	Mar-21		Conducting check during performance review process in March 2021
Conduct Annual Performance Reviews	Annually in Feb	SMT	Apr-20	Mar-21		Review process completed

Key Performance Indicators	Tolerance	Latest Result	Trend	KPI / Action Data 2020	2021	2022	Comments
Training Program (% Completed)	90% per annum	Not rated					Rate annually in September commencing in 2021
Absenteeism (% of Personal)	<10 days per FTE	Not rated					Rate annually in September commencing in 2021
Absenteeism (% Unpaid Leave)	<0 days per FTE	Not rated					Rate annually in September commencing in 2021
Employee Turnover (% Turnover Rate of Permanent Staff)	10%	Not rated					Rate annually in September commencing in 2021
Performance Reviews (% Completed)	100% per annum	100%	Improving	*100%*	*100%*		Rate annually in June
Annual Drivers Licenses (% Completed Checks)	100% per annum	100%	Improving	*100%*	*100%*		Rate annually in June
Workers Compensation Claims	< 1 per annum	0	Improving	*2*	*2*		Rate annually in June; 2020 cases closed in 2020/2021

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Health / Reputational / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Notes:

Australian Public Service Commission

.id informed decisions

CEMI (UWA)

National turnover 8.5%

Engagement Practices	June 21

Risk Context

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

For example;
-Following up on any access & inclusion issues
-Infrastructure Projects
-Local planning initiatives
-Strategic planning initiatives
This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Objective:
Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.

Potential causes include;	
Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups

Key Controls	Type	Last Reviewed	Rating
Community & Engagement Framework	Preventative		***Not Rated***
Communication & Engagement Policy	Preventative		***Adequate***
Complaint Handling Process	Preventative	Jun-20	***Adequate***
Community Satisfaction Survey	Detective	Oct-20	***Adequate***
Customer Service Charter	Preventative	Sep-20	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; CDO	Partial	Partial	Yes	No		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant

Actions (Treatments)	Due Date	Responsibility
Review Community Complaints, Feedback & Request Handling Process	Jun-21	CEO / MCCS
Develop a Community Engagement Policy & Framework	Mar-21	SMT / CDO
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO
Develop Process For Customer Response Requests (Snap, Send, Solve)	Mar-20	MCCS
Review Customer Service Charter (every two years)	Sep-22	EGO
Develop Complaint Register (in accordance to Act)	Jun-20	MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Sep-19	Jun-20	Jun-21	Second review required to streamline processes; Revised due date December 2021
Oct-19	Jun-20	Oct-20	Progess stalled; Revised due date September 2021
Completed			Completed in October 2020; Next due September 2022
Completed			Conduct second review and align with complaints handling process
Completed			Completed September 2020
Completed			Register developed & on Shire website

Key Performance Indicators	Tolerance	Latest Result	Trend
Number Complaints from the Community Not Responded To	<3 per quarter	Not Rated	
Community Satisfaction Survey - Council Leadership within the Community	80% Satisfaction	75%	
Community Satisfaction Survey - How the community is consulted & informed about local issues	80% Satisfaction	75%	
Community Engagement Framework	Completed	Completed	Constant

KPI / Action Data			
2020	2021	2022	Comments
Not Rated			Rated annually in December
75%			Rated annually in December
75%			Rated annually in December
Not Rated			Rate in December

Residual Risk Rating		
Consequence Category	**Risk Ratings**	**Rating**
Reputation	***Consequence:***	*Minor (2)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Environment Management — June 21

Risk Context
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes; -Lack of adequate planning and management of coastal erosion issues. -Failure to identify and effectively manage contaminated sites (including groundwater usage). -Waste facilities (landfill / transfer stations). -Weed & mosquito / Vector control. -Ineffective management of water sources (reclaimed, potable) -Illegal dumping. -Illegal clearing / land use.

Objective:
Effective management and protection of our environment

Potential causes include;	
Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)

Key Controls	Type	Last Reviewed	Rating
Road Engineering & Subdivision Policy (4.4)	Preventative	May-19	***Adequate***
Waste Water Management Plan & Program	Preventative		***Not Rated***
Contaminated Sites Register	Preventative	Nov-19	***Adequate***
Waste Management Plan & Program	Preventative		***Not Rated***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	

Actions (Treatments)	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Dec-20	MWA
Develop Waste Management Plan & Program	Dec-21	MWA
Complete Audit of Sewage System	Completed	MWA
Address Compliance of Waste Management	Ongoing	MWA
Address Compliance of Waste Water Re-Use	Jun-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-22		Not yet commenced
Dec-20	Jun-21	Dec-21	Not yet commenced; Revised due date December 2021
Completed			
Ongoing			MWA to determine & identify any gaps
Jun-21			2021/2022 budget allocation

Key Performance Indicators	Tolerance	Latest Result	Trend
Annual Waste & Recycling Data Reporting	As per legislated	Completed	Constant
Satisactory Water Sampling For Water Re-Use	100%	Completed	Constant
Asbestos Register	As per legislated	Maintained	Constant
Contaminated Site Register	As per legislated	Maintained	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Submitted			Completed as per statutory requirements; due October 2021
100%			Water sampling conducted monthly
Maintained			Maintained; Last reviewed December 2020; Review annaully in December
Maintained			Maintained

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Environment / Reputation / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021

Errors, Omissions & Delays — June 21

Risk Context
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. Examples include; -Incorrect planning, development, building, community safety and Emergency Management advice -Incorrect health or environmental advice -Inconsistent messages or responses from Customer Service Staff -Any advice that is not consistent with legislative requirements or local laws. -Human error -Inaccurate recording, maintenance, testing or reconciliation of data. -Inaccurate data being used for management decision-making and reporting. -Delays in service to customers *This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes"*

Objective:
Minimal errors, omissions or delays in service delivery and advisory activities

Potential causes include;	
Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Unrealistic expectations from community, council or management	Health issues
Poor use of check sheets / FAQ's	Lack of understanding

				Control Assurance						
Key Controls	**Type**	**Date**	**Rating**	**Control Owner**	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
Checklists and Documented Procedures	Preventative	Nov-19	***Inadequate***	CEO; MCCS	Partial	Partial	Partial	Partial	No	
Complaints Register	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	No	
Complaints Process	Recovery	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	No	
Councillor Information Bulletin	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	No	
Customer Service Charter	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	No	
Delegations & Register	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Electronic Records - Sharepoint	Recovery	Nov-19	***Adequate***	All Staff	Yes	Yes	Yes	Yes	No	
External Communications (website, news articles)	Preventative	Nov-19	***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes	No	
External Consultants (ie. legal)	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Customer Service Request Procedure	Preventative	Nov-19	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
File Note/Documentation	Preventative	Nov-19	***Adequate***	SMT	Yes	Yes	Yes	Yes	No	
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes	No	
Performance Reviews	Preventative	Nov-19	***Adequate***	SMT	Yes	Yes	Yes	Yes	No	
Qualified Building, Health & Planning Officers	Preventative	Nov-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Segregation of Duties (financial control)	Preventative	Nov-19	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Staff Inductions	Preventative	Nov-19	***Adequate***	SMT	Yes	Yes	Yes	Yes	Partial	
Staff Training (formal & on-the-job)	Preventative	Nov-19	***Effective***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Council Motions Register	Preventative	Nov-19	***Adequate***	EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Actions (Treatments)	**Due Date**	**Responsibility**
Review Employee Code of Conduct	Jul-21	CEO / EGO
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Customer Service Complaints & Request Process to include Snap Send Solve	Jun-21	MCCS

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Legal Claims	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (minor)	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (major)	0	0	Constant
Referral to SAT/Ombudsman/Public Sector Commission	0	0	Constant
Number of Complaints to Local Government Standards Panel	0	0	Constant
External Audit Qualification	Unqualified Audits	Unqualified Audit	Constant
Staff Training Target Met	90%	Not Rated	Constant

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation / Compliance	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

CEO; MCCS	Yes	Yes	Yes	Yes	No	

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Completed			Presented to Council July 2020; Next review due July 2021
Ongoing			Progressing; Altus Payroll & Procurement Module implemented
Dec-20	Jun-21	Dec-21	Progressing; Revised due date December 2021
Completed			Second review required to streamline processess

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
Unqualified Audit			Rate annually in December
Not Rated			Rate annually in September

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

External Theft & Fraud (Including Cyber) — Jun 21

Risk Context
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic). For the purposes of; -Fraud: benefit or gain by deceit -Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems -Theft: stealing of data, assets or information

Objective:
To prevent a loss of funds, assets, data or unauthorised access by external parties

Potential causes include;	
Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	***Adequate***
Equipment Storage and Access Controls	Preventative	Unknown	***Adequate***
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	***Adequate***
Financial Management System	Preventative	Sep-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Partial	Partial	Partial	No	Partial	
CEO	Partial	Partial	Partial	No	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	Dec-21	CEO; MCCS
Photographic Record of Minor Assets & Align With Minor Assets Register	Jun-21	MCCS
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS
Review Security and Storage of Records	Aug-21	MCCS
Document Financial Management System	Oct-21	MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Dec-21	Progress stalled
Jun-20			Commenced
Ongoing			Secure password policy in place; reset passwords every 90 days
Completed			Next review August 2021
Ongoing			Progressing; anticipate completion October 2021

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
Number of Incidents of Theft or Fraud	0	0	Constant
Passwords Changed Quarterly	100%	100%	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
0	*0*		Rate annually in June
0	*0*		Rate annually in June
100%	*100%*		Rate annually in June

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Financial / Property	***Consequence:***	*Minor (2)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Management of Facilities / Venues / Events — Jun 21

Risk Context
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; -Inadequate procedures in place to manage quality or availability. -Poor crowd control -Ineffective signage -Booking issues -Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility) -Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Objective:
Effective management of the day to day operations of facilities, venues and events.

Potential causes include;	
Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	**Adequate**
Building Maintenance Program	Preventative	May-19	**Adequate**
Facility / Venue Booking System	Preventative	May-19	**Adequate**
Reserves Management System	Preventative	May-19	**Not Rated**
Asset Management Plan	Preventative	May-19	**Adequate**
Statutory Public Building Compliance Program	Preventative	Nov-21	**Adequate**
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Partial	Yes	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	No	No	No	
CEO; MCCS	Partial	Partial	Partial	No	No	

Actions (Treatments)	Due Date	Responsibility
Develop Event Mangement Framework	Dec-21	CDO
Develop Reserves Management Register	Dec-21	MCCS / MWA
Create Inspection and Maintenance Schedules for Event Equipment	Jun-21	CDO
Undertake Community Facilities Review	Apr-21	CEO / CDO
Public Buildings Inspected Annually for Compliance	Nov-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Mar-20	Jun-20	Dec-21	Event Management Plan in place, yet to complete framework
Dec-20	Dec-21		Commenced
Dec-19	Mar-20	Jun-21	Defer due date October 2021
Jun-20	Feb-21	Apr-21	Defer due date October 2021
Dec-20	Nov-21		Inspections commenced; Develop inspection schedule by November 2021

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Injuries / Incidents at Events	0	0	Constant
Number of Injuries / Incidents at Facilities	0	0	Constant
Customer Satisfaction Survey - Facilities	<65%	81%	
Compliance of Events and Facilities	>90%	90%	Constant
Reserves Management Register	Maintained	Not Rated	

KPI / Action Data			
2020	2021	2022	Comments
0	*0*		Rate annually in June
0	*0*		Rate annually in June
81%			Rated every 2 years; Due Setpember 2022
90%			Rated every 2 years; Due Setpember 2023
Not Rated			New indicator; Rate in December 2021

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation	***Consequence:***	*Minor (2)*
	Likelihood:	*Unlikely (2)*
	Overall Risk Ratings:	***Low***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and Infrastructure — Jun 21

Risk Context

Disruption, financial loss or damage to reputation from a failure of information technology systems.
Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Examples include failures or disruptions caused by:
-Hardware or software
-Networks
-Failures of IT Vendors
This also includes where poor governance results in the breakdown of IT maintenance such as;
-Configuration management
-Performance monitoring
This does not include new system implementations - refer "Inadequate Project / Change Management".

Objective:
Stability and performance of information technology and communication systems

Potential causes include;	
Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

				Control Assurance						
Key Controls	**Type**	**Last Reviewed**	**Rating**	**Control Owner**	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
IT Infrastructure Replacement Program	Preventative	Jul-20	***Adequate***	CEO	Yes	Yes	Yes	Yes		Fraud not relevant
IT Management Service Level Agreement	Detective	Early 2018	***Adequate***	CEO	Yes	Yes	Yes	Yes		Fraud not relevant
IT Managed Service Agreement Monthly Report	Detective	Monthly	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes		Fraud not relevant
IT Disaster Recovery Plan	Recovery		***Not Rated***	CEO; MCCS	Yes	Yes	Yes	Yes		Due June 2021
IT System Access Framework	Preventative		***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Secure Password Procedure	Preventative		***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Advanced Email Protection	Preventative	Aug-20	***Effective***	MCCS	Yes	Yes	Yes	Yes	Partial	
		Overall Control Ratings:	***Adequate***							

Actions	**Due Date**	**Responsibility**
Develop IT Disaster Recovery Plan	Jun-21	MCCS
Review IT Management Service Level Agreement	Jun-21	MCCS
Document IT Infrastructure Replacement Program	Jun-21	MCCS
Develop Secure Password Procedure	Jun-20	MCCS
Replacement of Phone System	Sep-21	MCCS
Document IT System Access Framework	Jun-21	MCCS

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-20	Jun-21		Action included in IT Management tender scope; date to be identified
Oct-19	Mar-20	Nov-20	IT Management Contract in place
Mar-20	Dec-20	Jun-21	Action included in IT Management tender scope; date to be identified
Completed			Procedure implemented
Sep-21	Completed		VOIP system installed
Mar-21	Jun-21		Action included in IT Management tender scope; date to be identified

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Number of Cyber Breaches	0	0	Constant
IT Replacement Program	Developed	Not rated	Constant
IT Disaster Recovery Plan	Developed	Not rated	Constant
Advanced Email Protection	Installed	Installed	Constant
IT System Access Framework	Developed	Not rated	Constant
Document Secure Password Procedure	Developed	Not rated	Constant
Replacement of Phone System	Installed	Not rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
0	*0*		Rate annually in June
Not rated			Rating based on completion
Not rated			Rating based on completion
Installed			Completed
Not rated			Rating based on completion
Not rated			Rating based on completi9on
Not rated	*Completed*		VOIP system installed

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Disruption / Financial	***Consequence:***	*Major (4)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Misconduct — Jun 21

Risk Context

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:
-Relevant authorisations not obtained.
-Distributing confidential information.
-Accessing systems and / or applications without correct authority to do so.
-Misrepresenting data in reports.
-Theft by an employee
-Inappropriate use of plant, equipment or machinery
-Inappropriate use of social media.
-Inappropriate behaviour at work.
-Purposeful sabotage
This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays.

Objective:
Compliance with our Code of Conduct

Potential causes include;	
Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating	Control Assurance						
				Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
Delegations Register	Preventative	May-20	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Staff Recrutiment Process (includes Police Clearance)	Preventative	Feb-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Staff Inductions	Preventative	Aug-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
External Audits	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Annual Drivers Licence Checks	Preventative	Feb-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Social Media Policy	Preventative	Apr-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Segregation of Duties (Financial)	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Financial Management Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Financial Authorisation Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Delegation Control - Synergy	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Financial Interests Returns Declarations	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Primary and Annual Returns Process	Preventative	Aug-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Procurement Delegation Control - Synergy	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Petty Cash Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Corporate Credit Card Policy	Preventative	Apr-21	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Delegated Authority for Procurement	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Elected Member Training Plan	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Audit & Risk Committee Terms of Reference	Preventative	Nov-19	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
IT Security Access Register (Profiles & Passwords)	Preventative	90 Days	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Purchasing Policy & Procurement Process	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Tender Procurement Process	Preventative	Unknown	***Adequate***
Financial Management Systems Review	Preventative	Sep-19	***Adequate***
Regulation 17 Review	Preventative	Dec-19	***Adequate***
Related Parties Discloures Policy	Preventative	Jan-19	***Adequate***
Council Member Communication & Use of Social Media Policy	Preventative	Introduced	***Adequate***
Code of Conduct	Preventative	Feb-21	***Adequate***
		Overall Control Ratings:	***Adequate***

CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	**Due Date**	**Responsibility**
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Fuel Stock Control and Process	Apr-21	MCCS / MWA
Present Regulation 17 Review to Audit & Risk Committee - Annually	December pa	CEO
Review Purchasing Policy & Procurement Process	Jul-22	MCCS
Review Social Media Policy 3.11	Apr-22	EGO
Review Code of Conduct	Jul-21	CEO / EGO
Prepare Credit Card Procedure	Sep-21	MCCS
Conduct Drivers Licence Check Annually	February pa	MCCS/MWA

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-20	Ongoing		Progressing; Altus Procurement system implemented & utilised
Dec-20	Jun-21		Progressing
May-20	Apr-21		Progressing
December pa			Deferred due to other priorities; Will be presented in December 2021
Mar-20	Completed		Review completed, presented to A & R Committee July 2020
Oct-19	Completed		Social Media Policy 3.11; reviewed April 2020; introduced Council Member Communication & Use of Social Media Poicy December 2019
Completed			Presented to A & R Committee July 2020
			New Action
Completed			Next due February 2021

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Unqualified External Audits (# of Signicifant Findings)	0	Unqualfied	Constant
Disregarding or Manipulating Procurement Process	Nil	Not rated	Constant
Breaches of Code of Conduct	NIl	0	Constant
Internal & External Complaints (Minor)	< 1 per quarter	0	Constant
Internal & External Complaints (Major)	0	0	Constant
Adherance to Internal Controls	Nil	Not rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Unqualified			Rate annually in December
Not rated			Rate annually in December
0			Rate annually in December
0			Rate annually in December
0			Rate annually in December
Not rated			Rate annually in December

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation / Finance	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Project / Change Management — Jun 21

Risk Context

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

This includes:
-Inadequate change management framework to manage and monitor change activities.
-Inadequate understanding of the impact of project change on the business.
-Failures in the transition of projects into standard operations.
-Failure to implement new systems
-Inadequate handover process
This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Objective:
Adequate analysis, design, delivery and reporting of projects

Potential causes include;	
Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	**Type**	**Last Reviewed**	**Rating**
Project Management Methodology and Framework	Preventative		***Not Rated***
Communication and Engagement Framework	Preventative		***Not Rated***
Risk Management Framework	Detective	Oct-19	***Adequate***
Finanical Management Framework	Preventative	Mar-17	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	No	No	No	No	Partial	
CEO	Partial	Partial	Partial	No	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Actions (Treatments)	**Due Date**	**Responsibility**
Develop Project Management Methodology and Framework	Dec-21	MCCS
Develop Communication and Engagement Framework	Mar-21	CEO / CDO

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Oct-19	Dec-20	Dec-21	Not yet commenced
Oct-19	Jun-20	Oct-20	Progressing

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Minimisation of Project Variations	<90%	Not rated	
Achievement of Project Deadlines / Milestones	<90%	Not rated	
Community Engagement Framework	Completed	Not rated	

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Not rated			Rate annually in December
Not rated			Rate annually in December
Not rated			Rate upon completion

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Financial / Reputational / Health	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Safety and Security Practices — June 21

Risk Context
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Objective:
Compliance with the Occupation Safety & Health Act, associated regulations and standards, and the ability to ensure the physical security requirements of staff, contractors and visitors.

Potential causes include;	
Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	***Adequate***
OSH Management Framework	Preventative	May-17	***Adequate***
Human Resource Manangement Framework	Preventative	May-19	***Adequate***
Governance Management Framework	Preventative	Ongoing	***Adequate***
Managing Emergencies In Shire Facilities	Preventative	Dec-16	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Dec-21	MWA / TWC
Complete Staff Training Register	Jun-20	SMT
Conduct Quarterly Workplace Inspections	Quarterly	MWA / TWC
Safe Work Method Statements (SWMS) Library	Ongoing	MWA / TWC
Assess Shire Building and Facility Safety and Security	Dec-21	MWA / TWC
Develop Isolated Worker Management Protocol	Jun-21	MWA / TWC
Re-Establish OSH Committee & Conduct Monthly Meetings	Monthly	MWA / TWC
Review Managing Emergencies In Shire Facilities	Dec-21	CEO
Conduct Annual BCP and LEMC Drills	Dec-21	CEO
Review Contractor Inductions and Register	Dec-21	MWA / TWC

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Completed	Next review due Decemebr 2021
Dec-19	Feb-20	Sep-20	Progressing
Dec-19	Jan-20	Completed	Inspections recommenced
Dec-19	Dec-20	Feb-21	Task ongoing
Dec-19	Dec-20	Feb-21	Defer until December 2021
Dec-19	Jun-20	Dec-20	Commenced; deferred until September 2021
Dec-19	Jan-20	May-20	Monthly meetings recommenced
Jun-20	Dec-21		Waiting for DFES to coordinate LEMC Drill
Jun-20	Jun-20	Dec-21	Progressing

Key Performance Indicators	Tolerance	Latest Result	Trend
Reporting and Management of Incidents	100%	100%	Improving
Failed Safety Inspections	Nil	Nil	Constant
Lost Time Injuries Per Quarter	Nil	Nil	Constant
Near Misses Per Quarter	Nil	Nil	Constant
Workers Compensation Claims Per Quarter	Nil	0	Constant
Safety Audit Result % (Every Three Years)	95%	74%	Worsening

KPI / Action Data			
2020	2021	2022	Comments
100%			Rated annually in December
Nil			Rated annually in December
30 Hours			Rated annually in December
Nil			Rated annually in December
2			Rated annually in December
Not rated	*74%*		Safety Audit completed May 2021;

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Health	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Supplier / Contract Management — Jun-21

Risk Context

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

This also includes:
- Concentration issues (contracts awarded to one supplier)
- Vendor sustainability

Objective:
Adequate management (including contractual arrangements) of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations.

Potential causes include;	
Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	**Type**	**Last Reviewed**	**Rating**
Annual Budget	Preventative	Mar-21	***Adequate***
Financal Management Framework	Preventative	Progessing	***Adequate***
Access to Independent Advice (WALGA/Lawyers) & Peer Review	Preventative	Ongoing	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	**Due Date**	**Responsibility**
Review Purchasing Policy	Completed	CEO; MCCS
Develop Standardised Contracts	Ongoing	CEO; MCCS
Document Financial Controls	Ongoing	MCCS
Develop Appropriate Financial Reporting Tools	Ongoing	MCCS
Develop Centralised Contract Management System	Ongoing	CEO; MCCS

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Completed			Presented to Audit & Risk Committee July 2020
Ongoing			Standardised MOUs; Service Level Agreements; Tenancy Agreements
Ongoing			Progressing
Ongoing			Progressing; implementation of Procurement & COA finalised; Payroll gone live
Ongoing			Investigating

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Contracts Reviewed And Maintained	>90%	90%	Constant
Number of Expired Contracts Not Yet Renewed	<1 per quarter	1	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
90%			Rate annually in December
1			Rate annually in December

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Interruption / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - June 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Measures of Consequence (V.2 - May 2019 - DRAFT FOR COUNCIL CONSIDERATION)

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equip, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact	Less than $5,000	Exceeds deadline by 5% of project	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption –	Substantiated, localised impact on community trust or	Some temporary non compliances	Localised damage rectified by	Contained, reversible impact	$5,001 - $50,000	Exceeds deadline by 10% of project	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption –	Substantiated, public embarrassment	Short term non-compliance but with significant	Localised damage requiring	Contained, reversible impact	$50,001 - $200,000	Exceeds deadline by 15% of project	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional	Substantiated, public embarrassment	Non-compliance results in termination of	Significant damage requiring	Uncontained, reversible impact	$200,001 - $500,000	Exceeds deadline by 20% of project	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of	Substantiated, public embarrassment	Non-compliance results in litigation, criminal charges or	Extensive damage requiring	Uncontained, irreversible impact	More than $500,000	Exceeds deadline by 25% of project	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

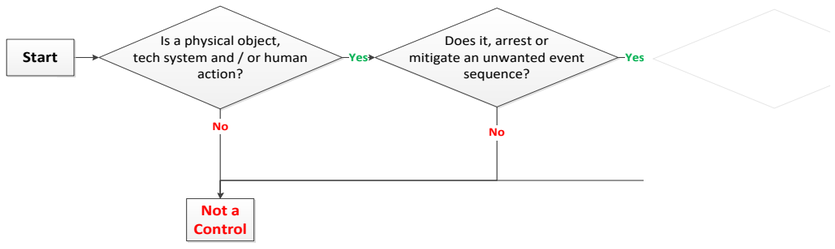
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Lagging Indicator	Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)
Leading Indicator	Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.

Risk Register

Theme	Key Control	Rating
Asset Management Practices	Recreation Facilities Maintenance Program	Not Rated
Asset Management Practices	Asset Management Plan	Inadequate
Asset Management Practices	Stock Controls Systems (Fuel)	Inadequate
Business & Community Disruption	Facility Risk Management Plan	Not Rated
Engagement Practices	Community Engagement Framework	Not Rated
Environment Management	Sewer Management Plan	Not Rated
Environment Management	Waste Management Plan	Not Rated
Errors, Omissins & Delays	Checklists & Documented Procedures	Inadequate
Management of Facilities/Venues/Events	Event Management Framework	Not Rated
Management of Facilities/Venues/Events	Reserves Management System	Not Rated
Management of Facilities/Venues/Events	Statutiry Public Building Compliance Program	Not Rated
IT or Communication Systems & Infrastructure	IT Disaster Recovery Plan	Not Rated
IT or Communication Systems & Infrastructure	IT System Access Framework	Not Rated
Project/Change Management	Project Management Methodology & Framework	Not Rated
Project/Change Management	Community Engagement Framework	Not Rated
Safety & Security Practices	Facility Risk Management Plan	Not Rated

Shire of Dowerin
Risk Dashboard Report - September 2021

Asset Management Practices

Risk	Control
Moderate	Adequate

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Actions	Due Date	Responsibility
Revaluation of Road Assets	Dec-19	MWA
Update RAMM Annually	Jun-21	MWA
Link Building Maintenance Schedule to AMP	Apr-21	MWA; MCCS
Review Asset Management Plan	Apr-21	SMT
Develop Revaluation Schedule for Asset Classes	Jun-21	MWA; MCCS
Review LTFP and Link to AMP	Feb-21	MCCS / MWA / CEO
Review Fuel Stock Control System	Apr-21	MCCS; MWA; CEO
Implement New Fuel Stock Control System	Feb-21	MWA / MCCS

Business Disruption

Risk	Control
Moderate	Adequate

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

Actions	Due Date	Responsibility
Annual LEM Exercise Undertaken	TBD	CEO
Review Business Continuity Plan	Mar 21	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 22	CEO; MCCS
Develop IT Disaster Recovery Plan	Jun 21	MCCS
Fire Breaks Inspected and Enforced Annually	Nov 21	MCCS
Fire Fighting Equipment Maintained and Serviced Annually	Mar-Apr 21	MWA
Wardens (Internal) - Training of New Wardens	Jun 21	SMT
Admin Generator Maintained and Serviced	Monthly	MWA
Review Managing Emergencies in Shire Facilities	Dec 21	CEO; MCCS

Failure to fulfil Compliance Requirements

Risk	Control
Moderate	Adequate

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

Actions	Due Date	Responsibility
Document Governance Framework	Dec-21	CEO; EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT; EGO
Review Councillor Induction Manual - Every 2 Years	Aug-21	EGO
Review Human Resource Management Framework	Feb-21	CEO; MCCS
Review Information Management System	Feb-21	MCCS
Interim Audit Finding 30 June 2020 - Code of Conduct - Review		EGO
Interim Audit Finding 30 June 2020 - Purchasing & Payment Procedures	Sep-20	CEO; MCCS
Interim Audit Finding 30 June 2020; Debtor & Credit Request Forms	Sep-20	MCCS
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Dec-21	MCCS; MWA

Document Management Processes

Risk	Control
Moderate	Adequate

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

Actions	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS
Refurbishment of Archive Room to Improve Compliance	Jun-21	MWA
Review Sharepoint System	Jun-21	CEO
Review Information Management Framework	Dec-21	CDO
Information Management Staff Training	Ongoing	MCCS
Review Record Keeping Plan	Jun-21	MCCS

Employment Practices

Risk	Control
Moderate	Adequate

Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).

Actions	Due Date	Responsibility
Develop a Health and Wellbeing Program	Dec-19	SMT
Review Workforce Plan	Apr-20	SMT
Create Checklist for Human Resource Management Framework	Jun-20	SMT
Update Training Register & Develop 2021/2022 Training Program	Apr-21	CEO; MCCS
Review Staff Induction Process	Mar-20	MCCS
Conduct Annual Drivers License Checks	Annually in Feb	MCCS
Conduct Annual Performance Reviews	Annually in Feb	SMT

Engagement Practices

Risk	Control
Moderate	Adequate

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

Actions	Due Date	Responsibility
Review Community Complaints, Feedback & Request Handling Process	Jun-21	CEO / MCCS
Develop a Community Engagement Policy & Framework	Mar-21	SMT / CDO
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO
Develop Process For Customer Response Requests (Snap, Send, Solve)	Mar-20	MCCS
Review Customer Service Charter (every two years)	Jun-20	MCCS
Review Customer Service Charter (every two years)	Sep-22	EGO
Develop Complaint Register (in accordance to Act)	Jun-20	MCCS

Environment Management

Risk	Control
Moderate	Adequate

Inadequate prevention, identification, enforcement and management of environmental issues.

Actions	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Dec-20	MWA
Develop Waste Management Plan & Program	Dec-21	MWA
Complete Audit of Sewage System	Completed	MWA
Address Compliance of Waste Management	Ongoing	MWA
Address Compliance of Waste Water Re-Use	Jun-21	MWA

Errors, Omissions & Delays

Risk	Control
Moderate	Adequate

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Actions	Due Date	Responsibility
Review Employee Code of Conduct	Jul-21	CEO / EGO
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Customer Service Complaints & Request Process to include Snap Send Solve	Jun-21	MCCS

External Theft & Fraud (Including Cyber)

Risk	Control
Moderate	Adequate

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

Actions	Due Date	Responsibility
Review Access Controls to Include Key Register	Dec-21	CEO; MCCS
Photographic Record of Minor Assets & Align With Minor Assets Register	Jun-21	MCCS
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS
Review Security and Storage of Records	Aug-21	MCCS
Document Financial Management System	Oct-21	MCCS

Management of Facilities / Venues / Events

Risk	Control
Low	Adequate

Failure to effectively manage the day to day operations of facilities, venues and / or events.

IT or Communication Systems and Infrastructure

Risk	Control
Moderate	Adequate

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Misconduct

Risk	Control
Moderate	Adequate

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

Shire of Dowerin
Risk Dashboard Report - September 2021

Actions	Due Date	Responsibility
Develop Event Mangement Framework	Dec-21	CDO
Develop Reserves Management Register	Dec-21	MCCS / MWA
Create Inspection and Maintenance Schedules for Event Equipment	Jun-21	CDO
Undertake Community Facilities Review	Apr-21	CEO / CDO
Public Buildings Inspected Annually for Compliance	Nov-21	MWA

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Jun-21	MCCS
Review IT Management Service Level Agreement	Jun-21	MCCS
Document IT Infrastructure Replacement Program	Jun-21	MCCS
Develop Secure Password Procedure	Jun-21	MCCS
Develop Secure Password Procedure	Jun-20	MCCS
Replacemrent of Phone System	Sep-21	MCCS
Document IT System Access Framework	Jun-21	MCCS

Actions	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Fuel Stock Control and Process	Apr-21	MCCS / MWA
Present Regulation 17 Review to Audit & Risk Committee - Annually	December pa	CEO
Review Purchasing Policy & Procurement Process	Jul-22	MCCS
Review Social Media Policy 3.11	Apr-22	EGO
Review Code of Conduct	Jul-21	CEO / EGO
Conduct Drivers Licence Check Annually	February pa	MCCS/MWA

Project / Change Management

Risk	Control
Moderate	Adequate

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

Actions	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-21	MCCS
Develop Communication and Engagement Framework	Mar-21	CEO / CDO

Safety and Security Practices

Risk	Control
Moderate	Adequate

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.
It is also the inability to ensure the physical security requirements of staff, contractors and visitors.
Other considerations are negligence or carelessness.

Actions	Due Date	Responsibility
Review Hazard Register	Dec-21	MWA / TWC
Complete Staff Training Register	Jun-20	SMT
Conduct Quarterly Workplace Inspections	Quarterly	MWA / TWC
Safe Work Method Statements (SWMS) Library	Ongoing	MWA / TWC
Assess Shire Building and Facility Safety and Security	Dec-21	MWA / TWC
Develop Isolated Worker Management Procedure	Jun-21	MWA / TWC
Re-Establish OSH Committee & Conduct Monthly Meetings	Monthly	MWA / TWC
Review Managing Emergencies In Shire Facilities	Dec-21	CEO
Conduct Annual BCP and LEMC Drills	Dec-21	CEO
Review Contractor Inductions and Register	Dec-21	MWA / TWC

Supplier / Contract Management

Risk	Control
Moderate	Adequate

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

Actions	Due Date	Responsibility
Review Purchasing Policy	Completed	CEO; MCCS
Develop Standardised Contracts	Ongoing	CEO; MCCS
Document Financial Controls	Ongoing	MCCS
Develop Appropriate Financial Reporting Tools	Ongoing	MCCS
Develop Centralised Contract Management System	Ongoing	CEO; MCCS

Asset Management Practices — Sep-21

Risk Context

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Areas included in the scope are;
-Inadequate design (not fit for purpose)
-Ineffective usage (down time)
-Outputs not meeting expectations
-Inadequate maintenance activities.
-Inadequate financial management and planning (capital renewal plan).
It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Objective:
Maintain assets at a suitable level from procurement to disposal.

Potential causes include;	
Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of timely& appropriate maintenance / inspections
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Key Controls	Type	Last Reviewed	Rating
Roads Maintenance Program	Preventative	May-21	***Adequate***
Road Asset Management Program (RAMM)	Preventative	Apr-20	***Adequate***
Fleet and Plant Maintenance Program	Preventative	Jun-21	***Adequate***
Building Maintenance Program	Preventative	Jun-21	***Adequate***
Asset Management Plan	Preventative	Jun-18	***Inadequate***
Plant Replacement Program	Preventative	Jun-21	***Adequate***
Sewerage Maintenance Plan & Program	Preventative	Oct-19	***Inadequate***
Stock Control Systems (Fuel)	Preventative	May-20	***Inadequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
MWA	Yes	Yes	Yes	Yes	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	Yes	Partial	Partial	No	No	
MWA	Yes	Yes	Partial	Yes	No	
MWA; MCCS	Yes	Yes	No	No	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	
MWA; MCCS	Partial	Partial	No	No	Partial	Current system subject to fraud

Actions (Treatments)	Due Date	Responsibility
Revaluation of Road Assets	Dec-19	MWA
Revaluation of Sewerage System	Dec-22	MWA
Update RAMM Annually	Jun-21	MWA
Link Building Maintenance Schedule to AMP	Apr-21	MWA; MCCS
Review Asset Management Plan	Apr-21	SMT
Develop Revaluation Schedule for Asset Classes	Jun-21	MWA; MCCS
Review LTFP and Link to AMP	Apr-21	MCCS; MWA; CEO
Review Fuel Stock Control System	May-20	MWA; MCCS
Implement New Fuel Stock Control System	Feb-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Completed 2020; next due within 5 years
Dec-22			Allocation in 2021/2022 Budget
Jun-21	Sep-21		Condition data & 21/22 works program to be entered September 2021
Dec-20	Apr-21	Oct-21	IPR NEWROC Masterclass; Revised due date October 2021
Mar-20	Dec-20	Apr-21	Consultant engaged to review AMP; Due for completion December 2021
Jun-21	Dec-21		New Action
Jun-20	Feb-21	Apr-21	Consultant engaged to review AMP; Due for completion Feburary 2022
Completed			Review identified control deficiencies
Nov-20	Feb-21	Aug-21	Partially completed; Pods will be installed once receive new fleet

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	*135%*	***Worsening***
Asset Consumption Ratio	60%-75%	*95%*	***Improving***
Asset Sustainability Ratio	90%-110%	*143%*	***Improving***
AMP & LTFP	Reviewed Annually	*Not Completed*	***Constant***
Accidents and / or Damage to Property	<2 Per Quarter	*8*	***Improving***

KPI / Action Data			
2020	2021	2022	Comments
135%			30 June 2019 Actuals; Rate annually in December
95%			30 June 2019 Actuals; Rate annually in December
143%			30 June 2019 Actuals; Rate annually in December
Not Completed			IPR NEWROC Masterclass; Revised due date October & December 2021
8			Result December 2020 - 8; Rate annaully in December

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial	**Consequence:**	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	**Moderate**

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community Disruption — Sept 21

Risk Context

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

This includes;
-Lack of (or inadequate) emergency response / business continuity plans.
-Lack of training for specific individuals or availability of appropriate emergency response.
-Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
-Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc
This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Objective:To continue delivery of critical services at acceptable levels following a disruption

Potential causes include;	
Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic factors
Epidemic / pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure

Key Controls	**Type**	**Last Reviewed**	**Rating**
Local Emergency Management Arrangements (LEMA)	Preventative	Oct 19	***Adequate***
Business Continuity Plan	Preventative	Mar 21	***Adequate***
Managing Emergenceis in Shire Facilities	Preventative	Dec 16	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant

Actions (Treatments)	**Due Date**	**Responsibility**
Annual LEM Exercise Undertaken	TBD	CEO
Review Business Continuity Plan	Mar 21	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 22	CEO; MCCS
Develop IT Disaster Recovery Plan	Jun 21	MCCS
Fire Breaks Inspected and Enforced Annually	Nov 21	MCCS
Fire Fighting Equipment Maintained and Serviced Annually	Mar-Apr 21	MWA
Wardens (Internal) - Training of New Wardens	Jun 21	SMT
Admin Generator Maintained and Serviced	Monthly	MWA
Review Managing Emergencies in Shire Facilities	Dec 21	CEO; MCCS

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Apr-20	TBD		Deferred due to COVID19; WSaiting for DFES availabity
Feb-21	Completed		BCP activated March 2020 in response to COVID19
Oct-19	Completed		COVID-19 response treated as BCP exercise; Next due April 2022
Dec-20	Jun-21	Dec-21	To be actioned by IT Management Contractor
N/A			Last inspected November 2020
N/A			Inspections completed
Oct-19	Jun-20	Dec-20	Admin wardens nominated; Warden & First Aid Training completed
Monthly	NA	NA	Inspection completed; need to implement monthly monitoring system
Jun-20	Dec-21		Completion in December 2021

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Missed LEMC Committee Meetings	1 per annum	1	Constant
Number of Firebreak Infringements Issued	5 per annum	2	Improving
LEM Annual Exercise Undertaken	1 per annum	Nil	Worsening
BCP Annual Excerise Undertaken	1 per annum	1	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
1	*1*		June meeting deferred due to not having a quorum
2			5 Infringements issued in 2019; 2 Infringements in 2020; Rate annually in December
Nil			Scheduled for October 2020, DFES unable to conduct due to COVID-19
1			COVID-19 response treated as BCP exercise

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Interruption; Reputation; Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Failure to fulfil Compliance Requirements (Statutory and Regulatory)

Sept 21

Risk Context

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.

It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer “Ineffective Employment practices).

Objective:
Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act

Potential causes include;	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping / failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

Key Controls	**Type**	**Last Reviewed**	**Rating**
Governance Management Framework	Preventative	Ongoing	***Adequate***
Information Manangement System	Preventative	Unknown	***Adequate***
Human Resource Management Framework	Preventative	Ongoing	***Adequate***
Access to Accurate & Current Legisation & Regulations	Preventative	Jun-20	***Adequate***
Governance Calendar	Preventative	Ongoing	***Adequate***
Council & Staff Inductions	Preventative	Feb-20	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	**Due Date**	**Responsibility**
Document Governance Framework	Dec-21	CEO; EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT; EGO
Review Councillor Induction Manual - Every 2 Years	Aug-21	EGO
Review Human Resource Management Framework	Feb-21	CEO; MCCS
Review Information Management System	Feb-21	MCCS
Interim Audit Finding 30 June 2020 - Code of Conduct - Review		EGO
Interim Audit Finding 30 June 2020 - Purchasing & Payment Procedures	Sep-20	CEO; MCCS
Interim Audit Finding 30 June 2020; Debtor & Credit Request Forms	Sep-20	MCCS
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Dec-21	MCCS; MWA

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-19	Jun-20	Dec-21	Progressing; Completion in Decemebr 2021
Ongoing			Progressing
Completed			Completed August 2019; Next review due August 2021
Ongoing	Feb-21	Dec-21	Progressing
Dec-20	Feb-21	Dec-21	Preogressing
Completed			Model standards are released, currently reviewing
Completed			Implementation of Altus Procurement Module; 3 September 2020; Reviewed & processes & procedures updated
Completed			Templates & procedures modified & actioned
Dec-20	Apr-21	Sep-21	Consultants engaged; AMP due December 2021 / LTFP due February 2022

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Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Financial and Performance Audit Qualifications	Unqualified Audit	Unqualified Audit	Improving
Compliance Audit Return	As per legislated	Compliant	Improving
Finanical Management System Review (Every 3 Years)	As per legislated	Compliant	Improving
CEO Regulation 17 Review (Every 3 Years)	As per legislated	Compliant	Improving
Freedom of Information Statistical Return	As per legislated	Compliant	Improving
Annual Waste & Recycling Data Reporting	As per legislated	Compliant	Improving
Regulation 53 of Building Regulations 2021 (Pool Inspections)	As per legislated	Compliant	Improving
Food Act 2008 & Public Health Act 2016 Reporting	As per legislated	Compliant	Improving

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Unqualified Audit			Audit signed & finalised 16 December 2020; Rated annually in December
Compliant			Completed March 2021; Rated annually in March
Not Rated			Last reviewed September 2019; Due September 2022
Compliant			Last reviewed September 2019; Due September 2022
Compliant	*Compliant*		Submitted July 2021; Rated annually in July
Compliant			Submitted October 2021; Rated annually in October
Not Rated			Due December 2021; Every 3 years
Compliant			Next due August 2021; Rated annually in August

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Reputation / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewd by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes — Sept 21

Risk Context
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
This includes: -Contact lists -Procedural documents, personnel files, complaints -Applications, proposals or documents -Contracts -Forms or requests

Objective:
Adequately capture, store, archive, retrieve, provide and ultimately dispose of Shire documentation

Potential causes include;	
Incompatible systems	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed

Key Controls	Type	Last Reviewed	Rating
Information Management Framework	Preventative	Dec-20	***Adequate***
Governance Management Framework	Preventative	Ongoing	***Adequate***
Recordkeeping Plan	Preventative	Mar-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Partial	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS
Refurbishment of Archive Room to Improve Compliance	Jun-21	MWA
Review Sharepoint System	Jun-21	CEO
Review Information Management Framework	Dec-21	CDO
Information Management Staff Training	Ongoing	MCCS
Review Record Keeping Plan	Jun-21	MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Allocation in 2020/21 Budget
Completed			Completed August 2020
Jun-21	Dec-21		Identified potential providers; Allocation required in 2021/22 budget
Jun-20	Jun-21	Dec-21	Progressing
Ongoing			Form part of Induction Process
Jun-21	Dec-21		Extension approved; Revised due date December 21

Key Performance Indicators	Tolerance	Latest Result	Trend
Information Management Framework	Reviewed Annually	Not Rated	Constant
Archives	As legislated	Compliant	Constant
Record Keeping Plan Completed	As legislated	Not Rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Not Rated			Rate annually in December
Compliant			Recorded & destroyed as per R&D Schedule; Rate annually in December
Not Rated			Compliant & Current RKP by due date

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Reputation	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Employment Practices — Sept 21

Risk Context
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers). This includes: -Not having appropriately qualified or experienced people in the right roles -Insufficient staff numbers to achieve objectives -Breaching employee regulations -Discrimination, harassment & bullying in the workplace -Poor employee wellbeing (causing stress) -Key person dependencies without effective succession planning in place -Industrial activity

Objective:
Effective management and leadership of human resources (full-time, part-time, casual, temporary and volunteer).

