



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 15 September 2020
Commencing 2.00pm





NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 15 September 2020 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

1.30pm	President & Council Discussion
2.00pm	Council Meeting
Immediately following Council Meeting	Council Workshop

Rebecca McCall
Chief Executive Officer
11 September 2020

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.

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 15 September 2020



1. Official Opening / Obituaries

In opening the meeting, the President and Councillors will acknowledge the passing of Mr Robert Carr, Mr Brian Mann and Mr Robert Wilkins with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Ms R McCall	Chief Executive Officer (CEO)
Ms C Delmage	Manager Corporate & Community Services (MCCS)
Mr L Vidovich	Manager Works & Assets (MWA)
Ms V Green	Executive & Governance Officer (EGO)

Members of the Public: Mrs A Rackham, JP

Apologies:

Approved Leave of Absence: Nil

3. Election of the Deputy President

On 19 August 2020, Councillor Metcalf tendered his resignation from the position of Deputy President effective Monday 14 September 2020.

Therefore, in accordance with Section 2.15 and Schedule 2.3 of the *Local Government Act 1995*, the President will call for nominations for the position of Deputy President of the Council, until 19 October 2021.

4. Declaration by the Deputy President

Mrs Ann Rackham, JP will witness the declaration of the Deputy President.

5. Public Question Time

6. Disclosure of Interest

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

The Chief Executive Officer has declared an Impartiality Interest in Item 12.8.

7. Applications for Leave of Absence

8. Petitions and Presentations

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

9.1 Ordinary Council Meeting held on 18 August 2020
[Attachment 9.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 9.1

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 18 August 2020, as presented in Attachment 9.1A, are a true and correct record of proceedings.

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

10.1 Road Verge Management Advisory Committee Meeting held on 18 August 2020
[Attachment 10.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 10.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Road Verge Management Advisory Committee Meeting (unconfirmed) held on 18 August 2020, as presented in Attachment 10.1A.

11. Announcements by the President Without Discussion

12. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

12.1 Financial Activity Statements

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 September 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Financial Activity Statements	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the Statement of Financial Activity to Council for the period ending 31 August 2020.

Background

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

Regulations 34 & 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 to 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 & 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 & 3

Reference: L3, L4 & 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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.1

That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report, as presented in Attachment 12.1A, for the period ending 31 August 2020.

12.2 List of Accounts Paid

Corporate & Community Services



Date:	9 September 2020
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - 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 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Jasmine Pietrocola, Accounts