Potential causes include;	
Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Key Controls	Type	Last Reviewed	Rating
Workforce Plan	Preventative	May-19	***Effective***
Human Resource Management Framework	Preventative	May-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	

Actions (Treatments)	Due Date	Responsibility	Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Develop a Health and Wellbeing Program	Dec-19	SMT	Dec-19	Jun-20	Jun-21	Program not in place, no budget allocation; Defer to October 2021
Review Workforce Plan	Apr-20	SMT	Apr-20	Mar-21	Apr-21	Unable to completed until AMP & LTFP reviews undertaken
Create Checklist for Human Resource Management Framework	Jun-20	SMT	Jun-20	Jun-21	Dec-21	Amended action to develop checklist as framework is documented
Update Training Register & Develop 2021/2022 Training Program	Apr-21	CEO; MCCS	Apr-21	Sep-20	Apr-21	Commenced; Defer due date until September 2021
Review Staff Induction Process	Mar-20	MCCS	Mar-20	Sep-20	Jun-21	Introducing eletronic induction system for implementation in September 2021
Conduct Annual Drivers License Checks	Annually in Feb	MCCS	Yearly in Feb	Mar-21		Conducting check during performance review process in March 2021
Conduct Annual Performance Reviews	Annually in Feb	SMT	Apr-20	Mar-21		Review process completed

Key Performance Indicators	Tolerance	Latest Result	Trend	KPI / Action Data 2020	2021	2022	Comments
Training Program (% Completed)	90% per annum	Not rated					Rate annually in September commencing in 2021
Absenteeism (% of Personal)	<10 days per FTE	Not rated					Rate annually in September commencing in 2021
Absenteeism (% Unpaid Leave)	<0 days per FTE	Not rated					Rate annually in September commencing in 2021
Employee Turnover (% Turnover Rate of Permanent Staff)	10%	Not rated					Rate annually in September commencing in 2021
Performance Reviews (% Completed)	100% per annum	100%	Improving	*100%*	*100%*		Rate annually in June
Annual Drivers Licenses (% Completed Checks)	100% per annum	100%	Improving	*100%*	*100%*		Rate annually in June
Workers Compensation Claims	< 1 per annum	0	Improving	*2*	*2*		Rate annually in June; 2020 cases closed in 2020/2021

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Compliance / Health / Reputational / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Notes:

Australian Public Service Commission

.id informed decisions

CEMI (UWA)

National turnover 8.5%

Engagement Practices — Sept 21

Risk Context

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

For example;
-Following up on any access & inclusion issues
-Infrastructure Projects
-Local planning initiatives
-Strategic planning initiatives
This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Objective:
Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.

Potential causes include;	
Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups

				Control Assurance						
Key Controls	**Type**	**Last Reviewed**	**Rating**	**Control Owner**	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
Community & Engagement Framework	Preventative		***Not Rated***	CEO; CDO	Partial	Partial	Yes	No		Fraud not relevant
Communication & Engagement Policy	Preventative		***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
Complaint Handling Process	Preventative	Jun-20	***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
Community Satisfaction Survey	Detective	Oct-20	***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
Customer Service Charter	Preventative	Sep-20	***Adequate***	CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
		Overall Control Ratings:	***Adequate***							

Actions (Treatments)	**Due Date**	**Responsibility**	**Original Due Date**	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Review Community Complaints, Feedback & Request Handling Process	Jun-21	CEO / MCCS	Sep-19	Jun-20	Jun-21	Second review required to streamline processes; Revised due date December 2021
Develop a Community Engagement Policy & Framework	Mar-21	SMT / CDO	Oct-19	Jun-20	Oct-20	Progess stalled; Revised due date September 2021
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO	Completed			Completed in October 2020; Next due September 2022
Develop Process For Customer Response Requests (Snap, Send, Solve)	Mar-20	MCCS	Completed			Conduct second review and align with complaints handling process
Review Customer Service Charter (every two years)	Sep-22	EGO	Completed			Completed September 2020
Develop Complaint Register (in accordance to Act)	Jun-20	MCCS	Completed			Register developed & on Shire website

				KPI / Action Data			
Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**	**2020**	**2021**	**2022**	**Comments**
Number Complaints from the Community Not Responded To	<3 per quarter	Not Rated		*Not Rated*			Rated annually in December
Community Satisfaction Survey - Council Leadership within the Community	80% Satisfaction	75%		*75%*			Rated annually in December
Community Satisfaction Survey - How the community is consulted & informed about local issues	80% Satisfaction	75%		*75%*			Rated annually in December
Community Engagement Framework	Completed	Completed	Constant	*Not Rated*			Rate in December

Residual Risk Rating		
Consequence Category	**Risk Ratings**	**Rating**
Reputation	***Consequence:***	*Minor (2)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Environment Management — Sept 21

Risk Context
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes; -Lack of adequate planning and management of coastal erosion issues. -Failure to identify and effectively manage contaminated sites (including groundwater usage). -Waste facilities (landfill / transfer stations). -Weed & mosquito / Vector control. -Ineffective management of water sources (reclaimed, potable) -Illegal dumping. -Illegal clearing / land use.

Objective:
Effective management and protection of our environment

Potential causes include;	
Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)

Key Controls	Type	Last Reviewed	Rating
Road Engineering & Subdivision Policy (4.4)	Preventative	May-19	***Adequate***
Waste Water Management Plan & Program	Preventative		***Not Rated***
Contaminated Sites Register	Preventative	Nov-19	***Adequate***
Waste Management Plan & Program	Preventative		***Not Rated***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	
MWA	Yes	Yes	Yes	Yes	No	
MWA	No	No	No	No	No	

Actions (Treatments)	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Dec-20	MWA
Develop Waste Management Plan & Program	Dec-21	MWA
Complete Audit of Sewage System	Completed	MWA
Address Compliance of Waste Management	Ongoing	MWA
Address Compliance of Waste Water Re-Use	Jun-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-22		Not yet commenced
Dec-20	Jun-21	Dec-21	Not yet commenced; Revised due date December 2021
Completed			
Ongoing			MWA to determine & identify any gaps
Jun-21			2021/2022 budget allocation

Key Performance Indicators	Tolerance	Latest Result	Trend
Annual Waste & Recycling Data Reporting	As per legislated	Completed	Constant
Satisactory Water Sampling For Water Re-Use	100%	Completed	Constant
Asbestos Register	As per legislated	Maintained	Constant
Contaminated Site Register	As per legislated	Maintained	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Submitted			Completed as per statutory requirements; due October 2021
100%			Water sampling conducted monthly
Maintained			Maintained; Last reviewed December 2020; Review annaully in December
Maintained			Maintained

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Environment / Reputation / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021

Errors, Omissions & Delays — Sept 21

Risk Context

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Examples include;
-Incorrect planning, development, building, community safety and Emergency Management advice
-Incorrect health or environmental advice
-Inconsistent messages or responses from Customer Service Staff
-Any advice that is not consistent with legislative requirements or local laws.
-Human error
-Inaccurate recording, maintenance, testing or reconciliation of data.
-Inaccurate data being used for management decision-making and reporting.
-Delays in service to customers
This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes"

Objective:
Minimal errors, omissions or delays in service delivery and advisory activities

Potential causes include;	
Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Unrealistic expectations from community, council or management	Health issues
Poor use of check sheets / FAQ's	Lack of understanding

Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	*Inadequate*
Complaints Register	Preventative	Nov-19	*Adequate*
Complaints Process	Recovery	Nov-19	*Adequate*
Councillor Information Bulletin	Preventative	Nov-19	*Adequate*
Customer Service Charter	Preventative	Nov-19	*Adequate*
Delegations & Register	Preventative	Nov-19	*Adequate*
Electronic Records - Sharepoint	Recovery	Nov-19	*Adequate*
External Communications (website, news articles)	Preventative	Nov-19	*Adequate*
External Consultants (ie. legal)	Preventative	Nov-19	*Adequate*
Customer Service Request Procedure	Preventative	Nov-19	*Adequate*
File Note/Documentation	Preventative	Nov-19	*Adequate*
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	*Adequate*
Performance Reviews	Preventative	Nov-19	*Adequate*
Qualified Building, Health & Planning Officers	Preventative	Nov-19	*Adequate*
Segregation of Duties (financial control)	Preventative	Nov-19	*Adequate*
Staff Inductions	Preventative	Nov-19	*Adequate*
Staff Training (formal & on-the-job)	Preventative	Nov-19	*Effective*
Council Motions Register	Preventative	Nov-19	*Adequate*

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; MCCS	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
All Staff	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
SMT	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Actions (Treatments)	**Due Date**	**Responsibility**
Review Employee Code of Conduct	Jul-21	CEO / EGO
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Customer Service Complaints & Request Process to include Snap Send Solve	Jun-21	MCCS

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Legal Claims	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (minor)	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (major)	0	0	Constant
Referral to SAT/Ombudsman/Public Sector Commission	0	0	Constant
Number of Complaints to Local Government Standards Panel	0	0	Constant
External Audit Qualification	Unqualified Audits	Unqualified Audit	Constant
Staff Training Target Met	90%	Not Rated	Constant

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation / Compliance	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

CEO; MCCS	Yes	Yes	Yes	Yes	No	

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Jul-21	Dec-21		Presented to Council July 2020; Next review due July 2021
Ongoing			Progressing; Altus Payroll & Procurement Module implemented
Dec-20	Jun-21	Dec-21	Progressing; Revised due date December 2021
Completed			Second review required to streamline processess

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
0	0		Rate annually in June
Unqualified Audit			Rate annually in December
Not Rated			Rate annually in June - Rating yet to be assessed

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

External Theft & Fraud (Including Cyber) — Sept 21

Risk Context
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic). For the purposes of; -Fraud: benefit or gain by deceit -Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems -Theft: stealing of data, assets or information

Objective:
To prevent a loss of funds, assets, data or unauthorised access by external parties

Potential causes include;	
Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	***Adequate***
Equipment Storage and Access Controls	Preventative	Unknown	***Adequate***
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	***Adequate***
Financial Management System	Preventative	Sep-19	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	No	Partial	
CEO	Partial	Partial	Partial	No	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	Dec-21	CEO; MCCS
Photographic Record of Minor Assets & Align With Minor Assets Register	Jun-21	MCCS
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS
Review Security and Storage of Records	Aug-21	MCCS
Document Financial Management System	Oct-21	MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Dec-21	Progress stalled
Jun-20			Commenced
Ongoing			Secure password policy in place; reset passwords every 90 days
Aug-21	Dec-21		Next review August 2021
Ongoing			Progressing; anticipate completion October 2021

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
Number of Incidents of Theft or Fraud	0	0	Constant
Passwords Changed Quarterly	100%	100%	Constant

KPI / Action Data			
2020	2021	2022	Comments
0	*0*		Rate annually in June
0	*0*		Rate annually in June
100%	*100%*		Rate annually in June

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Financial / Property	***Consequence:***	*Minor (2)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Management of Facilities / Venues / Events — Sept 21

Risk Context
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; -Inadequate procedures in place to manage quality or availability. -Poor crowd control -Ineffective signage -Booking issues -Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility) -Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Objective:
Effective management of the day to day operations of facilities, venues and events.

Potential causes include;	
Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	**Adequate**
Building Maintenance Program	Preventative	May-19	**Adequate**
Facility / Venue Booking System	Preventative	May-19	**Adequate**
Reserves Management System	Preventative	May-19	**Not Rated**
Asset Management Plan	Preventative	May-19	**Adequate**
Statutory Public Building Compliance Program	Preventative	Nov-21	**Adequate**
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Partial	Yes	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	No	No	No	
CEO; MCCS	Partial	Partial	Partial	No	No	

Actions (Treatments)	Due Date	Responsibility
Develop Event Mangement Framework	Dec-21	CDO
Develop Reserves Management Register	Dec-21	MCCS / MWA
Create Inspection and Maintenance Schedules for Event Equipment	Jun-21	CDO
Undertake Community Facilities Review	Apr-21	CEO / CDO
Public Buildings Inspected Annually for Compliance	Nov-21	MWA

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Mar-20	Jun-20	Dec-21	Event Management Plan in place, yet to complete framework
Dec-20	Dec-21		Commenced
Dec-19	Mar-20	Jun-21	Defer due date October 2021
Jun-20	Feb-21	Apr-21	Defer due date October 2021
Dec-20	Nov-21		Inspections commenced; Develop inspection schedule by November 2021

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Injuries / Incidents at Events	0	0	Constant
Number of Injuries / Incidents at Facilities	0	0	Constant
Customer Satisfaction Survey - Facilities	<65%	81%	
Compliance of Events and Facilities	>90%	90%	Constant
Reserves Management Register	Maintained	Not Rated	

KPI / Action Data			
2020	2021	2022	Comments
0	*0*		Rate annually in June
0	*0*		Rate annually in June
81%			Rated every 2 years; Due Setpember 2022
90%			Rated every 2 years; Due Setpember 2023
Not Rated			New indicator; Rate in December 2021

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation	***Consequence:***	*Minor (2)*
	Likelihood:	*Unlikely (2)*
	Overall Risk Ratings:	***Low***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and Infrastructure — Sept 21

Risk Context

Disruption, financial loss or damage to reputation from a failure of information technology systems.
Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Examples include failures or disruptions caused by:
-Hardware or software
-Networks
-Failures of IT Vendors
This also includes where poor governance results in the breakdown of IT maintenance such as;
-Configuration management
-Performance monitoring
This does not include new system implementations - refer "Inadequate Project / Change Management".

Objective:
Stability and performance of information technology and communication systems

Potential causes include;	
Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

				Control Assurance						
Key Controls	**Type**	**Last Reviewed**	**Rating**	**Control Owner**	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
IT Infrastructure Replacement Program	Preventative	Jul-20	***Adequate***	CEO	Yes	Yes	Yes	Yes		Fraud not relevant
IT Management Service Level Agreement	Detective	Early 2018	***Adequate***	CEO	Yes	Yes	Yes	Yes		Fraud not relevant
IT Managed Service Agreement Monthly Report	Detective	Monthly	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes		Fraud not relevant
IT Disaster Recovery Plan	Recovery		***Not Rated***	CEO; MCCS	Yes	Yes	Yes	Yes		Due June 2021
IT System Access Framework	Preventative		***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Secure Password Procedure	Preventative		***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Advanced Email Protection	Preventative	Aug-20	***Effective***	MCCS	Yes	Yes	Yes	Yes	Partial	
		Overall Control Ratings:	***Adequate***							

Actions	**Due Date**	**Responsibility**
Develop IT Disaster Recovery Plan	Jun-21	MCCS
Review IT Management Service Level Agreement	Jun-21	MCCS
Document IT Infrastructure Replacement Program	Jun-21	MCCS
Develop Secure Password Procedure	Jun-20	MCCS
Replacement of Phone System	Sep-21	MCCS
Document IT System Access Framework	Jun-21	MCCS

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-20	Jun-21		Action included in IT Management tender scope; date to be identified
Oct-19	Mar-20	Nov-20	IT Management Contract in place
Mar-20	Dec-20	Jun-21	Action included in IT Management tender scope; date to be identified
Completed			Procedure implemented
Sep-21	Completed		VOIP system installed
Mar-21	Jun-21		Action included in IT Management tender scope; date to be identified

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Number of Cyber Breaches	0	0	Constant
IT Replacement Program	Developed	Not rated	Constant
IT Disaster Recovery Plan	Developed	Not rated	Constant
Advanced Email Protection	Installed	Installed	Constant
IT System Access Framework	Developed	Not rated	Constant
Document Secure Password Procedure	Developed	Not rated	Constant
Replacement of Phone System	Installed	Not rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
0	*0*		Rate annually in June
Not rated			Rating based on completion
Not rated			Rating based on completion
Installed			Completed
Not rated			Rating based on completion
Not rated			Rating based on completi9on
Not rated	*Completed*		VOIP system installed

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Disruption / Financial	***Consequence:***	*Major (4)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Misconduct — Sept 21

Risk Context

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:
-Relevant authorisations not obtained.
-Distributing confidential information.
-Accessing systems and / or applications without correct authority to do so.
-Misrepresenting data in reports.
-Theft by an employee
-Inappropriate use of plant, equipment or machinery
-Inappropriate use of social media.
-Inappropriate behaviour at work.
-Purposeful sabotage
This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays.

Objective:
Compliance with our Code of Conduct

Potential causes include;	
Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating	Control Assurance						
				Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
Delegations Register	Preventative	May-20	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Staff Recrutiment Process (includes Police Clearance)	Preventative	Feb-19	***Adequate***	CEO	Yes	Yes	Yes	Yes	Partial	
Staff Inductions	Preventative	Aug-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
External Audits	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Annual Drivers Licence Checks	Preventative	Feb-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Social Media Policy	Preventative	Apr-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Segregation of Duties (Financial)	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Financial Management Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Financial Authorisation Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Delegation Control - Synergy	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Financial Interests Returns Declarations	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Primary and Annual Returns Process	Preventative	Aug-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Procurement Delegation Control - Synergy	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Petty Cash Policy	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Corporate Credit Card Policy	Preventative	Apr-21	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Delegated Authority for Procurement	Preventative	May-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Elected Member Training Plan	Preventative	Ongoing	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
Audit & Risk Committee Terms of Reference	Preventative	Nov-19	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	No	
IT Security Access Register (Profiles & Passwords)	Preventative	90 Days	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
Purchasing Policy & Procurement Process	Preventative	Jul-20	***Adequate***	CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Tender Procurement Process	Preventative	Unknown	***Adequate***
Financial Management Systems Review	Preventative	Sep-19	***Adequate***
Regulation 17 Review	Preventative	Dec-19	***Adequate***
Related Parties Discloures Policy	Preventative	Jan-19	***Adequate***
Council Member Communication & Use of Social Media Policy	Preventative	Introduced	***Adequate***
Code of Conduct	Preventative	Feb-21	***Adequate***
		Overall Control Ratings:	***Adequate***

CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	**Due Date**	**Responsibility**
Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Jun-21	CEO / MCCS
Review Fuel Stock Control and Process	Apr-21	MCCS / MWA
Present Regulation 17 Review to Audit & Risk Committee - Annually	December pa	CEO
Review Purchasing Policy & Procurement Process	Jul-22	MCCS
Review Social Media Policy 3.11	Apr-22	EGO
Review Code of Conduct	Jul-21	CEO / EGO
Prepare Credit Card Procedure	Sep-21	MCCS
Conduct Drivers Licence Check Annually	February pa	MCCS/MWA

Original Due Date	**Extension 1 Date**	**Extension 2 Date**	**Comments / Current Status**
Dec-20	Ongoing		Progressing; Altus Procurement system implemented & utilised
Dec-20	Jun-21		Progressing
May-20	Apr-21		Progressing
December pa			Deferred due to other priorities; Will be presented in December 2021
Mar-20	Completed		Review completed, presented to A & R Committee July 2020
Oct-19	Completed		Social Media Policy 3.11; reviewed April 2020; introduced Council Member Communication & Use of Social Media Poicy December 2019
Completed			Presented to A & R Committee July 2020
			New Action
Completed			Next due February 2021

Key Performance Indicators	**Tolerance**	**Latest Result**	**Trend**
Unqualified External Audits (# of Signicifant Findings)	0	Unqualfied	Constant
Disregarding or Manipulating Procurement Process	Nil	Not rated	Constant
Breaches of Code of Conduct	NIl	0	Constant
Internal & External Complaints (Minor)	< 1 per quarter	0	Constant
Internal & External Complaints (Major)	0	0	Constant
Adherance to Internal Controls	Nil	Not rated	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Unqualified			Rate annually in December
Not rated			Rate annually in December
0			Rate annually in December
0			Rate annually in December
0			Rate annually in December
Not rated			Rate annually in December

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Reputation / Finance	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Project / Change Management — Sept 21

Risk Context
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes. This includes: -Inadequate change management framework to manage and monitor change activities. -Inadequate understanding of the impact of project change on the business. -Failures in the transition of projects into standard operations. -Failure to implement new systems -Inadequate handover process *This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"*

Objective:
Adequate analysis, design, delivery and reporting of projects

Potential causes include;	
Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	Type	Last Reviewed	Rating
Project Management Methodology and Framework	Preventative		***Not Rated***
Communication and Engagement Framework	Preventative		***Not Rated***
Risk Management Framework	Detective	Oct-19	***Adequate***
Finanical Management Framework	Preventative	Mar-17	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO	No	No	No	No	Partial	
CEO	Partial	Partial	Partial	No	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	

Actions (Treatments)	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-21	MCCS
Develop Communication and Engagement Framework	Mar-21	CEO / CDO

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Oct-19	Dec-20	Dec-21	Not yet commenced
Oct-19	Jun-20	Oct-20	Progressing

Key Performance Indicators	Tolerance	Latest Result	Trend
Minimisation of Project Variations	<90%	Not rated	
Achievement of Project Deadlines / Milestones	<90%	Not rated	
Community Engagement Framework	Completed	Not rated	

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
Not rated			Rate annually in December
Not rated			Rate annually in December
Not rated			Rate upon completion

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Financial / Reputational / Health	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Safety and Security Practices — Sept 21

Risk Context
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Objective:
Compliance with the Occupation Safety & Health Act, associated regulations and standards, and the ability to ensure the physical security requirements of staff, contractors and visitors.

Potential causes include;	
Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	***Adequate***
OSH Management Framework	Preventative	May-17	***Adequate***
Human Resource Manangement Framework	Preventative	May-19	***Adequate***
Governance Management Framework	Preventative	Ongoing	***Adequate***
Managing Emergencies In Shire Facilities	Preventative	Dec-16	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Partial	Partial	Partial	Partial	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Dec-21	MWA / TWC
Complete Staff Training Register	Jun-20	SMT
Conduct Quarterly Workplace Inspections	Quarterly	MWA / TWC
Safe Work Method Statements (SWMS) Library	Ongoing	MWA / TWC
Assess Shire Building and Facility Safety and Security	Dec-21	MWA / TWC
Develop Isolated Worker Management Procedure	Jun-21	MWA / TWC
Re-Establish OSH Committee & Conduct Monthly Meetings	Monthly	MWA / TWC
Review Managing Emergencies In Shire Facilities	Dec-21	CEO
Conduct Annual BCP and LEMC Drills	Dec-21	CEO
Review Contractor Inductions and Register	Dec-21	MWA / TWC

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Completed	Next review due Decemebr 2021
Dec-19	Feb-20	Sep-20	Progressing
Dec-19	Jan-20	Completed	Inspections recommenced
Dec-19	Dec-20	Feb-21	Task ongoing
Dec-19	Dec-20	Feb-21	Defer until December 2021
Dec-19	Jun-20	Dec-20	Commenced; deferred until September 2021
Dec-19	Jan-20	May-20	Monthly meetings recommenced
Jun-20	Dec-21		Waiting for DFES to coordinate LEMC Drill
Jun-20	Jun-20	Dec-21	Progressing

Key Performance Indicators	Tolerance	Latest Result	Trend
Reporting and Management of Incidents	100%	100%	Improving
Failed Safety Inspections	Nil	Nil	Constant
Lost Time Injuries Per Quarter	Nil	Nil	Constant
Near Misses Per Quarter	Nil	Nil	Constant
Workers Compensation Claims Per Quarter	Nil	0	Constant
Safety Audit Result % (Every Three Years)	95%	74%	Constant

KPI / Action Data			
2020	2021	2022	Comments
100%			Rated annually in December
Nil			Rated annually in December
30 Hours			Rated annually in December
Nil			Rated annually in December
2			Rated annually in December
Not rated	*74%*		Safety Audit completed May 2021;

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Health	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Nil

Nil

Supplier / Contract Management — Sep-21

Risk Context
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes: • Concentration issues (contracts awarded to one supplier) • Vendor sustainability

Objective:
Adequate management (including contractual arrangements) of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations.

Potential causes include;	
Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	Type	Last Reviewed	Rating
Annual Budget	Preventative	Mar-21	***Adequate***
Financal Management Framework	Preventative	Progessing	***Adequate***
Access to Independent Advice (WALGA/Lawyers) & Peer Review	Preventative	Ongoing	***Adequate***
		Overall Control Ratings:	***Adequate***

Control Assurance						
Control Owner	**Control Documented**	**Completed**	**Accuracy**	**Timeliness**	**Fraud**	**Comments**
CEO; MCCS	Yes	Yes	Yes	Yes	No	
CEO; MCCS	Yes	Yes	Yes	Yes	Partial	
CEO; MCCS	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Review Purchasing Policy	Completed	CEO; MCCS
Develop Standardised Contracts	Ongoing	CEO; MCCS
Document Financial Controls	Ongoing	MCCS
Develop Appropriate Financial Reporting Tools	Ongoing	MCCS
Develop Centralised Contract Management System	Ongoing	CEO; MCCS

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Presented to Audit & Risk Committee July 2020
Ongoing			Standardised MOUs; Service Level Agreements; Tenancy Agreements
Ongoing			Progressing
Ongoing			Progressing; implementation of Procurement & COA finalised; Payroll gone live
Ongoing			Investigating

Key Performance Indicators	Tolerance	Latest Result	Trend
Contracts Reviewed And Maintained	>90%	90%	Constant
Number of Expired Contracts Not Yet Renewed	<1 per quarter	1	Constant

KPI / Action Data			
2020	**2021**	**2022**	**Comments**
90%			Rate annually in December
1			Rate annually in December

Residual Risk Rating		
Consequence Category	***Risk Ratings***	***Rating***
Service Interruption / Financial	***Consequence:***	*Moderate (3)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***Moderate***

Additional / Final Comments
Reviewed by Management Team - Sept 2021
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Measures of Consequence (V.2 - May 2019 - DRAFT FOR COUNCIL CONSIDERATION)

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equip, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact	Less than $5,000	Exceeds deadline by 5% of project	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption –	Substantiated, localised impact on community trust or	Some temporary non compliances	Localised damage rectified by	Contained, reversible impact	$5,001 - $50,000	Exceeds deadline by 10% of project	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption –	Substantiated, public embarrassment	Short term non-compliance but with significant	Localised damage requiring	Contained, reversible impact	$50,001 - $200,000	Exceeds deadline by 15% of project	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional	Substantiated, public embarrassment	Non-compliance results in termination of	Significant damage requiring	Uncontained, reversible impact	$200,001 - $500,000	Exceeds deadline by 20% of project	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of	Substantiated, public embarrassment	Non-compliance results in litigation, criminal charges or	Extensive damage requiring	Uncontained, irreversible impact	More than $500,000	Exceeds deadline by 25% of project	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

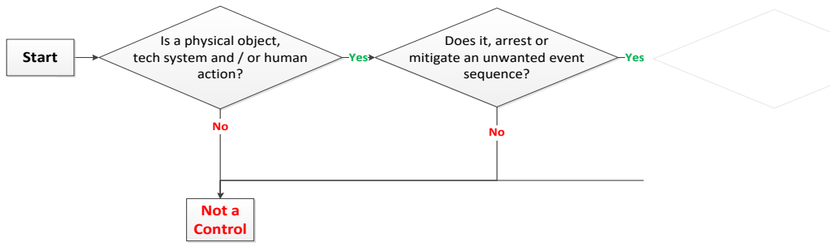
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Lagging Indicator	Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)
Leading Indicator	Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.

Risk Register

Theme	Key Control	Rating
Asset Management Practices	Recreation Facilities Maintenance Program	Not Rated
Asset Management Practices	Asset Management Plan	Inadequate
Asset Management Practices	Stock Controls Systems (Fuel)	Inadequate
Business & Community Disruption	Facility Risk Management Plan	Not Rated
Engagement Practices	Community Engagement Framework	Not Rated
Environment Management	Sewer Management Plan	Not Rated
Environment Management	Waste Management Plan	Not Rated
Errors, Omissins & Delays	Checklists & Documented Procedures	Inadequate
Management of Facilities/Venues/Events	Event Management Framework	Not Rated
Management of Facilities/Venues/Events	Reserves Management System	Not Rated
Management of Facilities/Venues/Events	Statutiry Public Building Compliance Program	Not Rated
IT or Communication Systems & Infrastructure	IT Disaster Recovery Plan	Not Rated
IT or Communication Systems & Infrastructure	IT System Access Framework	Not Rated
Project/Change Management	Project Management Methodology & Framework	Not Rated
Project/Change Management	Community Engagement Framework	Not Rated
Safety & Security Practices	Facility Risk Management Plan	Not Rated

POLICY NUMBER	-	**3.11**
POLICY SUBJECT	**-**	**3.11 Purchasing Policy**
DATE ADOPTED	-	28 March 2017 (Item 10.1.8)
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	26 June 2018 (Item 10.1.8)
REVIEWED	-	21 April 2020 (CMRef 0178)
REVIEWED	-	16 June 2020 (CMRef 0213)
REVIEWED	-	21 July 2020 (CMRef 0249)
REVIEWED	-	9 September 2021

Objective

The Shire of Dowerin (the "**Shire**") is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;

(g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Dowerin.

(h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;

(i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;

(j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

Policy

1.0 Purchasing

1.1 Ethics, Integrity and Code of Conduct

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.2 Value for Money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.2.1 Assessing Value for Money

Value for money assessment will consider:

(a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;

(b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.

(c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

(d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;

(e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;

(f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and

(g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.3 Purchasing Thresholds and Practices

1.3.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

(a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and

(b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

(a) Exclusive of Goods and Services Tax (GST); and

(b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.3.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	**Existing Prequalified Supplier Panel or other Contract** Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.
Priority 2:	**Local Suppliers** Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.

	If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	**Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)** Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include: i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. If no relevant WALGA PSA is available, then a relevant State Government Common Use Agreement (CUA) may be used.
Priority 4:	**Tender Exempt - WA State Government Common Use Arrangement (CUA)** Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO. If no relevant CUA is available, then a Tender Exempt *[F&G Reg.11(2)]* arrangement may be used.
Priority 5:	**Other Tender Exempt arrangement** *[F&G Reg. 11(2)]* Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	**Other Suppliers** Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

(2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
Up to $5,000 *(ex GST)*	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
From $5,001 and up to $20,000 *(ex GST)*	Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From $20,001 and up to $50,000 *(ex GST)*	Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers' responses to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From $50,001 and up to $250,000 *(ex GST)*	Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the suppliers response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Over $250,000 *(ex GST)*	**Tender Exempt** arrangements (i.e. WALGA PSA, CUA or other tender exemption under *F&G Reg.11(2)*) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). OR **Public Tender** undertaken in accordance with the *Local Government Act 1995* and relevant Shire Policy and procedures.

Purchase Value Threshold *(ex GST)*	Purchasing Practice
	The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(Within Budget)* Refer to Clause 1.4.3	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(No budget allocation available)* Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the Mayor/President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

(3) Authorised Officer Limits

Position	Amount
Chief Executive Officer	**Unlimited**
Manager Works & Assets	**$50,000**

Manager Corporate & Community Services	**$50,000**
Executive & Governance Officer	**$5,000**

1.3.3 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Manager may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented through records.

1.3.4 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

(a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.3.5 Inviting Tenders Though Not Required To Do So

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

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

1.3.6 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidences one or more of the following criteria:

(a) Unable to sufficiently scope or specify the requirement;

(b) There is significant variability for how the requirement may be met;

(c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

(d) Subject to a creative element; or

(e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.3.7 Standing Offer Agreement

This is an Agreement where a supplier(s) agrees to provide specified goods (which are considered commodities/services off the shelf (COTS) which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time. Standing Offers are a commitment by suppliers to provide agrees products at the fixed price on receipt of a Shire Purchase Order. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process.

Standing Offer is established by seeking quotations as per the Procurement Requirements tabled in section 1.4.2 "Purchasing Thresholds" of this policy, within the range of $10,000 to $250,000 (Exclusive of GST).

1.3.8 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

(a) purchasing value is estimated to be over $5,000; and

(b) purchasing requirement has been documented in a detailed specification; and

(c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

(d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.3.9 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.3.10 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless;

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract;

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract; or

(c) The variation must not exceed 10% or $10,000 of the total contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2.0 Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

(a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;

(b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

(c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

(d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

(e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;

(f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and

(g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is $250,000 or less, or worth $250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australian Disability Enterprises. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

(a) demonstrate policies and practices that have been implemented by the business as part of its operations;

(b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

(c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3.0 Buy Local Policy

3.1 Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed tender/quotation bid price were reduced in accordance with permitted price preferences as specified below in the policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined when evaluating and awarding tender contracts.

This policy operates in conjunction with the Shire's Policy 3.15 Regional Price Preference.

3.2 Qualifying Criteria

3.2.1 Local Supplier:

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

i. the supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire;
ii. a business having permanent staff that are based at the business premises located within the Shire;
iii. management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire; and In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

3.2.2 Goods and Services:

The Shire of Dowerin will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996.

4.0 Contract Management

In accordance section 20 of the Local Government (Functions and General) Regulations 1996, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make minor variations, in accordance section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04, in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen

tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required the details must be updated in the Shires Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.

5.0 Panels of Pre-qualified Suppliers

5.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

(a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';

(b) the Panel will streamline and will improve procurement processes; and

(c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

5.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

5.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply

to join the Panel will prescribe one of the following as to whether the Shire intends to:

(a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

(b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

(a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

(b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.

iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

5.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

5.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

6.0 Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

7.0 Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer or the Manager of Corporate and Community Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

(a) an opportunity for additional training to be provided;

(b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

(c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]		**Owner Business Unit:**	[insert Unit Title]			
Reviewer:	[insert Position Title]		**Decision Maker:**	Council			
Compliance Requirements:							
Legislation:	s.3.57 of the Local Government Act 1995 Part 4 of the Local Government (Functions and General) Regulations 1996						
Industry:	Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards						
Organisational:	Council Policy No. 3.15 Regional Price Preference Council Policy No. <number> Code of Conduct Council Policy No. <number> Record Keeping Record Keeping Plan. Operational Procedure – Quotations Operational Procedure – RFQs and RFTs						
Document Management:							
Risk Rating:	[low / med / high]	**Review Frequency**:	[annaul / biennial / triennial]	**Next Due:**	**[20##]**	**Records Ref:**	**[CP####]**

Version #	Decision Reference:	Synopsis:
1.	[decision date / Records Ref]	[brief description of the adoption / changes approved]
2.		

PROCUREMENT PROCEDURE

Objective:

To manage purchases made by the Shire and provide authority to make a purchase. Ensure there is transparency, accountability and budget adherence when making purchases.

1.	**Request or receive approval for purchase** a. Confirm need for purchase (is it in the budget, required for a project, needed for operational requirements etc) b. Verify that the required funds are available from the applicable General Ledger account code – Confirm with the budget owner if the purchase is acceptable c. Determine if there is a Conflict of Interest *NOTE:* What if there is a conflict of interest? Declare your interest and exclude yourself from the procurement process. If an interest is declared attached a copy of the Conflict of Interest Form to the purchase order/invoice and provide the original copy to the EGO to record on the Disclosure of Interest Register.
2.	**Obtain and assess quotes** a. Obtain quotes from suppliers in accordance with the thresholds in the Purchasing Policy (Policy 3.11) *NOTE:* Where possible, Council's intent and preference is to buy local and support local businesses (Policy 3.15 - Regional Price Preference Policy) b. Determine whether amounts quoted are inclusive or exclusive of GST & decide on the best quote or where to purchase from (consider purchasing priciples as mentioned in the Purchasing Policy and the supplier's capacity to deliver the goods/services). c. Is the supplier set up as a Creditor on Synergy? If not, have them complete and submit a New Creditors Application Form and then provide to Creditor Officer NOTE: New Creditor Forms are to be completed by the Creditor not employees
3.	**Complete a Purchase Order Using Altus (Do Not use Quick PO function)** *NOTE: Refer to Altus Procurement User Guide on how to create a Purchase Order* a. Raise a request on Altus Procurement providing a full and sufficient description of the goods and/or services so they can be clearly identified. Put a summary of the account first followed by a description of the goods (e.g. Stewart Street Gardens – Reticulation Supplies or Toyota Prado D0 – 40,000km Service) and use title case. b. Select the General Ledger code or Job Code (including the Cost Code & Element as applicable) c. Enter in the price from the selected quote & accept or override the policy engagement. *NOTE:* Include a note on the purchase order outlining why only an estimated quote/s could be obtained in situations where an exact price cannot be quoted. d. Add relevant suppliers in the amount quoted, attaching supporting documentation to each response (e.g. quotes, emails, explanations etc) e. Send purchase order request to authorising officer for approval.

UNDER REVIEW

	NOTE: Authorising Officer is to perform the following: 1. Check code allocation 2. Check budget 3. Check if order complies with policy and supporting documentation is attached
4.	**Finalisation of Purchase Order** Once PO has been approved, create PO and print off office copy to be filed in purchase order folder alphabetically. Forward supplier copy of purchase order to the company providing the goods or services.
5.	**Processing Invoices** Creditor Officer to complete.

NOTE: Non-compliance with policies and procedures is considered as not complying with a directive from the Chief Executive Officer and therefore a breach of the Code of Conduct. Non-compliances can result in disciplinary action.

UNDER REVIEW

PROCUREMENT PROCEDURE

			Internal A/CEO Appointed	
Purchasing Activity Steps	**Scenario 1** **Works purchasing activity**	**Scenario 2** **Corp & Comm purchasing activity**	**Scenario 3** **CEO on leave – Works purchasing activity**	**Scenario 4** **CEO on leave – Corp & Comm purchasing activity**
Initiate requisition and/or purchase order	Any Officer	Any Officer	Any Officer	Any Officer
Review and approve purchase order	MWA or CEO	MCCS or CEO	MWA or EGO*	MCCS or EGO*
Due diligence (verification of supplier, check invoice against purchase order, invoice authorisation, recommends for payment (or not)	Creditor Officer	Creditor Officer	Creditor Officer	Creditor Officer
Receives goods (creates record of such)	Any employee other than the Authorising Officer or creditor officer (ie WAO)	Any employee other than the Authorising Officer or creditor officer (ie Finance Officer)	Any employee other than the Authorising Officer or creditor officer (ie WAO)	Any employee other than the Authorising Officer or creditor officer (ie Finance Officer)
Authorises invoice for payment (checks against purchase order and record of goods received) In accordance with threshold limits*	MWA or CEO (must not have signed Goods Received)	MCCS or CEO (must not have signed Goods Received)	MWA or EGO (must not have signed Goods Received)	MCCS or EGO (must not have signed Goods Received)
Bank Authorisation Reviews evidence, makes further enquiries if necessary before approving payment under Delegated Authority 5.1	CEO, MCCS or MWA (when no conflict of interest)	CEO, MCCS or MWA (when no conflict of interest)	MCCS or MWA (when no conflict of interest)	MCCS or MWA (when no conflict of interest)

**Within authorised threshold limits as detailed in Policy 3.11 – Purchasing Policy*

UNDER REVIE

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JULY 2021

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

TABLE OF CONTENTS

Statement of Financial Activity by Program		4
Statement of Financial Activity by Nature or Type		6
Note 1	Statement of Financial Activity Information	8
Note 2	Cash and Financial Assets	9
Note 3	Receivables	10
Note 4	Other Current Assets	11
Note 5	Payables	12
Note 6	Rate Revenue	13
Note 7	Disposal of Assets	14
Note 8	Capital Acquisitions	15
Note 9	Borrowings	17
Note 10	Cash Reserves	18
Note 11	Other Current Liabilities	19
Note 12	Operating grants and contributions	20
Note 13	Non operating grants and contributions	21
Note 14	Budget Amendments	22
Note 15	Explanation of Material Variances	23

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.06 M	$2.06 M	$2.09 M	$0.03 M
Closing	$0.00 M	$2.16 M	$2.20 M	$0.04 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$4.27 M	% of total
Unrestricted Cash	$0.46 M	10.8%
Restricted Cash	$3.81 M	89.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.25 M	% Outstanding
Trade Payables	$0.11 M	
Over 30 Days		(3.8%)
Over 90 Days		-8.7%

Refer to Note 5 - Payables

Receivables

	$0.97 M	% Collected
Rates Receivable	$0.11 M	9.2%
Trade Receivable	$0.97 M	
Over 30 Days		0.4%
Over 90 Days		0.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.09 M)	($0.60 M)	($0.56 M)	$0.03 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$0.00 M	% Variance
YTD Budget	$0.00 M	#DIV/0!

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	$0.09 M	% Variance
YTD Budget	$0.08 M	12.5%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.02 M	% Variance
YTD Budget	$0.03 M	(19.3%)

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)
($0.99 M)	$0.69 M	$0.68 M	($0.01 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.21 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.03 M	% Spent
Adopted Budget	$3.01 M	(99.1%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	$0.70 M	% Received
Adopted Budget	$1.82 M	(61.3%)

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)
$0.01 M	$0.00 M	$0.00 M	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$1.49 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$2.28 M
Interest earned	$0.00 M

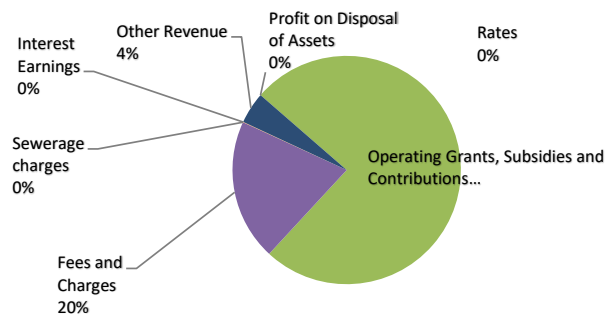
Refer to Note 10 - Cash Reserves

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

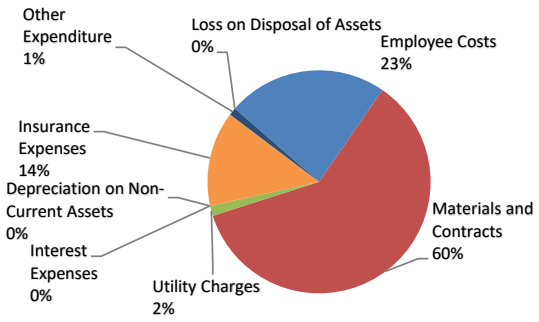
SUMMARY INFORMATION - GRAPHS

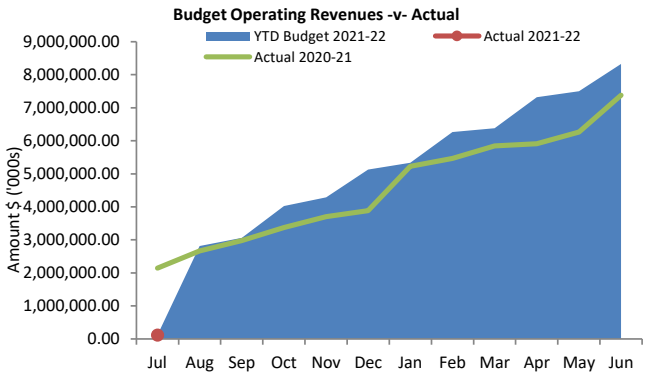
OPERATING ACTIVITIES

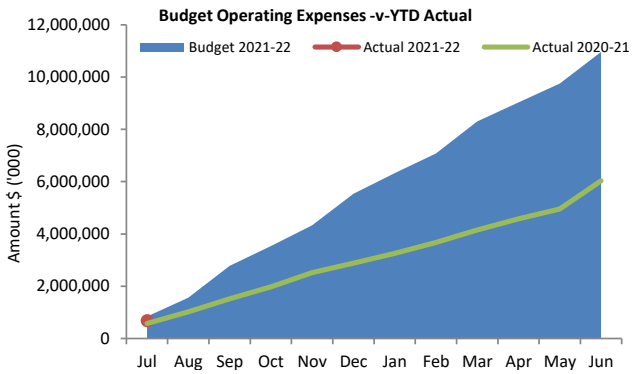
OPERATING REVENUE



OPERATING EXPENSES

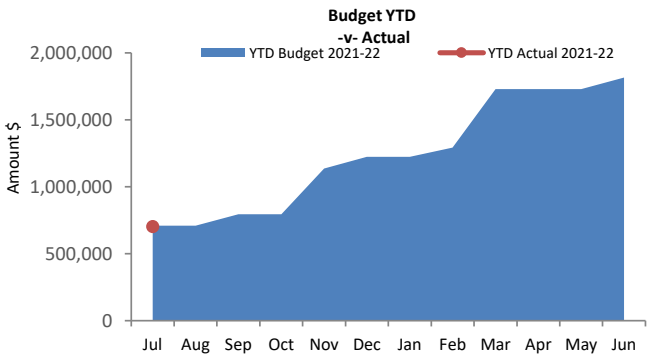




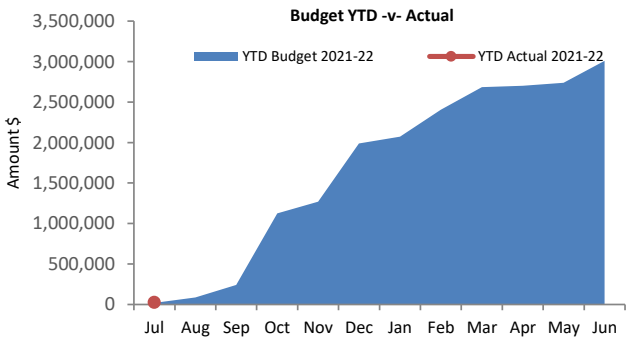


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions

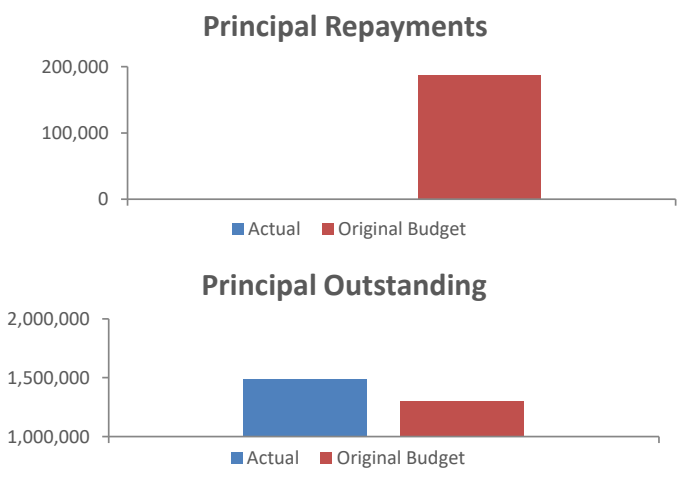


Payments for property, plant and equipment and infrastructure

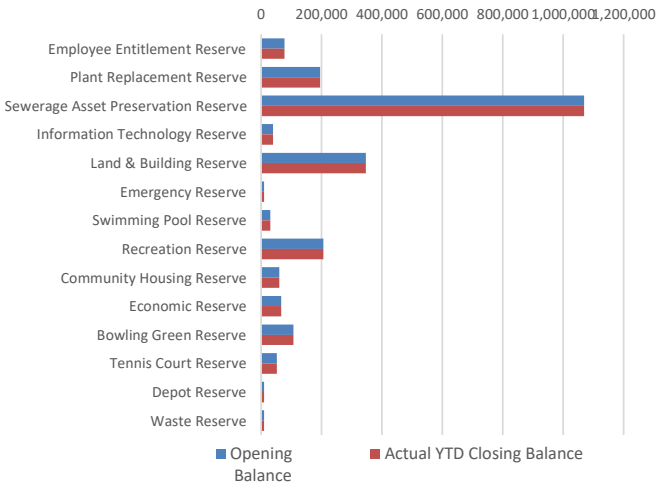


FINANCING ACTIVITIES

BORROWINGS



RESERVES



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	2,063,716	2,063,716	**2,089,935**	26,219	1.27%	
Revenue from operating activities								
Governance		8,000	8,000	0	**0**	0	0.00%	
General purpose funding		2,404,226	2,404,226	3,187	**627**	(2,560)	(80.33%)	
Law, order and public safety		40,700	40,700	457	**177**	(280)	(61.27%)	
Health		1,600	1,600	132	**0**	(132)	(100.00%)	
Education and welfare		546,658	546,658	81,301	**82,122**	821	1.01%	
Housing		150,000	150,000	12,083	**12,184**	101	0.84%	
Community amenities		287,152	287,152	1,747	**2,612**	865	49.51%	
Recreation and culture		50,950	50,950	1,124	**2,334**	1,210	107.65%	
Transport		4,600,773	4,600,773	2,420	**8,034**	5,614	231.98%	
Economic services		182,300	182,300	14,291	**9,690**	(4,601)	(32.20%)	
Other property and services		54,832	54,832	4,566	**4,051**	(515)	(11.28%)	
		8,327,191	**8,327,191**	**121,308**	**121,831**	523		
Expenditure from operating activities								
Governance		(436,496)	(436,496)	(61,247)	**(75,371)**	(14,124)	(23.06%)	▼
General purpose funding		(221,485)	(221,485)	(18,368)	**(25,329)**	(6,961)	(37.90%)	
Law, order and public safety		(131,300)	(131,300)	(13,900)	**(12,790)**	1,110	7.99%	
Health		(49,572)	(49,572)	(4,129)	**(4,167)**	(38)	(0.92%)	
Education and welfare		(602,795)	(602,795)	(38,750)	**(33,314)**	5,436	14.03%	
Housing		(265,816)	(265,816)	(21,360)	**(14,253)**	7,107	33.27%	
Community amenities		(471,723)	(471,723)	(35,109)	**(29,956)**	5,153	14.68%	
Recreation and culture		(948,054)	(948,054)	(71,125)	**(44,758)**	26,367	37.07%	▲
Transport		(7,312,861)	(7,312,861)	(465,182)	**(337,757)**	127,425	27.39%	▲
Economic services		(514,251)	(514,251)	(39,195)	**(38,809)**	386	0.98%	
Other property and services		(8,268)	(8,268)	(73,603)	**(69,418)**	4,185	5.69%	
		(10,962,621)	**(10,962,621)**	**(841,968)**	**(685,922)**	156,046		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	125,501	**0**	(125,501)	(100.00%)	▼
Amount attributable to operating activities		**(1,090,933)**	**(1,090,933)**	**(595,159)**	**(564,091)**	31,068		
Investing Activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Net Non- Operating grants recognised as revenue	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Proceeds from disposal of assets	7	207,000	207,000	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self	9	0		0	**0**	0	0.00%	
Payments for financial assets at amortised cost - self	9	0		0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(18,957)	**(26,590)**	(7,633)	(40.26%)	
Amount attributable to investing activities		**(986,155)**	**(986,155)**	**690,162**	**676,940**	(13,222)		
Financing Activities								
Proceeds from new debentures	9	0	0	0	**0**	0	0.00%	
Transfer from reserves	10	459,521	459,521	0	**0**	0	0.00%	
Payments for principal portion of lease liabilities	9	0		0	**0**	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	0	**0**	0	0.00%	
Transfer to reserves	10	(258,962)	(258,962)	0	**0**	0	0.00%	
Amount attributable to financing activities		**13,372**	**13,372**	**0**	**0**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**0**	**2,158,719**	**2,202,784**	44,065		

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
To provide a decision making process for the efficient allocation of resources	To include the activities of membes of Council and the administration support available to the Council for the provision of governance of the district. Other costs relat to assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.
HEALTH	
To provide an operational framework for environmental and community health.	Inspection of food premises and food control.
EDUCATION AND WELFARE	
To provide services to disadvantaged persons including the elderly, children and youth.	Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.
HOUSING	
To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.	Provision and maintenance of all Shire responsible housing.
COMMUNITY AMENITIES	
To provide necessary services as required by the community.	Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.
RECREATION AND CULTURE	
To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.
TRANSPORT	
To provide safe, effective and e3fficient transport services to the community.	Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.
ECONOMIC SERVICES	
To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Acommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.
OTHER PROPERTY AND SERVICES	
To monitor and control Council's overheads operating accounts.	Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	2,063,716	2,063,716	**2,089,935**	26,219	1.27%	
Revenue from operating activities								
Rates	6	1,447,970	1,447,970	0	**0**	0	0.00%	
Operating grants, subsidies andcontributions	12	6,078,134	6,078,134	81,759	**91,973**	10,214	12.49%	▲
Fees and charges		485,700	485,700	30,183	**24,357**	(5,826)	(19.30%)	
Sewerage charges		167,928	167,928	0	**0**	0	0.00%	
Interest earnings		36,078	36,078	3,005	**71**	(2,934)	(97.64%)	
Other revenue		99,000	99,000	5,330	**5,429**	99	1.86%	
Profit on disposal of assets	7	12,381	12,381	1,031	**0**	(1,031)	(100.00%)	
		8,327,191	**8,327,191**	**121,308**	**121,830**	522		
Expenditure from operating activities								
Employee costs		(1,586,612)	(1,586,612)	(129,965)	**(159,370)**	(29,405)	(22.63%)	▼
Materials and contracts		(7,219,361)	(7,219,361)	(510,811)	**(414,577)**	96,234	18.84%	▲
Utility charges		(152,050)	(152,050)	(12,642)	**(10,095)**	2,547	20.15%	
Depreciation on non-current assets		(1,516,549)	(1,516,549)	(126,361)	**0**	126,361	100.00%	▲
Interest expenses		(39,613)	(39,613)	(1,546)	**0**	1,546	100.00%	
Insurance expenses		(129,540)	(129,540)	(42,911)	**(94,429)**	(51,518)	(120.06%)	▼
Other expenditure		(299,150)	(299,150)	(17,561)	**(7,451)**	10,110	57.57%	▲
Loss on disposal of assets	7	(19,746)	(19,746)	(171)	**0**	171	100.00%	
		(10,962,621)	**(10,962,621)**	**(841,968)**	**(685,922)**	156,046		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	125,501	0	(125,501)	(100.00%)	▼
Amount attributable to operating activities		**(1,090,933)**	**(1,090,933)**	**(595,159)**	**(564,092)**	31,067		
Investing activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Net Non- Operating grants recognised as revenue	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Proceeds from disposal of assets	7	207,000	207,000	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting	9	0		0	**0**	0	0.00%	
Payments for financial assets at amortised cost - self supporting	9	0		0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(18,957)	**(26,590)**	(7,633)	(40.26%)	
Amount attributable to investing activities		**(986,155)**	**(986,155)**	**690,162**	**676,940**	(13,222)		
Financing Activities								
Proceeds from new debentures	9	0	0	0	**0**	0	0.00%	
Transfer from reserves	10	459,521	459,521	0	**0**	0	0.00%	
Payments for principal portion of lease liabilities		0		0	**0**	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	0	**0**	0	0.00%	
Transfer to reserves	10	(258,962)	(258,962)	0	**0**	0	0.00%	
Amount attributable to financing activities		**13,372**	**13,372**	**0**	**0**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**0**	**2,158,719**	**2,202,784**	44,065		

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

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

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

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

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

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

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

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

NOTE 1
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.

Non-cash items excluded from operating activities	Notes	Adopted Budget			YTD Actual (b)
		$			$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(12,381)			0
Movement in liabilities associated with restricted cash		20,583			0
Movement in pensioner deferred rates (non-current)		0			0
Add: Loss on asset disposals	7	19,746			0
Add: Depreciation on assets		1,516,549			0
Total non-cash items excluded from operating activities		**1,544,497**			**0**

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

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

		Adopted Budget	Last Year Unaudited Actual 30 June 2021	This Time Last Year 31 July 2020	Year to Date 31 July 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,280,140)	(2,280,139)	(1,851,074)	(2,280,140)
Add: Borrowings	9	187,187	187,187	144,043	187,187
Add: Provisions funded by Reserve	11	77,767	77,767	57,507	77,767
				0	
Total adjustments to net current assets		**(2,015,186)**	**(2,015,185)**	**(1,649,524)**	**(2,015,186)**

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

Current assets					
Cash and cash equivalents	2	4,229,066	4,229,066	2,954,503	3,829,588
Rates receivables	3	116,497	116,497	1,661,835	105,822
Receivables	3	375,418	343,552	156,947	966,996
Stock on Hand	4	11455	11,455	5,885	2,949
Total Current Assets		4,732,436	4,700,570	4,779,170	4,905,355
Less: Current liabilities					
Payables	5	(184,245)	(155,407)	(91,211)	(247,341)
Borrowings	9	(187,187)	(187,187)	(144,043)	(187,187)
Contract liabilities	13	(90,000)	(90,000)	0	(90,000)
Provisions	11	(192,102)	(162,857)	(192,102)	(162,857)
Total Current Liabilities		(653,534)	(595,451)	(427,356)	(687,385)
		4,078,902	**4,105,119**	**4,351,814**	**4,217,970**
Less: Total adjustments to net current assets	1(b)	(2,015,186)	(2,015,185)	(1,649,524)	(2,015,186)
Closing funding surplus / (deficit)		**2,063,716**	**2,089,935**	**2,702,290**	**2,202,784**

CURRENT AND NON-CURRENT CLASSIFICATION

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

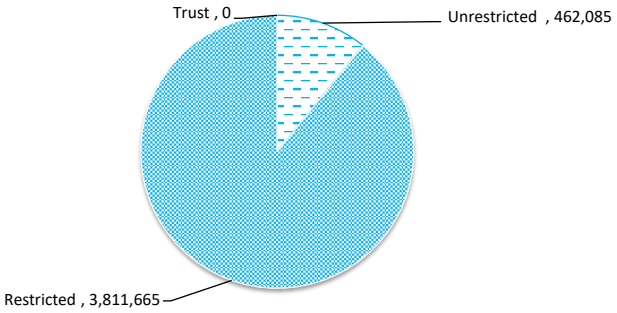
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Floats	Cash and cash equivalents	700	0	700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	360,560	0	360,560	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,825	0	100,825	0	NAB	0.05%	At Call
DRFAWA Flood Damage Funding	Cash and cash equivalents		1,148,213	1,148,213		NAB		At Call
LRCIP Phase 1 Funding	Cash and cash equivalents		191,878	191,878		NAB		At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		191,434	191,434		NAB		At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost		2,280,140	2,280,140	0	NAB		
Total		**462,085**	**3,811,665**	**4,273,750**				
Comprising								
Cash and cash equivalents		462,085	1,531,525	1,993,610	0			
Financial assets at amortised cost		0	2,280,140	2,280,140	0			
		462,085	**3,811,665**	**4,273,750**	**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.



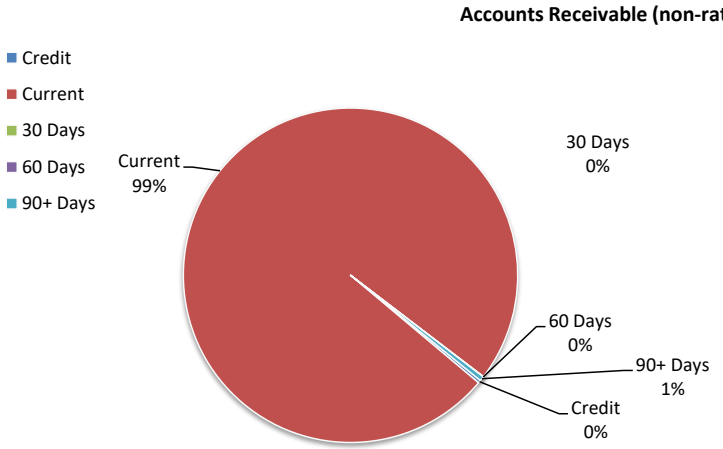
Rates receivable	30 Jun 2021	31 Jul 2021
	$	$
Opening arrears previous years	118,037	116,497
Levied - Rates revenue	1,402,771	0
Less - collections	(1,404,311)	(10,675)
Equals current outstanding	**116,497**	**105,822**
Net rates collectable	**116,497**	**105,822**
% Collected	92.3%	9.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,406)	837,542	313	0	3,641	839,090
Percentage	(0.3%)	99.8%	0%	0%	0.4%	
Balance per trial balance						
Sundry receivable	0	839,090	0	0	0	839,090
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	53,648	0	0	0	53,648
Total receivables general outstanding						**966,996**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2021	Asset Increase/(Decrease)	Closing Balance 31 July 2021
	$	$	$
Inventory			
Stock On Hand	11,455	(8,506)	2,949
Total other current assets	**11,455**	**(8,506)**	**2,949**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

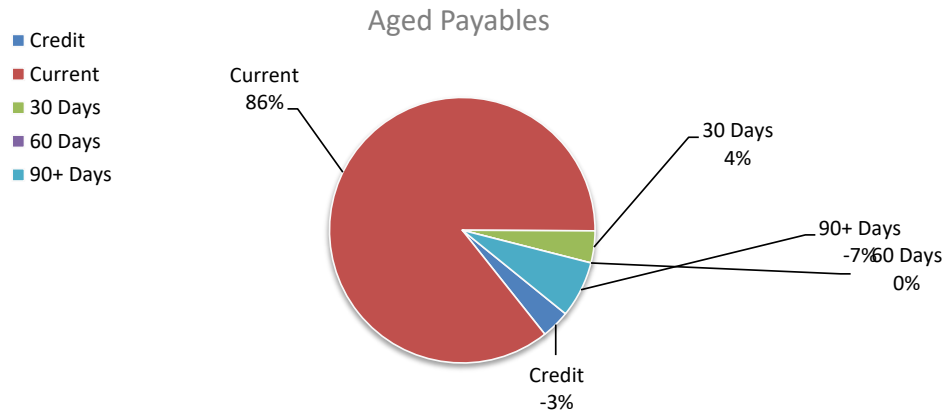
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

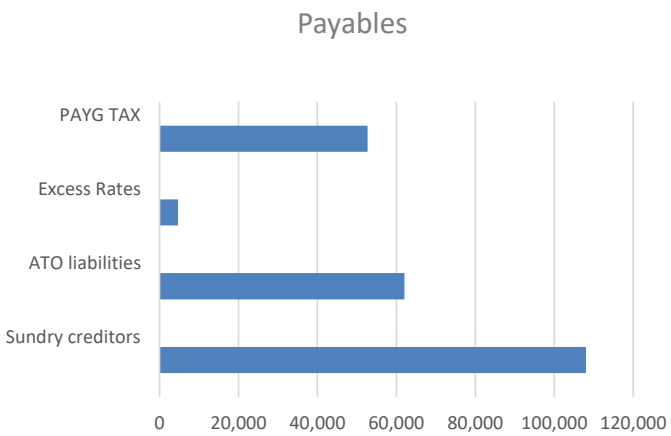
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(10,016)	246,189	11,168	0	(19,707)	227,634
Percentage	-4.4%	108.2%	4.9%	0%	-8.7%	
Balance per trial balance						
Sundry creditors	0	96,861	11,168	0	(19,707)	108,029
ATO liabilities	0	62,059	0	0	0	62,059
Excess Rates	0	4,679	0	0	0	4,679
PAYG TAX	0	52,694	0	0	0	52,694
Other Payables	0	5,159	0	0	0	5,159
Payroll Creditors	(10,016)	0	0	0	0	(10,016)
Accrued Loan Interest	0	7,902	0	0	0	7,902
Bonds & Deposits Held - Cl	0	11,661	0	0	0	11,661
Accrued Expenses	0	5,174	0	0	0	5,174
Total payables general outstanding						**247,341**

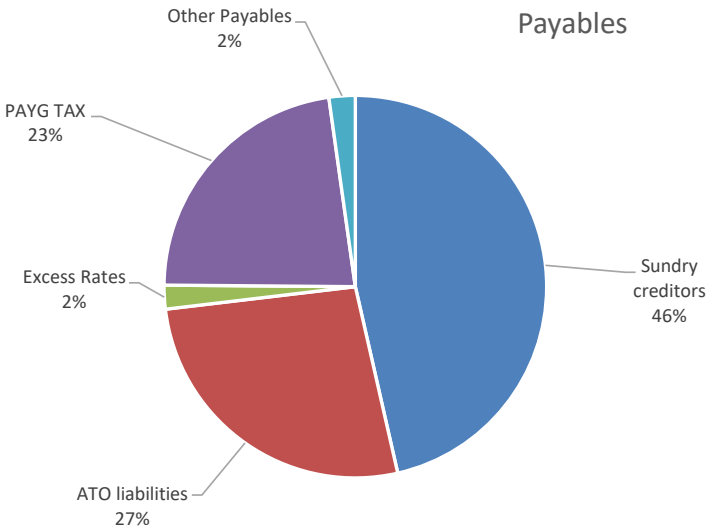
Amounts shown above include GST (where applicable)

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.



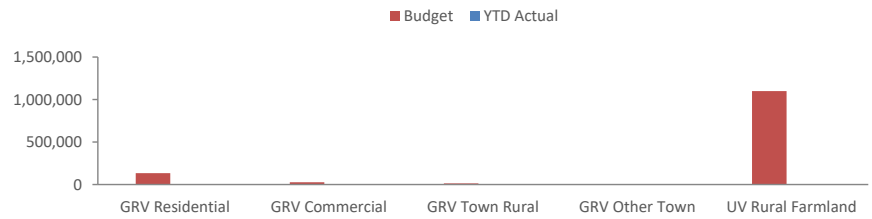


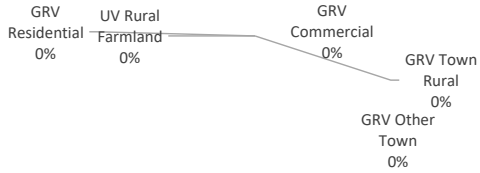


General rate revenue		Original Budget					YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Residential	0.10300	134	1,292,744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

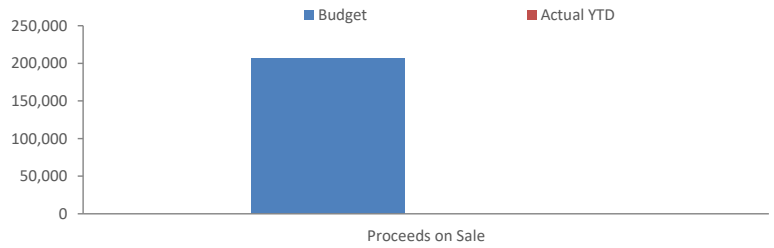
KEY INFORMATION

Rates have not been levied as at the reporting date.





Asset Ref.	Asset description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Transport								
	Dual Cab - Light Truck - Mainenance (P009)	28,161	26,000	0	(2,161)	0	0	0	0
	Single Cab - Light Truck - Mainenance (P005)	30,530	20,000	0	(10,530)	0	0	0	0
	Ride On Mower - Cox 9008E (P042)	0	1,000	1,000	0	0	0	0	0
	Dual Cab 4x2; D002; Team Leader	23,000	18,000	0	(5,000)	0	0	0	0
	Single Cab - Light Utility - 1GIL668	951	12,000	11,049	0	0	0	0	0
	Other property and services								
	Passenger Vehicle; MWA	41,100	40,000	0	(1,100)	0	0	0	0
	Passenger Vehicle; CEO	50,955	50,000		(955)	0	0	0	0
	Passenger Vehicle; MCCS	39,668	40,000	332	0	0	0	0	0
		214,365	**207,000**	**12,381**	**(19,746)**	**0**	**0**	**0**	**0**

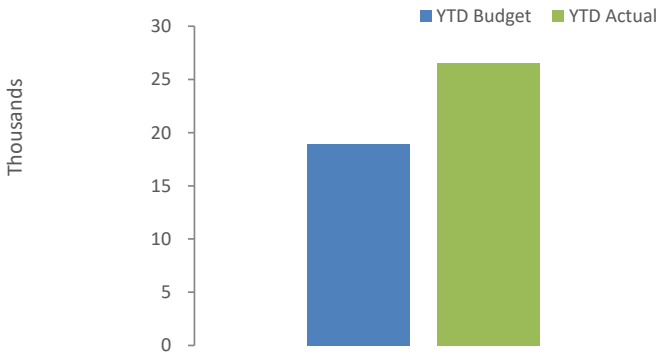


There have been no disposals to date.

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$		$	$	$
Buildings	267,000	267,000	6,833	20,786	13,953
Plant and equipment	396,500	396,500	0	0	0
Infrastructure - roads	1,978,412	1,978,412	12,124	315	(11,809)
Infrastructure - other	367,000	367,000	0	5,489	5,489
Payments for Capital Acquisitions	**3,008,912**	**3,008,912**	**18,957**	**26,590**	**7,633**
Total Capital Acquisitions	**3,008,912**	**3,008,912**	**18,957**	**26,590**	**7,633**
Capital Acquisitions Funded By:					
	$		$	$	$
Capital grants and contributions	1,815,757	1,815,757	709,118	703,530	(5,588)
Other (disposals & C/Fwd)	207,000	207,000	0	0	0
Cash backed reserves					
Plant Replacement Reserve	**120,000**	120,000	0	**0**	0
Sewerage Asset Preservation Reserve	**47,000**	47,000	0	**0**	0
Information Technology Reserve	**150,000**	150,000	0	**0**	0
Land & Building Reserve	**40,521**	40,521	0	**0**	0
Swimming Pool Reserve	**10,000**	10,000	0	**0**	0
Recreation Reserve	**92,000**	92,000	0	**0**	0
Contribution - operations	526,634	526,634	(690,161)	(676,940)	13,221
Capital funding total	**3,008,912**	**3,008,912**	**18,957**	**26,590**	**7,633**

SIGNIFICANT ACCOUNTING POLICIES

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



	Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land and Buildings								
BC044	Sports Recreation Centre - Building (Capital)		72,000	72,000	1,500	12,321	(10,821)	
OC012	Depot - Building (Capital)		0	0	0	2,850	(2,850)	
BC058	Building - Building (Capital)		150,000	150,000	0	0	0	
BC001	Administration Office - Building (Capital)		45,000	45,000	5,333	5,615	(282)	
		Total	**267,000**	**267,000**	**6,833**	**20,786**	**(13,953)**	
Plant & Equipment								
PE201	Cemetery Grave Shoring Box		10,000	10,000	0	0	0	
PE109	Modifications to D004 Mitsubishi Truck		15,000	15,000	0	0	0	
PE111	Side Tipper		103,000	103,000	0	0	0	
PE206	Ride On Mower		5,000	5,000	0	0	0	
PE207	Mower Digga - Refurbishment		5,000	5,000	0	0	0	
PE208	Fuel Tank Trailer - 2,000 Litre Size		6,500	6,500	0	0	0	
PE106	Light Vehicle CEO		60,000	60,000	0	0	0	
PE205	Light Vehicle - MCCS		52,500	52,500	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot		10,000	10,000	0	0	0	
PE104	Utility Tipper 4x2 Construction		35,000	35,000	0	0	0	
PE105	Dual Cab 4x2 Team Leader		42,000	42,000	0	0	0	
PE204	Light Plant Vehicle - Manager Works & Assets		52,500	52,500	0	0	0	
		Total	**396,500**	**396,500**	**0**	**0**	**0**	
Infrastructure - Roads								
R2R004	Hindmarsh Road (R2R)		141,724	141,724	0	0	0	
R2R025	Dowerin-Koorda Road (R2R)		85,505	85,505	5,249	0	5,249	
R2R046	Sanders Road (R2R)		119,700	119,700	0	0	0	
RRG182	Dowerin-Kalannie Road (RRG)		0	0	0	315	(315)	
RRG183	Dowerin-Meckering Road (RRG) SLK11.36 to SLK13.44		82,535	82,535	6,875	0	6,875	
RRG183A	Dowerin-Meckering Road (RRG) SLK13.82 to SLK16.13		382,032	382,032	0	0	0	
WFN182A	WSFN Dowerin-Kalannie Road SLK27.28 to SL41.70 - Preliminary Wor		50,314	50,314	0	0	0	
WFN182B	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Maintenance Clea		212,150	212,150	0	0	0	
WFN182C	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Preliminary Work		126,802	126,802	0	0	0	
WFN182D	WSFN Dowerin-Kalannie Road SLK0.00 to SLK25.68 - Construction W		777,650	777,650	0	0	0	
		Total	**1,978,412**	**1,978,412**	**12,124**	**315**	**11,809**	
Infrastructure - Other								
OC002	Waste Facility Perimeter Fencing		0	0	0	620	(620)	
OC014	Dowerin Waste Facility - CELL		10,000	10,000	0	0	0	
OC043	Swimming Pool - Repair Leaks - Infrastructure Other		45,000	45,000	0	0	0	
OC003	Town Oval Reticulation Upgrade (Inc Dam)		285,000	285,000	0	0	0	
OC007	Main Street Improvements		0	0	0	73	(73)	
OC010	Tin Dog Walk Stage 2		9,000	9,000	0	0	0	
OC004	Entrance/Streetscape Project - SSA & DCC		18,000	18,000	0	4,796	(4,796)	
		Total	**367,000**	**367,000**	**0**	**5,489**	**(5,489)**	
		TOTALS	**3,008,912**	**3,008,912**	**18,957**	**26,590**	**(7,633)**	

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2021	Original Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		$	$	$	$	$	$	$	$	$	$	$
Housing												
Government Regional Officer Housing	100	254,839	0	0	10,704	10,704	254,839	244,135	244,135	0	9,003	9,003
Recreation and culture												
Dowerin Community Club	97	75,905	0	0	75,916	75,916	75,905	(11)	(11)	0	2,337	2,337
Dowerin Swimming Pool	101	162,815	0	0	18,497	18,497	162,815	144,318	144,318	0	4,801	4,801
DEM Interest Free Swimming Pool Loan	102	45,000	0	0	10,000	10,000	45,000	35,000	35,000	0	4,801	0
Transport												
Multi Tyre Roller	103	150,618		0	20,723	20,723	150,618	129,895	129,895	0	926	1,289
Smooth Drum Tyre Roller	104	150,000		0	18,284	18,284	150,000	131,716	131,716	0	793	1,137
Economic services												
Short Stay Accommodation	99	648,580	0	0	33,063	33,063	648,580	615,517	615,517	0	20,108	20,108
Total		1,487,757	0	0	187,187	187,187	1,487,757	1,300,570	1,300,570	0	42,769	38,675
Current borrowings		187,187					187,187					
Non-current borrowings		1,300,570					1,300,570					
		1,487,757					1,487,757					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2021-22

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.

Cash backed reserve

Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	$	$		$	$	$	$	$
Employee Entitlement Reserve	77,767	20,583	0	0	0	0	98,350	77,767
Plant Replacement Reserve	195,176	97,206	0	0	(120,000)	0	172,382	195,176
Sewerage Asset Preservation Reserve	1,069,074	88,235	0	0	(47,000)	0	1,110,309	1,069,074
Information Technology Reserve	39,307	295	0	0	0	0	39,602	39,307
Land & Building Reserve	346,803	2,578	0	0	(150,000)	0	199,381	346,803
Emergency Reserve	10,000	0	0	0	(10,000)	0	0	10,000
Swimming Pool Reserve	30,294	10,227	0	0	(40,521)	0	0	30,294
Recreation Reserve	205,800	1,544	0	0	(92,000)	0	115,344	205,800
Community Housing Reserve	59,915	449	0	0	0	0	60,364	59,915
Economic Reserve	66,870	502	0	0	0	0	67,372	66,870
Bowling Green Reserve	107,084	10,803	0	0	0	0	117,887	107,084
Tennis Court Reserve	52,050	6,390	0	0	0	0	58,440	52,050
Depot Reserve	10,000	10,075	0	0	0	0	20,075	10,000
Waste Reserve	10,000	10,075	0	0	0	0	20,075	10,000
	2,280,139	**258,962**	**0**	**0**	**(459,521)**	**0**	**2,079,581**	**2,280,140**

KEY INFORMATION

All budgeted transfer into Reserves have been transacted

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Closing Balance 31 July 2021
		$	$	$
Contract liabilities				
Unspent grants, contributions and reimbursements - operating		90,000	0	90,000
Total unspent grants, contributions and reimbursements		90,000	0	90,000
Provisions				
Annual leave		124,616	0	124,616
Long service leave		38,241	0	38,241
Total Provisions		162,857	0	162,857
Total other current assets		**252,857**	**0**	**252,857**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	Operating grants, subsidies and contributions revenue				
	$	$	$	$	$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	471,225	0	471,225	0	0
GEN PUR - Financial Assistance Grant - Roads	314,310	0	314,310	0	0
GEN PUR - Grant Funding	99,443	0	99,443	0	0
Law, order, public safety					
ESL BFB - Operating Grant	31,200	0	31,200	0	0
Education and welfare					
AGED OTHER - Grant Funding - CHSP	222,917	55,730	222,917	0	55,729
WELFARE - Grants	8,000	0	8,000	0	0
AGED OTHER - Grant Funding - HCP	304,365	25,364	304,365	0	24,921
Recreation and culture					
OTH CUL - Grants - Other Culture	7,850	0	7,850	0	0
Transport					
ROADC - Other Grants - Flood Damage	4,428,724	0	4,428,724	0	0
ROADM - Direct Road Grant (MRWA)	143,000	0	143,000	0	0
ROADC - Other Grants - Roads/Streets	0	0	0	0	5,745
Economic services					
TOUR - Grants	2,500	208	2,500	0	0
Other property and services					
	6,033,534	**81,302**	**6,033,534**	**0**	**86,395**
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	4,000	0	4,000	0	0
MEMBERS - Reimbursements	4,000	0	4,000	0	0
General purpose funding					
Law, order, public safety					
OLOPS - Contributions & Donations	4,000	0	4,000	0	0
Education and welfare					
AGED OTHER - Contributions	500	41	500	0	0
WELFARE - Contributions & Donations	1,000	83	1,000	0	0
Housing					
OTH HOUSE - Rental Reimbursements	5,000	0	5,000	0	2,820
Community amenities					
ENVIRON - Reimbursements	0	0	0	0	1,364
Recreation and culture					
REC - Contributions & Donations	8,000	0	8,000	0	0
REC - Reimbursements - Other Recreation	6,000	0	6,000	0	382
HERITAGE - Contributions & Donations	1,000	83	1,000	0	0
OTH CUL - Contributions & Donations - Other Culture	5,600	0	5,600	0	0
Transport					
ROADM - Street Lighting Subsidy	3,000	250	3,000	0	0
Economic services					
TOUR - Contributions & Donations	2,500	0	2,500	0	0
Other property and services					
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	1,013
	44,600	**457**	**44,600**	**0**	**5,579**
TOTALS	**6,078,134**	**81,759**	**6,078,134**	**0**	**91,973**

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

	Non operating grants, subsidies and contributions revenue			
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$
Non-operating grants and subsidies				
Recreation and culture				
Rec - Contributions & Donations	70,000	70,000	0	0
Transport				
Roadc - Regional Road Group Grants (Mrwa)	309,711	309,711	269,000	267,883
Roadc - Roads To Recovery Grant	346,928	346,928	0	0
Roadc - Other Grants - Roads/Streets	1,089,118	1,089,118	440,118	435,647
TOTALS	**1,815,757**	**1,815,757**	**709,118**	**703,530**

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

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

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2021-22 year is $10,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	0	0.00%			
General purpose funding	(2,560)	(80.33%)			
Law, order and public safety	(280)	(61.27%)			
Health	(132)	(100.00%)			
Education and welfare	821	1.01%			
Housing	101	0.84%			
Community amenities	865	49.51%			
Recreation and culture	1,210	107.65%			
Transport	5,614	231.98%			
Economic services	(4,601)	(32.20%)			
Other property and services	(515)	(11.28%)			
Expenditure from operating activities					
Governance	(14,124)	(23.06%)	▼	Timing	Higher admin allocation due to timing of insurance costs
General purpose funding	(6,961)	(37.90%)			
Law, order and public safety	1,110	7.99%			
Health	(38)	(0.92%)			
Education and welfare	5,436	14.03%			
Housing	7,107	33.27%			
Community amenities	5,153	14.68%			
Recreation and culture	26,367	37.07%	▲	Timing	Depreciation will not occur until End of Financial Year Audit is signed off by auditors - recreation monthly depreciation average of $21k per month
Transport	127,425	27.39%	▲	Timing	Depreciation will not occur until End of Financial Year Audit is signed off by auditors - transport monthly depreciation average of $59k per month. Also, road maintenance works impacted by weather conditions and resourcing
Economic services	386	0.98%			
Other property and services	4,185	5.69%			
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(5,588)	(0.79%)			
Proceeds from disposal of assets	0	0.00%			
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for property, plant and equipment and infrastructure	(7,633)	(40.26%)			
Financing activities					
Proceeds from new debentures	0	0.00%			
Transfer from reserves	0	0.00%			
Payments for principal portion of lease liabilities	0	0.00%			
Repayment of debentures	0	0.00%			
Transfer to reserves	0	0.00%			

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2021

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

TABLE OF CONTENTS

Statement of Financial Activity by Program		4
Statement of Financial Activity by Nature or Type		6
Note 1	Statement of Financial Activity Information	8
Note 2	Cash and Financial Assets	9
Note 3	Receivables	10
Note 4	Other Current Assets	11
Note 5	Payables	12
Note 6	Rate Revenue	13
Note 7	Disposal of Assets	14
Note 8	Capital Acquisitions	15
Note 9	Borrowings	17
Note 10	Cash Reserves	18
Note 11	Other Current Liabilities	19
Note 12	Operating grants and contributions	20
Note 13	Non operating grants and contributions	21
Note 14	Budget Amendments	22
Note 15	Explanation of Material Variances	23

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.06 M	$2.06 M	$2.07 M	$0.01 M
Closing	$0.00 M	$3.43 M	$3.61 M	$0.18 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$3.92 M	% of total
Unrestricted Cash	$1.19 M	30.3%
Restricted Cash	$2.73 M	69.7%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.40 M	% Outstanding
Trade Payables	$0.10 M	
Over 30 Days		19.9%
Over 90 Days		-4.8%

Refer to Note 5 - Payables

Receivables

	$0.92 M	% Collected
Rates Receivable	$1.58 M	-1%
Trade Receivable	$0.92 M	
Over 30 Days		91.7%
Over 90 Days		0.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.09 M)	$0.74 M	$0.89 M	$0.15 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$1.45 M	% Variance
YTD Budget	$1.45 M	0.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	$0.31 M	% Variance
YTD Budget	$0.30 M	4.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.15 M	% Variance
YTD Budget	$0.15 M	(0.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.99 M)	$0.62 M	$0.65 M	$0.03 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.21 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.06 M	% Spent
Adopted Budget	$3.01 M	(98.1%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	$0.70 M	% Received
Adopted Budget	$1.82 M	(61.3%)

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)
$0.01 M	$0.00 M	$0.00 M	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$1.49 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$2.28 M
Interest earned	$0.00 M

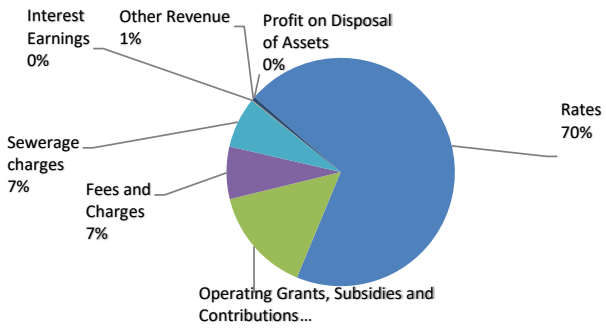
Refer to Note 10 - Cash Reserves

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

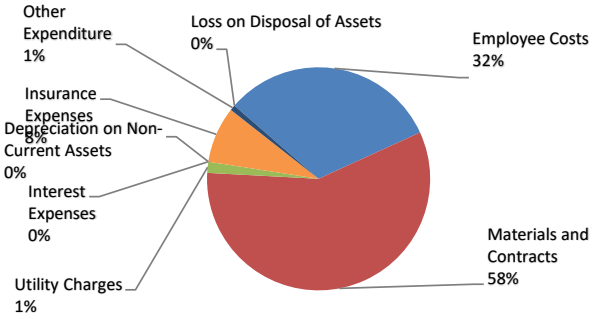
SUMMARY INFORMATION - GRAPHS

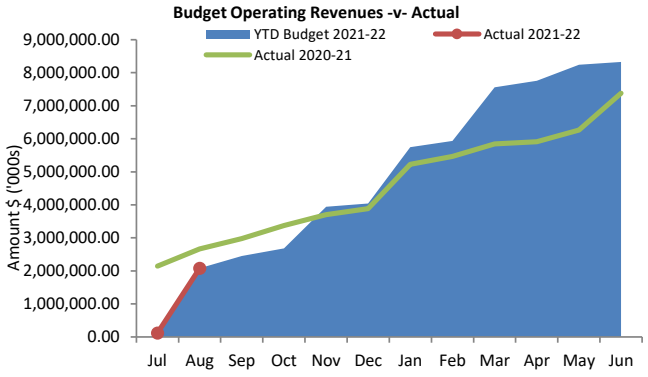
OPERATING ACTIVITIES

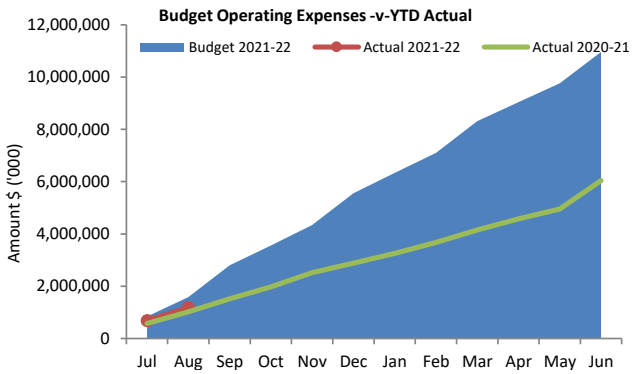
OPERATING REVENUE



OPERATING EXPENSES

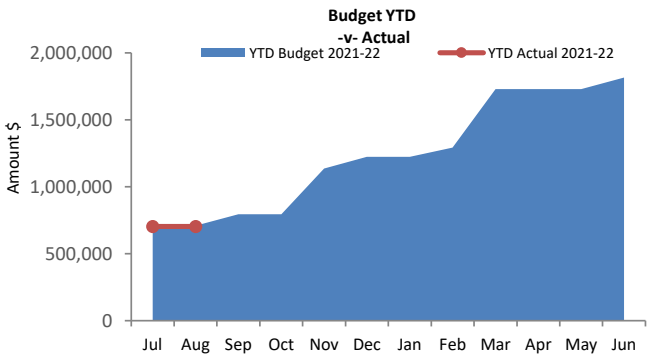




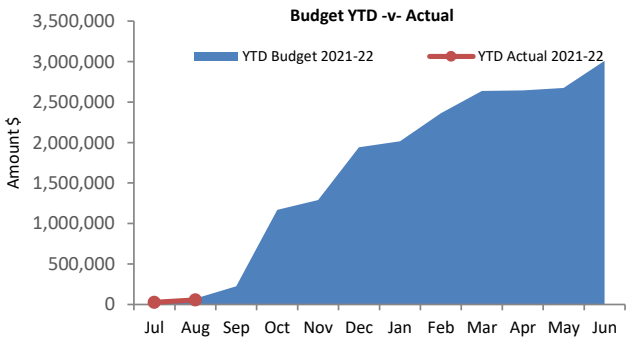


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions

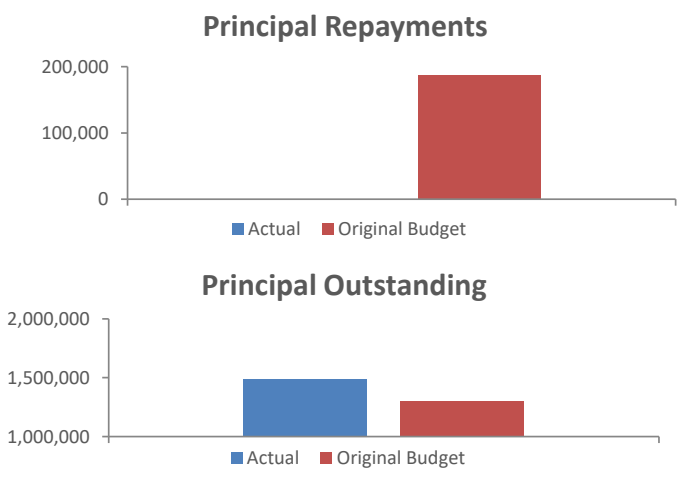


Payments for property, plant and equipment and infrastructure

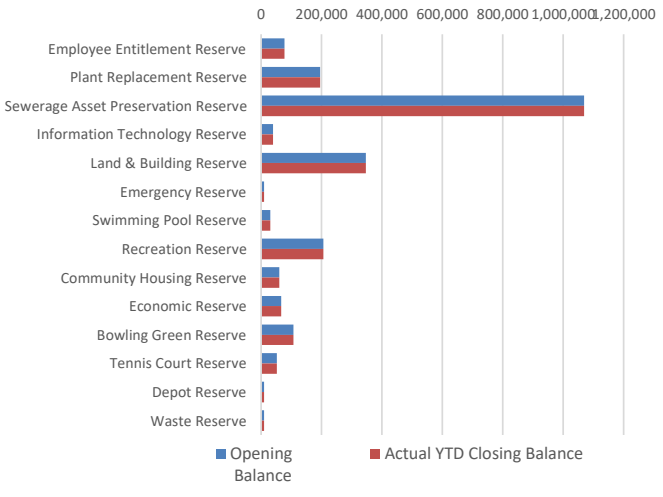


FINANCING ACTIVITIES

BORROWINGS



RESERVES



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	2,063,716	2,063,716	**2,070,227**	6,511	0.32%	
Revenue from operating activities								
Governance		8,000	8,000	0	**0**	0	0.00%	
General purpose funding		2,404,226	2,404,226	1,643,491	**1,638,114**	(5,377)	(0.33%)	
Law, order and public safety		40,700	40,700	914	**179**	(735)	(80.42%)	
Health		1,600	1,600	264	**3,545**	3,281	1242.80%	
Education and welfare		546,658	546,658	106,872	**111,934**	5,062	4.74%	
Housing		150,000	150,000	24,166	**26,531**	2,365	9.79%	
Community amenities		287,152	287,152	254,692	**247,564**	(7,128)	(2.80%)	
Recreation and culture		50,950	50,950	3,248	**4,685**	1,437	44.24%	
Transport		4,600,773	4,600,773	4,840	**9,698**	4,858	100.37%	
Economic services		182,300	182,300	29,182	**30,295**	1,113	3.81%	
Other property and services		54,832	54,832	9,132	**4,321**	(4,811)	(52.68%)	
		8,327,191	**8,327,191**	**2,076,801**	**2,076,866**	65		
Expenditure from operating activities								
Governance		(436,496)	(436,496)	(85,426)	**(94,192)**	(8,766)	(10.26%)	
General purpose funding		(221,485)	(221,485)	(36,736)	**(45,407)**	(8,671)	(23.60%)	
Law, order and public safety		(131,300)	(131,300)	(23,800)	**(17,318)**	6,482	27.24%	
Health		(49,572)	(49,572)	(8,258)	**(5,876)**	2,382	28.84%	
Education and welfare		(602,795)	(602,795)	(78,000)	**(75,997)**	2,003	2.57%	
Housing		(265,816)	(265,816)	(42,820)	**(20,248)**	22,572	52.71%	▲
Community amenities		(471,723)	(471,723)	(70,218)	**(55,220)**	14,998	21.36%	▲
Recreation and culture		(948,054)	(948,054)	(148,862)	**(108,713)**	40,149	26.97%	▲
Transport		(7,312,861)	(7,312,861)	(929,960)	**(589,580)**	340,380	36.60%	▲
Economic services		(514,251)	(514,251)	(78,390)	**(81,951)**	(3,561)	(4.54%)	
Other property and services		(8,268)	(8,268)	(84,306)	**(93,001)**	(8,695)	(10.31%)	
		(10,962,621)	**(10,962,621)**	**(1,586,776)**	**(1,187,503)**	399,273		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	251,002	**0**	(251,002)	(100.00%)	▼
Amount attributable to operating activities		**(1,090,933)**	**(1,090,933)**	**741,027**	**889,363**	148,336		
Investing Activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Net Non- Operating grants recognised as revenue	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Proceeds from disposal of assets	7	207,000	207,000	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self	9	0		0	**0**	0	0.00%	
Payments for financial assets at amortised cost - self	9	0		0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(87,914)	**(56,866)**	31,048	35.32%	▲
Amount attributable to investing activities		**(986,155)**	**(986,155)**	**621,205**	**646,664**	25,459		
Financing Activities								
Proceeds from new debentures	9	0	0	0	**0**	0	0.00%	
Transfer from reserves	10	459,521	459,521	0	**0**	0	0.00%	
Payments for principal portion of lease liabilities	9	0		0	**0**	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	0	**0**	0	0.00%	
Transfer to reserves	10	(258,962)	(258,962)	0	**0**	0	0.00%	
Amount attributable to financing activities		**13,372**	**13,372**	**0**	**0**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**0**	**3,425,948**	**3,606,254**	180,306		

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
To provide a decision making process for the efficient allocation of resources	To include the activities of membes of Council and the administration support available to the Council for the provision of governance of the district. Other costs relat to assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.
HEALTH	
To provide an operational framework for environmental and community health.	Inspection of food premises and food control.
EDUCATION AND WELFARE	
To provide services to disadvantaged persons including the elderly, children and youth.	Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.
HOUSING	
To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.	Provision and maintenance of all Shire responsible housing.
COMMUNITY AMENITIES	
To provide necessary services as required by the community.	Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.
RECREATION AND CULTURE	
To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.
TRANSPORT	
To provide safe, effective and e3fficient transport services to the community.	Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.
ECONOMIC SERVICES	
To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Acommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.
OTHER PROPERTY AND SERVICES	
To monitor and control Council's overheads operating accounts.	Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	2,063,716	2,063,716	**2,070,227**	6,511	0.32%	
Revenue from operating activities								
Rates	6	1,447,970	1,447,970	1,447,970	**1,451,008**	3,038	0.21%	
Operating grants, subsidies andcontributions	12	6,078,134	6,078,134	297,935	**309,956**	12,021	4.03%	
Fees and charges		485,700	485,700	154,190	**154,075**	(115)	(0.07%)	
Sewerage charges		167,928	167,928	157,974	**149,526**	(8,448)	(5.35%)	
Interest earnings		36,078	36,078	6,010	**1,403**	(4,607)	(76.66%)	
Other revenue		99,000	99,000	10,660	**10,898**	238	2.23%	
Profit on disposal of assets	7	12,381	12,381	2,062	**0**	(2,062)	(100.00%)	
		8,327,191	**8,327,191**	**2,076,801**	**2,076,866**	65		
Expenditure from operating activities								
Employee costs		(1,586,612)	(1,586,612)	(260,030)	**(377,487)**	(117,457)	(45.17%)	▼
Materials and contracts		(7,219,361)	(7,219,361)	(947,554)	**(684,898)**	262,656	27.72%	▲
Utility charges		(152,050)	(152,050)	(25,284)	**(19,036)**	6,248	24.71%	
Depreciation on non-current assets		(1,516,549)	(1,516,549)	(252,722)	**0**	252,722	100.00%	▲
Interest expenses		(39,613)	(39,613)	(2,300)	**0**	2,300	100.00%	
Insurance expenses		(129,540)	(129,540)	(63,422)	**(96,723)**	(33,301)	(52.51%)	▼
Other expenditure		(299,150)	(299,150)	(35,122)	**(9,362)**	25,760	73.34%	▲
Loss on disposal of assets	7	(19,746)	(19,746)	(342)	**0**	342	100.00%	
		(10,962,621)	**(10,962,621)**	**(1,586,776)**	**(1,187,506)**	399,270		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	251,002	0	(251,002)	(100.00%)	▼
Amount attributable to operating activities		**(1,090,933)**	**(1,090,933)**	**741,027**	**889,360**	148,333		
Investing activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Net Non- Operating grants recognised as revenue	13	1,815,757	1,815,757	709,118	**703,530**	(5,588)	(0.79%)	
Proceeds from disposal of assets	7	207,000	207,000	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting	9	0		0	**0**	0	0.00%	
Payments for financial assets at amortised cost - self supporting	9	0		0	**0**	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(87,914)	**(56,866)**	31,048	35.32%	▲
Amount attributable to investing activities		**(986,155)**	**(986,155)**	**621,205**	**646,664**	25,459		
Financing Activities								
Proceeds from new debentures	9	0	0	0	**0**	0	0.00%	
Transfer from reserves	10	459,521	459,521	0	**0**	0	0.00%	
Payments for principal portion of lease liabilities		0		0	**0**	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	0	**0**	0	0.00%	
Transfer to reserves	10	(258,962)	(258,962)	0	**0**	0	0.00%	
Amount attributable to financing activities		**13,372**	**13,372**	**0**	**0**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**0**	**3,425,948**	**3,606,252**	180,304		

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

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

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

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

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

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

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

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

NOTE 1
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.

Non-cash items excluded from operating activities	Notes	Adopted Budget			YTD Actual (b)
		$			$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(12,381)			0
Movement in liabilities associated with restricted cash		20,583			0
Movement in pensioner deferred rates (non-current)		0			0
Add: Loss on asset disposals	7	19,746			0
Add: Depreciation on assets		1,516,549			0
Total non-cash items excluded from operating activities		**1,544,497**			**0**

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

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

		Adopted Budget	Last Year Unaudited Actual 30 June 2021	This Time Last Year 31 August 2020	Year to Date 31 August 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,280,140)	(2,280,139)	(1,851,074)	(2,280,140)
Add: Borrowings	9	187,187	176,764	144,043	176,764
Add: Provisions funded by Reserve	11	77,767	77,767	57,507	77,767
				0	
Total adjustments to net current assets		**(2,015,186)**	**(2,025,608)**	**(1,649,524)**	**(2,025,609)**

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

Current assets					
Cash and cash equivalents	2	4,229,066	4,229,066	3,860,652	3,949,972
Rates receivables	3	116,497	116,497	1,156,610	1,582,783
Receivables	3	375,418	343,552	(73,662)	919,910
Stock on Hand	4	11455	11,455	1,026	7,550
Total Current Assets		4,732,436	4,700,570	4,944,626	6,460,215
Less: Current liabilities					
Payables	5	(184,245)	(175,115)	(76,757)	(398,732)
Borrowings	9	(187,187)	(176,764)	(144,043)	(176,764)
Contract liabilities	13	(90,000)	(90,000)	0	(90,000)
Provisions	11	(192,102)	(162,857)	(192,102)	(162,857)
Total Current Liabilities		(653,534)	(604,736)	(412,902)	(828,353)
		4,078,902	**4,095,834**	**4,531,724**	**5,631,862**
Less: Total adjustments to net current assets	1(b)	(2,015,186)	(2,025,608)	(1,649,524)	(2,025,609)
Closing funding surplus / (deficit)		**2,063,716**	**2,070,227**	**2,882,200**	**3,606,253**

CURRENT AND NON-CURRENT CLASSIFICATION

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

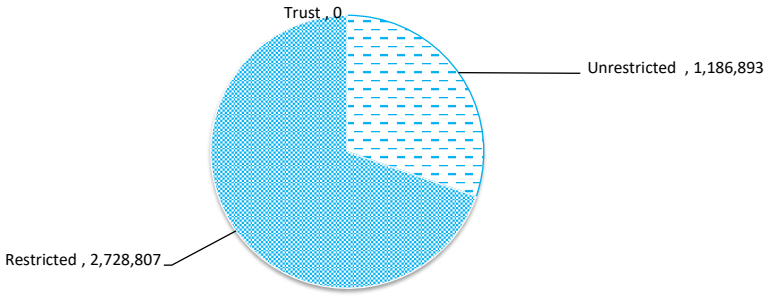
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Floats	Cash and cash equivalents	700	0	700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,186,179	0	1,186,179	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	13	0	13	0	NAB	0.05%	At Call
DRFAWA Flood Damage Funding	Cash and cash equivalents		348,229	348,229		NAB		At Call
LRCIP Phase 1 Funding	Cash and cash equivalents		0	0		NAB		At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		100,437	100,437		NAB		At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost		2,280,140	2,280,140	0	NAB		
Total		**1,186,893**	**2,728,807**	**3,915,699**				
Comprising								
Cash and cash equivalents		1,186,893	448,667	1,635,559	0			
Financial assets at amortised cost		0	2,280,140	2,280,140	0			
		1,186,893	**2,728,807**	**3,915,699**	**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.

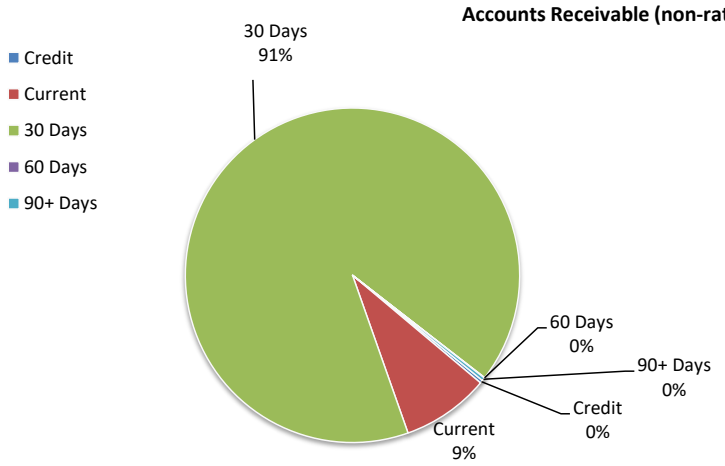


Rates receivable	30 Jun 2021	31 Aug 2021
	$	$
Opening arrears previous years	118,037	116,497
Levied - Rates revenue	1,402,771	1,451,008
Less - collections	(1,404,311)	15,278
Equals current outstanding	**116,497**	**1,582,783**
Net rates collectable	**116,497**	**1,582,783**
% Collected	92.3%	-1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,244)	65,015	696,053	313	2,311	761,448
Percentage	(0.3%)	8.5%	91.4%	0%	0.3%	
Balance per trial balance						
Sundry receivable	0	761,448	0	0	0	761,448
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	53,648	0	0	0	53,648
Total receivables general outstanding						**919,910**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2021	Asset Increase/(Decrease)	Closing Balance 31 August 2021
	$	$	$
Inventory			
Stock On Hand	11,455	(3,905)	7,550
Total other current assets	**11,455**	**(3,905)**	**7,550**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

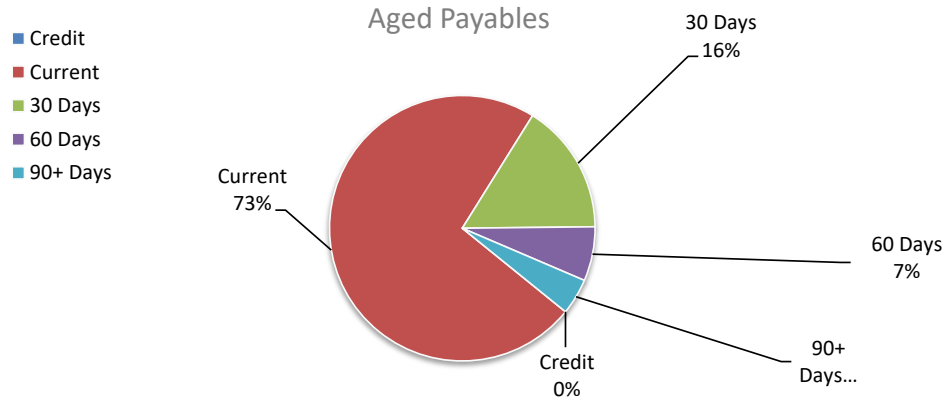
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

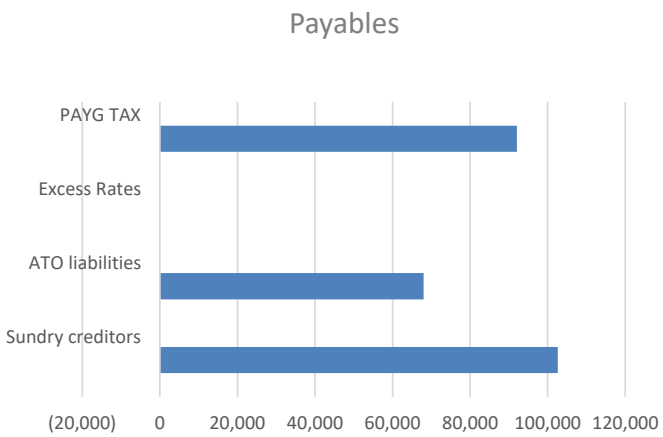
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	327,292	71,440	29,595	(19,708)	408,619
Percentage	0%	80.1%	17.5%	7.2%	-4.8%	
Balance per trial balance						
Sundry creditors	0	31,185	71,440	29,595	(19,708)	102,625
ATO liabilities	0	68,034	0	0	0	68,034
Excess Rates	0	(123)	0	0	0	(123)
PAYG TAX	0	92,104	0	0	0	92,104
Other Payables	0	60,814	0	0	0	60,814
Payroll Creditors	0	50,541	0	0	0	50,541
Accrued Loan Interest	0	7,902	0	0	0	7,902
Bonds & Deposits Held - Cl	0	11,661	0	0	0	11,661
Accrued Expenses	0	5,174	0	0	0	5,174
Total payables general outstanding						**398,732**

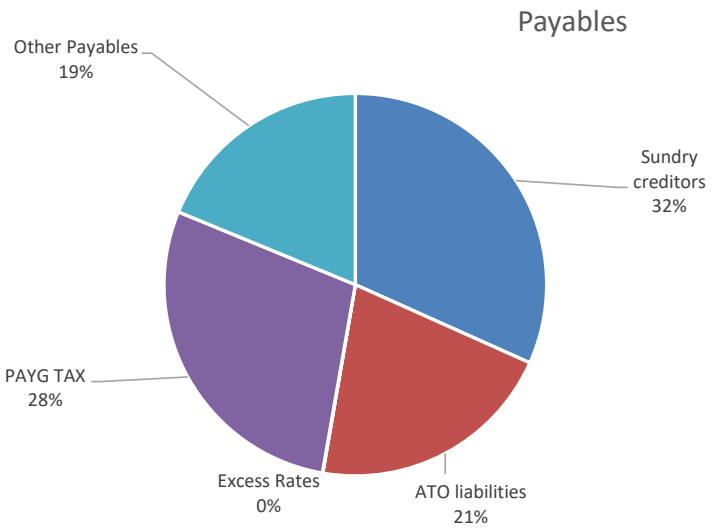
Amounts shown above include GST (where applicable)

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.



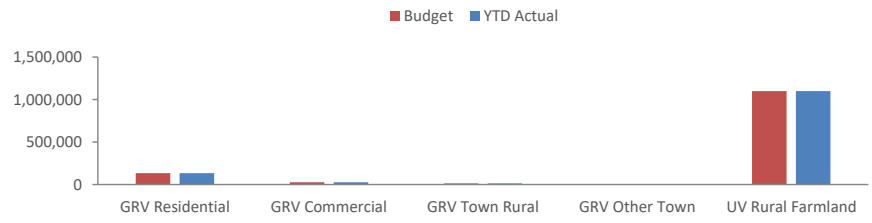


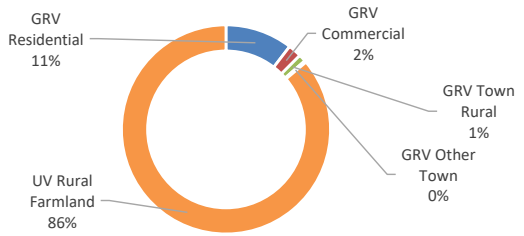


General rate revenue				Original Budget				YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Residential	0.10300	134	1,292,744	133,153	0	0	133,153	133,153	0	0	133,153
GRV Commercial	0.10300	15	256,479	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,888	14,305	0	0	14,305	14,305	0	0	14,305
GRV Other Town	0.10300	8	33,386	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value				0							
UV Rural Farmland	0.00780	221	141,021,718	1,099,969	0	0	1,099,969	1,100,393	0	0	1,100,393
Sub-Total		**390**	**142,743,215**	**1,277,284**	**0**	**0**	**1,277,283**	**1,277,707**	**0**	**0**	**1,277,707**
Minimum payment	**Minimum $**										
Gross rental value											
GRV Residential	793	44	268,898	34,896	0	0	34,896	34,892	0	0	34,892
GRV Commercial	793	17	65,465	13,483	0	0	13,483	13,481	0	0	13,481
GRV Town Rural	793	15	36,979	11,897	0	0	11,897	11,895	0	0	11,895
GRV Other Town	232	19	7,807	4,404	0	0	4,404	4,408	0	0	4,408
Unimproved value											
UV Rural Farmland	793	66	3,733,182	52,345	0	0	52,345	52,338	0	0	52,338
UV Commercial	793	4	400	3,172	0	0	3,172	3,172	0	0	3,172
UV Town Rural	793	4	92,000	3,172	0	0	3,172	3,172	0	0	3,172
UV Mining	232	10	57,675	2,318	0	0	2,318	2,320	0	0	2,320
Sub-total		**179**	**4,262,406**	**125,687**	**0**	**0**	**125,687**	**125,678**	**0**	**0**	**125,678**
Amount from general rates							**1,402,970**				**1,403,385**
Ex-gratia rates							45,000				47,623
Total general rates							**1,447,970**				**1,451,008**

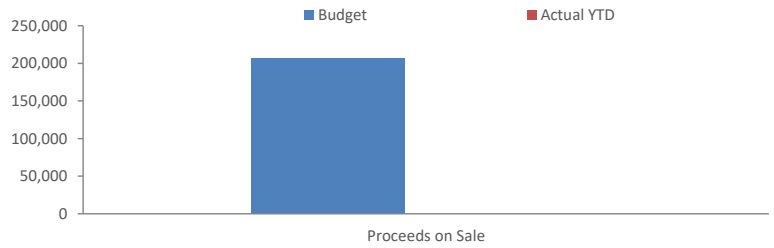
KEY INFORMATION

Rates have not been levied as at the reporting date.





Asset Ref.	Asset description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Transport								
	Dual Cab - Light Truck - Mainenance (P009)	28,161	26,000	0	(2,161)	0	0	0	0
	Single Cab - Light Truck - Mainenance (P005)	30,530	20,000	0	(10,530)	0	0	0	0
	Ride On Mower - Cox 9008E (P042)	0	1,000	1,000	0	0	0	0	0
	Dual Cab 4x2; D002; Team Leader	23,000	18,000	0	(5,000)	0	0	0	0
	Single Cab - Light Utility - 1GIL668	951	12,000	11,049	0	0	0	0	0
	Other property and services								
	Passenger Vehicle; MWA	41,100	40,000	0	(1,100)	0	0	0	0
	Passenger Vehicle; CEO	50,955	50,000		(955)	0	0	0	0
	Passenger Vehicle; MCCS	39,668	40,000	332	0	0	0	0	0
		214,365	**207,000**	**12,381**	**(19,746)**	**0**	**0**	**0**	**0**



There have been no disposals to date.

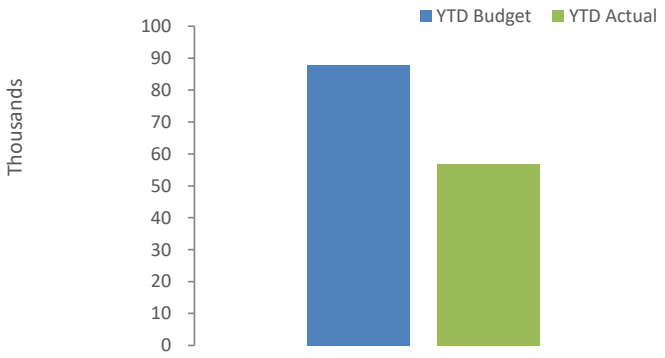
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$		$	$	$
Buildings	267,000	267,000	35,916	31,805	(4,111)
Plant and equipment	396,500	396,500	0	0	0
Infrastructure - roads	1,978,412	1,978,412	33,748	2,829	(30,919)
Infrastructure - other	367,000	367,000	18,250	22,232	3,982
Payments for Capital Acquisitions	**3,008,912**	**3,008,912**	**87,914**	**56,866**	**(31,048)**
Total Capital Acquisitions	**3,008,912**	**3,008,912**	**87,914**	**56,866**	**(31,048)**
Capital Acquisitions Funded By:					
	$		$	$	$
Capital grants and contributions	1,815,757	1,815,757	709,118	703,530	(5,588)
Other (disposals & C/Fwd)	207,000	207,000	0	0	0
Cash backed reserves					
Plant Replacement Reserve	**120,000**	120,000	0	**0**	0
Sewerage Asset Preservation Reserve	**47,000**	47,000	0	**0**	0
Information Technology Reserve	**150,000**	150,000	0	**0**	0
Land & Building Reserve	**40,521**	40,521	0	**0**	0
Swimming Pool Reserve	**10,000**	10,000	0	**0**	0
Recreation Reserve	**92,000**	92,000	0	**0**	0
Contribution - operations	526,634	526,634	(621,204)	(646,664)	(25,460)
Capital funding total	**3,008,912**	**3,008,912**	**87,914**	**56,866**	**(31,048)**

SIGNIFICANT ACCOUNTING POLICIES

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



	Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land and Buildings								
BC044	Sports Recreation Centre - Building (Capital)		72,000	72,000	17,750	13,799	3,951	
OC012	Depot - Building (Capital)		0	0	0	2,890	(2,890)	
BC058	Building - Building (Capital)		150,000	150,000	0	0	0	
BC001	Administration Office - Building (Capital)		45,000	45,000	18,166	15,116	3,050	
		Total	**267,000**	**267,000**	**35,916**	**31,805**	**4,111**	
Plant & Equipment								
PE201	Cemetery Grave Shoring Box		10,000	10,000	0	0	0	
PE109	Modifications to D004 Mitsubishi Truck		15,000	15,000	0	0	0	
PE111	Side Tipper		103,000	103,000	0	0	0	
PE206	Ride On Mower		5,000	5,000	0	0	0	
PE207	Mower Digga - Refurbishment		5,000	5,000	0	0	0	
PE208	Fuel Tank Trailer - 2,000 Litre Size		6,500	6,500	0	0	0	
PE106	Light Vehicle CEO		60,000	60,000	0	0	0	
PE205	Light Vehicle - MCCS		52,500	52,500	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot		10,000	10,000	0	0	0	
PE104	Utility Tipper 4x2 Construction		35,000	35,000	0	0	0	
PE105	Dual Cab 4x2 Team Leader		42,000	42,000	0	0	0	
PE204	Light Plant Vehicle - Manager Works & Assets		52,500	52,500	0	0	0	
		Total	**396,500**	**396,500**	**0**	**0**	**0**	
Infrastructure - Roads								
R2R004	Hindmarsh Road (R2R)		141,724	141,724	0	0	0	
R2R025	Dowerin-Koorda Road (R2R)		85,505	85,505	14,998	1,889	13,109	
R2R046	Sanders Road (R2R)		119,700	119,700	0	0	0	
RRG003	Koombekine North Road (RRG)		0	0	0	625	(625)	
RRG182	Dowerin-Kalannie Road (RRG)		0	0	0	315	(315)	
RRG183	Dowerin-Meckering Road (RRG) SLK11.36 to SLK13.44		82,535	82,535	13,750	0	13,750	
RRG183A	Dowerin-Meckering Road (RRG) SLK13.82 to SLK16.13		382,032	382,032	0	0	0	
WFN182A	WSFN Dowerin-Kalannie Road SLK27.28 to SL41.70 - Preliminary Wor		50,314	50,314	0	0	0	
WFN182B	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Maintenance Cle		212,150	212,150	0	0	0	
WFN182C	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Preliminary Work		126,802	126,802	5,000	0	5,000	
WFN182D	WSFN Dowerin-Kalannie Road SLK0.00 to SLK25.68 - Construction W		777,650	777,650	0	0	0	
		Total	**1,978,412**	**1,978,412**	**33,748**	**2,829**	**30,919**	
Infrastructure - Other								
OC002	Waste Facility Perimeter Fencing		0	0	0	1,974	(1,974)	
OC014	Dowerin Waste Facility - CELL		10,000	10,000	250	0	250	
OC102	Information Bays		0	0	0	134	(134)	
OC043	Swimming Pool - Repair Leaks - Infrastructure Other		45,000	45,000	0	0	0	
OC003	Town Oval Reticulation Upgrade (Inc Dam)		285,000	285,000	0	0	0	
OC007	Main Street Improvements		0	0	0	190	(190)	
OC010	Tin Dog Walk Stage 2		9,000	9,000	0	0	0	
OC004	Entrance/Streetscape Project - SSA & DCC		18,000	18,000	18,000	19,933	(1,933)	
		Total	**367,000**	**367,000**	**18,250**	**22,232**	**(3,982)**	
		TOTALS	**3,008,912**	**3,008,912**	**87,914**	**56,866**	**31,048**	

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans	Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2021	Original Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		$	$	$	$	$	$	$	$	$	$	$
Housing												
Government Regional Officer Housing	100	254,839	0	0	10,704	10,704	254,839	244,135	244,135	0	9,003	9,003
Recreation and culture												
Dowerin Community Club	97	75,905	0	0	75,916	75,916	75,905	(11)	(11)	0	2,337	2,337
Dowerin Swimming Pool	101	162,815	0	0	18,497	18,497	162,815	144,318	144,318	0	4,801	4,801
DEM Interest Free Swimming Pool Loan	102	45,000	0	0	10,000	10,000	45,000	35,000	35,000	0	4,801	0
Transport												
Multi Tyre Roller	103	150,618		0	20,723	20,723	150,618	129,895	129,895	0	926	1,289
Smooth Drum Tyre Roller	104	150,000		0	18,284	18,284	150,000	131,716	131,716	0	793	1,137
Economic services												
Short Stay Accommodation	99	648,580	0	0	33,063	33,063	648,580	615,517	615,517	0	20,108	20,108
Total		1,487,757	0	0	187,187	187,187	1,487,757	1,300,570	1,300,570	0	42,769	38,675
Current borrowings		187,187					176,764					
Non-current borrowings		1,300,570					1,310,993					
		1,487,757					1,487,757					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2021-22

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.

Cash backed reserve

Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	$	$		$	$	$	$	$
Employee Entitlement Reserve	77,767	20,583	0	0	0	0	98,350	77,767
Plant Replacement Reserve	195,176	97,206	0	0	(120,000)	0	172,382	195,176
Sewerage Asset Preservation Reserve	1,069,074	88,235	0	0	(47,000)	0	1,110,309	1,069,074
Information Technology Reserve	39,307	295	0	0	0	0	39,602	39,307
Land & Building Reserve	346,803	2,578	0	0	(150,000)	0	199,381	346,803
Emergency Reserve	10,000	0	0	0	(10,000)	0	0	10,000
Swimming Pool Reserve	30,294	10,227	0	0	(40,521)	0	0	30,294
Recreation Reserve	205,800	1,544	0	0	(92,000)	0	115,344	205,800
Community Housing Reserve	59,915	449	0	0	0	0	60,364	59,915
Economic Reserve	66,870	502	0	0	0	0	67,372	66,870
Bowling Green Reserve	107,084	10,803	0	0	0	0	117,887	107,084
Tennis Court Reserve	52,050	6,390	0	0	0	0	58,440	52,050
Depot Reserve	10,000	10,075	0	0	0	0	20,075	10,000
Waste Reserve	10,000	10,075	0	0	0	0	20,075	10,000
	2,280,139	**258,962**	**0**	**0**	**(459,521)**	**0**	**2,079,581**	**2,280,140**

KEY INFORMATION

All budgeted transfer into Reserves have been transacted

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Closing Balance 31 August 2021
		$	$	$
Contract liabilities				
Unspent grants, contributions and reimbursements - operating		90,000	0	90,000
Total unspent grants, contributions and reimbursements		90,000	0	90,000
Provisions				
Annual leave		124,616	0	124,616
Long service leave		38,241	0	38,241
Total Provisions		162,857	0	162,857
Total other current assets		**252,857**	**0**	**252,857**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	Operating grants, subsidies and contributions revenue				
	$	$	$	$	$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	471,225	117,806	471,225	0	184,638
GEN PUR - Financial Assistance Grant - Roads	314,310	71,341	314,310	0	0
GEN PUR - Grant Funding	99,443	0	99,443	0	0
Law, order, public safety					
ESL BFB - Operating Grant	31,200	0	31,200	0	0
Education and welfare					
AGED OTHER - Grant Funding - CHSP	222,917	55,730	222,917	0	55,729
WELFARE - Grants	8,000	0	8,000	0	0
AGED OTHER - Grant Funding - HCP	304,365	50,728	304,365	0	53,721
Recreation and culture					
	0	0	0	0	0
OTH CUL - Grants - Other Culture	7,850	0	7,850	0	0
Transport					
ROADC - Other Grants - Flood Damage	4,428,724	0	4,428,724	0	0
ROADM - Direct Road Grant (MRWA)	143,000	0	143,000	0	0
ROADC - Other Grants - Roads/Streets	0	0	0	0	5,745
Economic services					
TOUR - Grants	2,500	416	2,500	0	0
Other property and services					
	6,033,534	**296,021**	**6,033,534**	**0**	**299,994**
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	4,000	0	4,000	0	0
MEMBERS - Reimbursements	4,000	0	4,000	0	0
General purpose funding					
Law, order, public safety					
OLOPS - Contributions & Donations	4,000	0	4,000	0	0
Education and welfare					
AGED OTHER - Contributions	500	82	500	0	136
WELFARE - Contributions & Donations	1,000	166	1,000	0	0
Housing					
OTH HOUSE - Rental Reimbursements	5,000	0	5,000	0	6,838
Community amenities					
ENVIRON - Reimbursements	0	0	0	0	1,364
Recreation and culture					
REC - Contributions & Donations	8,000	0	8,000	0	229
REC - Reimbursements - Other Recreation	6,000	1,000	6,000	0	382
HERITAGE - Contributions & Donations	1,000	166	1,000	0	0
OTH CUL - Contributions & Donations - Other Culture	5,600	0	5,600	0	0
Transport					
ROADM - Street Lighting Subsidy	3,000	500	3,000	0	0
Economic services					
TOUR - Contributions & Donations	2,500	0	2,500	0	0
Other property and services					
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	1,013
	44,600	**1,914**	**44,600**	**0**	**9,963**
TOTALS	**6,078,134**	**297,935**	**6,078,134**	**0**	**309,956**

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

	Non operating grants, subsidies and contributions revenue			
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$
Non-operating grants and subsidies				
Recreation and culture				
Rec - Contributions & Donations	70,000	70,000	0	0
Transport				
Roadc - Regional Road Group Grants (Mrwa)	309,711	309,711	269,000	267,883
Roadc - Roads To Recovery Grant	346,928	346,928	0	0
Roadc - Other Grants - Roads/Streets	1,089,118	1,089,118	440,118	435,647
TOTALS	**1,815,757**	**1,815,757**	**709,118**	**703,530**

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

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

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2021-22 year is $10,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	0	0.00%			
General purpose funding	(5,377)	(0.33%)			
Law, order and public safety	(735)	(80.42%)			
Health	3,281	1242.80%			
Education and welfare	5,062	4.74%			
Housing	2,365	9.79%			
Community amenities	(7,128)	(2.80%)			
Recreation and culture	1,437	44.24%			
Transport	4,858	100.37%			
Economic services	1,113	3.81%			
Other property and services	(4,811)	(52.68%)			
Expenditure from operating activities					
Governance	(8,766)	(10.26%)			
General purpose funding	(8,671)	(23.60%)			
Law, order and public safety	6,482	27.24%			
Health	2,382	28.84%			
Education and welfare	2,003	2.57%			
Housing	22,572	52.71%	▲	Timing	Depreciation will not occur until EOFY Audit is signed off by auditors - average housing monthly depreciation of $10k per month
Community amenities	14,998	21.36%	▲	Timing	Depreciation will not occur until EOFY Audit is signed off by auditors - average community amenities depreciation of $13k per month
Recreation and culture	40,149	26.97%	▲	Timing	Depreciation will not occur until EOFY Audit is signed off by auditors - average rec & culture monthly depreciation of $21k per month
Transport	340,380	36.60%	▲	Timing	Depreciation will not occur until EOFY Audit is signed off by auditors - average transport monthly depreciation of $59k per month. Road maintenance & flood damage works impacted by weather conditions & resourcing
Economic services	(3,561)	(4.54%)			
Other property and services	(8,695)	(10.31%)			
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(5,588)	(0.79%)			
Proceeds from disposal of assets	0	0.00%			
Payments for property, plant and equipment and infrastructure	31,048	35.32%	▲	Timing	Capital projects & purchases still to occur
Financing activities					
Proceeds from new debentures	0	0.00%			
Transfer from reserves	0	0.00%			
Repayment of debentures	0	0.00%			
Transfer to reserves	0	0.00%			

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 31 August 2021

Last EFT No: EFT8989

Chq/EFT	Date	Name	Description		Amount
EFT8990	10/08/2021	GHD Pty Ltd	AGRN903 Flood Damage Repairs - Project Management, Technical Support & On-site Supervision - 104 Hours, Travel, Accommodation & Meals	$	19,299.76
EFT8991	10/08/2021	Holberton Earthmoving	AGRN903 Flood Damage Repairs - Thomas, Wilkins, Botherling East, Koombekine North & Uberin Road	$	83,704.50
EFT8992	10/08/2021	LGIS Travel	Travel Insurance 2021-2022	$	825.00
EFT8993	10/08/2021	LGIS Personal Accident	Personal Accident Insurance 2021-2022	$	467.50
EFT8994	10/08/2021	LGIS Bushfire	Bushfire Insurance 2021-2022	$	4,313.76
EFT8995	10/08/2021	LGIS Management Liability	Management Liability Insurance 2021-2022	$	14,029.48
EFT8996	10/08/2021	LGIS Crime	Commercial Crime & Cyber Liability Insurance 2021-2022	$	5,783.31
EFT8997	12/08/2021	Linley Dreghorn	Reimbursement - National Police Clearance Check (Prior to Engagement of Employment)	$	70.00
EFT8998	12/08/2021	JR Harding & Associates Pty Ltd	Dowerin Memorial Swimming Pool - Inspection and Certification of Existing Pool Springboard	$	1,694.00
EFT8999	12/08/2021	Avon Waste	REFUSE; Waste Collection - Recycling & Rubbish to 30 July 2021 & 4 Additional Minnivale Camp Site Bins	$	2,918.53
EFT9000	12/08/2021	Ampac Debt Recovery (WA) Pty Ltd	Rates Debt Collection Expenses - July 2021	$	4,725.00
EFT9001	12/08/2021	BOC Limited	Consumables - Oxygen & Acetylene Cylinder Rental 28 June to 28 July 2021	$	44.26
EFT9002	12/08/2021	Bunnings Group Limited	Rec Centre Refurb - Paint, Tile Wall Ceram, Primer, Brushes & Roller Covers	$	603.38
EFT9003	12/08/2021	Commercial Hotel Dowerin	PWO Training - Accommodation for Traffic Management Training - 1x Room 3x Nights	$	220.00
EFT9004	12/08/2021	Corsign WA	Cat Grader D007 - Supply Grader Ahead Sign 900 x 600 Black on Yellow with Quads Stand (Swinging Legs x3)	$	313.50
EFT9005	12/08/2021	Cody Express Transport	Consumables - Freight for Garden Fertiliser from Kewdale to Dowerin	$	667.96
EFT9006	12/08/2021	Dowerin Bakery & News	Catering for Council Meeting 20 July 2021 - Budget workshop, Council and Workshop	$	148.00
EFT9007	12/08/2021	Dowerin Community Resource Centre	Dowerin Public Library Services 1 July to 30 September 2021	$	1,650.00
EFT9008	12/08/2021	Dowerin Roadhouse	CHSP - Meals on Wheels July 2021/2022 22 Meals @ $15/meal	$	714.00
EFT9009	12/08/2021	Dowerin Men's Shed	Refuse Site Maintenance - Management of Tip July 2021 as per Agreement - 4x 5 Hour Shifts @ $50/hr	$	1,000.00
EFT9010	12/08/2021	Great Eastern Country Zone WALGA	Members Annual Subscription 2021-2022	$	3,850.00

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 31 August 2021

EFT9011	12/08/2021	Government Education & Business Directories Pty Ltd	Dowerin Home Care - Internet Advertising 2021-2022	$	2,199.00
EFT9012	12/08/2021	Jeggo Industries T/A R&R Fencing	SSA Wall - Tubular Fence Panels Payment 2 of 2	$	5,190.00
EFT9013	12/08/2021	JLT Risk Solutions Pty Ltd	Salary Continuance Insurance 2021-2022	$	2,524.04
EFT9014	12/08/2021	Jasmine Pietrocola	Reimbursement - Taxi to CBD, Taxi From CBD & Meals - Finance Training	$	61.15
EFT9015	12/08/2021	Kelyn Training Services	PWO Training - Traffic Controller (TC) & Basic Worksafe Traffic Management Course and Travel	$	6,112.50
EFT9016	12/08/2021	Local Health Authorities Analytical Committee	Health Services - LHAAC Subscription 2021-2022	$	396.00
EFT9017	12/08/2021	Lloyd's Air-Conditioning & Refrigeration Services	Admin Office Refurb - Supply and Install Ducting & Grills	$	1,201.95
EFT9018	12/08/2021	LT Plastering	SSA & DCC Street Scaping Project - Apply AcraShield to Texture Fence	$	4,279.00
EFT9019	12/08/2021	Local Government Appointments	PWO Technical Support - Engagement of Technical Officer Week Ending 24 July 2021 - 42.5 Hours & Travel Allowance	$	7,329.04
EFT9020	12/08/2021	Lite N' Easy	HCP Purchase - 2x S5 Packs & 1x D5 Pack - B. Nicholls (Covered by Funding) - 29 July Fortnightly Pick Up	$	155.40
EFT9021	12/08/2021	Kenneth Myers	Hire of Excavator - Cemetery 3 Hours (23 June) & Short Stay 3 Hours (24 June)	$	528.00
EFT9022	12/08/2021	Mancini Electrical	Test & Tag - Town Hall, Admin Building, Depot, CRC, Lil Tigers, Museum, Rec Centre, Gym, Basketball Shed & SSA	$	3,835.41
EFT9023	12/08/2021	MJ & RL McCall	Reimbursement - Utilities as per Employment Contract	$	396.00
EFT9024	12/08/2021	Naughty Bugs Pest Control	CRC - Spot Treatment	$	100.00
EFT9025	12/08/2021	Quick Corporate Australia Pty Ltd	August Administration Stationery Order - Staplers, Blue and Black Pens, Archive Boxes, Manilla Folders, Masking Tape, Batteries, 5 Tab Dividers and Permanent Markers	$	317.49
EFT9026	12/08/2021	Roadside Products Pty Ltd	Consumables - 250x Steel Guide Posts	$	4,499.88
EFT9027	12/08/2021	PJ & DE Robinson	Admin Office Refurb - Strip Vinyl Tiles Under Carpet & Lift 300sqm of Carpet - Deposit for Works	$	3,500.00
EFT9028	12/08/2021	R B Motors Pty Ltd	Ford Ranger D07 - 45,000km service	$	543.73
EFT9029	12/08/2021	RAMM Software Pty Ltd	PWO IT - RAMM Annual Support & Maintenance Fee - 1 July 2021 to 30 June 2022	$	7,599.39
EFT9030	12/08/2021	Resonline Pty Ltd	Short Stay Accommodation - Monthly Room Manager Fee - July 2021	$	220.00
EFT9031	12/08/2021	Seton Australia Pty Ltd	Occupational Health & Safety - Asbestos Kit	$	904.92
EFT9032	12/08/2021	Stewart & Heaton Clothing Co Pty Ltd	Dowerin Volunteer Fire Brigade - 1x Jacket	$	152.86

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 31 August 2021

EFT9033	12/08/2021	Sally J Design	Graphic Design Services - Dowerin Youth Plan, IPR Diagram & Revisions to the Integrated Strategic Plan	$	418.00
EFT9034	12/08/2021	Goomalling Medical Surgery	Recruitment - Pre Employment Medical - M. McGough	$	165.00
EFT9035	12/08/2021	Slimline Warehouse	Dowerin Field Days - 2 x A1 Window Sign Holders for Investment Opportunities & Land Blocks Delivered	$	146.05
EFT9036	12/08/2021	Tin Dog General Store	Admin - Milk & Coffee	$	83.26
EFT9037	12/08/2021	Wesfarmers Kleenheat Gas	Short Stay Accommodation - 298.2kg LPG Delivered	$	296.86
EFT9038	12/08/2021	WA Country Chemist	HCPL4 - 2x Ensure Cartons Vanilla & 1 Carton Molicare Prem Mobile 8 Drop Pull Ups - G. Begley (Covered by Funding)	$	844.85
EFT9039	12/08/2021	Wallis Computer Solutions	Admin IT - DMARC Implementation for Email Phishing and Malware Attacks	$	707.99
EFT9040	12/08/2021	Xenex Systems Pty Ltd	Administration Office - Telephone Usage & Service Charges July 2021	$	456.56
EFT9041	31/08/2021	Boekeman Machinery	D144 Dowerin Isuzu Fire Truck - Annual Service and Inspection	$	1,724.71
EFT9042	31/08/2021	C & F Building Approvals	Provision of Building Services - July 2021 (as per SA01-2020)	$	990.00
EFT9043	31/08/2021	Landgate	Rates - Consolidated Mining Tenement Roll	$	239.50
EFT9044	31/08/2021	Dowerin Tyre & Exhaust	Cat Grader 120M - 2x Grader Tyres	$	3,120.00
EFT9045	31/08/2021	Dowerin & Districts Farm Shed	Depot - Wash Down Pressure Cleaner	$	9,447.80
EFT9046	31/08/2021	Jessica Douglas - Employee	Reimbursement - Meals & Parking for 5 Days TRELIS Training (Reimbursed by Department of Transport)	$	280.71
EFT9047	31/08/2021	Great Southern Fuel Supplies	Stock Purchase - 10,000L Diesel Fuel Delivered to Depot	$	13,116.40
EFT9048	31/08/2021	Russell Holleley	Reimbursement - Police Clearance Check	$	57.60
EFT9049	31/08/2021	Holberton Earthmoving	AGRN903 Flood Damage Repairs - Wilkins, Botherling East & Uberin Road	$	107,849.50
EFT9050	31/08/2021	Jtagz	Animal Control - 200x Cat & Dog Registration Tags Expiry 2024	$	152.90
EFT9051	31/08/2021	Jeggo Industries T/A R&R Fencing	SSA & DCC Streetscaping Project - Custom Gates for DCC Entry on SSA Wall	$	3,015.00
EFT9052	31/08/2021	Koorda Ag Parts	HCPL3 - Garden Maintenance - Mrs E. McWha (Covered by Funding)	$	1,463.00
EFT9053	31/08/2021	Lite N' Easy	HCP Purchase - 2x S5 Packs & 1x D5 Pack - B. Nicholls (Covered by Funding) - 22 July 2021 Weekly Pick Ups	$	149.87
EFT9054	31/08/2021	Kenneth Myers	HCP Level 3 - Bathroom modifications - J. Windsor (Covered by Funding)	$	7,547.00
EFT9055	31/08/2021	Mathew McGough	Reimbursement - Police Clearance Check	$	55.00
EFT9056	31/08/2021	PJ & DE Robinson	Admin Office Refurb - Strip Vinyl Tiles Under Carpet & Lift 300sqm of Carpet - Less Deposit for Works	$	5,326.40
EFT9057	31/08/2021	Telstra	Telephone Usage & Service Charges August 2021 - Teltonika 4G Failover, Dowerin Fire Shed Night Hawk, MCCS, CEO, SSA, MWA & Supervisor Mobiles & CEO, MCCS & MWA iPad	$	460.84

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 31 August 2021

				$	**357,202.50**
Last Cheque No: 10927					
10928	18/08/2021	LGRCEU	Payroll Deductions/Contributions	$	82.00
10929	18/08/2021	Synergy	Electricity Usage & Service Charges 25 June to 24 July 2021 - Street Lighting	$	2,461.21
10930	18/08/2021	Water Corporation	Water Usage & Service Charges 3 June to 5 August 2021 - Depot, Shire Housing, Old DHC Building, Hockey Oval, Op Shop, Swimming Pool, Depot, Sewerage, Stewart Street Toilets, Field Days Site, CRC, Pop Up Shop, Admin Office, SSA, Town Hall, Sandpipes, Minnivale Fire Brigade, MOTT House & Go Kart Reserve	$	6,037.81
				$	**8,581.02**
Last Direct Debit No: 11381					
DD11391.1	03/08/2021	Shire of Dowerin - Visa Card Payments	NAB Business Visa - July 2021	$	5,241.98
DD11414.1	23/08/2021	Puma Energy	Fuel Usage - July 2021	$	949.45
DD11393.1	04/08/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 3.08.2021	$	8,084.51
DD11408.1	18/08/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 17.08.2021	$	7,937.19
130883	30/08/2021	Bank Fee	NAB Connect Fee	$	36.24
130883	31/08/2021	Bank Fee	BPAY Charge	$	53.99
130883	31/08/2021	Bank Fee	Bank Fee	$	55.30
				$	**22,358.66**
				$	**388,142.18**

$	357,202.50	EFT8990 to EFT9057
$	8,581.02	Cheque 10928 to 10930
$	5,241.98	Direct Debit 11391: Credit Card Payment: July 2021
$	949.45	Direct Debit 11414: Puma Energy: Fuel: July 2021
$	16,021.70	Direct Debit 11393 & 11408: Superannuation
$	145.53	130883: Bank Fees
$	**388,142.18**	

$	52,898.69	PPE 4 August 2021 - Wages of Dowerin Home Care Partially Funded
$	52,054.75	PPE 18 August 2021 - Wages of Dowerin Home Care Partially Funded
$	**104,953.44**	

SHIRE OF
DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 31 August 2021

$ 493,095.62 Total Payments for August 2021 Including Payroll x2

SHIRE OF DOWERIN

Date: 2.09.2021
Voucher: 637
Chq: DD

Amount in words: Two Thousand One Hundred and Forty Four Dollars and Twenty Six Cents $ 2,144.26

Dr to. **D89 - Shire of Dowerin NAB Business Visa**

MUNICIPAL FUND
CEO

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

Recommended by the Finance Committee .....

APPROVED FOR PAYMENT

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
3.08.2021	2140220	Exetel; Corporate Internet - Recurring Monthly Charge	$ 70.45	$ 775.00
9.08.2021	2130241	Adobe Pro DC; Monthly Software Subscription - CDO	$ 2.00	$ 21.99
9.08.2021	2130240	Officeworks; Dowerin Field Days Display - A2 Posters	$ 4.63	$ 50.95
12.08.2021	BM059.298.2101	MM Electrical; SSA Ablutions - Replace 2x Damaged Sensor Lights	$ 14.01	$ 154.07
	BM065.298.2101	MM Electrical; SSA Unit 5 - Replace 1x Damaged Sensor Light	$ 7.00	$ 77.03
	BM066.298.2101	MM Electrical; SSA Unit 6 - Replace 1x Damaged Sensor Light	$ 7.00	$ 77.03
	BM067.298.2101	MM Electrical; SSA Unit 7 - Replace 1x Damaged Sensor Light	$ 7.00	$ 77.04
13.08.2021	2140204	Benesse; Town Team Conference - Breakfast CEO & CDO	$ 4.91	$ 54.00
13.08.2021	2140204	Hotel Lord Forrest; Town Team Conference - 1 Night Accommodation CEO & CDO	$ 13.82	$ 152.00
17.08.2021	2140241	Adobe Pro DC; Monthly Software Subscription - EGO	$ 2.00	$ 21.99
27.08.2021	2030211	NAB; Visa Card Fee - R. McCall	$ -	$ 9.00
5.08.2021	P714.261.2261	Vibe Toodyay; Fuel - D4 MCCS Vehicle	$ 7.05	$ 77.50
23.08.2021	P714.261.2261	Ampol Stratton; Fuel - D4 MCCS Vehicle	$ 7.96	$ 87.56
23.08.2021	P713.261.2261	Better Choice Stratton - D02 MWA Vehicle	$ 5.99	$ 65.93
27.08.2021	2030211	NAB; Visa Card Fee - C. Delmage	$ -	$ 9.00
30.07.2021	2140304	Blue Dog Training; White Cad Training - S. Jones	$ -	$ 59.00
12.08.2021	OC004.298.2101	Toodyay Traders; SSA/DCC Streetscaping Project - 10x Dowels 16mm x 2.4m	$ 12.27	$ 135.00
16.08.2021	OC004.298.2101	Bunnings Northam; SSA/DCC Streetscaping Project - 3x Roofing Steel (Corrugated Zinc) 1800x762x6mm	$ 7.45	$ 81.90
18.08.2021	OC004.298.2101	Bunnings Ellenbrook; SSA/DCC Streetscaping Project - 3x Angle Zinc 0.4x100x100mm 2.4m	$ 8.15	$ 89.61
19.08.2021	2140304	Blue Dog Training; White Cad Training - R. Holleley	$ -	$ 59.00
27.08.2021	2030211	NAB; Visa Card Fee - L. Vidovich	$ -	$ 9.00
27.8.2021	2030211	NAB; Bank Fee	$ -	$ 0.66
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
		TOTAL $	$ 181.69	$ 2,144.26

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

CERTIFIED SPECIAL EMERGENCY PAYMENT .....PRESIDENT

Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST AEDT Saturday and Sunday
Fax 1300 363 668
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period	29 July 2021 to 27 August 2021
Company Account No:	4557 0498 0002 7159
Facility Limit:	$16,000

Your Account Summary

Balance from previous statement	$5,241.98 DR
Payments and other credits	$5,241.98 CR
Purchases, cash advances and other debits	$2,116.60 DR
Interest and other charges	$27.66 DR
Closing Balance	**$2,144.26 DR**

YOUR DIRECT DEBIT PAYMENT OF $2,144.26 WILL BE CHARGED TO ACCOUNT 000086608- 0000480807363 ON 02/09/2021 AS PER OUR AGREEMENT.

239/04/18/M19755/S034788/I069575

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A$	Details	Reference
3 Aug 2021	**$5,241.98 CR**	**DIRECT DEBIT PAYMENT**	**74557041214**
17 Aug 2021	$0.66	NAB INTNL TRAN FEE - (SC)	74557041229
Total for this Period:	**$5,241.32 CR**		

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

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

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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3794-2934	MRS REBECCA LOUISE M	$10,000	$0.00	$1,461.10	$9.00	$1,470.10
4557-0455-3801-4725	MISS CHERIE MAY DELM	$3,000	$0.00	$230.99	$9.00	$239.99
4557-0455-3810-8790	MR LES JOHN VIDOVICH	$5,000	$0.00	$424.51	$9.00	$433.51
4557-0498-0002-7159	**BILLING ACCOUNT**	**$0**	**$5,241.98 CR**	**$0.00**	**$0.66 DR**	**$5,241.32 CR**
			$5,241.98 CR	$2,116.60 DR	$27.66 DR	$3,097.72 CR

Transaction type	Annual percentage rate	Daily percentage rate
Purchase	0.000%	0.00000%

HOW TO QUERY A TRANSACTION
IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.
TO QUERY A CHARGE, CALL 13 10 12. A DELAY IN NOTIFYING NAB MAY IMPACT NAB'S ABILITY TO QUERY A TRANSACTION ON YOUR BEHALF. FOR MORE INFO, SEE NAB.COM.AU/QUERYATRANSACTION

239/04/18/M19755/S034788/I069576

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: 29 July 2021 to 27 August 2021
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
3 Aug 2021	$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet - Recurring Monthly Charge			2140220	74564721214
9 Aug 2021	$21.99	Adobe Systems Pty Ltd Sydney	adobe Pro DC - Monthly Software Subscription CDO			2130241	74773881219
9 Aug 2021	$50.95	OFFICEWORKS BENTLEIGH EAS	Dowerin Field Days Display - A2 Posters			2130240	74940521219
12 Aug 2021	$385.17	MM ELECTRICAL-NORTHA NORTHAM	SSA Ablutions + Rooms 5+7 - 5x Replacement Sensor Lights			BM059, 065, 066 + 067	74564451224
13 Aug 2021	$54.00	Benesse Bunbury Bunbury	Town Team Conference - Breakfast CEO+CDO			2140204	74249231225
13 Aug 2021	$152.00	HOTEL LORD FORREST BUNBURY	Town Team Conference - 1 Night Accomodation CEO+CDO			2140204	74940521224
17 Aug 2021	$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC Monthly Software Subscription - EGO			2140241	74313191228
27 Aug 2021	$9.00	CARD FEE	NAB Visa Card Fee - R McCall			2130211	74557041239
Total for this period	**$1,470.10**		**Totals**				

Employee declaration

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

Cardholder signature: RMccall Date: 6/9/21

239/04/18/M19756/S034789/I069577

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: MISS CHERIE MAY DELMAGE

Account No: 4557 0455 3801 4725

Statement Period: 29 July 2021 to 27 August 2021

Cardholder Limit: $3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
5 Aug 2021	$77.50	VIBE TOODYAY ROAD GIDGEGANNUP	Fuel - D4 MCCS Vehicle			P714.261.2261	74564451217
23 Aug 2021	$87.56	AMPOL STRATTON 55177F STRATTON	Fuel - D4 MCCS Vehicle			P714.261.2261	74940521233
23 Aug 2021	$65.93	BETTER CHOICE STRATT STRATTON	Fuel - D02 MWA Vehicle			P713.261.2261	74564451235
27 Aug 2021	$9.00	CARD FEE	NAB Visa Card Fee - C. Delmage			2030211	74557041239
Total for this period	**$239.99**		**Totals**				

Employee declaration

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

Cardholder signature: C Delmage 060921

Date: 6/9/21

239/04/18/M19756/S034790/I069579

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 LES JOHN VIDOVICH

Account No: 4557 0455 3810 8790

Statement Period: 29 July 2021 to 27 August 2021

Cardholder Limit: $5,000

Transaction record for: MR LES JOHN VIDOVICH

Date	Amount A$	Details		Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Jul 2021	$59.00	BLUE DOG TRAINING	MILTON	White Card Training - S. Jones			2140304	74564501210
12 Aug 2021	$135.00	TOODYAY TRADERS	TOODYAY	SSA/DCC Streetscaping Project - 10x 16mm x 2.4m Dowels			OCOOA	74940521223
16 Aug 2021	$81.90	BUNNINGS 603000	NORTHAM	SSA/DCC Streetscaping Project - Roofing Steel (Corrugated)			OCOOA	74940521226
18 Aug 2021	$89.61	BUNNINGS 383000	ELLENBROOK	SSA/DCC Streetscaping Project - Angle Zinc			OCOOA	74940521229
19 Aug 2021	$59.00	BLUE DOG TRAINING	MILTON	White Card Training - R. Holleley			2140304	74564501230
27 Aug 2021	$9.00	CARD FEE		NAB Visa Card Fee - L. Vidovich			2030211	74557041239
Total for this period	**$433.51**			**Totals**				

Employee declaration

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

Cardholder signature: L Duncan Date: 6/9/21 6/9/21

239/04/18/M19756/S034791/I069581

Assessment	3rd Previous	2nd Previous	Previous	Current	Total	Comments as at 02.09.2021.
A380	15,082.94	5,238.55	2,170.69	1,651.62	24,143.80	Received enquiry of outstanding rates from Bailiff to assist in the sale. Advertisement will take place soon - no further updates at this time
A564	0.00	0.00	202.10	1,734.73	1,936.83	Missed a portion of final instalment in 2020/21 Rates, now included in the list since End Of Year was closed off for 2020/21 Financial Year - rates notice has been sent and payment is expected
A529	1,470.48	1,651.22	1,763.08	1,383.10	6,267.88	Paying more on payment arrangement than agreed to and is keeping up with payments
A451	15,841.41	1,570.00	2,824.31	2,192.48	22,428.20	Will eventually have to proceed with sale of the property under the 3 Yr Rule and run a loss due to odd beneficiary circumstances
A381	0.00	46.51	2,278.38	2,289.40	4,614.29	Undergoing legal action - no further updates at this time
A1191	0.00	0.00	306.65	241.05	547.70	Never paid once interim schedule was received and tenement was created, now included in the list since End Of Year was closed off for 2020/21 Financial Year. New rates notice sent and payment expected
A474	0.00	0.00	2,149.95	2,428.88	4,578.83	Ratepayer agreed to payment arrangement - paying $500 on three assessments each fortnight. So far paid off $3000 on each assessment ($9,000 in total) (third assessment completely paid off)
A503	0.00	0.00	1,758.25	1,770.00	3,528.25	Will eventually have to proceed with sale of the property under the 3 Yr Rule and run a loss due to odd beneficiary circumstances
A512	16,458.54	4,746.14	3,111.82	2,405.40	26,721.90	Received notice that the advertisement of sale is underway and the auction will be held in October
A489	0.00	0.00	3,247.99	4,835.39	8,083.38	Under payment arrangment, going well and has overpaid arrangement agreement amount as at today
A283	0.00	0.00	619.60	775.56	1,395.16	Ratepayer agreed to payment arrangement - paying $500 on three assessments each fortnight. So far paid off $3000 on each assessment ($9,000 in total) (third assessment completely paid off)
A225	13,112.95	1,067.67	651.37	458.99	15,290.98	Awaiting sale as Discharge of PSSO has been completed - no further updates at this time as the Shire cannot do anything further
A247	440.05	401.24	406.28	358.88	1,606.45	Abusive ratepayer, has been told to contact the RO via email only. Has since sent multiple emails rambling on about finances and plans to build, plans to sell etc. Has given dates they will make payments so has been noted to check each month
A248	440.05	401.31	406.28	358.90	1,606.54	Abusive ratepayer, has been told to contact the RO via email only. Has since sent multiple emails rambling on about finances and plans to build, plans to sell etc. Has given dates they will make payments so has been noted to check each month
A249	338.65	390.00	397.49	355.30	1,481.44	Abusive ratepayer, has been told to contact the RO via email only. Has since sent multiple emails rambling on about finances and plans to build, plans to sell etc. Has given dates they will make payments so has been noted to check each month
A819	0.00	0.00	906.27	935.22	1,841.49	Paid $300 but has been uncontactable since - will send a final warning in line with others
A237	0.00	0.00	323.54	329.45	652.99	Multiple queries from potential buyers, all have been directed to the local real estate agent
A1058	0.00	0.00	894.23	907.14	1,801.37	Undergoing legal action - no further updates at this time
A1016	4,871.62	1,647.41	1,302.56	1,068.34	8,889.93	Proceeding with sale by auction as per Council Meeting 15 June 2021 - no further updates at this time
	68,056.69	**17,160.05**	**25,720.84**	**26,479.83**	**137,417.41**	

Debt Recovery Actions for the month of AUGUST 2021

Assessment	Date of Action	Action Taken	Cost
A503	6/08/2021	Probate Search - look into LGA 6.60 to recoup rent paid by tenant to cover Rates cost	$54.00
A819	17/08/2021	Ratepayer paid $300, has been uncontactable since. Have advised AMPAC to seek advice	
A247, A248 and A249	29/08/2021	Emailed regarding dates of a payment plan - have added those dates into the calendar for review	

ABN 16 095 568 157

Letter of Understanding

RE: RV FRIENDLY TOWN™ SCHEME

The Campervan and Motorhome Club of Australia Limited (CMCA) acknowledge that the town of **Dowerin** has met the criteria to be accepted as an **'RV Friendly Town™'.**

By the signing of this letter, representatives of the **Shire of Dowerin** and CMCA acknowledge a mutual understanding for the township of **Dowerin** to be part of the Scheme.

Council has agreed to erect the following signs: **2** RVFT signs at a total cost of **$140.00**, to be placed within the town precinct or elsewhere as agreed with representatives of CMCA.

Council has agreed to allow street parking adjacent to the shopping precinct suitable for Motorhomes, Campervans and Caravans. This area will be located at **Stewart Street.**

Council have agreed to allow short term overnight parking (**48**hours) for these self-contained vehicles at the **Field Day Site, Memorial Avenue, (Field Days excluded).**

The Council has agreed that long-term parking will be provided for these self-contained vehicles at **Minnivale.**

CMCA has given an undertaking to promote the township and associated tourist attractions in its magazine *The Wanderer*. CMCA will also promote the town on the CMCA website.

Council and CMCA authorise the implementation of web links between their respective web sites for the purposes of promoting **Dowerin** as an RV Friendly Town™.

The Council and CMCA acknowledge that this agreement is made on behalf of the Recreational Vehicle community as a whole, and is not restricted to Members of CMCA or the Motorhoming community.

CMCA reserves the right to withdraw the RV Friendly Town™ status for **Dowerin** should the **Shire of Dowerin** withdraw any of the benefits set out in this Letter of Understanding, or alter any such benefits to the extent that they are no longer considered to be in the spirit of this Letter of Understanding.

Withdrawal of medical services, which may not be the responsibility of the **Shire of Dowerin**, may also result in the loss of RV Friendly Town™ status.

Should CMCA withdraw the RV Friendly Town™ status for **Dowerin**, the **Shire of Dowerin** agrees that all RV Friendly Town™ signage will be removed.

Signed for and on behalf of:

CAMPERVAN & MOTORHOME CLUB OF AUSTRALIA

Name: Phillip J Berry Position: Manager Projects & Member Benefits

Signature:_____ Date:_____

Signed for and on behalf of:

SHIRE OF DOWERIN

Name:_____ Position:_____

Signature:_____ Date:_____

Stewart St
Cottrell St
Stewart St
Dowerin Bulk Transport Pty
Maisey St
Couper St
Dowerin & Districts Farm Shed
Dowerin Community Club
O'Logh
Dowerin Tyre & Exhaust
Fraser St
Couper St
Redding Rd
Dowerin Field Days Office
Turbo Signs
Cottrell St
Dowerin District High School
Memorial Ave
Memorial Ave
Memorial Ave
Griffith
East St
Dudley St
Maisey St
Redding Rd
Anderson St
Couper St
Dowerin Bakery, News & Cafe
St Therese Church
Dowerin
Goldfields Rd
Jackson St
Goldfields Rd
Hilda St
Dudley St
Centenary Park
East St
Puma Dowerin
Dowerin Police
Stacy St
Meckering Rd
Stacy St
Hayter St
Erhardt St
Mecker

Community Engagement Framework
August 2021

SHIRE OF
DOWERIN
TIN DOG TERRITORY

TABLE OF CONTENTS

Contents

Introduction 3
What is Community Engagement 3
Aim of Framework 3
Role of Council Representatives 3
Organisational Capacity Building and Training 4
Guiding Principles and Practice of Community Engagement 4
Engagement Spectrum 5
Community Engagement Process Flow 6
Checklist 6
Template 7
Policy 8

Introduction

Effective community engagement provides the Shire of Dowerin with an opportunity to strengthen its relationship with the community and provides for sound investment in better decision making by ensuring decisions are informed based on community needs and aspirations. When community engagement is undertaken in a meaningful way, it contributes to building trust between the community and Council, and raises the quality of, and strengthens representative democracy whilst building community capacity.

What is Community Engagement

Community engagement is a planned two-way approach by which specific, identified groups of the community are given the opportunity to provide input that enhances the decision-making processes on issues that may impact on their wellbeing or interests. In adopting this framework, the Shire of Dowerin will establish identified method as to how it will engage the community on a range of issues and in several different ways. In doing so, its intention is to work within the International Association for Public Participation Spectrum and has adapted this to the local community context.
Community engagement strengthens the trust between the community and Council by providing a platform for the community to have their voices heard, their views considered and acknowledged, and they are informed of, and involved in, issues which may impact on their lives.

Aim of Framework

This framework has been developed to assist Council in undertaking community engagement activities with its diverse community. The framework is aimed at a development for a consistent approach to community engagement, providing guidance on when and how to undertake engagement activities and what steps and processes should be considered. Specifically, the objectives of this framework are to:

- Ensure community views are understood and considered when developing Council plans, strategies, policies, and service delivery.
- Ensure the community has the opportunity to participate in the conduct of Council through inclusive and equitable engagement practices.
- Strengthen community connectedness by creating opportunities for the community to get involved with, and have their say on, matters which are important to them.
- Improve the relationship and level of trust between the community and Council by ensuring the community is informed about and involved in Council activities.
- Enhance the coordination, planning, and promotion of Council's community engagement activities.
- Strengthen feedback and communication from Council so the community is informed when and how their input has been considered to inform decisions.

While the framework aims at developing a consistent approach to community engagement across Council, some engagement and consultation activities may be the result of statutory requirements that specify the manner in which Council is to give notice, consult or engage with the community.

Role of Council Representatives

Community engagement sessions aim at providing opportunities for the community to give input into decision making processes. Council staff, consultants and Councillors who attend or facilitate engagement sessions are there to provide background information, listen and assist the community in providing input. Council representatives and staff should actively encourage conversation and engagement with participants without cohesion in the process or express either their professional or personal opinions, as this may hinder or skew the input provided by the community. Internal engagement activities should be provided where possible to allow staff input into processes.

Organisational Capacity Building and Training

To assist in the implementation of this framework, learning and development opportunities on community engagement practices will be encouraged across the organisation. By promoting these opportunities, Council will continuously build the capacity of the organisation to deliver community engagement by providing staff with the appropriate skills and knowledge to plan, manage and facilitate engagement activities.

Guiding Principles and Practice of Community Engagement

The Shire's engagement approach is guided by the following principles:

1. We carefully plan engagement design and who to involve. Before we begin engaging, we identify the stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered and to best include those likely to be most impacted by the decision.

2. We are committed to working with indigenous stakeholders as the traditional custodians of the land we share.

3. We recognise people engage with the Shire in different ways depending on several factors, such as age, background, place, and personal preference. We aim to be responsive, by ensuring our processes, venues and information is accessible. This means delivering engagement across a variety of platforms such as online, face to face and written, and in the appropriate places, to achieve active community participation. We strive to share information that is clear and uses simple everyday language. We look to go out into the community wherever possible for engagement and are supportive of projects that are community-led.

4. We consult early and clearly communicate the community's role throughout engagement.

5. We aim to be transparent and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. We provide clear, comprehensive, and accessible information, written in plain English, to stakeholders throughout the engagement process. From the outset, we articulate the purpose of our engagement and what will happen as a result of the information gathered.

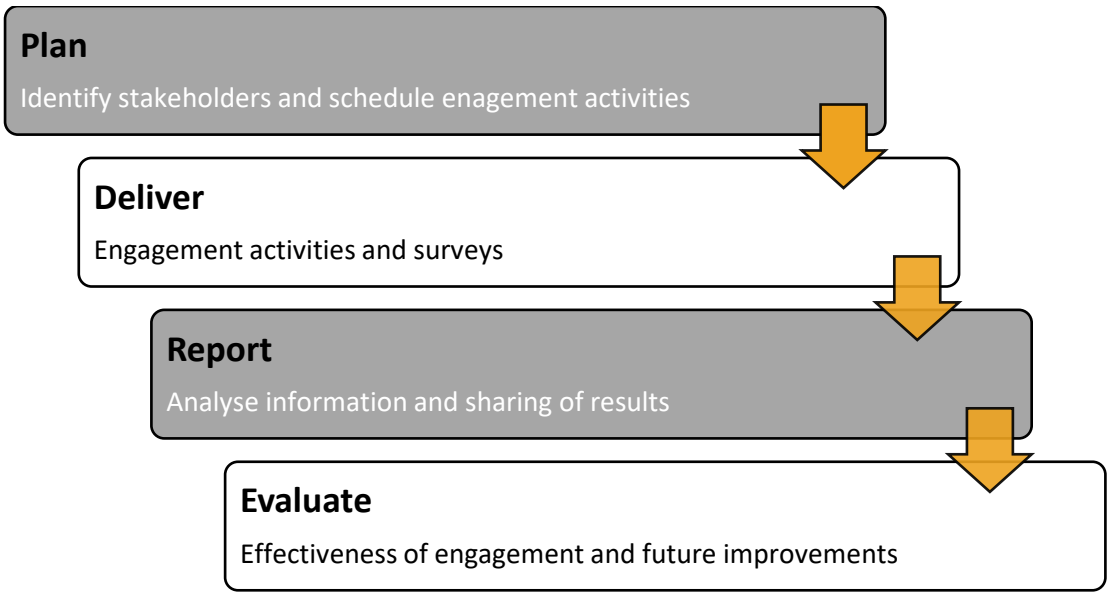
6. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

7. We deliver engagement methods that are relevant to context and place. The level of engagement will vary depending on the nature and complexity of the project or decision. The level of community participation that is appropriate depends on the level and scale of impact and is determined based on the community engagement spectrum table. This is determined with consideration of:
    - The urgency of the issue and the time available for deliberation and decision-making;
    - The availability of resources (including staff, facilitation skills, venues, technology and financial resources);
    - The need to involve local community groups, specific local places and stakeholders in matters that will affect them;
    - The complexity of the issues, the history of a project or extent of stakeholders and avoiding consultation fatigue in the community;
    - The degree that issues are of importance across the Shire;
    - The need to build trust and respect;
    - The desire to be community-led and making space for communities to develop local initiatives and solutions; and
    - Legislative requirements.

Engagement Spectrum

	Inform	Consult	Involve	Collaborate	Empower
Purpose	To provide stakeholders with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain stakeholder feedback on analysis, alternatives and/or decisions	To work directly with stakeholders throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with the stakeholders of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the stakeholders
What does this look like?	We will keep you informed	We will keep you informed, listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions as far as is possible.	We will implement what you decide.
What might this involve?	• Website • Information Sheet • Social Media • Notice board	• Surveys • Submissions	• Community Workshops • Business Forums • One on one conversations	• Working Groups • Workshops with Officers and Council	Council adopts community recommendation

Community Engagement Process Flow



Checklist

Plan	• Have we considered other projects this might impact? • Have we made clear the community's role in decision making? • Who (eg traditional owners, community or business groups) needs to be engaged as part of this project? • Have we talked to other Shire Officers and Councillors about this project? • Have we prepared an Engagement Plan and Calendar?
Deliver	• Has the Engagement Calendar been confirmed and advertised? • Has relevant information been prepared and circulated prior to engagement activities? • Have we ensured that engagement facilitators have the experience, skills, and knowledge on the issues to be discussed? • Have we documented feedback and monitored the effectiveness of engagement as it is delivered?
Report	• Has a date for the circulation of the Engagement Report been agreed? • Have we agreed the format and required information to be reported? • Have we agreed how the people in the organisation responsible for reviewing the report? • Has the report been received as specified within the agreed time frame?
Evaluate	• Have we scheduled a lesson learnt session to reflect on the effectiveness of engagement? • How successful were each of the engagement processes? • What have we learnt that will improve our engagement processes into the future?

Template

Engagement Plan

Engagement Purpose	
Measure of Success	For Example: Participation, Timing, Quality of Information
Engagement Leader	
Engagement Team	

Stakeholder Assessment

Stakeholder	Role	How to engage

Risk Assessment

Opportunity/Risk	Potential Outcome	How we will address

Engagement Calendar

Engagement Activity/Tool	Date and Time	Venue

Engagement Marketing Plan

Marketing Activity	Date	Medium

Engagement Evaluation

Date Held	
Attendees	
Engagement Schedule	
Engagement Reach	
Engagement Activities	
Quality of the Report	
Lessons Learnt	

Policy

POLICY NUMBER	-	7.19
POLICY SUBJECT	-	Engagement Policy
DATE ADOPTED	-	September 2021
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	10 August 2021

Objective

The objective of this policy is to provide guidance to Councillors and Officers in the planning, implementation and evaluation of community and stakeholder engagement. This policy facilitates community involvement in Shire projects, plans, strategy, and policy development.

Policy

The Shire of Dowerin is committed to providing opportunities for all members of the community to participate and contribute to local decision-making processes. We recognise that our community is a source of knowledge and expertise, and this local knowledge can be used to help find solutions to local issues as well as complex shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. By bringing the voices of communities and stakeholders into the topics that are important to them, we lead a culture which respects and welcomes community input.

This policy is centred on the International Association for Public Participation (IAP2) framework which promotes five context dependant levels of engagement: Inform, Consult, Involve, Collaborate and Empower.

All Shire engagement activities will be planned, delivered and assessed in accordance with the following guiding principles.

1. We carefully plan engagement design and who to involve. Before we begin engaging, we identify the stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered and to best include those likely to be most impacted by the decision.

2. We are committed to working with indigenous stakeholders as the traditional custodians of the land we share.

3. We recognise people engage with the Shire in different ways depending on a number of factors, such as age, background, place, and personal preference. We aim to be responsive, by ensuring our processes, venues and information are accessible. This means delivering engagement across online, face to face and written channels, and in the appropriate places, to achieve active community participation. We strive to share information that is clear and uses simple everyday language. We look to go out into the community wherever possible for engagement and are supportive of projects that are community-led.

4. We consult early and clearly communicate the community's role throughout engagement. We aim to be transparent and make our decision-making process clear.

We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. We provide clear, comprehensive, and accessible information, written in plain English, to stakeholders throughout the engagement process. From the outset, we articulate the purpose of our engagement and what will happen as a result of the information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

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    - The urgency of the issue and the time available for deliberation and decision-making;
    - The availability of resources (including staff, facilitation skills, venues, technology and financial resources);
    - The need to involve local community groups, specific local places and stakeholders in matters that will affect them;
    - The complexity of the issues, the history of a project or extent of stakeholders and avoiding consultation fatigue in the community;
    - The degree that issues are of importance across the shire;
    - The need to build trust and respect;
    - The desire to be community-led and making space for communities to develop local initiatives and solutions; and
    - Legislative requirements.

Responsibilities

- **Chief Executive Officer**

  The Chief Executive Officer is the responsible officer for community engagement and consultation and will also provide internal engagement activities where possible to allow staff input into processes.

- **Council Representatives**

  Council staff, consultants and Councillors who attend or facilitate engagement sessions are there to provide background information, listen and assist the community in providing input.

Related Documentation

Community Engagement Framework

Related Delegation

Nil

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW 2021

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW 2021

TABLE OF CONTENTS

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PART 1 - PRELIMINARY

1.1 Citation
1.2 Definitions
1.3 Application
1.4 Repeal
1.5 Commencement

PART 2 – ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions
2.2 Activities allowed with a permit - general
2.3 No possession and consumption of liquor on thoroughfare

Division 2 - Vehicle crossing

Subdivision 1 - Temporary crossings

2.4 Permit required

Subdivision 2 - Redundant vehicle crossings

2.5 Removal of redundant crossing

Division 3 - Verge treatments

Subdivision 1 - Preliminary

2.6 Interpretation
2.7 Application

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments
2.9 Only permissible verge treatments to be installed
2.10 Obligations of owner or occupier
2.11 Notice to owner or occupier

Subdivision 3 - Existing verge treatments

2.12 Transitional provision

Subdivision 4 - Public works

2.13 Power to carry out public works on verge

Division 4 - Property numbers

Subdivision 1 - Preliminary

2.14 Interpretation

Subdivision 2 - Assignment and marking of numbers

2.15 Assignment of numbers

Division 5 - Fencing

2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act

Division 6 - Signs erected by the local government

2.17 Signs
2.18 Transitional

Division 7 - Driving on a closed thoroughfare
2.19 No driving on closed thoroughfare

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES

Division 1 - Preliminary
3.1 Interpretation
Division 2 - Permit
3.2 Advertising signs and portable direction signs
3.3 Matters to be considered in determining application for permit
Division 3 – Conditions on permit
3.4 Conditions on portable sign
3.5 Conditions on election sign

PART 4 – OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1 - Animals and vehicles
4.1 Leaving animal or vehicle in public place or on local government property
4.2 Prohibitions relating to animals
Division 2 - Shopping trolleys
4.3 Interpretation
4.4 Shopping trolley to be marked
4.5 Person not to leave trolley in public place
4.6 Retailer to remove abandoned trolley
4.7 Retailer taken to own trolley

PART 5 - ROADSIDE CONSERVATION

Division 1 - Preliminary
5.1 Interpretation
5.2 Application
Division 2 - Flora roads
5.3 Declaration of flora road
5.4 Construction works on flora roads
5.5 Signposting of flora roads
5.6 Driving only on carriageway of flora roads
Division 3 - Special environmental areas
5.7 Designation of special environmental areas
5.8 Marking of special environmental areas
Division 4 – Planting in thoroughfares
5.9 Permit to plant
5.10 Relevant considerations in determining application
Division 5 - Clearance of vegetation
5.11 Permit to clear
5.12 Application for permit
Division 6 - Fire management
5.13 Permit to burn thoroughfare
5.14 Application for permit
5.15 When application for permit can be approved
5.16 Prohibitions on burning
Division 7 - Firebreaks
5.17 Permit for firebreaks on thoroughfares

5.18 application for permit cannot be approved

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting
5.20 Permit for revegetation projects

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders
Subdivision 1 - Preliminary

6.1 Interpretation

Subdivision 2 - Permits

6.2 Stallholder's permit
6.3 Trader's permit
6.4 No permit required to sell newspaper
6.5 Relevant considerations in determining application for permit
6.6 Conditions of permit
6.7 Exemptions from requirement to pay fee or to obtain a permit

Subdivision 3 - Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

Division 2 - Street entertainers
Subdivision 1 - Preliminary

6.9 Interpretation

Subdivision 2 - Permits

6.10 Permit required to perform
6.11 Variation of permitted area and permitted time
6.12 Duration of permit
6.13 Cancellation of permit
6.14 Obligations of permit holder

Division 3 - Outdoor eating facilities on public places

6.15 Interpretation
6.16 Permit required to conduct Facility
6.17 Matters to be considered in determining application
6.18 Obligations of permit holder
6.19 Removal of Facility unlawfully conducted
6.20 Use of Facility by public
6.21 Temporary removal of Facility may be requested

PART 7 - PERMITS

Division 1 – Applying for a permit

7.1 Application for permit
7.2 Decision on application for permit

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit
7.4 Imposing conditions under a policy
7.5 Compliance with and variation of conditions

Division 3 - General

7.6 Duration of permit
7.6 Renewal of permit
7.8 Transfer of permit
7.9 Production of permit
7.10 Cancellation of permit

PART 8 - OBJECTIONS AND APPEALS

8.1 Application of Part 9 Division 1 of Act

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler
9.2 Hazardous plants
9.3 Notice to repair damage to thoroughfare
9.4 Notice to remove thing unlawfully placed on thoroughfare

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice
10.2 Local government may undertake requirements of notice

Division 2 - Offences and penalties

Subdivision 1 - General

10.3 Offences

Subdivision 2 - Infringement notices and modified penalties

10.4 Prescribed offences
10.5 Forms

SCHEDULE 1

PRESCRIBED OFFENCES

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dowerin resolved on [*insert date*] to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Dowerin Activities in Thoroughfares and Public Places and Trading Local Law 2021*.

1.2 Interpretations

In this local law unless the context otherwise requires -

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit;

authorised person means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

built-up area has the meaning given to it in the *Road Traffic Code 2000*;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it in the *Road Traffic Code 2000*;

CEO means the chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

crossing means a crossing giving access from a public thoroughfare to -

(a) private land; or

(b) a private thoroughfare serving private land;

district means the district of the local government;

footpath has the meaning given to it in the *Road Traffic Code 2000*;

garden means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

intersection has the meaning given to it in the *Road Traffic Code 2000*;

kerb includes the edge of a carriageway;

lawn means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

liquor has the meaning given to it in section 3 of the *Liquor Control Act 1988*;

local government means the Shire of Dowerin*;*

local government property means anything except a thoroughfare –

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

local planning scheme means a local planning scheme of the local government made under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

owner or occupier in relation to land does not include the local government;

permissible verge treatment means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

premises for the purpose of the definition of public place in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

public place includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

(a) premises on private property from which trading is lawfully conducted under a written law; and

(b) local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;
sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management control of the local government;

townsite means all the townsites within the district which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in clause 37 of Schedule 9.3 of the Act;

vehicle includes –

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) an animal being ridden or driven,

but excludes –

(a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and

(b) a pram, a stroller or a similar device; and

verge means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

1.3 Application
This local law applies throughout the district.

1.4 Repeal
(1) The *Shire of Dowerin Activities on Thoroughfares and Trading in Thoroughfares and Public Places* as published in the Government Gazette on 8 January 2002 is repealed.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

1.5 Commencement
This local law comes into operation 14 days after the date of its commencement in the *Government Gazette*.

PART 2 – ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions

A person shall not -

(a) plant any plant (except grasses or a similar plant) within 10 metres of an intersection;

(b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –

(i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or

(ii) the person is acting under the authority of a written law;

(c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;

(d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;

(e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;

(f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or

(g) within a mall, arcade or verandah of a shopping centre, ride any bicycle, skateboard, rollerblades or similar device.

2.2 Activities allowed with a permit - general

(1) A person shall not, without a permit –

(a) dig or otherwise create a trench through or under a kerb or footpath;

(b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;

(c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;

(d) cause any obstruction to a water channel or a water course in a thoroughfare;

(e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;

(f) damage a thoroughfare;

(g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;

(h) fell any tree onto a thoroughfare;

(i) unless installing, or in order to maintain, a permissible verge treatment -

(i) lay pipes under or provide taps on any verge; or
(ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;

(j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;

(k) on a public place use anything or do anything so as to create a nuisance;

(l) place or cause to be placed on a thoroughfare a bulk rubbish container; or

(m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

2.3 No possession and consumption of liquor on thoroughfare

(1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless –

(a) that is permitted under the *Liquor Control Act 1988* or under another written law; or

(b) the person is doing so in accordance with a permit.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2 - Vehicle crossing

Subdivision 1 - Temporary crossings

2.4 Permit required

(1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –

(a) a crossing does not exist; or

(b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.

(2) The ***person responsible for the works*** in subclause (1) is to be taken to be –

(a) The person named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or

(b) the registered proprietor of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.

(3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Subdivision 2 - Redundant vehicle crossings

2.5 Removal of redundant crossing

(1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.

(2) The local government may give written notice to the owner or occupier of a lot requiring her or him to –

(a) remove any part of or all of a crossing which does not give access to the lot; and

(b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

Division 3 - Verge treatments

Subdivision 1 - Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires -

acceptable material means any material which will create a hard and stable surface, and which appears on a list of acceptable materials maintained by the local government.

2.7 Application

This Division only applies to a townsite.

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments

(1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.

(2) The permissible verge treatments are –

(a) the planting and maintenance of a lawn;

(b) the planting and maintenance of a garden provided that -

(i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare; and

(ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;

(c) the installation of an acceptable material; or

(d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

2.9 Only permissible verge treatments to be installed

(1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.

(2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.10 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall -

(a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;

(b) not place any obstruction on or around the verge treatment; and

(c) not disturb a footpath on the verge.

2.11 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

Subdivision 3 - Existing verge treatments

2.12 Transitional provision

(1) In this clause –

former provisions means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

(2) A verge treatment which –

(a) was installed prior to the commencement day; and

(b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Subdivision 4 - Public works

2.13 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority -

(a) is not liable to compensate any person for that disturbance;

(b) may backfill with sand, if necessary, any garden or lawn; and

(c) is not liable to replace or restore any –

(i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
(ii) sprinklers, pipes or other reticulation equipment.

Division 4 - Property numbers

Subdivision 1 - Preliminary

2.14 Interpretation

In this Division, unless the context requires otherwise -

Number means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

Subdivision 2 - Assignment and marking of numbers

2.15 Assignment of numbers

The local government may assign a number to a lot in the district and may assign another Number to the lot instead of that previously assigned.

Division 5 - Fencing

2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act
The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act –

(a) a public place, as that term is defined in clause 1.2; and

(b) local government property.

Division 6 - Signs erected by the local government

2.17 Signs
(1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.
(2) A person shall comply with a sign erected under subclause (1).
(3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.18 Transitional
Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if –

(a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and

(b) the condition of use specified is not inconsistent with any provision of this local law.

Division 7 - Driving on a closed thoroughfare

2.19 No driving on closed thoroughfare
(1) A person shall not drive or take a vehicle on a closed thoroughfare unless –

(a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or

(b) the person has first obtained a permit.

(2) In this clause –

closed thoroughfare means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES

Division 1 - Preliminary

3.1 Interpretation
In this Part, unless the context otherwise requires -

advertising sign means a sign used for the purpose of advertisement and includes an "election sign";

direction sign means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

election sign means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election;

portable direction sign means a portable free standing direction sign; and

portable sign means a portable free standing advertising sign.

Division 2 - Permit

3.2 Advertising signs and portable direction signs

(1) A person shall not, without a permit –

(a) erect or place an advertising sign on a thoroughfare; or

(b) post any bill or paint, place or affix any advertisement on a thoroughfare.

(2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5m^2 in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.

(3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -

(a) on a footpath;

(b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;

(c) on or within 3m of a carriageway;

(d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or

(e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to -

(a) any other written law regulating the erection or placement of signs within the district;

(b) the dimensions of the sign;

(c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;

(d) whether or not the sign will create a hazard to persons using a thoroughfare; and

(e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3 – Conditions on permit

3.4 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –

(a) the portable sign shall -

(i) not exceed 1m in height;
(ii) not exceed an area of $1m^2$ on any side;
(iii) relate only to the business activity described on the permit;
(iv) contain letters not less than 200mm in height;
(v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
(vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
(vii) be secured in position in accordance with any requirements of the local government;
(viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
(ix) be maintained in good condition; and

(b) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign –

(a) being erected at least 30m from any intersection;

(b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;

(c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;

(d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;

(e) being maintained in good condition;

(f) not being erected until the election to which it relates has been officially announced;

(g) being removed within 24 hours of the close of polls on voting day;

(h) not being placed within 100m of any works on the thoroughfare;

(i) being securely installed;

(j) not being an illuminated sign;

(k) not incorporating reflective or fluorescent materials; and

(l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4 – OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1 - Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

(1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorized to do so under a written law.

(2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.

(3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

(1) In subclause (2), owner in relation to an animal includes –

(a) an owner of it;

(b) a person in possession of it;

(c) a person who has control of it; and

(d) a person who ordinarily occupies the premises where the animal is permitted to stay.

(2) An owner of an animal shall not –

(a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;

(b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or

(c) train or race the animal on a thoroughfare.

(3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

Division 2 - Shopping trolleys

4.3 Interpretation
In this Division –

retailer means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

shopping trolley means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

4.4 Shopping trolley to be marked
A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

4.5 Person not to leave trolley in public place
A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

4.6 Retailer to remove abandoned trolley
(1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.

(2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer -

(a) requests the local government to collect and deliver the shopping trolley to the retailer; and

(b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

4.7 Retailer taken to own trolley
In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

PART 5 - ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation
In this Part -

MRWA means Main Roads Western Australia;

protected flora has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

rare flora has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

Roadside Conservation Committee means the Roadside Conservation Committee appointed by the responsible Minister; and

special environmental area means an area designated as such under clause 5.7.

5.2 Application
This Part does not apply to the townsite.

Division 2 - Flora roads

5.3 Declaration of flora road
The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads
Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the Handbook of Environmental Practice for Road Construction and Road Maintenance Works.

5.5 Signposting of flora roads
The local government may signpost flora roads with the standard MRWA flora road sign.

5.6 Driving only on carriageway of flora roads
(1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.

(2) Subclause (1) does not apply where -

(a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;

(b) there is no carriageway; or

(c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3 - Special environmental areas

5.7 Designation of special environmental areas
The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which -

(a) has protected flora or rare flora; or

(b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas
The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4 – Planting in thoroughfares

5.9 Permit to plant
A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application
In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to -

(a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and

(b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5 - Clearance of vegetation

5.11 Permit to clear
A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

5.12 Application for permit
In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6 - Fire management

5.13 Permit to burn thoroughfare
A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit
In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause

5.13 shall –

(a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and

(b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved
The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will -

(a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or

(b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning
Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government -

(a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or

(b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

Division 7 - Firebreaks

5.17 Permit for firebreaks on thoroughfares
A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved
(1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.

(2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting
Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

(1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.

(2) The local government may approve an application for a permit under subclause (1) only where-

(a) the seed is required for a revegetation project in any part of the district; and

(b) the thoroughfare, or the relevant part of it, is not a special environmental area.

(3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –

(a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and

(b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders

Subdivision 1 - Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires -

Competition Principles Agreement means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

public place includes -

(a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and

(b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law.

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

stallholder means a person in charge of a stall;

stallholder's permit means a permit issued to a stallholder;

trader means a person who carries on trading;

trader's permit means a permit issued to a trader; and

trading includes –

(a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;

(b) displaying goods in any public place for the purpose of –

(i) offering them for sale or hire;
(ii) inviting offers for their sale or hire;
(iii) soliciting orders for them; or
(iv) carrying out any other transaction in relation to them; and
(v)

(c) the going from place to place, whether or not public places, and –

(i) offering goods or services for sale or hire; or
(ii) inviting offers or soliciting orders for the sale or the hire of goods or services,

but does not include –

(d) the delivery of pre-ordered goods of services to the purchaser of those goods or services or to the person nominated by the purchaser of those goods or services whether or not payment for those goods or services is accepted on delivery; or

the taking of further orders for goods or services from the purchaser of those pre-ordered goods or services or from the person nominated by the purchaser of those pre-ordered goods or services when those orders are taken at the same time as a previous order is being delivered, whether or not payment is made for those goods or services at the time of taking the order;

(e) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;

(f) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;

(g) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and

(h) the selling or hiring or the offering for sale or hire of –

(i) goods by a person who represents a manufacturer of the goods; or
(ii) services by a person who represents a provider of the services,

which are only sold directly to consumers and not through a shop.

Subdivision 2 - Permits

6.2 Stallholder's permit

(1) A person shall not conduct a stall on a public place unless that person is –

(a) the holder of a valid stallholder's permit; or

(b) an assistant specified in a valid stallholder's permit.

(2) Every application for a stallholder's permit shall –

(a) state the full name and address of the applicant;

(b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;

(c) specify the proposed location of the stall;

(d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;

(e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and

(f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

(1) A person shall not carry on trading unless that person is –

(a) the holder of a valid trader's permit; or

(b) an assistant specified in a valid trader's permit.

(3) Every application for a trader's permit shall –

(a) state the full name and address of the applicant;

(b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;

(c) specify the location or locations in which the applicant proposes to trade;

(d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;

(e) specify the proposed goods or services which will be traded; and

(f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.

(4) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper only is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

(1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to –

(a) any relevant policies of the local government;

(b) the desirability of the proposed activity;

(c) the location of the proposed activity;

(d) the principles set out in the Competition Principles Agreement; and

(e) such other matters as the local government may consider to be relevant in the circumstances of the case.

(2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds –

(a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought; or

(b) that –

(i) the applicant is an undischarged bankrupt or is in liquidation;
(ii) the applicant has entered into any composition or arrangement with creditors; or
(iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property.

6.6 Conditions of permit

(1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include –

(a) the place, the part of the district, or the thoroughfare to which the permit applies;

(b) the days and hours during which a permit holder may conduct a stall or trade;

(c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;

(d) the goods or services in respect of which a permit holder may conduct a stall or trade;

(e) the number of persons and the names of persons permitted to conduct a stall or trade;

(f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;

(g) whether and under what terms the permit is transferable;

(h) any prohibitions or restrictions concerning the -

(i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;

(ii) the use of amplifiers, sound equipment and sound instruments;

(iii) the use of signs; and

(iv) the use of any lighting apparatus or device;

(i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;

(j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;

(k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;

(l) the acquisition by the stallholder or trader of public risk insurance;

(m) the period for which the permit is valid; and

(n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.

(2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

(1) In this clause –

charitable organisation means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

commercial participant means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

(2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on –

(a) on a portion of a public place adjoining the normal place of business of the applicant; or

(b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.

(3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

Subdivision 3 - Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

(1) A stallholder while conducting a stall or a trader while trading shall –

(a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;

(b) not display a permit unless it is a valid permit; and

(c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *National Measurement Act 1960 (Commonwealth)*.

(2) A stallholder or trader shall not –

(a) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;

(b) act in an offensive manner;

(c) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or

(d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Division 2 - Street entertainers

Subdivision 1 - Preliminary

6.9 Interpretation

In this Division, unless the context otherwise requires –

perform includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

permit means a permit issued for the purpose of clause 6.10;

permitted area means the area or areas, specified in a permit, in which the permit holder may perform; and

permitted time means the time or times, specified in a permit, during which the permit holder may perform.

Subdivision 2 - Permits

6.10 Permit required to perform

A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

(1) The local government may by notice in writing to a permit holder vary –

(a) the permitted area;

(b) the permitted time; or

(c) both the permitted area and the permitted time,

shown on a permit.

(2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

6.12 Duration of permit
A permit is valid for a period of 3 months after the date on which it is issued unless it is sooner cancelled under this local law.

6.13 Cancellation of permit
The CEO may cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorized person, the performance otherwise constitutes a nuisance.

6.14 Obligations of permit holder
A permit holder shall not in a public place –

(a) perform wearing dirty, torn or ragged clothing;

(b) act in an offensive manner; or

(c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier -

(i) other than in the permitted area; and
(ii) unless the musical instrument or device is specified in the permit.

Division 3 - Outdoor eating facilities on public places

6.15 Interpretation
In this Division -

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

permit holder means the person to whom a permit has been issued for the purpose of clause 6.16; and

public place has the meaning given to it in clause 6.1.

6.16 Permit required to conduct Facility
A person shall not establish or conduct a Facility without a permit.

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

(a) the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;

(b) any abutting food business is registered in accordance with the *Food Act 2008* and whether the use of the business is permitted under the town planning scheme;

(c) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;

(d) the Facility would -

(i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
(ii) impede pedestrian access; and

(e) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall –

(a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law;

(b) ensure that the eating area is kept in a clean and tidy condition at all times;

(c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times; and

(d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.

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

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

6.19 Removal of Facility unlawfully conducted

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

6.20 Use of Facility by public

(1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.

(2) A person shall leave a Facility when requested to do so by the permit holder.

6.21 Temporary removal of Facility may be requested

(1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.

(2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7 - PERMITS

Division 1 – Applying for a permit

7.1 Application for permit

(1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall -

(a) be in the form determined by the local government;

(b) be signed by the applicant;

(c) provide the information required by the form; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

(1) The local government may –

(a) approve an application for a permit unconditionally or subject to any conditions; or

(b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

(4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).

(5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to -

(a) the payment of a fee;

(b) the duration and commencement of the permit;

(c) the commencement of the permit being contingent on the happening of an event;

(d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;

(e) the approval of another application for a permit which may be required by the local government under any written law;

(f) the area of the district to which the permit applies;

(g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;

(h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and

(i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

(1) In this clause –

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

(2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government is to give a copy of the policy, or the part of the policy which is relevant

to the application for a permit, with the form of permit referred to in clause 7.2(2).

(4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

(1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3 - General

7.6 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is –

(a) otherwise stated in this local law or in the permit; or

(b) cancelled under clause 7.10.

7.7 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of –

(a) this Part; and

(b) any other provision of this local law relevant to the permit which is to be renewed,

shall apply to an application for the renewal of a permit with all the necessary changes as required.

7.8 Transfer of permit

(1) An application for the transfer of a valid permit is to –

(a) be made in writing;

(b) be signed by the permit holder and the proposed transferee of the permit;

(c) provide such information as the local government may require to enable the application to be determined; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by –

(a) an endorsement on the permit signed by the CEO; or

(b) issuing to the transferee a permit in the form determined by the local government.

(4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

7.10 Cancellation of permit

(1) Subject to clause 8.1, a permit may be cancelled by the local government if the permit holder has not complied with a -

(i) condition of the permit; or
(ii) provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder –

(a) shall return the permit as soon as practicable to the local government; and

(b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8 - OBJECTIONS AND APPEALS

8.1 Application of Part 9 Division 1 of Act

When the local government makes a decision -

(a) under clause 7.2(1); or

(b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

(1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.

(2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

10.3 Offences

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

10.4 Prescribed offences

(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

10.5 Forms

Unless otherwise specified, for the purposes of this local law -

(a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;

(b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

(c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1

PRESCRIBED OFFENCES

CLAUSE	NATURE OF OFFENCE	MODIFIED PENALTY $
2.1(a)	Plant of 0.75m in height on thoroughfare within 10m of intersection	125
2.1(b)	Damaging lawn or garden	125
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	125
2.1(d)	Placing hazardous substance on footpath	125
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125

2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	125
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125
2.2(1)(b)	Throwing or placing anything on a verge without a permit	125
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	125
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	125
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	125
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	125
2.3(1)	Consumption or possession of liquor on thoroughfare	125
2.4(1)	Failure to obtain permit for temporary crossing	250
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	350
2.9(1)	Installation of verge treatment other than permissible verge treatment	250
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	125
2.11	Failure to comply with notice to rectify a verge treatment	125
2.17(2)	Failure to comply with sign on public place	125
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	125
3.2(3)	Erecting or placing of advertising sign in a prohibited area	125
4.1(1)	Animal or vehicle obstructing a public place or local government property	125
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
4.2(2)(b)	Animal on public place with infectious disease	125
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	125
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125
4.5	Person leaving shopping trolley in public place other than trolley bay	125
4.6(2)	Failure to remove shopping trolley upon being advised of location	125
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
5.9	Planting in thoroughfare without a permit	250

5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17(1)	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
6.2(1)	Conducting of stall in public place without a permit	350
6.3(1)	Trading without a permit	350
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	125
6.8(1)(b)	Stallholder or trader not displaying valid permit	125
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
6.8(2)	Stallholder or trader engaged in prohibited conduct	125
6.10	Performing in a public place without a permit	125
6.11(2)	Failure of performer to move onto another area when directed	125
6.14	Failure of performer to comply with obligations	125
6.16	Establishment or conduct of outdoor eating facility without a permit	350
6.18	Failure of permit holder of outdoor eating facility to comply with obligations	125
6.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	60
6.20(2)	Failure to leave outdoor eating facility when requested to do so by permit holder	60
7.5	Failure to comply with a condition of a permit	125
7.9	Failure to produce permit on request of authorized person	125
10.1	Failure to comply with notice given under local law	125

Dated ..... of ..... 20__ .

The Common Seal of the }
Shire of Dowerin }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

CR DARREL HUDSON

REBECCA MCCALLPRESIDENT
CHIEF EXECUTIVE OFFICER

CEMETERIES ACT 1986

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

CEMETERIES LOCAL LAW 2021

CEMETERIES ACT 1986
LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

CEMETERIES LOCAL LAW 2021

TABLE OF CONTENTS

PART 1 – PRELIMINARY

1.1 Citation
1.2 Application
1.3 Commencement
1.4 Repeal
1.5 Interpretation

PART 2 – ADMINISTRATION

2.1 Powers and functions of CEO

PART 3 – APPLICATION FOR FUNERALS

3.1 Application for burial
3.2 Applications to be accompanied by certificates etc
3.3 Certificate of identification
3.4 Minimum notice required

PART 4 – FUNERAL DIRECTORS

4.1 Funeral director's licence expiry
4.2 Single funeral permits
4.3 Application refusal

PART 5 – FUNERALS

Division 1 – General

5.1 Requirements for funerals and coffins
5.2 Funeral processions
5.3 Vehicle entry restricted
5.4 Vehicle access and speed limitations

5.5 Offenders may be ordered to leave
5.6 Conduct of funeral by Board

Division 2 – Placement of ashes

5.7 Disposal of ashes

PART 6 – BURIALS

6.1 Depth of graves
6.2 Mausoleum, etc

PART 7 – MEMORIALS AND OTHER WORK

Division 1 – General

7.1 Application for monumental work
7.2 Placement of monumental work
7.3 Removal of rubbish
7.4 Operation of work
7.5 Removal of sand, soil or loam
7.6 Hours of work
7.7 Unfinished work
7.8 Use of wood
7.9 Plants and trees
7.10 Supervision
7.11 Australian War Graves
7.12 Placing of glass domes and vases

Division 2 – Memorial plaque section

7.13 Requirements of a memorial plaque

Division 3 – Licensing of monumental masons

7.14 Monumental mason's licence
7.15 Expiry date, non-transferability
7.16 Carrying out monumental work
7.17 Responsibilities of the holder of a monumental mason's licence
7.18 Cancellation of a monumental mason's licence

PART 8 – GENERAL

8.1 Animals
8.2 Damaging and removing of objects
8.3 Withered flowers
8.4 Littering and vandalism
8.5 Advertising
8.6 Obeying signs and directions
8.7 Removal from the cemetery

PART 9 – OFFENCES AND MODIFIED PENALTY

9.1 General
9.2 Modified penalties

Schedule 1 – Modified penalties
Schedule 2 – Infringement notice
Schedule 3 – Infringement withdrawal notice

CEMETERIES ACT 1986

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

CEMETERIES LOCAL LAW 2021

Under the powers conferred by the *Cemeteries Act 1986* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dowerin resolved on [insert date] to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation
This local law may be cited as the *Shire of Dowerin Cemeteries Local Law 2021*.

1.2 Application
This local law applies to the Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) located in the district.

1.3 Commencement
This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.4 Repeal
The *Shire of Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) By-laws* published in the *Government Gazette* on 25 January 1985 is repealed.

1.5 Interpretation
In this local law, unless the context otherwise requires –

Act means the *Cemeteries Act 1986*;

authorised officer means an employee of the Board authorised by the Board for the purposes of performing any function or exercising any power conferred upon an authorised officer by this local law;

Board means the local government;

CEO means the chief executive officer, for the time being, of the Board;

coffin means a coffin or other receptacle used for the transportation of a dead body to the grave site, or the receptacle used for the burial of a dead body in a grave;

crypt has the same meaning as vault;

district means the district of the local government;

funeral director means a person holding a current funeral director's licence;

local government means the Shire of Dowerin;

mausoleum means a building or construction wholly above or partially above and below ground level, so constructed as to allow the deposition of dead bodies into a compartment in the wall or floor and being sealed from view;

memorial includes headstone, plaque, tombstone, monumental work, inscription, kerbing, enclosure and any other fixture or thing commemorating a grave or placement of ashes;

monument means a sculpture, statue, plaque, grave boundary marker, fence or cover, approved by the Board, commemorating a grave or placement of ashes;

monumental mason's licence means a licence issued under clause 7.14;

monumental work when the term is used as an abstract noun shall include the erection, alteration or removal of or other working upon a monument on a grave;

nuisance means—

(a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;

(b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or

(c) interference which causes material damage to land or other property on the land affected by the interference;

personal representative means—

(a) The administrator or executor of an estate of a deceased person;

(b) The person who, by law of practice, has the right to apply for administration of the estate of the deceased person; or

(c) A person having lawful custody of a dead body;

set fee refers to fees and charges set by a resolution of the Board and published in the *Government Gazette*, under section 53 of the Act;

single funeral permit means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit; and

vault means a below ground lined grave with one or more sealed compartments constructed to specifications approved from time to time by the Board.

vehicle has the same meaning as is given to that word in the *Road Traffic (Administration) Act 2008* (as amended from time to time), and includes trail bikes, beach buggies and other recreational vehicles licenced or unlicensed, but excludes a wheelchair being used by a physically impaired person.

PART 2 – ADMINISTRATION

2.1 Powers and functions of CEO

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemeteries.

PART 3 – APPLICATION FOR FUNERALS

3.1 Application for burial

(1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.

(2) An application under subclause (1) is to be accompanied by the set fee.

3.2 Applications to be accompanied by certificates etc

All applications referred to in clause 3.1 shall be accompanied by either a medical certificate of death or a Coroner's order of burial, and a certificate issued under clause 3.3, in respect of the body.

3.4 Certificate of identification

(1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time, unless –

(a) in the opinion of a funeral director, the dead body is not in a fit state to be viewed; or

(b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body.

(2) A funeral director shall complete a certificate in the form determined by the Board from time to time, where –

(a) in the opinion of the funeral director, the dead body is not in a fit state to be viewed; or

(b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body.

3.5 Minimum notice required

All bookings to hold a funeral shall be made with the Board at least 72 hours prior to the time proposed for burial on the application, otherwise an extra charge may be made.

PART 4 - FUNERAL DIRECTORS

4.1 Funeral director's licence expiry

A funeral director's licence shall expire on 30 June of each year.

4.2 Single funeral permits

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

4.3 Application refusal

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

PART 5 – FUNERALS

Division 1 – General

5.1 Requirements for funerals and coffins

(1) A person shall not bring a dead body into the cemetery unless –

(a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this local law;
(b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid; and
(c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10 mm in height.

5.2 Funeral processions

The time fixed by the Board for any burial shall be the time at which the funeral procession is to arrive at the cemetery gates, and, if not punctually observed, then the applicant who applied to hold the funeral under clause 3.1 shall pay the set fee for being late.

5.3 Vehicle entry restricted

(1) Subject to clause 5.3(2), every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the cemetery, unless prior approval is granted by the CEO or an authorised officer.

(2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.

5.4 Vehicle access and speed limitation

(1) A person shall drive a vehicle on a vehicular access way or the constructed roadway or other areas designated for the use of vehicles within the cemetery, unless otherwise authorised by the CEO.

(2) A person driving a vehicle, within a cemetery, shall not exceed the speed limit of 25 km per hour, and shall comply with the signs and directions in the cemetery.

5.5 Offenders may be ordered to leave

(1) A person committing an offence under clause 5.4 may be ordered to leave the cemetery by the CEO or an authorised officer.

(2) A person who has been ordered to leave the cemetery by the CEO or an authorised officer is to leave immediately in a peaceful manner and not cause a disruption or be a nuisance to the funeral congregation or ceremony or procession.

5.6 Conduct of funeral by Board

(1) When conducting a funeral under section 22 of the Act the Board may –

(a) require a written request for it to conduct a funeral to be lodged with it;
(b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
(c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;

(d) specify an area in the cemetery where the dead body is to be buried;
(e) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law;
(f) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

Division 3 – Placement of ashes

5.7 Disposal of ashes

(1) The personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee, the Board may grant permission for the ashes to be disposed of by one of the following methods—

(a) Niche wall
(b) Memorial wall
(c) Garden of remembrance
(d) Ground niche
(e) Memorial rose, tree or shrub
(f) Family shrub
(g) Memorial desk
(h) Granite seat
(i) Family grave
(j) Book of remembrance
(k) Scattering to the winds
(l) Memorial gardens
(m) Other memorials approved by the Board.

(2) Subject to subclauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.

(3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board approval provided –

(a) the person requesting the placement of the ashes has the permission of the Board; and
(b) the ashes are placed within an area set aside for that purpose by the Board.

(4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

PART 6 – BURIALS

6.1 Depth of graves

(1) A person shall bury a coffin within the cemetery so that the distance between the top of the coffin and the original surface of the ground is –

(a) not less than 750 mm, or
(b) not less than 600 mm,

unless permission to vary the distance or depth of grave is granted by an authorised officer.

(2) The permission of the authorised officer will only be granted where, in the opinion of the authorised officer, exceptional circumstances require granting of that permission.

6.2 Mausoleum, etc

(1) A person other than the Board shall not construct a brick grave, crypt, vault or mausoleum within the cemetery.

(2) A person may request the Board to construct a vault or mausoleum within the cemetery which vault or mausoleum shall at all times remain the property of the Board.

(3) An application under subclause (2) shall be in writing and shall be accompanied by payment of the set fee.

(4) A person shall not place a dead body in a mausoleum except –

(a) in a closed coffin; and
(b) in a soundly constructed chamber; and
(c) in accordance with subclause (5).

(5) The number of burials in a chamber must not exceed the number for which the chamber was designed.

PART 7 – MEMORIALS AND OTHER WORK

Division 1 – General

7.1 Application for monumental work

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

7.2 Placement of monumental work

Every memorial shall be placed on proper and substantial foundations.

7.3 Removal of rubbish

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

7.4 Operation of work

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

7.5 Removal of sand, soil or loam

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

7.6 Hours of work
Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00am and 6.00pm on weekdays, and 8.00am and noon on Saturdays, without the written permission of the Board.

7.7 Unfinished work
Should any work by masons or others be not completed before 6.00pm on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

7.8 Use of wood
No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave, other than as a temporary marker and with the prior approval of the Board.

7.9 Plants and Trees
No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the CEO.

7.10 Supervision
All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

7.11 Australian War Graves
(1) Notwithstanding anything in this local law to the contrary, the Office of Australian War Graves –
   (a) may place a memorial on a military grave; and
   (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

7.12 Placing of glass domes and vases
(1) A person shall not place glass domes, vases or other grave ornaments –

   (a) outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40(2) of the Act; or
   (b) in an area set aside by the Board as a memorial plaque, or natural earth burials section.

Division 2 – Memorial plaque section

7.13 Requirements of a memorial plaque
(1) All memorial plaques placed in a memorial plaque section of the cemetery shall –

   (a) be made of admiralty bronze or any other material approved by the Board; and
   (b) not be less than the dimensions Single - 140 mm x 60mm or Double – 280mm x 120mm.

(2) All memorial plaques made of admiralty bronze shall –

   (a) not exceed 20 mm in thickness; and
   (b) be placed upon a base mounting approved by the Board.

(3) All memorial plaques made of stone shall –

   (a) not exceed 50 mm in thickness placed upon a base mounting approved by the Board; or

(b) not be less than 100 mm in thickness if it is not to be placed upon a base mounting.

Division 3 – Licensing of Monumental Masons

7.14 Monumental mason's licence

(1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.

(2) A licence issued under subclause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of this local law and such conditions as the Board shall specify upon the issue of that licence.

7.15 Expiry date, non-transferability

(1) A monumental mason's licence –

(a) shall be valid from the date specified therein until 30 June next following; and
(b) is not transferable.

7.16 Carrying out monumental work

(1) A person shall not carry out monumental work within the cemetery unless that person –

(a) is the holder of a current monumental mason's licence issued pursuant to clause 7.14; or
(b) is an employee of a person who holds such a licence; or
(c) is authorised by the Board to do so.

7.17 Responsibilities of the holder of a monumental mason's licence

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this local law, the Act and any other written law which may affect the carrying out of monumental works.

7.18 Cancellation of a monumental mason's licence

(1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on the grounds that the holder of the licence has committed a breach of the requirements and conditions of the licence, this local law, the Act or any other written law which may affect the carrying out of monumental works.

(2) Upon the termination of a monumental mason's license under this clause no part of any fee paid for the issue of that license is refundable by the Board.

PART 8 – GENERAL

8.1 Animals

A person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than an ***assistance animal*** as defined in section 9(2) of the *Disability Discrimination Act* 1992 (Cth) or with the approval of the CEO or an authorised officer.

8.2 Damaging and removing of objects

Subject to clause 8.4, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

8.3 Withered flowers
A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

8.4 Littering and vandalism
(1) A person shall not –

(a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
(b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

8.5 Advertising
(1) A person shall not advertise or carry on any trade, business or profession within the cemetery without the prior written approval of the Board.

(2) The Board may consider and grant approval subject to such conditions as the Board thinks fit.

8.6 Obeying signs and directions
A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

8.7 Removal from the cemetery
Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in addition to any penalty provided by this local law be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

PART 9 – OFFENCES AND MODIFIED PENALTIES

9.1 General
A person who commits a breach of any provisions of this local law commits an offence and shall on conviction be liable to a penalty not exceeding $500.00 and if the offence is a continuing one to a further penalty not exceeding $20.00 for every day or part of a day during which the offence has continued.

9.2 Modified penalties
(1) The offences specified in Schedule 1 are offences which may be dealt with under section 63 of the Act.

(2) The modified penalty payable in respect of an offence specified in Schedule 1 is set out in the fourth column of Schedule 1.

(3) The prescribed form of the infringement notice referred to in section 63(1) of the Act is set out in the Schedule 2.

(4) The prescribed form of the notice withdrawing an infringement notice referred to in section 63(3) of the Act is set out in Schedule 3.

_____

Schedule 1 – Modified penalties

[cl. 9.2]

Offences and Modified Penalties

Item No.	Clause	Nature of offence	Modified penalty
1	5.4(1)	Not driving vehicle on vehicular access way or constructed roadways or within designated areas	$50.00
2	5.4(2)	Exceeding speed limit	$50.00
3	7.3	Not removing rubbish and surplus materials	$50.00
4	7.5	Unauthorised use of sand, earth or other material taken from another part of the cemetery	$50.00
5	7.7	Leaving uncompleted works in an untidy or unsafe condition	$50.00
6	8.1	Unauthorised bringing in of animal into cemetery or permitting animal to remain in cemetery	$50.00
7	8.3	Damaging and removing of objects	$50.00
8	8.5	Littering and vandalism	$50.00
9	8.6	Unauthorised advertising and/or trading	$50.00
10	8.7	Disobeying sign or lawful direction	$50.00

_____

Schedule 2 – Infringement notice

[cl. 9.2(3)]

Infringement Notice

To:_____
(Name)

_____
(Address)

_____

It is alleged that at ___:____hours on_____day of_____20_____

at _____

you committed the offence indicated below by an (x) in breach of clause ..... of the *Shire of Dowerin Cemeteries Local Law 2021*.

_____
(Authorised Person)

Offence

- ☐ Not driving vehicle on vehicular access way or designated areas
- ☐ Exceeding speed limit
- ☐ Not removing rubbish and surplus materials
- ☐ Unauthorised use of materials taken from another part of the cemetery
- ☐ Leaving uncompleted works in an untidy or unsafe condition
- ☐ Unauthorised animal in cemetery
- ☐ Damaging and removing of objects
- ☐ Littering and vandalism
- ☐ Unauthorised advertising and/or trading
- ☐ Disobeying sign or lawful direction
- ☐ Other Offence: _____$_____

You may dispose of this matter by payment of the penalty as shown within 21 days of the date of this notice (or the date of the giving of this notice if that is a different date) to the Chief Executive Officer of the Shire of Dowerin at 13 Cottrell Street, Dowerin WA 6461 during business hours.

Please make cheques payable to Shire of Dowerin. Payments by mail should be addressed to –

The Chief Executive Officer
Shire of Dowerin, 13 Cottrell Street
DOWERIN WA 6461

If the penalty is not paid within the time specified, then a complaint of the alleged offence may be made and heard and determined by a court.

_____

Schedule 3 – Infringement withdrawal notice

[cl. 9.2(4)]

Withdrawal of Infringement Notice

No._____ Date_____/_____/_____

To: [1]_____

Infringement Notice No_____dated____/_____/_____for the alleged offence of [2]

_____

Penalty [3] $_____ is withdrawn.

(Delete whichever does not apply)

* No further action will be taken.
* It is proposed to institute court proceedings for the alleged offence.

_____
(Authorised Person)

[1] Insert name and address of alleged offender.
[2] Insert short particulars of offence alleged.
[3] Insert amount of penalty prescribed.

_____

Dated: 20

The Common Seal of the Shire of Dowerin was affixed by authority of a resolution of the Council in the presence of –

CR DARREL HUDSON, President

REBECCA MCCALL, Chief Executive Officer

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

FENCING LOCAL LAW 2021

FENCING LOCAL LAW 2021

TABLE OF CONTENTS

PART 1 - PRELIMINARY ..... ERROR! BOOKMARK NOT DEFINED.

1.1 CITATION ..... **ERROR! BOOKMARK NOT DEFINED.**
1.2 COMMENCEMENT ..... **ERROR! BOOKMARK NOT DEFINED.**
1.3 APPLICATION ..... **ERROR! BOOKMARK NOT DEFINED.**
1.4 REPEAL ..... **ERROR! BOOKMARK NOT DEFINED.**
1.5 DEFINITIONS ..... **ERROR! BOOKMARK NOT DEFINED.**
1.6 LICENCE FEES AND CHARGES ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 2 - FENCES ..... ERROR! BOOKMARK NOT DEFINED.

2.1 SUFFICIENT FENCES ..... **ERROR! BOOKMARK NOT DEFINED.**
2.2 STREET FRONTAGES ..... **ERROR! BOOKMARK NOT DEFINED.**
2.3 GATES IN FENCES ..... **ERROR! BOOKMARK NOT DEFINED.**
2.4 DEPOSITING FENCING MATERIAL ON PUBLIC PLACE ..... **ERROR! BOOKMARK NOT DEFINED.**
2.5 MAINTENANCE OF FENCES ..... **ERROR! BOOKMARK NOT DEFINED.**
2.6 FENCES ACROSS RIGHTS-OF-WAY, PUBLIC ACCESS WAYS OR THOROUGHFARES ..... **ERROR! BOOKMARK NOT DEFINED.**
2.7 FENCES UPON A RIGHT-OF-WAY, PUBLIC RESERVES, ACCESSWAYS OR THOROUGHTFARES **ERROR! BOOKMARK NOT DEFINED.**
2.8 GENERAL DISCRETION OF THE LOCAL GOVERNMENT ..... **ERROR! BOOKMARK NOT DEFINED.**
2.9 PROHIBITED FENCING MATERIALS ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 3 - APPROVALS ..... ERROR! BOOKMARK NOT DEFINED.

3.1 APPLICATION FOR APPROVAL ..... **ERROR! BOOKMARK NOT DEFINED.**
3.2 DECISION ON APPLICATION FOR APPROVAL ..... **ERROR! BOOKMARK NOT DEFINED.**
3.3 COMPLIANCE WITH APPROVAL ..... **ERROR! BOOKMARK NOT DEFINED.**
3.4 DURATION OF APPROVAL ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 4 - MISCELLANEOUS ..... ERROR! BOOKMARK NOT DEFINED.

4.1 FALSE OR MISLEADING STATEMENT ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 5 - NOTICES OF BREACH ..... ERROR! BOOKMARK NOT DEFINED.

5.1 NOTICES OF BREACH ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 6 - OBJECTIONS AND REVIEW ..... ERROR! BOOKMARK NOT DEFINED.

6.1 OBJECTIONS AND REVIEW ..... **ERROR! BOOKMARK NOT DEFINED.**

PART 7 - OFFENCES ..... ERROR! BOOKMARK NOT DEFINED.

7.1 OFFENCES AND PENALTIES ..... **ERROR! BOOKMARK NOT DEFINED.**
7.2 PRESCRIBED OFFENCE ..... **ERROR! BOOKMARK NOT DEFINED.**
7.3 FORM OF NOTICES ..... **ERROR! BOOKMARK NOT DEFINED.**

SCHEDULE 1 ..... ERROR! BOOKMARK NOT DEFINED.

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RESIDENTIAL LOT . **ERROR! BOOKMARK NOT DEFINED.**

SCHEDULE 2 ..... ERROR! BOOKMARK NOT DEFINED.

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT **ERROR! BOOKMARK NOT DEFINED.**

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

FENCING LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Shire of Dowerin resolved on *[insert date]* to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law is the *Shire of Dowerin Fencing Local Law 2021*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette.*

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Dowerin Fencing Local Law 2008* published in the Government Gazette on 30 September 2008 is repealed.

1.5 Interpretations

In this local law —

Act means the *Dividing Fences Act 1961*;

applicant means a person who makes an application for approval under this local law;

AS or AS/NZS means an Australian or Australian/New Zealand Standard as published by Standards Australia and as amended from time to time.

authorised person means a person appointed by the local government to perform any of the functions under this local law;

barbed wire fence means a wire or strand of wires having small pieces of sharply pointed wire twisted around it at short intervals;

boundary fence has the meaning given to it by the Act;***Building Code*** has the meaning given in section 3 of the *Building Regulations 2012*;

Building Surveyor means a Building Surveyor of the local government;

CEO means the Chief Executive Officer of the local government;

Commercial Lot means a lot zoned as commercial under the local planning scheme;

dangerous in relation to any fence means—

(a) an electrified fence other than a fence approved by the local government under this local law;

(b) a fence containing barbed wire other than a fence erected and maintained in accordance with this local law;

(c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or

(d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the local government;

dividing fence has the meaning given to it by the Act;

electrified fence means a fence carrying or designed to carry an electric charge;

fence means any structure, not including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

front boundary means the boundary line between a lot and the thoroughfare upon which that lot abuts, or in the case of a lot abutting on more than one thoroughfare, the boundary line between the lot and the primary thoroughfare;

front fence means a fence erected on the front boundary of a lot or on a line adjacent to the front boundary;

front setback area means the area between the building line of a lot and the front boundary of that lot;

height in relation to a fence means the vertical distance between—

(a) the top of the fence at any point; and

(b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

Industrial Lot means a lot where an industrial use—

(a) is or may be permitted under the district planning scheme; and

(b) is or will be the predominant use of the lot;

licence means an electrified fence licence or a razor wire fence licence;

local government means the Shire of Dowerin;

local government property means anything except a thoroughfare—

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an "otherwise unvested facility" under section 3.53 of the *Local Government Act 1995;*

local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005;*

lot has the meaning given to it in the *Planning and Development Act 2005*;

notice of breach means a notice referred to in clause 5.1;

occupier has the meaning given to it in the *Local Government Act 1995;*

owner has the meaning given to it in the *Local Government Act 1995;*

razor wire fence means a coiled strong wire with pieces of sharp cutting edges set across it at close intervals;***Residential Lot*** means a lot where a residential use —

(a) is or may be permitted under the district planning scheme; and

(b) is or will be the predominant use of the lot;

retaining wall means any structure which prevents the movement of soil or retains soil or structures in order to allow ground levels of different elevations to exist adjacent to one another;

Rural Lot means a lot where a rural use—

(a) is or may be permitted under the district planning scheme; and

(b) is or will be the predominant use of the lot;

Schedule means a Schedule to this local law;

Special Rural Lot means a lot where a special rural use—

(a) is or may be permitted under the district planning scheme; and

(b) is or will be the predominant use of the lot;

sufficient fence means a fence described in clause 2.1; and

thoroughfare has the meaning given to it by the *Local Government Act 1995,* but does not include a private thoroughfare which is not under the management or control of the local government.

1.7 Licence fees and charges

All licence fees and charges applicable under this local law shall be determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

PART 2—FENCES

Division 1—Sufficient fences

2.1 Sufficient fences

(1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence.

(2) Subject to subclauses (3) and (4), a sufficient fence—

(a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;

(b) on a Commercial Lot or an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 3; and

(c) on a Rural Lot or a Special Rural Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.

(3) Where a fence is erected on or near the boundary between—

(a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 2;

(b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 3;

(c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4;

(d) a Residential Lot and a Special Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4; and

(e) a Special Rural Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of Schedule 4.

(4) An application must be made to the local government for grant of consent to any variation to the specifications in Schedules 2, 3 and 4.

(5) Unless an authorised person determines otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of Schedule 2.

(6) Notwithstanding any other provision in this local law, a dividing fence or boundary fence constructed of masonry, stone or concrete shall be a sufficient fence only if it is designed by a suitably qualified structural engineer and constructed in accordance with that design where—

(a) it is greater than 1800 millimetres in height; or

(b) the Building Surveyor requires.

(7) Notwithstanding any other provision in this local law, a dividing fence or boundary fence shall not exceed 1800 millimetres in height unless the approval of the local government has been obtained for such a fence.

Division 2—General

2.2 Fences within front setback areas

(1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1200 millimetres in height, within the front set-back area of a Residential Lot within the district.

(2) The Building Surveyor may approve the erection of a fence of a height greater than 1200 millimetres in the front setback area of a Residential Lot only if the fence on each side of the driveway into the lot across the front boundary is to be angled into the lot for a distance of not less than 1500 millimetres along the frontage to a distance of not less than 1500 millimetres from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.

(3) The provision of subclause (2) shall not apply to a fence—

(a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or

(b) that does not adjoin a footpath.

2.3 Gates in fences

(1) A person shall not erect a gate in a fence which does not—

(a) open into the lot; or

(b) open by sliding parallel and on the inside of the fence, which it forms part of, when closed.

2.4 Depositing fencing material on public place

A person shall not deposit or permit the deposit of any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property unless the approval of the local government has been obtained.

2.5 Fences on a Rural Lot

A person shall not, without the written consent of the Building Surveyor, erect a fence on a Rural Lot of a height exceeding 1500 millimetres.

2.6 Maintenance of fences

An owner of a lot on which a fence is erected shall maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, or unsightly to the amenity of the locality.

2.7 Fences across rights-of-way, public access ways or thoroughfares

A person must not, without the approval of the local government, erect or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed.

2.8 General discretion of the local government

(1) Notwithstanding the provisions of clause 2.1, the local government may approve the erection or repair of a dividing fence which is not a sufficient fence where all of the owners of the lots to be separated by the dividing fence make an application for approval for that purpose.

(2) In determining whether to grant its approval under subclause (1), the local government may consider whether the erection or retention of the fence would have an adverse effect on—

(a) the safe or convenient use of any land;

(b) the safety or convenience of any person; or

(c) the visual amenity of the locality.

Division 3—Fencing materials

Where required by the Building Surveyor, fencing designs are to be certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

2.9 Pre-used fencing materials

(1) Notwithstanding clause 2.1, a person shall not construct a fence on a Residential Lot, a Commercial Lot or an Industrial Lot from pre-used materials without the approval of the local government.

(2) Where the local government approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant painting or treating the pre-used material as directed by the Building Surveyor.

2.10 Barbed wire fences and spiked or jagged materials

(1) This clause does not apply to a fence constructed wholly or partly of razor wire.

(2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect, affix or allow to remain on any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the local government has been obtained.

(3) An owner or occupier of an Industrial Lot shall not erect, affix or allow to remain on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections unless the wire or other materials are carried on posts at an angle of 45 degrees, and unless the bottom row of wire or other materials is setback 150mm from the face of the fence and is not nearer than 2000mm from the ground level.

(4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.

(5) An owner or occupier of a lot shall not erect, affix or allow to remain as part of any fence or wall, whether internal or external on that lot, any broken glass.

(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 side of the fence posts furthest from the thoroughfare or other public place.

2.11 Electrified and razor wire fences

(1) An owner or occupier of a lot shall not—

(a) construct or use an electrified fence on that lot without obtaining the approval of the local government in the form prescribed in Schedule 5; or

(b) construct a fence wholly or partly of razor wire on that lot without obtaining the approval of the local government in the form prescribed in Schedule 6.

(2) The local government shall not approve an application for the purpose of subclause (1)(a)—

(a) in respect of a lot which is or which abuts a Residential Lot;

(b) unless the prohibited fence complies with AS/NZS 3016:2002 Electrical installations—Electric security fences; and

(c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.

(3) The local government shall not approve an application for the purpose of subclause (1)(b)—

(a) if the fence is within 3000 millimetres of the boundary of the lot; or

(b) where any razor wire used in the construction of the fence is less than 2000 millimetres or more than 2400 millimetres above the ground level.

(4) An application for approval for the purpose of subclauses (1)(a) or (1)(b) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.

2.12 Prohibited fencing materials

A person shall not affix or use broken glass in the construction of any fence.

PART 3—APPROVALS

3.1 Application for approval

(1) Where a person is required to obtain the approval of the local government under this local law, that person shall apply for approval in accordance with subclause (2).

(2) An application for approval under this local law shall—

(a) be in the form determined by the local government;

(b) be signed by the applicant and the owner of the lot;

(c) provide the information required by the form; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995.*

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for approval.

(4) The local government may refuse to consider an application for approval which is not in accordance with subclauses (2) and (3).

3.2 Decision on application for approval

(1) The local government may—

(a) approve an application for approval unconditionally or subject to any conditions; or

(b) refuse to approve an application for approval.

(2) If the local government approves an application for approval, it is to issue to the applicant an approval in the form determined by the local government.

(3) If the local government refuses to approve an application for approval, it is to give written notice of that refusal to the applicant.

(4) Where a clause of this local law refers to conditions which may be imposed on an approval or which are to be taken to be imposed on an approval, the clause does not limit the power of the local government to impose other conditions on the approval under subclause (1)(a).

3.3 Compliance with approval

Where an application for approval has been approved, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

3.4 Duration of approval

Unless otherwise stated in the form of approval, an approval granted under this local law—

(a) runs with the lot to which it relates;

(b) may be relied upon by any subsequent occupier or owner of the lot; and

(c) may be enforced by the local government against a subsequent occupier or owner of the lot.

PART 4—MISCELLANEOUS

4.1 False or misleading statement

A person shall not make a false or misleading statement in connection with any application, requirement or request under this local law.

PART 5—NOTICES OF BREACH

5.1 Notices of breach

(1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner of that lot.

(2) A notice of breach shall—

(a) specify the provision of this local law which has been breached;

(b) specify the particulars of the breach; and

(c) state that the owner is required to remedy the breach within the time specified in the notice.

(3) Should an owner fail to comply with a notice of breach, the local government may, by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner of the lot in a court of competent jurisdiction.

(4) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any entry on to land will be in accordance with Part 3, Division 3 of that Act.

PART 6—OFFENCES

6.1 Offences and penalties

(1) A person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a penalty of not less than $250 and not exceeding $5000 and, if the offence is a continuing offence, to a maximum daily penalty of $500.

(2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable on conviction to a penalty of not less than $250 and not exceeding $5000 and, if the offence is a continuing offence, to a maximum daily penalty of $500.

6.2 Modified penalties

(1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.

(2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.

(3) Before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—

(a) commission of the prescribed offence is a relatively minor matter; and

(b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

6.3 Form of notices

For the purposes of this local law—

(a) the form of the infringement notice referred to in sections 9.16 and 9.17 of the *Local Government Act 1995* is to be in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and

(b) the form of the withdrawal of infringement notice referred to in section 9.20 of the *Local Government Act 1995* is to be in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

PART 7—OBJECTIONS AND REVIEW

7.1 Objections and review

When the local government makes a decision under clause 3.2, the provisions of Part 9 Division 1 of the *Local Government Act 1995,* and regulation 33 of the *Local Government (Functions and General) Regulations 1996,* apply to that decision.

_____

Schedule 1

OFFENCES AND MODIFIED PENALTIES

[clause 6.2(2)]

Item No	Clause No.	Nature of offence	Modified penalties $
1	2.1(1)	Erect a fence which is not a sufficient fence	**250**
2	2.2	Erect a fence greater than 1 200mm in height within a front setback area of a residential lot without the written consent of the Building Surveyor	**250**
3	2.3(a)	Erect a gate in a fence not opening into the lot	**200**
4	2.3(b)	Erect a gate in a fence not sliding parallel and inside a fence	**200**
5	2.6	Failure to maintain a fence in good condition to prevent the fence becoming dangerous, dilapidated or unsightly	**250**
6	2.7	Erect or maintain a fence or obstruction of temporary or permanent nature across a right-of way, public access way or thoroughfare without approval	**250**
7	2.9(1)	Construct a fence on a Residential, Commercial or Industrial Lot from pre-used materials without written approval	**250**
8	2.10(2)	Erect a fence using barbed wire or material with spiked or jagged projections in the fence construction without approval	**250**
9	2.11(1)	Construct, erect or use razor wire in a fence or electrify a fence without approval	**250**
10	2.12	Affix, or use, any broken glass in a fence	**250**
11	3.3	Failure to comply with terms or conditions of approval	**250**
12	6.1	Failure to comply with notice of breach	**250**

Schedule 2

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RESIDENTIAL LOT

[clause 2.1(2)(a)]

Each of the identified categories in this Schedule is a sufficient fence on a Residential Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

Timber fence

(a) corner posts to be 125mm x 125mm x 2400mm and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres;

(b) corner posts to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts;

(c) intermediate posts to be doubled yankee strutted with 150mm x 25mm x 450mm struts;

(d) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;

(e) rails to be 75mm x 50mm with each rail spanning 2 bays of fencing double railed or bolted to each post with joints staggered;

(f) the fence to be covered with 75mm x 20mm sawn pickets, 1800mm in height placed 75mm apart and affixed securely to each rail; and

(g) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

Corrugated fence

A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting constructed to manufacturer's specifications or which satisfies the following specifications—

(a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm;

(b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;

(c) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturers written instructions; and

(d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

Brick, stone or concrete fence

A fence constructed of brick, stone or concrete, which satisfies the following requirements and specifications—

(a) a site classification is to be provided by a professional engineer in accordance with AS 2870-2011 Residential slabs and footings as amended;

(b) the footing is to be designed in accordance with AS 2870-2011 Residential slabs and footings as amended;

(c) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar;

(d) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;

(e) expansion joints in accordance with the manufacturer's written instructions; and

(f) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.2.

Composite fence

A composite fence which satisfies the following specifications for the brick construction—

(1) (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;

(b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;

(c) the minimum ultimate strength of brickwork shall by 20MPa. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;

(d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and

(e) control joints in brickwork shall be provided with double piers at a maximum of 6-metre centres;

or

(2) (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base wall; and

(b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified.

_____

Schedule 3

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT OR AN INDUSTRIAL LOT

[clause 2.1(2)(b)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated, is a sufficient fence on a Commercial Lot or an Industrial Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

Galvanised or PVC fence and gate

A fence constructed of galvanised or PVC coated non-rail link mesh, chain mesh or steel mesh which satisfies the following specifications—

(a) corner posts to be minimum 50mm nominal bore x 3.5mm and with footings of a 225mm diameter x 900mm;

(b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;

(c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and 2 at each corner post and with footings 225mm x 600mm;

(d) cables to be affixed to the top, centre and bottom of all posts and to consist of 2 or more 3.15mm wires twisted together or single 4mm wire;

(e) non-rail link, chain or steel mesh is to be to a height of 2000mm on top of which are to be 3 strands of barbed wire carrying the fence to a height of 2400mm in accordance with the requirements and standards of the local planning schemes; and

(f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with 1 horizontal and 1 vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.

Other fences

(a) a fence of cement sheet or steel sheeting constructed to the minimum specifications referred to in Schedule 2;

(b) a fence constructed of aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm; or

(c) a fence of timber, brick, stone or concrete constructed to the minimum specifications referred to in Schedule 2.

Schedule 4

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RURAL LOT OR SPECIAL RURAL LOT

[clause 2.1(2)(c)]

Each of the identified categories in this Schedule, with minimum and maximum specifications where stated is a sufficient fence on a Rural Lot or a Special Rural Lot and the fence design being certified by a practicing structural engineer as being suitable for wind loadings found in Region D Category 2 areas in accordance with the current edition of AS/NZS 1170.0:2002 Structural design actions - General principles.

Non-electrified fence

(a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.

(b) posts shall be of indigenous timber or other suitable material including—

  (i) timber impregnated with a termite and fungicidal preservative;

  (ii) standard iron star pickets; or

  (iii) concrete;

(c) posts shall be cut not less than 1800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn timber.

(d) posts to be set minimum 600mm in the ground and 1 200mm above the ground; and

(e) strainer posts shall be not less than 2250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground.

Electrified fence

An electrified fence having 4 wires is a sufficient fence if constructed generally in accordance with a non-electrified fence.

Schedule 5

LICENCE FOR APPROVED ELECTRIFIED FENCE

[clause 2.11(1)(a)]

This is to certify that
(1)_____

of (2)
_____
is licensed , subject to the conditions set out below, to have and use an electrified fence on
_____

_____
(address)
from _____20 _____ and until this licence is transferred or cancelled.

Dated this _____day of _____20_____

_____
Chief Executive Officer,
[insert name of local government].

Conditions of Licence—
The holder of the licence must—
(a) display the licence in a prominent position on the land or premises on which the electrified fence has been erected;
(b) upon the request of a Building Surveyor produce to him or her the licence;
(c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes;
(d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence; and
(e) comply with AS/NZS 3016:2002 Electrical installations - Electric security fences.

Transfer by Endorsement
This licence is transferred to (3)
_____
of (4)
_____

_____
from and including the date of this endorsement.

Dated this _____day of _____20_____

_____
Chief Executive Officer,
[insert name of local government].

_____
(1) Name
(2) Address
(3) Name
(4) Address

Schedule 6

LICENCE FOR APPROVED RAZOR WIRE FENCE

[clause 2.11(1)(b)]

This is to certify that (1)
_____

of (2)
_____
is licensed , subject to the conditions set out below, to have a fence constructed wholly or partially of razor wire at

_____
(address)
From_____ 20__ and until this licence is transferred or cancelled.

Dated this _____day of _____20_____
Chief Executive Officer,
[insert name of local government]

Conditions of licence—
(a) display the licence in a prominent position on the land or premises on which the fence has been erected;
(b) upon the request of a Building Surveyor produce to him or her the licence;
(c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the licence has been granted, notify the Chief Executive Officer in writing of the details of that change or those changes; and
(d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the fence.
Transfer by Endorsement
This licence is transferred to (3)
_____

of (4)
_____

from and including the date of this endorsement.

Dated this _____day of _____20_____

_____
Chief Executive Officer,
[insert name of local government]

_____
(1) Name
(2) Address
(3) Name
(4) Address

Dated ..... of ..... 20__ .

The Common Seal of the }
Shire of Dowerin }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

Cr Darrel Hudson

PRESIDENT

Rebecca McCall

CHIEF EXECUTIVE OFFICER

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

MEETING PROCEDURES LOCAL LAW 2021

LOCAL GOVERNMENT ACT 1995

MEETING PROCEDURES LOCAL LAW 2021

Table of Contents

Part 1 - Preliminary 6
1.1 Citation 6
1.2 Commencement 6
1.3 Application 6
1.4 Interpretation 6
1.5 Repeal 7

Part 2 – Establishment and membership of committees 7
2.1 Establishment of committees 7
2.2 Types of committees 8
2.3 Delegation of some powers and duties to certain committees 8
2.4 Limits on delegation of powers and duties to certain committees 8
2.5 Appointment of committee members 8
2.6 Tenure of committee membership 8
2.7 Resignation of committee members 8
2.8 Register of delegations to committees 8
2.9 Committees to report 8

Part 3 - Calling and convening meetings 9
3.1 Ordinary and special council meetings 9
3.2 Calling council meetings 9
3.3 Convening council meetings 9
3.4 Calling committee meetings 9
3.5 Public notice of meetings 9

Part 4 – Presiding member and quorum 9
4.1 Who presides 9
4.2 When the deputy president can act 9
4.3 Who acts if no president 9
4.4 Election of presiding member of a committee 9
4.5 Election of deputy presiding member of a committee 10
4.6 Functions of deputy presiding member 10
4.7 Who acts if no presiding member 10
4.8 Quorum for meetings 10
4.9 Reduction of quorum for council meetings 10
4.10 Reduction of quorum for committee meetings 10
4.11 Procedure where no quorum to begin a meeting 10
4.12 Procedure where quorum not present during a meeting 10
4.13 Names to be recorded 10

Part 5 - Business of a meeting 11
5.1 Business to be specified 11
5.2 Order of business 11
5.3 Motions of which previous notice has been given 12
5.4 New business of an urgent nature 12
5.5 Adoption by exception resolution 13

Part 6 - Public participation 13
6.1 Meetings generally open to the public 13

6.2 Meetings not open to the public 13
6.3 Question time for the public 14
6.4 Question time for the public at certain meetings 14
6.5 Minimum question time for the public 14
6.6 Procedures for question time for the public 14
6.7 Other procedures for question time for the public 14
6.8 Distinguished visitors 15
6.9 Deputations 15
6.10 Petitions 16
6.11 Presentations 16
6.12 Participation at committee meetings 16
6.13 Council may meet to hear public submissions 17
6.14 Public inspection of agenda materials 18
6.15 Confidentiality of information withheld 18
6.16 Recording of proceedings 18
6.17 Prevention of disturbance 18

Part 7— Questions by Members 19
7.1 With due notice 19
7.2 Without due notice 19

Part 8 – Conduct of members 20
8.1 Members to be in their proper places 20
8.2 Respect to the presiding member 20
8.3 Titles to be used 20
8.4 Advice of entry or departure 20
8.5 Members to indicate their intention to speak 20
8.6 Priority of speaking 20
8.7 Presiding member may take part in debates 20
8.8 Relevance 20
8.9 Speaking twice 21
8.10 Duration of speeches 21
8.11 No speaking after conclusion of debate 21
8.12 No interruption 21
8.13 Personal explanations 22
8.14 No reopening of discussion 22
8.15 Adverse reflection 22
8.16 Withdrawal of offensive language 22

Part 9 - Preserving order 23
9.1 Presiding member to preserve order 23
9.2 Point of order 23
9.3 Procedures on a point of order 23
9.4 Calling attention to breach 24
9.5 Ruling by the presiding member 24
9.6 Continued breach of order 24
9.7 Right of presiding member to adjourn 24

Part 10 - Debate of substantive motions 25
10.1 Motions to be stated 25
10.2 Motions to be supported 25
10.3 Unopposed business 25
10.4 Only one substantive motion at a time 25
10.5 Order of call in debate 25
10.6 Member may require motion to be read 26
10.7 Consent of seconder required for alteration 26
10.8 Order of amendments 26
10.9 Form of an amendment 26

10.10 Amendment must not negate original motion 26
10.11 Relevance of amendments 26
10.12 Mover of motion may speak on amendment 26
10.13 Effect of an amendment 26
10.14 Withdrawal of motion or amendment 26
10.15 Right of reply 27
Part 11 - Procedural motions and motions concerning behaviour under the Code of Conduct 27
11.1 Permissible procedural motions 27
11.2 No debate 27
11.3 Who may move 28
11.4 Procedural motions - right of reply on substantive motion 28
11.5 Meeting to proceed to the next business 28
11.6 Debate to be adjourned 28
11.7 Meeting now adjourn 28
11.8 Motion to be put 29
11.9 Member to be no longer heard 29
11.10 Ruling of the presiding member to be disagreed with 29
11.11 Motions concerning behaviour under the Code of Conduct 29
Part 12 - Disclosure of interests 30
12.1 Disclosure of interests 30
Part 13 - Voting 30
13.1 Motion - when put 30
13.2 Voting 30
13.3 Majorities required for decisions 30
13.4 Method of taking vote 30
Part 14 – Minutes of meetings 31
14.1 Keeping of minutes 31
14.2 Content of minutes 31
14.3 Public inspection of unconfirmed minutes 31
14.4 Confirmation of minutes 31
Part 15 - Adjournment of meeting 32
15.1 Meeting may be adjourned 32
15.2 Effect of adjournment 32
Part 16 – Revoking or changing decisions 32
16.1 Requirements to revoke or change decisions 32
16.2 Limitations on powers to revoke or change decisions 32
17.3 Implementing a decision 33
Part 17 - Suspension of Local Law 34
17.1 Suspension of local law 34
17.2 Where local laws do not apply 34
Part 18 - Meetings of electors 34
18.1 Electors' general meetings 34
18.2 Matters for discussion at electors' general meetings 34
18.3 Electors' special meetings 34
18.4 Requests for electors' special meetings 35
18.5 Convening electors' meetings 35
18.6 Who presides at electors' meetings 35
18.7 Procedure for electors' meetings 35
18.8 Participation of non-electors 35
18.9 Voting at electors' meetings 35

18.10 Minutes of electors' meetings 35
18.11 Decisions made at electors' meetings 35
Part 19 - Enforcement 35
19.1 Penalty for breach 35
19.2 Who can prosecute 35
PART 20—Common Seal 36

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

MEETING PROCEDURES LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Dowerin resolved on [*insert date*] to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Dowerin Meetings Procedures Local Law 2021*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

All meetings are to be conducted in accordance with the Act, the Regulations and this local law.

1.4 Interpretation

(1) In this local law unless the context otherwise requires -

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the chief executive officer of the local government;

committee means a committee of the council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

council means the council of the local government;

district means the district of the local government;

local government means the Shire of Dowerin;

meeting means a meeting of the council or a committee, as the context requires;

member has the meaning given to it in the Act;

president means the president of the local government or other presiding member at a council meeting under section 5.6 of the Act;

presiding member means -

(a) in respect of the council, the person presiding under section 5.6 of the Act; and

(b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996;*

simple majority means more than 50% of the members present and voting; and

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

(2) Unless otherwise defined in this local law, the terms and expressions used in this local law is to have the meaning given to them in the Act and Regulations.

1.5 Repeal

The *Shire of Dowerin Standing Orders Local Law 2001* published in the *Government Gazette* on 8 January 2002 is repealed.

Part 2 – Establishment and membership of committees

2.1 Establishment of committees

(1) The establishment of committees is dealt with in the Act.

(2) A council resolution to establish a committee under section 5.8 of the Act is to include -

(a) the terms of reference of the committee;

(b) the number of council members, employees and other persons to be appointed to the committee;

(c) the names or titles of the council members and employees to be appointed to the committee;

(d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and

(e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) This local law is to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

2.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

2.9 Committees to report

A committee -

(a) is answerable to the council; and

(b) is to report on its activities when, and to the extent, required by the council.

Part 3 - Calling and convening meetings

3.1 Ordinary and special council meetings

(1) Ordinary and special council meetings are dealt with in the Act.

(2) An ordinary meeting of the council, held on a monthly basis or otherwise as determined by the council, is for the purpose of considering and dealing with the ordinary business of the council.

(3) A special meeting of the council is held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling council meetings

The calling of council meetings is dealt with in the Act.

3.3 Convening council meetings

(1) The convening of a council meeting is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the council.

(3) Where, in the opinion of the president or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special council meeting.

3.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the president, the presiding member of a committee or any two members of that committee.

3.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Part 4 – Presiding member and quorum

4.1 Who presides

Who presides at a council meeting is dealt with in the Act.

4.2 When the deputy president can act

When the deputy president can act is dealt with in the Act.

4.3 Who acts if no president

Who acts if there is no president is dealt with in the Act.

4.4 Election of presiding member of a committee

The election of a presiding member of a committee is dealt with in the Act.

4.5 Election of deputy presiding member of a committee

The election of deputy presiding member of a committee is dealt with in the Act.

4.6 Functions of deputy presiding member

The functions of deputy presiding member are dealt with in the Act.

4.7 Who acts if no presiding member

Who acts if no presiding member is dealt with in the Act.

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

4.9 Reduction of quorum for council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

4.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the presiding member is:

(a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and

(b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

4.13 Names to be recorded

At any meeting -

(a) at which there is not a quorum present; or

(b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

Part 5 - Business of a meeting

5.1 Business to be specified

(1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.

(2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.

(3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that -

(a) specified in the notice of the meeting which had been adjourned; and

(b) which remains unresolved.

(4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering employee reports (Clause 5.2(1), Item 10) at that ordinary meeting.

5.2 Order of business

(1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows -

1. Official Opening/Obituaries
2. Record of Attendance/Apologies/Leave of Absence
3. Public Question Time
4. Disclosure of Interest
5. Applications for Leave of Absence
6. Petitions and Presentations
7. Confirmation of Minutes of the Previous Meetings
8. Minutes of Committee Meetings to be Received
9. Recommendations from Committee Meetings for Council Consideration
10. Announcements without Discussion
11. Reports - Corporate and Community Services
12. Reports – Governance and Compliance
13. Reports – Works and Assets
14. Urgent Business Approved by the Person Presiding or by Decision
15. Elected Members' Motions
16. Matters Behind Closed Doors
17. Closure

(2) Unless otherwise decided by the council, the order of business at any special meeting of the council is to be the order in which that business stands in the agenda of the meeting.

(3) In determining the order of business for any meeting of the council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

5.3 Motions of which previous notice has been given

(1) Unless the Act, Regulations or this local laws otherwise provides, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least 7 working days before the meeting at which the motion is moved.

(3) A notice of motion is to relate to the good governance of the district.

(4) The CEO -

(a) with the concurrence of the president or presiding member, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of these meeting procedures or any other written law;

(b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;

(c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and

(d) may provide to the council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

(5) A motion of which notice has been given is to lapse unless -

(a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or

(b) the council on a motion agrees to defer consideration of the motion to a later stage or date.

(6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the council before the next meeting.

5.5 Adoption by exception resolution

(1) In this clause 'adoption by exception resolution' means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the council resolution.

(2) Subject to subclause (3), the local government may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter -

(a) that requires an absolute majority;

(b) in which an interest has been disclosed;

(c) that has been the subject of a petition or deputation;

(d) that is a matter on which a member wishes to make a statement; or

(e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings not open to the public

(1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

(2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.

(3) If a resolution under subclause (2) is carried -

(a) the presiding member is to direct everyone to leave the meeting except -

(i) the members;

(ii) the CEO; and

(iii) any employee or person specified by the presiding member; and

(b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council or the committee, by resolution, decides otherwise.

(4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.

(5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the council or the committee, by resolution, decides otherwise.

(6) A resolution under this clause may be made without notice.

(7) Once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

(1) A member of the public who raises a question during question time, is to state his or her name and address.

(2) A question may be taken on notice by the council for later response.

(3) When a question is taken on notice the CEO is to ensure that -

(a) a response is given to the member of the public in writing; and

(b) a summary of the response is included in the agenda of the next meeting of the council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to -

(a) declare that he or she has an interest in the matter; and

(b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the presiding member may elect for the questions to be responded to as normal business correspondence.

(7) The presiding member may decide that a public question shall not be responded to where -

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;

(b) the member of the public uses public question time to make a statement, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or

(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have two minutes to submit a question.

(9) The council, by resolution, may agree to extend public question time.

(10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

6.9 Deputations

(1) Any person or group wishing to be received as a deputation by the council is to either -

(a) apply, before the meeting, to the CEO for approval; or

(b) with the approval of the presiding member, at the meeting, address the council.

(2) The CEO may either-

(a) approve the request and invite the deputation to attend a meeting of the council; or

(b) refer the request to the council to decide by simple majority whether or not to receive the deputation.

(3) Unless the council resolves otherwise, a deputation invited to attend a council meeting -

(a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;

(b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and

(c) additional members of the deputation may be allowed to speak with the leave of the presiding member.

(4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.

6.10 Petitions

(1) A petition is to -

(a) be addressed to the president;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the name, address and signature of each elector making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request; and

(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the local government is to submit the petition to the CEO to be included in his or her deliberations and report on the matter that is the subject of the petition.

(3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

(a) the matter is the subject of a report included in the agenda; and

(b) the council has considered the issues raised in the petition.

6.11 Presentations

(1) In this clause, a ***presentation*** means the acceptance of a gift or an award by the Council on behalf of the local government or the community.

(2) A presentation may be made to the council at a meeting only with the prior approval of the CEO.

6.12 Participation at committee meetings

(1) In this clause a reference to a person is to a person who -

(a) is entitled to attend a committee meeting;

(b) attends a committee meeting; and

(c) is not a member of that committee.

A member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.

(2) Without the consent of the presiding member, no person is to address a committee meeting.

(3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

(4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.

(5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.

(6) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.13 Council may meet to hear public submissions

(1) Where an item on the agenda at a council meeting is contentious and is likely be the subject of a number of deputations, the council may resolve to meet at another time to provide a greater opportunity to be heard.

(2) The CEO and the president shall set the time and date of the meeting to provide the opportunity to be heard.

(3) Where the council resolves to meet to provide the opportunity to be heard under subclause (1), the presiding member shall -

(a) instruct the CEO to provide local public notice of the time and date when the council will meet to provide an opportunity to be heard;

(b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and

(c) cause minutes to be kept of the meeting to provide the opportunity to be heard.

(4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.

(5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.

(6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member.

(7) Once every member of the public has had the opportunity to make a submission the presiding member is to close the meeting.

(8) The CEO is to ensure that a report is included on the agenda of the next council meeting summarising each submission made at the meeting.

(9) The council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

6.14 Public inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations, may be exercised at 13 Cottrell Street Dowerin WA 6461 and on the local government's website.

6.15 Confidentiality of information withheld

(1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be -

(a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";

(b) marked *"Confidential"* in the agenda; and

(c) kept confidential by members and employees until the council resolves otherwise.

(2) A member or an employee in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not apply where a member or employee discloses the information to his or her lawyer or government employee for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

6.16 Recording of proceedings

A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the council without the permission of the presiding member.

6.17 Prevention of disturbance

(1) A reference in this clause to a person is to a person other than a member.

(2) A person addressing the council shall extend due courtesy and respect to the council and the processes under which it operates and shall comply with any direction by the presiding member.

(3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council.

(5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

Part 7— Questions by members

7.1 With due notice

(1) A question on notice is to be given by a member in writing to the CEO at least four (4) business days before the meeting at which it is raised.

(2) If the question referred to in subclause (1) is in order, the answer is, so far as practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.

(3) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the presiding member.

7.2 Without due notice

(1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

(2) A member requesting general information from an employee at a Council or committee meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that employee or another employee present at the meeting.

(3) Where possible the employee must endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that—

> (a) the question be placed on notice for the next meeting of Council; or committee; and
>
> (b) the answer to the question be given to the member who asked it within 14 days.

(4) Every question and answer—

> (a) is to be brief and concise; and
>
> (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.

(5) In answering any question, an employee may qualify his or her answer and may at a later time in meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

Part 8 – Conduct of members

8.1 Members to be in their proper places

(1) At the first meeting held after each election day, or at any other time considered necessary, each member is to be allocated a seat at the Council Table by the CEO.

(2) Each member is to occupy his or her allocated position at each Council meeting.

8.2 Respect to the presiding member

After the business of a council has commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

8.3 Titles to be used

A speaker, when referring to the president, deputy president or presiding member, or a member or employee, is to use the title of that person's office.

8.4 Advice of entry or departure

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

8.5 Members to indicate their intention to speak

A member of the council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the council.

8.6 Priority of speaking

(1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.

(2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.

(3) A member is to cease speaking immediately after being asked to do so by the presiding member.

8.7 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the council, subject to compliance with this local law.

8.8 Relevance

(1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The presiding member, at any time, may -

(a) call the attention of the meeting to:

(i) any irrelevant, repetitious, offensive or insulting language by a member; or

(ii) any breach of order or decorum by a member; and

(b) direct that member, if speaking, to discontinue his or her speech.

(3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

8.9 Speaking twice

A member is not to address the council more than once on any motion or amendment except -

(a) as the mover of a substantive motion, to exercise a right of reply;

(b) to raise a point of order; or

(c) to make a personal explanation.

8.10 Duration of speeches

(1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.

(2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

8.11 No speaking after conclusion of debate

A member is not to speak on any motion or amendment -

(a) after the mover has replied; or

(b) after the motion has been put.

8.12 No interruption

A member is not to interrupt another member who is speaking unless -

(a) to raise a point of order;

(b) to call attention to the absence of a quorum;

(c) to make a personal explanation under clause 8.13; or

(d) to move a procedural motion that the member be no longer heard (see clause 11(1)(e)).

8.13 Personal explanations

(1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.

(2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.

(3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

8.14 No reopening of discussion

A member is not to reopen discussion on any council decision, except to move that the decision be revoked or changed (see Part 16).

8.15 Adverse reflection

(1) A member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed.

(2) A member is not -

(a) to reflect adversely on the character or actions of another member or employee; or

(b) to impute any motive to a member or employee

unless the meeting resolves, without debate, that the motion then before the meeting cannot otherwise be adequately considered.

(3) A member is not to use offensive or objectionable expressions in reference to any member, employee or other person.

(4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes -

(a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and

(b) the council may, by resolution, decide to record those words in the minutes.

8.16 Withdrawal of offensive language

(1) A member who, in the opinion of the presiding member, uses an expression which -

(a) in the absence of a resolution under clause 8.15—

(i) reflects adversely on the character or actions of another member or employee; or

(ii) imputes any motive to a member or employee; or

(b) is offensive or insulting,

must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.

(2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

Part 9 - Preserving order

9.1 Presiding member to preserve order

The presiding member is to preserve order and, whenever considered necessary, may call any member or other person to order.

9.2 Point of order

(1) A member may object, by way of a point of order, only to a breach of -

(a) any of this local law; or

(b) any other written law.

(2) Despite anything in this local law to the contrary, a point of order -

(a) takes precedence over any discussion; and

(b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

(1) A member who is addressing the presiding member is not to be interrupted except on a point of order.

(2) A member interrupted on a point of order is to immediately cease speaking until -

(a) the member raising the point of order has been heard; and

(b) the presiding member has ruled on the point of order,

and, if permitted, the member who has been interrupted may then proceed.

9.4 Calling attention to breach

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

9.5 Ruling by the presiding member

(1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

(2) A ruling by the presiding member on a point of order -

(a) is not to be the subject of debate or comment; and

(b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.

(3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that -

(a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and

(b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a member -

(a) persists in any conduct that the presiding member had ruled is out of order; or

(b) refuses to make an explanation, retraction or apology required by the presiding member under clause 9.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

9.7 Right of presiding member to adjourn

(1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.

(2) On resumption, the debate is to continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 10 - Debate of substantive motions

10.1 Motions to be stated

Any member who wishes to move a substantive motion or an amendment to a substantive motion -

(a) is to state the substance of the motion before speaking to it; and

(b) if required by the presiding member, is to put the motion or amendment in writing.

10.2 Motions to be supported

(1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.

(2) A motion to revoke or change a decision made at a council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.3 Unopposed business

(1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.

(2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.

(3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.

(4) If a member opposes a motion, the motion is to be dealt with under this Part.

(5) This clause does not apply to a motion to revoke or change a decision which has been made at a council meeting (see Part 16).

10.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted. The council is not to consider more than one substantive motion at any time.

10.5 Order of call in debate

The presiding member is to call speakers to a substantive motion in the following order -

(a) the mover to state the motion;

(b) a seconder to the motion;

(c) the mover to speak to the motion;

(d) the seconder to speak to the motion;

(e) a speaker against the motion;

(f) a speaker for the motion;

(g) other speakers against and for the motion, alternating where possible; and

(h) mover takes right of reply which closes debate.

10.6 Member may require motion to be read

A member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

10.7 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.8 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.9 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

10.10 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

10.11 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.12 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

10.13 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

10.14 Withdrawal of motion or amendment

(1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority

of members present, until the amendment proposed has been withdrawn or lost.

10.15 Right of reply

(1) The mover of a substantive motion has the right of reply.

(2) The mover of any amendment to a substantive motion has a right of reply.

(3) The right of the reply may only be exercised -

(a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or

(b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.

(4) After the mover of the substantive motion has commenced the reply -

(a) no other member is to speak on the motion;

(b) there is to be no further discussion on, or any further amendment to, the motion.

(5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 11 - Procedural motions and motions concerning behaviour under the Code of Conduct

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a member may move the following procedural motions -

(a) that the meeting proceed to the next item of business;

(b) that the debate be adjourned;

(c) that the meeting now adjourn;

(d) that the motion be now put;

(e) that the member be no longer heard;

(f) that the ruling of the presiding member be disagreed with;

(g) that the meeting be closed to the public (see clause 6.2).

11.2 No debate

(1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder

is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next business", if carried, has the effect that—
(a) the debate on the substantive motion or amendment ceases immediately;
(b) no decision is made on the substantive motion;
(c) the Council moves to the next item of business; and
(d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion "that the debate be adjourned" -

(a) is to state the time to which the debate is to be adjourned; and

(b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

(1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.

(2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).

(3) A motion "that the meeting now adjourn" -

(a) is to state the time and date to which the meeting is to be adjourned; and

(b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

11.8 Motion to be put

(1) If the motion “that the motion be now put”, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion "that the motion be now put" is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the presiding member to be disagreed with

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

11.11 Motions concerning behaviour under the Code of Conduct

(1) A motion concerning a complaint about a breach of the Code of Conduct shall—
(a) be moved by the Councillor who made the complaint; or
(b) if the complaint was made by a person who is not a Councillor, moved by any Councillor.

(2) If a motion moved under sub-clause (1) lapses for want of a mover or seconder, the complaint is taken to have been dismissed.

(3) There is to be no debate on a motion moved and seconded under sub-clause (1).

(4) A motion moved and seconded under sub-clause (1) cannot be amended.

(5) If a motion under sub-clause (1) is moved and seconded then lost, the complaint is taken to have been dismissed.

(6) If the motion moved and seconded under sub-clause (1) is carried, the Councillor who moved the motion shall then move a motion in relation to whether further action is warranted and, if so, what action.

(7) If a motion moved under sub-clause (6) lapses for want of a seconder, Council is taken to have determined that no further action is warranted in respect of the breach and no further motion may be moved.

(8) If a motion moved under sub-clause (6) is seconded, subject to sub-clause (10), there is to be no debate on the motion.

(9) A motion moved and seconded under sub-clause (6) cannot be amended other than to address comments made under sub-clause (10).

(10) If a motion moved under sub-clause (6) is seconded, the Councillor found to have breached the Code is to be provided with the opportunity to comment on the proposed action.

(11) Any comment made by a Councillor under sub-clause (10) is to be limited to whether or not they view the proposed action as acceptable.

(12) If a motion moved under sub-clause (6) is lost, Council is taken to have determined that no further action is warranted in respect of the breach and no further motion may be moved.

Part 12 - Disclosure of interests

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act.

Part 13 - Voting

13.1 Motion - when put

(1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member –

(a) is to put the motion to the council; and

(b) if requested by any member, is to again state the terms of the motion.

(2) A member is not to leave the meeting when the presiding member is putting any motion.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

13.3 Majorities required for decisions

The majorities required for decisions of the council and committees are dealt with in the Act.

13.4 Method of taking vote

(1) In taking the vote on any motion or amendment the presiding member -

(a) is to put the motion, first in the affirmative, and then in the negative;

(b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;

(c) may accept a vote on the voices or may require a show of hands; and,

(d) is, subject to this clause, to declare the result.

(2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

(3) If a member of council or a committee specifically requests that there be recorded –

(a) his or her vote; or,

(b) the vote of all members present,

on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

(4) If a member calls for a division—
(a) those voting in the affirmative are to pass to the right of the Chair; and
(b) those voting in the negative are to pass to the left of the Chair.

5) For every division, the CEO is to record—
(a) the name of each member who voted; and
(b) whether he or she voted in the affirmative or negative.

Part 14 – Minutes of meetings

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

14.2 Content of minutes

(1) The content of minutes is dealt with in the Regulations.

(2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

14.4 Confirmation of minutes

(1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 working days before the next ordinary meeting of the council.

(2) At the next ordinary meeting of the council, the member who provided the alternative wording shall, at the time for confirmation of minutes –

(a) state the item or items with which he or she is dissatisfied; and

(b) propose a motion clearly outlining the alternative wording to amend the minutes.

(3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 15 - Adjournment of meeting

15.1 Meeting may be adjourned

The council may adjourn any meeting -

(a) to a later time on the same day; or

(b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law -

(a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;

(b) debate is to be resumed at the next meeting at the point where it was interrupted; and

(c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

Part 16 – Revoking or changing decisions

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the council or a committee is not to consider a motion to revoke or change a decision -

(a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or

(b) where the decision is procedural in its form or effect.

(2) The council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is

accompanied by a written statement of the legal and financial consequences of carrying the motion.

17.3 Implementing a decision

(1) In this clause -

(a) ***authorisation*** means a licence, permit, approval or other means of authorising a person to do anything;

(b) ***implement***, in relation to a decision, includes -

(i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(ii) take any other action to give effect to the decision; and

(c) ***valid notice of revocation motion*** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and this local law and may be considered, but has not yet been considered, by the council or a committee as the case may be.

(2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.

(3) The council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

(4) A decision made at a meeting is not to be implemented by the CEO or any other person -

(a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and

(b) unless and until the valid notice of revocation motion has been determined by the council or the committee as the case may be.

(5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation -

(a) is to take effect only in accordance with this clause; and

(b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Part 17 - Suspension of Local Law

17.1 Suspension of local law

(1) A member may at any time move that the operation of one or more of the provisions of this local law be suspended.

(2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.

(3) A motion under subclause (1) which is -

(a) seconded; and

(b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where local laws do not apply

(1) In situations where -

(a) one or more provisions of this local law have been suspended; or

(b) a matter is not regulated by the Act, the Regulations or this local law, the presiding member is to decide questions relating to the conduct of the meeting.

(2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

17.3 Cases not provided for in local laws

The presiding member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

Part 18 - Meetings of electors

18.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

18.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

18.7 Procedure for electors' meetings

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to this local law.

18.8 Participation of non-electors

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

18.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

18.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

18.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

Part 19 - Enforcement

19.1 Penalty for breach

A person who breaches a provision of this local law commits an offence.
Penalty: $1,000.00 and a daily penalty of $100.00.

19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

PART 20—Common Seal

20.1 Local government common seal

(1) The use of the Common Seal is dealt with in the Act.

(2) The CEO is to have charge of the common seal of the local government and is responsible for its safe custody and proper use.

Dated: [*insert date*]

The Common Seal of the }
Shire of Dowerin }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

Cr Darrel Hudson
President

Rebecca McCall
Chief Executive Officer

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

REPEAL LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Shire of Dowerin resolved on [*insert date of resolution*] to make the following local law.

1. Citation

This local law may be cited as the *Shire of Dowerin Repeal Local Law 2021.*

2. Commencement

This local law commences 14 days after the date on which it is published in the *Government Gazette.*

3. Application

This local law applies throughout the district.

4. Repeal

The following local laws are repealed —

(a) *Shire of Dowerin Local Government Model By-law (Prevention of Damage to Streets), No 1* published in the *Government Gazette* on 18 February 1965; and
(b) *Shire of Dowerin Local Government Model By-laws No 7 – Removal and Disposal of Obstructing Animals or Vehicles* published in the *Government Gazette* on 30 November 1973.

Dated..... 20____

The Common Seal of the)
Shire of Dowerin was)
hereunto affixed by authority)
of its Council in the presence)
of —)

_____ _____

Cr Darrel Hudson Rebecca McCall
President Chief Executive Officer

INTEGRATED PLANNING & REPORTING FRAMEWORK
Process Plan
August 2021

SHIRE OF
DOWERIN
TIN DOG TERRITORY

TABLE OF CONTENTS

Introduction 1

Benefits of Integrated Planning and Reporting Framework 1

Planning Cycle 2

IPR Roles & Responsibilities 3

Strategic Framework 3

IPR Roadmap 24

Monitoring and Progress Reporting 24

ANNEX 1: 25

STRATEGIC COMMUNITY PLAN - MODEL TABLE OF CONTENTS 25

ANNEX 2: 26

CORPORATE BUSINESS PLAN - MODEL TABLE OF CONTENTS 26

Introduction

In 2012/13 the Shire of Dowerin prepared its first Suite of Plans to meet the requirements of Western Australia's Integrated Planning and Reporting (IPR) framework:

- Strategic Community Plan (SCP)
- Corporate Business Plan (CBP)
- Long Term Financial Plan (LTFP)
- Asset Management Plan (AMP)
- Workforce Plan (WFP)

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 form the elements of the IPR Framework.

Benefits of Integrated Planning and Reporting Framework

The benefits of the IPR need to be considered alongside the Shire of Dowerin's budget over the coming decade, and the other resources that could be potentially attracted. IPR aims to ensure that the totality of these resources is optimally applied to by achieving community outcomes, whilst maintaining financial sustainability. When IPR is done well, decisions over those considerable community resources meet the Five 'A's'.

Aspirational
Guided by the community's vision & goals
+
Affordable
Confidence that assets & services are affordable & best value
+
Adaptable
The ability to adapt plans while maintaining sustainability
+
Aligned
Provides a basis to work with others/attract other resources to the vision
+
Accountable
Enables scrutiny

Planning Cycle

Planning and monitoring are linked, as the results of monitoring feed into the next round of planning. This is illustrated in the diagram below.

The diagram also highlights the dynamic nature of the Integrated Strategic Plan (ISP). The ISP is a ten-year plan, but it is not fixed for ten years. Rather, it is a "rolling" plan which is reviewed every two years.

The two-yearly strategic reviews alternate between a minor review (updating as needed) and a major review (going through all the steps again). The plan is continuously looking ahead, so each review keeps a ten-year horizon. This is to ensure that the best decisions are made in the short to medium term.

IPR Roles & Responsibilities

The responsibilities of the Shire of Dowerin Councillors and Chief Executive Officer, including their responsibility to 'plan for the future', are detailed in the *Local Government Act 1995*. In summary, with respect to IPR, the Council has the responsibility to make strategic decisions, set policy and direction and provide oversight and monitoring to ensure those agreed plans are achieved on behalf of its community. The Chief Executive Officer and the Administration's IPR responsibilities are to support Council through:

- The design of the planning and monitoring processes;
- Providing Council with the best available information to make decisions.
- Follow through to implement plans with the allocated resources; and
- Track performance and report progress to Council.

Strategic Framework

The strategic framework shows the elements of the SCP and CBP as a coherent, integrated "Plan for the Future" as intended by the IPR Framework.
Components include:

Introduction Key points of the Plan Purpose of the Suite of Plans & where it fits into IPR Review cycle
Strategic Context Community & Economic Profile Context of State, Federal, sub-regional plans Strategic issues facing community
Community Engagement Engagement undertaken in the course of developing the SCP
Strategic Direction Community vision & outcomes Values The Shire of Dowerin's roles & services Decision-making criteria Council's priorities Objectives, strategies & actions Major projects
Service Levels Linking priorities to service levels
Resourcing Implications 10-year financial profile Asset & workforce requirements
Strategic Risk Management Risk Management Framework
Success Measures Efficiency & Effectiveness Completion of Major Projects Community Satisfaction Survey
Monitoring & Reporting Corporate Business Plan Quarterly Reports Community Progress Reports Corporate Business Plan Annual Review Integrated Planning and Reporting framework Suite Minor Review

IPR Roadmap

Previous 4 years

2018/19 (Year 1)	2019/20 Minor Review (Year 2)	2020/21 Year 3 Major Review	2021/22 (Year 4/ New Year 1)
Election		Election	

Next 4 years

2021/22 (Year 1)	2022/23 (Year 2) Minor Review	2023/24 (Year 3) Major Review	2024/25 (Year 4/ New Year 1)
▪ Annual Report on previous year ▪ CBP Quarterly Report ▪ CBP Annual Review ▪ Community Progress Report ▪ Extend 4 and 10 year budgets by one year ▪ Annual Budget ▪ Prepare Community Scorecard	▪ Annual Report on previous year ▪ CBP Quarterly Report ▪ CBP Annual Review ▪ Community Progress Report ▪ Minor Strategic Review - Conduct Scorecard - Update Strategic Context - Limited Community Engagement - Revise 4 year priorities ▪ Revision of IPR Suite ▪ Extend 4 and 10 year budgets by one year ▪ Annual Budget	▪ Annual Report on previous year ▪ CBP Quarterly Report ▪ CBP Annual Review ▪ Community Progress Report ▪ Extend 4 and 10 year budgets by one year ▪ Major Strategic Review - Conduct Scorecard - Revise Strategic Context - Revise Vision & Outcome - Community Engagement - Revise 10 and 4 year Strategic Priorities ▪ Adopt IPR Suite Revisions ▪ Annual Budget	▪ Annual Report on previous year ▪ CBP Quarterly Report ▪ CBP Annual Review ▪ Community Progress Report ▪ Extend 4 and 10 year budgets by one year ▪ Annual Budget
Election		Election	

Monitoring and Progress Reporting

The Integrated Strategic Plan 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 Integrated Strategic Plan. 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 will be carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the Integrated Strategic Plan. The quarterly report will 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.

ANNEX 1:

STRATEGIC COMMUNITY PLAN - MODEL TABLE OF CONTENTS

1. Message from the President

2. Introduction
   - Key points of the plan
   - Purpose of the Strategic Community Plan and where it fits into IPR
   - Review cycle

3. Context
   - Community and Economic Profile (including demographic trends)
   - State, federal, regional and sub-regional context and strategies/plans
   - Strategic issues facing community

4. Community Engagement
   - Description of the community engagement that was undertaken in the course of developing the Strategic Community Plan

5. Strategic Direction
   - Community vision and outcomes
   - Values
   - The local government's role and services
   - Decision-making criteria (How Council assessed costs, benefits and risk in making choices)
   - Council priorities
   - Objectives and strategies
   - Major projects

6. Resourcing Implications
   - 10-year financial profile (includes rates profile)
   - Asset and workforce requirements

7. Strategic Risk Management
   - Strategic risk management

8. How will we know if the plan is succeeding?
   - Progress/success measures

ANNEX 2:

CORPORATE BUSINESS PLAN - MODEL TABLE OF CONTENTS

1. Message from the President

2. Introduction
   - Key points of the plan
   - Purpose of the Corporate Business Plan and where it fits into IPR
   - Review cycle

3. Context
   - Summary of strategic direction, including ten and four-year priorities

4. Delivery of Plan
   - Assumptions
   - Functional responsibilities
   - Services (linked to strategic direction) – service levels and any changes over four years
   - Major projects

5. Four-Year forecast budgets

6. Link to Workforce Plan
   - Summary of key workforce implications/requirements

7. Link to Asset Management Plan
   - Summary of key asset management implications/requirements

8. Risk Management
   - Risk management

9. How will we know if the plan is succeeding?
   - Progress/success measures

POLICY NUMBER	-	**7.9**
POLICY SUBJECT	-	**Occupational Safety, Health and Environmental Policy**
DATE ADOPTED	-	30 September 2016
RESPONSIBLE OFFICER	-	Rebecca McCall
REVIEWED	-	26 March 2019
REVIEWED	-	4 May 2021

Objective

The Shire of Dowerin (the Shire) is committed to achieving zero harm to all stakeholders whether internal or external when engaged in any capacity with the Shire.

Policy

The Shire is committed to providing a safe working environment for all internal and external stakeholders that may be impacted by any of its activities.

The Shire will endeavor to improve safety and health in the workplace with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction whilst achieving the objectives of the Shire.

Safety and Health Objectives

Commitment, co-operation and effective teamwork is fundamental to achieving the following key safety and health objectives:

The Shire will:

- Provide all Personal Protective Equipment to its staff;
- Provide a workplace that ensures safe work practices and systems are of the highest standard;
- Ensure that employees understand their responsibilities for safe working conditions and be provided with appropriate instruction, training, information and equipment;
- Involve employees in safety and health matters and consult with them in ways to reduce workplace hazards and prevent injuries;
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- Conform to statutory requirements as a minimum standard; and
- Take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

Responsibilities

Safety and health are both an individual and a collective responsibility of all employees, in particular;

- **Chief Executive Officer**

  The Chief Executive Officer is the responsible officer for all Occupation Safety and Health practices within the organisation.

DRAFT

- **Managers and Supervisors**

  Managers and supervisors are responsible for implementing the Occupational Safety and Health Policy and ensure that appropriate planning, development, implementation and monitoring of Occupational Safety and Health Procedures is kept up to date and adhered to on a daily basis.

- **Employees**

  Employees are required to follow all safe working practices and use provided personal protective equipment at all times to minimise risks. Employees are to take responsibility in ensuring that both their own safety, along with the safety of others, is a priority consideration when undertaking work for the Shire. It is a requirement that all employees immediately, or as soon as practicable, report all accidents and hazardous situations that arises in the course of their work and file a completed Incident Report.

Related Documentation

Safety, Health and Environmental Management Plan

Related Legislation/Local Law/Policy/Procedure

Occupational Health and Safety Act 1984

Occupational Health and Safety Regulations 1996

Australian Standard AS 4801 – Occupational Health and Safety Management Systems

Related Delegation

Nil

CEO Endoresement

Signed:	**Rebecca McCall, Chief Executive Officer**	**Dated:**

DRAFT

POLICY NUMBER	-	**4.4**
POLICY SUBJECT	-	**4.4 Road Engineering and Subdivisional Development Policy**
DATE ADOPTED	-	28 May 2019
RESPONSIBLE OFFICER	-	Manager Works & Assets
REVIEWED	-	17 August 2021

Objective

All works associated with the road and subdivisional development policy of land within the Shire of Dowerin shall comply with the minimum standards specified within the current Institute of Public Works Engineering Australia Local Government guidelines for subdivisional development.

To

a) Provide a safe, efficient and effective road system for the Shire.

b) Facilitate the upgrading of existing roads to consistent widths, alignments and standards of construction.

c) Offer sufficient road reserve width to accommodate all required public utilities required now and into the future as part of any Road Construction.

d) Deliver a rational and consistent basis for the construction of roads and any financial contributions required for such construction.

Policy

The guidelines prescribe the minimum standards applicable to the design and construction of roads, stormwater drainage systems, pathways, streetscapes, earthworks, landscaping and public open space.

These guidelines are intended to underline and support road and subdivisional conditions applied by the Western Australian Planning Commission pursuant to the Planning and Development Act 2005. The guidelines encompass current legislation and best practice minimum engineering standards. They are intended to guide local governments and the development industry through engineering specifications, construction, and post construction subdivisional approval. The Institute of Public Works Engineering Australia has committed to updating the guidelines as required and on a consistent basis.

A copy of these guidelines is available through the Shire of Dowerin or Department of Planning, Lands and Heritage website at

https://www.dplh.wa.gov.au/information-and-services/subdivisions,-leases-and-licences-on-freehold-land/local-government-guidelines-for-subdivisional-deve

DESIGN CRITERIA

General
Criteria provided here are minimum criteria only and are necessarily broad based to cover general subdivision situations. In particular situations, amendments may be required and the Council may impose special conditions not covered by the criteria.

ROADS

The Shire of Dowerin Road hierarchy consists of seven category types:

1. Category 1: Regional Distributor Rural (RRG 2030);
2. Category 2: Local Distributor Urban;
3. Category 3: Local Distributor Rural;
4. Category 4: Access Urban; (Town Streets)
5. Category 5: Access Rural; and
6. Category 6: Minor Access Rural;
7. Category 7: Industrial and Commercial

Regional Distributor Rural (RRG 2030)	Regional Distributer Rural (RRG 2030) are to conform to type 5 road with a minimum 10 metre gravel formation, 7.0 metre width sealed running surface and 1.5 m shoulders.
Local Distributor Urban	Local Distributor Urban are to conform to type 5 road, with a minimum 7.0 metre seal width between kerbs.
Local Distributor Rural	Minimum 10 metre gravel formation with a 7.0 metre-wide running surface and 1.5 m shoulders.
Access Urban (Town Streets)	Town Access Streets pavements shall be sealed with a minimum width of 7.0 metres between kerbs. The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ("T" turning heads are not acceptable) Concrete/asphalt footpath on at least one side of the road shall connect to existing footpaths.
Access Rural	Minimum 8 metre gravel formation with a 7.0-metre-wide paved running surface and 0.5 m shoulders.
Minor Access Rural	Minimum 6.0 metre formed road.
Industrial and Commercial Thoroughfares	Pavements shall be subject to a minimum seal width of 9.0 metres. Unsealed gravel footpath on sides of the road to connect to existing footpaths where possible.

Note* All Road Reserves for each road hierarchy listed above is to be of a minimum 20 metre width.

General Information
Roads should generally be designed in accordance with relevant Austroads and ARRB guidelines and publications, which include:

1. Guide to Traffic Management: Parts 1–13, Austroads;
2. Austroads Design Vehicles and Turning Path Templates, Austroads (2013);
3. Guide to Road Design, Part 1-8, Austroads (2010);
4. Guide to Pavement Technology, Part 1-10, Austroads;
5. Guide to Road Transport Planning, Austroads (2009);
6. Cycling Aspects of Austroads Guides, Austroads (2017);
7. Utility Providers, Code of Practice for Western Australia, MRWA (2010);
8. Sealed Local Roads Manual, Australian Road Research Board (2005);
9. AS/NZS 1158 Lighting for Roads and Public Spaces, Standards Australia (2010);
10. AS 2150-2005: Hot Mix Asphalt – A Guide to Good Practice, Standards Australia (2005);
11. AS 2008-1997: Residual Bitumen for Pavements, Standards Australia (1997);
12. AS 3727-1993: Guide to Residential Pavements, Standards Australia (1993); and
13. Technical Specification, Tender Form and Schedule for Supply and Laying of Hot Asphalt Road Surfacing, IPWEA/AAPA (2016) Rev 4.

14. Where there is any conflict between the requirements of these guidelines and the above publications, the details specified in these standards shall take preference.

Generally, all road pavement widths shall conform to the Shire of Dowerin' road hierarchy. For residential subdivisions, this has been based upon the Liveable Neighbourhoods Community Design Code which is the operational policy for the Western Australia Planning Commission (WAPC). This road hierarchy enables the safe and orderly movement of vehicles, cyclists and pedestrians within and throughout the municipality. Consideration however must be given to the final aesthetic and functional aspects of the area, particularly in rural areas. Aspects to be considered include minimising the environmental impact (particularly regarding existing trees and vegetation), fitting road grades as close to existing contours as practicable and provision of lot access.

Crossfall
Sufficient crossfall should be provided to allow easy run-off of water from the surface, to prevent potholes developing. If too great a crossfall is applied, the surface material will be prone to scouring and erosion. For dual carriageway, two-way crossfalls should meet with a crown. This will assist in preventing the development of potholes in the road centre. For single lane carriageways, it may be best to have single crossfall for ease of grading during regular maintenance.

Generally:

1. for unsealed roads, a crossfall of 4-5% shall apply;
2. for sealed roads, a crossfall of ~~2~~ 3% shall apply;
3. for shoulders or straights, the crossfall of road shoulders may be up to 2% steeper than the crossfall of the traffic lane it flanks; and
4. for shoulders or curves with superelevated pavements, both shoulders can be superelevated to crossfalls not less than the pavement crossfalls.

WIDTHS - UNSEALED SHOULDERS ON SEALED ROADS

The purpose of shoulders is to:

1. give lateral support to the pavement;
2. carry surface water away from the pavement;
3. give extra width for traffic to stop or stand for emergency use;
4. allow overtaking or passing movements, particularly on single lane pavements; and
5. create a sense of open space, and therefore increase the effective use of traffic lanes.

Shoulder widths on future sealed roads should ideally be 1.5m on each side, although this can be reduced to 1.0m on dual lane minor roads. This recommended standard will be applied to existing roads as part of a future upgrade/reconstruction to that road.

DRAINAGE WORKS

Table Drains
Table drains should be a minimum of 300m below the gravel pavement layer and drains should be free of all vegetation and obstructions, to allow for free drainage and improved sight distances.

Culverts
Culvert bedding should comprise of cement stabilised gravel or sand (40kg of cement per cubic metre of loose gravel) in a minimum thickness of 150mm (compacted). Culvert backfill should comprise of cement stabilised gravel in a maximum working thickness of 150mm (compacted).

For sealed roads, the cement stabilised gravel should be constructed up to the finished level and the seal coat applied. For unsealed roads, the cement stabilised backfill should be constructed to 150mm below the finished road level.

Box Culvert Cases
All new and/or replaced box culverts are to have a continuous concrete slab base unless using Main Roads approved flat packed culverts with a 2-piece interlocking slab.

Headwalls
All culverts, headwalls shall be constructed of concrete or grouted stone pitched headwalls comprising of wing walls, aprons and cut off walls. For culverts greater than 750mm diameter or height, the headwalls shall be steel reinforced.

Batters
In shallow cuttings - up to 3m depth, cut batters are usually flattened for improved appearance beyond that required for stability purposes. Batters should be no steeper than 3 to 1.

Slope Benches
On high batters, exceeding 10m vertical height, or where batters are constructed of unstable material, consideration should be given to the provision of benches. Benches are beneficial for:

1. eliminating the need to flatten the batter slope in the interests of stability;
2. reducing scour on the batter face;
3. minimising the possibility of rock falling onto the pavement; and
4. improving the appearance of the cutting.

ROAD UPGRADING

The Shire of Dowerin may request contributions from developers to upgrade existing roads as a condition of approval of adjoining applications.

Road Construction Specification
If the proposed subdivision or development is located on an unsealed road, Council may determine that the developer shall contribute towards road construction or upgrade to connect the development to the nearest sealed road, the upgrade may include services and drainage.

PROVISION OF SUBDIVISIONAL ROADS AND ASSOCISATED CIVIL WORKS

Public access to all or part of the roads (applicable within the subdivision) will not be allowed until a certificate of completion from the Consulting Engineer is given and accepted by the Chief Executive Officer.

Clearance of the subdivision by the Chief Executive Officer shall be granted at such time as the subdivisional civil works are fully completed, all other relevant conditions set by the Western Australian Planning Commission are satisfied, supervision fee (1.5% or 3%) paid, and the 7.5% retention bond is in place as.

Clearance may also be granted to an uncompleted subdivision whereby bonds will be negotiated to cover the cost of the incomplete works or relevant conditions. This will be decided, at the discretion of the Chief Executive Officer, on a case-by-case basis however generally bonds will only be permitted where the majority of the work or the majority of the relevant conditions set by the Planning Commission have been satisfied. Bonds will be held until such time as the outstanding issues are completed to the satisfaction of the Chief Executive Officer. The amount of the bond will be determined based on the value of the work subject to the bond plus 20%.

CONTRIBUTIONS TO UPGRADING ADJOINING AND FEEDER ROADS

Subdivisions which increase the volume of traffic on Council controlled roads may attract a contribution from the subdivider for the upgrading of the Council Road.

In instances where a subdivision attracts a road upgrading condition, the Chief Executive Officer shall specify and justify the work in the response to the Planning Commission. Depending upon the size and scale of the proposed subdivision the Chief Executive Officer is to either stipulate the specific road upgrading requirements (e.g.; upgrade ‘x’ road to 6m seal from intersection with ‘y’ road to entrance of proposed internal access road of subdivision) or a financial contribution towards the future upgrading of the subject road.

In some instances, the size of the subdivision will generate such a significant increase in traffic volume on an existing road that a total (100%) contribution towards the upgrading of the road will be required.

All financial contributions received from subdividers not expended in the same year as receipt are to be placed in reserve and quarantined for use on the nominated road.

OUTLINE SPECIFICATION FOR BITUMEN CONSTRUCTION

General
All work should be carried out to the complete satisfaction of the Shire of Dowerin and in accordance with best accepted engineering practice. As a guide, developers should refer to the "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division)

Design
A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person (as approved by the Chief Executive Officer). The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the Chief Executive Officer to make a decision on approving the work.

It is important that subdividers establish road standards with the Shire of Dowerin before commencing design.

Design Drawings
Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum, design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible. Cross sections shall be included for all roads.

The design shall be forwarded to the Chief Executive Officer for approval in two hard copies, minimum drawing size A1 unless specifically approved. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

Geometric design to be based on a minimum design speed of 80km/h unless ground conditions make this impossible. Where this occurs, the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

Drainage
Drainage detail should be specific and include constructional detail of all structures being utilised. Storm water should be discharged as soon as possible onto the land surface or to a natural water course.

Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the Chief Executive Officer.

All storm water drainage is to be designed in accordance with Australian Rainfall and Runoff 1997 and the relevant Austroads Guides. Flow widths along kerb lines are not to exceed 2.0m from the face of kerb and water velocity is not to exceed the scour velocity of the road and kerb surface. Each drainage discharge points shall be protected against erosion approved by the Chief Executive Officer.

All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipes such as PVC or polypropylene) for the proposed installation situation. Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc, shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

Subgrade

Roads shall be formed and compacted true to location, level and grade as shown on the design drawings. All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable angles of repose. All material used in fills must be capable of compaction as per Main Roads Western Australia specifications. The Chief Executive Officer reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

Base Course/Pavement Design
Road base material shall be laterite gravel (or other approved material) taken from a pit approved by the Chief Executive Officer Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications. Details submitted in the design shall include the materials and the pavement structure being proposed. Road base depth shall be not less than 200mm compacted unless approved by the Shire of Dowerin or justified by laboratory test results on the sub-grade and base material.

Surface Treatment
The Consulting Engineer shall submit a seal design to the Chief Executive Officer giving full details of the proposed seal treatment(s). Seals shall conform to Main Roads Western Australia specifications. No seal shall be applied prior to the seal design being approved by the Chief Executive Officer. The approval process will include an inspection of the base course.

OUTLINE SPECIFICATION FOR UNSEALED (GRAVEL) CONSTRUCTION

General
All work should be carried out to the complete satisfaction of the Shire of Dowerin and in accordance with best accepted engineering practice. As a guide, developers should refer to the texts "Local Government Guidelines for Subdivisional Development" published by the Institute of Public Works Engineering Australia (WA Division), and ARRB's 'Unsealed Road Manual – Guidelines for Good Practice'.

Design
A preliminary design for the work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person as approved by the Chief Executive Officer. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the Chief Executive Officer to make a decision on approving the work.

It is important that subdividers establish road standards with the Shire of Dowerin before commencing design.

Design Drawings
Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text "Local Government Guidelines for Subdivisional Development". However, as a minimum, design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

The design shall be forwarded to the Chief Executive Officer for approval in two hard copies, minimum drawing size A1 unless specifically approved. The design will be reviewed after which either approval or changes will be suggested. Any changes or amendments will need to be reflected in revised drawings prior to approval being issued.

All geometric design to be based on a minimum Design Speed of 80km/h unless ground conditions make this impossible. Where this occurs, the standard reached shall be clearly indicated and provision for appropriate road signs included in the contract.

Drainage
Generally, drainage on gravel roads will consist of open drains with culverts and headwall structures installed transversely beneath the road surface. Drainage detail should be specific and include constructional detail of all structures being utilised.

Storm water should be discharged as soon as possible onto the land surface or to a natural water course. Where grades exceed 6% or where sub-grade material is particularly subject to erosion, stormwater shall not be carried in unlined water-tables or open drains unless specific approval is given by the Chief Executive Officer.

All storm water drainage is to be designed in accordance with Australian Rainfall and Runoff 1997 and the relevant Austroads Guides. Each drainage discharge points shall be protected against erosion in a manner approved by the Chief Executive Officer.

All drainage lines shall be of a standard recommended by the concrete pipe association (or equivalent design code for other types of pipes such as PVC or polypropylene) for the proposed installation situation. Pipes are to be laid in straight lines between structures, true to grade and line. At all structures, pipes, etc, shall be connected with cement mortar or as specified by the manufacturer to ensure water-tightness and exclusion of ground water, unless otherwise approved in the design.

Earthworks & Formation

Subgrade

Roads shall be formed and compacted true to location, level and grade as shown on the design drawings. All fill areas shall be compacted from the bottom up, with the base dimensions calculated to comply with acceptable angles of repose. All material used in fills must be capable of compaction as per Main Roads Western Australia specifications. The Chief Executive Officer reserves the right to require compaction testing as per Main Roads Western Australia specifications at the contractors or subdivider's cost.

Base Course/Pavement Design

Road base material shall be laterite gravel (or other Shire approved material) taken from a pit approved by the Shire. Laboratory tests may be required on representative samples at the contractors or subdivider's expense.

The pavement design shall be carried out as per Main Roads Western Australia specifications. Details submitted in the design shall include the materials and the pavement structure being proposed. Crossfalls shall not be less than 4-5%.

Road base depth shall be not less than 200mm compacted unless approved by the Shire of Dowerin or justified by laboratory test results on the sub-grade and base material.

Surface Treatment

The surface shall be water bound, compacted and shaped as per the design to give a smooth and solid running course with a minimum of loose material.

SUBDIVISIONAL ROAD REQUIREMENTS

Internal Roads (Access Roads) - the full cost of all internal roads will be at the cost of the developer. The standard of road will conform to Council's Road Standards, and the level of construction will be as dictated by the number of lots serviced, terrain, number of spur roads, and potential traffic generated.

Servicing by Existing Roads - when subdivisional lots are permitted to be serviced by existing roads a contribution will be required to upgrade the road to an acceptable standard dictated by the number of lots and the volume of potential additional traffic.

Feeder Road Upgrading (Regional Distributer Rural Roads) - where subdivisional roads connect to an existing Shire feeder road which is of a standard inadequate for the potential traffic after the subdivision is fully developed, a contribution sufficient to raise that standard to an acceptable level will be required after taking into consideration future contributions from other adjacent subdividable land.

NOTE: A feeder road standard not less than that required for the internal road provided for the subdivision will be required.

Major Feeder Road Connection (Primary Distributor, District Distributor A or Regional Distributor Roads) - where subdivisional roads connect to an existing major feeder road (e.g., highway or secondary road) already adequate in standard, a contribution will be required for any traffic controlling treatments, containing drainage, entry treatments, and dealing with

specific safety problems such as visibility, signage etc. Where the feeder road is a highway or secondary road under the control of Main Roads Western Australia approval from Main Roads Western Australia is required prior to submission of design drawings to the Shire.

Connecting Road Presently Not Existing - where a subdivision is created which will require connection to a feeder road or highway and no formed road exists then the full cost of this connecting road to a standard dictated by the number of created lots and potential volume of traffic generated will be required.

Additional or Connecting Roads - where contributions have been assessed in accordance with this Policy, Council reserves the right to fully utilise the contribution on the section of adjoining or connecting road with the greatest priority.

CROSSOVERS

Under Schedule 9.1, Clause 7 (3) of the *Local Government Act 1995*, regulations may authorise a local government to require a person to make or repair a crossing from public thoroughfare to: a) private land that the person owns or occupies, or b) a private thoroughfare servicing private land that the person owns or occupies, and if the person fails to do so, to do so itself and recover 50% of the cost as a debt due from the person.

The Council wishes to encourage land owners to install vehicle crossovers in a timely manner. To encourage the installation of crossings by landowners, the Council will offer a subsidy towards the cost.

The Manager of Works & Assets will inspect and prepare a standard specification which shall be the basis for calculation of a subsidy payment.

Payment of up to half of the cost for a standard 4.0 metres urban and 6 metres wide rural crossing from the road surface to the front boundary of the property. Council's contribution shall not exceed the maximum of $1,000 reimbursement.

The Manager of Works & Assets shall approve the specification for the different circumstances within the shire and each crossing must be constructed in accordance with Shire's specifications, the remaining cost shall be payable by the property owner.

In the instance where an existing vehicle crossing has reached the end of its life cycle a subsidy may be payable if the crossing is replaced in accordance with Shire's specifications and standard. Any extra costs associated with the replacement of the crossing ie cost to remove deteriorated surface and formwork will be at the owners cost. A substandard crossover will not be considered.

Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of that property owner.

FOOTPATHS

Council recognises the importance of footpaths and dual use paths. There is greater demand than funds available to meet all proposals for footpath and dual use path provision. This policy is to establish how priority will be allocated and standards established.

1. Footpaths and dual use paths will be constructed in accordance with the priorities established in the Shire of Dowerin footpath plan.
2. Paths are to be constructed to the Austroads Standards Part 6A: Paths for Walking and Cycling

ROAD VERGE VEGETATION

The purpose is to allow for the construction and maintenance of rural roads while acknowledging the importance of the protection and conservation of native vegetation where possible. Although conservation of roadside vegetation is an objective of this policy, road safety and road asset protection, is the principal consideration.

<u>Relevant Legislation</u>

The *Environmental Protection Act 1986* and *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* govern the activities that will impact on native vegetation. This legislation is relevant to the Shire of Dowerin, setting limitations for road infrastructure works, and landowners who wish to undertake work in road reserves.

Designated Maintenance Corridor

The Environmental Protection legislation, in particular Regulation 5, Item 22 Clearing for maintenance in existing transport corridors (*Environmental Protection [Clearing of Native Vegetation] Regulations 2004*) provides that local government can carry out activities to maintain and protect the integrity of road infrastructure within the designated 'maintenance corridor'.

Road Construction Operations

Where necessary, the Shire will make application for the appropriate clearing permits from the Department of Environment Regulation (DER) prior to undertaking any road construction. Conditions of the permit will be complied with including special considerations for declared rare flora and/or fauna if any has been identified as present in the maintenance corridor.

All works shall be planned to ensure that there is no damage to any vegetation outside the limits of clearing specified. No growing vegetation shall be destroyed or damaged by the works other than those specified and those indicated.

Any tree remaining within the road reserve but outside the limits of clearing which upon assessment is considered unsafe and likely to fall upon the roadway may be cleared and disposed of.

Road Maintenance Operations

The Shire's Road maintenance program includes grading, slashing, herbicide application, pruning, drain cleaning, drainage improvements, bitumen resealing, bitumen shoulder grading and gravel re-sheeting. Road maintenance activities will be contained within the Maintenance Corridor, which comprises the running surface, shoulder, table drain and batter to the tip of the back slope.

When major weed control works are to be undertaken, including areas outside the Maintenance Corridor, consultation may occur with the Department of Parks and Wildlife, DER and local catchment management groups.

As part of the Shire's annual road program, unsealed shoulders subject to significant traffic will require periodic grading and gravel re-sheeting. During this process all grasses and vegetation will be removed and disposed of prior to operation. Some maintenance grading requires occasional clearing of vegetation to accommodate the machine and ensure road safety, however, where possible this will be minimised.

Drains can be mechanically cleared and maintained with a grader or slashed if covered with grass. Drains inaccessible to mechanical equipment may require maintenance with hand tools or approved herbicides. In the cases where these practices will not provide for an acceptable level of drainage the use of excavation equipment may be used.

Requests received from members of the public relating to exclusion of a road reserve/section of road reserve adjacent to their property from the spraying program, should be forwarded in writing to the Chief Executive Officer for consideration.

Removal of Dangerous Vegetation

Occasionally it is necessary to remove a dangerous tree/vegetation that pose/s an imminent threat to public safety, such as impeding sight along the roadway or a tree that has been subject to storm damage and is threatening to fall over a fence line or a roadway. Following inspection by a Shire Officer, any tree removal will be in accordance with Environmental Protection (Clearing of Native Vegetation) Regulations.

Services and Utilities

Alignment of services is to be encouraged to minimise impact on roadside vegetation where possible. Under the Utility Providers Code of Practice for Western Australia, utility providers

are to liaise with the Shire of Dowerin regarding the positioning of services and the reinstatement and rehabilitation of disturbed areas.

All materials are to be removed from the road verge, by the utility providers, on the completion of works. The trenches, if relevant, are to be backfilled, adequately compacted and trimmed. All works are to be in accordance with Council Policy.

Flora Roads
Gazetted Flora Roads shall be managed to minimise any disturbance to the roadside flora, consistent with the provision of a safe and efficient roadway.

Unauthorised Clearing and/or Activities Within Rural Road Reserves
Clearing of a rural road verge or unmade road reserve without the relevant permits is prohibited. Penalties may also apply in accordance with the Environmental Protection legislation.

No works shall be undertaken in rural road reserves without written approval from the Shire of Dowerin. This includes planting (including native species), drainage work, fencing, spraying, burning off, clearing vegetation or seed collection.

LANDOWNERS MAINTENANCE OF RURAL ROAD VERGES

Legislation and Approvals
Landowners may apply, in writing, to the Shire of Dowerin to maintain the rural road verge immediately adjacent to their property boundary. Maintenance activities may include vegetation protection or weed removal, but do not include any additions or developments, including, drainage works or construction of any type. Planting within road verges may be considered, however approval will only be given to native / local species that enhance the biodiversity of the road verge area.

Landowners must also comply with the Environmental Protection legislation (refer 2.0 – Relevant Legislation) if planning to undertake any work in a rural road verge.

Maintenance Area
If approved, landowners may only work on the areas of road verge which fall outside the Maintenance Corridor. This is the portion of the verge from the tip of the back slope to the property boundary/fence line. The Council will take all care not to damage any portion of the rural road reserve from the back slope to the fence line, however, landowners will also acknowledge that the Council does not accept any responsibility for any loss or damage to vegetation or areas of the road reserve that may occur due to road maintenance or construction activities.

Application Process
If approval is given to a landowner to maintain their rural road verge, Declared Rare Flora area will be marked with yellow 'hockey stick' style markers and a register kept of relevant rural road verges which are to be left untouched. The landowner needs to be aware when applying for approval that their application may be refused if the Shire of Dowerin is required to carry out maintenance activities to maintain the integrity of the road infrastructure.

Spraying / Fire Hazard
The Shire's annual spraying program is conducted within townsites and on particular rural road verges to reduce the amount of flammable material. As the budget for spraying is limited, landowners are encouraged to apply to the Shire to carry out other alternative measures. Residents requesting no spraying of the rural road verge adjacent to their property need to apply to the Shire to be placed on the 'Do Not Spray' register.

Fence line Clearing or Removal of Trees Over Fence lines/Boundaries
Landowners wishing to remove vegetation from road verges that has impacted on their property or boundary fence line or seeking permission to clear an area of the road verge for a boundary fence line, should apply in writing to the Shire for permission to do so.

Seed Collection from Road Verges
All flora that is native to Western Australia is protected throughout the State under the Biodiversity Conservation Act 2016. Protected flora is defined as

A plant that —

(i) belongs to a native species and is indigenous to the State unless the plant is determined by order under section 9(4) not to be flora for the purposes of this Act; or
(ii) is determined by order under section 9(3) to be flora for the purposes of this Act;

The taking of flora is regulated by the issue of licences under the Biodiversity Conservation Act 2016 and the Biodiversity Conservation Regulations 2018. A Scientific or Other Prescribed Purposes (SOPP) Licence is required to take flora from Crown land (non-commercial) and a Commercial Purposes Licence is required for the take of flora for sale from Crown land.

Roles and Responsibilities

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

Related Documentation
Western Australian Planning Commission - Liveable Neighbourhoods
IPWEA - Local Government Guidelines for Subdivisional Development
ARRB's - Unsealed Road Manual Guidelines

Related Legislation/Local Law/Policy/Procedure
Planning and Development Act 2005
Schedule 9.1, Clause 7 (3) of the Local Government Act 1995
Biodiversity Conservation Act 2016
Biodiversity Conservation Regulations 2018.
Environmental Protection [Clearing of Native Vegetation] Regulations 2004
Environmental Protection Act 1986

Related Delegation
Nil

POLICY NUMBER	-	**4.7**
POLICY SUBJECT	**-**	**4.7 Asset Management Policy**
DATE ADOPTED	-	28 February 2017
RESPONSIBLE OFFICER	-	Manager Works & Assets
REVIEWED	-	9 September 2021

Objective

To ensure adequate provision is made for the optimised lifecycle management of assets by:

1. Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
2. Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
3. Creating an environment where all employees play an integral part in the overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation through training and development.
4. Meeting legislative requirements for asset management.
5. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
6. Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Policy

This policy:

1. Demonstrates the Shire's commitment to strategic asset management as described in the framework guidelines provided to local government as part of the Integrated Planning & Reporting (IPR) requirements of the *Local Government Act 1995*;
2. Provides guidance for elected members during the annual budget process;
3. Provides guidance for staff responsible for the development of asset plans and programs; and
4. Provides the community with a statement of intent regarding asset management.

The policy applies to:

1. All who are involved in the operation, maintenance, refurbishment, renewal, upgrading and development of the Shire's existing and new infrastructure and other assets; and
2. All of the Shire's assets which include physical features such as roads, drainage, buildings, parks, pathways, play grounds, infrastructure, plant, equipment, vehicles and other assets that are not fixed in place.

Asset Management

Understanding Customer Expectations

1. Levels of service for each asset class will be detailed in line with community expectations and regulatory requirements. These levels of service will be determined in words that are readily understood by the community, with regard to the cost of provision of these services to the desired level of service; and

2. with an understanding of the longer term changes necessary as a result of changing demographics within our community.

Asset Management Representatives

1. A multidisciplinary and cross-functional Asset Management Working Team will be established to assist with the strategic asset management planning.
2. Staff responsibilities for asset management activities shall be included in the Asset Management Plans, and also reflected in individual position descriptions.

Asset Planning and Budgeting

1. The Shire will develop annual asset plans and programs generated from rolling 10/15 year plans aligned to Integrated Strategic Plan, Asset Management Plan, the Long Term Financial Plan and Workforce Plan, updating each plan as necessary based on relevant decisions made.
2. Council will adopt life cycle cost analysis for the management of assets, in particular decisions to renew, upgrade or procure significant assets before any decision is made. Each asset will be condition assessed and included in the asset management database. Projections of the life cycle of each asset will be extrapolated from data including current condition, intervention levels and forecast maintenance requirements.
3. The maintenance of assets shall be funded primarily from rates revenue and this shall be taken into regard when decisions are made to procure new assets. Where limits on rates funding exist, precedence shall be given to necessary maintenance activities for existing assets over proposals to procure new assets from this funding source.
4. Council will regularly review its asset stock and identify opportunities for asset rationalisation and condition improvement or asset replacement as required.

Asset Operations and Maintenance

1. Annual Maintenance Plans shall be developed using asset condition data and shall incorporate corresponding financial data.
2. All outsourced services shall be procured through a competitive process in accordance with policy and legislative requirements.
3. The Shire will consider and amend asset programs as necessary, where practical and financially acceptable options exist for reducing energy or water consumption, reducing carbon impact, reducing consumption of non-renewable resources and preserve or enhance the environment in which we live.
4. All services shall be regularly benchmarked to ensure Council is adopting best practice techniques.

Risk Assessment and Management

1. Council will maintain a program of regular inspection of assets under its control to minimise the community's risk.
2. Council will maintain a Occupational Health and Safety Framework for its employees and contractors working on Council assets.
3. Council will consider risk associated with each asset category in its Asset Management Plans.
4. All facets of the asset management process will have a risk based approach to designing and undertaking each stage of the process to ensure public and staff safety is not compromised.

Asset Accounting and Costing

1. Council will maintain detailed asset registers for those asset categories as listed in this policy.
2. Useful lives will be given to each of these assets with the written down value and depreciation value determined in accordance with the current applicable accounting regulations.
3. Depreciation will be calculated using a method that reflects the true consumption of the asset or is an indication of the future cash flows necessary to sustain asset condition and maintain the required service level.

Asset Management Plans

1. Council will develop an Asset Management Plan that includes each major asset category.

2. These Asset Management Plans will be subjected to continuous improvement.
3. Asset management processes will be developed that include a systematic approach to planning, implementing, reviewing and modifying asset management activities to improve the efficiency and efficacy of the overall system.

Asset Type Classification

Asset Class	Asset Sub-Class
Land	Reserves
	Parks & Gardens
	Sportsgrounds & Playing Fields
	Landfill Sites
Buildings	Community & Cultural Buildings
	Civic Buildings
	Public Amenities Buildings
	Residential Buildings
	Sports & Recreation Buildings
	Other Structures
Infrastructure – Roads and Bridges	Sealed Rural Road
	Sealed Townsite Road
	Gravel Road
	Access Roadways & Carparks
	Road Bridges
	Road Culverts
	Kerb & Gutter
	Footpaths
	Road Signage

Infrastructure – Stormwater & Sewerage	Drainage Networks
	Water Supply Networks
	Sewerage Networks
Infrastructure – Open Space	Cemetery
	Cricket Pitch and Nets
	Golf Course
	Tennis Courts
	Indoor Badminton & Squash Courts
	Indoor Basketball & Netball Courts
	Hockey Fields
	Playgrounds
	Playing Fields
	Fountains
	Fencing
	Seating – Fixed Bench
	Seating – Unfixed Bench
	Tanks
Information Technology	Hardware
	Software
	Communications
	Application specific technology
Plant and Equipment	Vehicles
	Plant & Machinery

	Equipment & Tools
Other Assets	Streetscapes

Application

As there is a substantial investment in assets, the Shire will endeavour to meet the service needs of the community in a manner that does not place undue economic, social or environmental burden on future generations. Decisions relating to the provision and management of public infrastructure shall reflect Council's core values, statutory responsibilities and accountability to the community.

To achieve this, the Shire will:

1. Ensure that appropriate infrastructure and other assets are acquired, maintained and renewed to meet the needs of current and future stakeholders, at equitable intergenerational cost.
2. Undertake a critical review of the need for that asset.
3. Take into account whole of life costs associated with asset ownership when considering proposed capital investment or other related expenditure, including upgrade and renewal works.
4. Quantify and communicate the true cost of operating and maintaining assets, as a basis for setting service level standards and making informed decisions on asset purchase, maintenance and renewal.
5. Consult with key stakeholders to establish agreed service standards that reflect community expectations and willingness / propensity to pay.
6. Implement appropriate business practices and procedures to ensure that infrastructure and other assets are operated, maintained and renewed in accordance with agreed standards, at lowest whole of life cost to the community.
7. Where appropriate, engage with the private sector, other local governments and Government agencies to explore opportunities for alternative "non-asset" service delivery solutions, including public/private partnerships and integrated/shared servicing arrangements.
8. Ensure that statutory and legal obligations with respect to the operation and maintenance of public infrastructure and other assets are effectively met, particularly with regard to public safety and security.
9. Continually seek opportunities for multiple use of assets.
10. Provide appropriate asset data and reporting to meet the needs of the end users/key stakeholders.
11. Develop and implement long term Asset Management Plans as determined by the CEO, for the key asset classes:
    a. Transport assets – roads, paths, bridges, culverts, drainage, airport, street furniture etc.;
    b. Property assets – buildings, freehold land and associated ancillary infrastructure;
    c. Recreation assets – parks, ovals, reserves, gardens, playgrounds etc.;
    d. Plant and equipment – vehicles, tools, plant and machinery, information technology and
    e. Communications equipment etc.
    f. Portable and attractive assets – in accordance with the *Local Government (Financial Management) Regulations 1996* r.17B; and
    g. Other classes as deemed appropriate or necessary.

Roles and Responsibilities

Council
Has the responsibility to:
1. Act as stewards for all assets;
2. Set corporate Asset Management policy and vision with linking to the IPR Suite of Plans; and

3. To ensure appropriate resources and funding for asset management activities are made available for asset management.

Management Team

1. To continue to refine the "overarching" Asset Management Policy and the initial Asset Management Plan with linkage to the Integrated Strategic Plan for consideration by Council;
2. To recognise and embrace asset management as a corporate process;
3. To foster and support the principles of asset management and the IPR process;
4. To implement and continuously review the Asset Management Policy and Plan with agreed resources; and
5. To ensure that timely, accurate and reliable information is presented to Council for decision-making.

Asset Management Representatives

1. Oversee the introduction and management of asset management into the Council structure;
2. Develop and maintain up to date inventories for each asset category; and
3. Make appropriate suggestions on items such as suitability of software platforms, applicable asset categories and Asset Management Plan content.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995 Section 5.56(1) and (2)

Local Government (Administration) Regulations 2011

Related Delegation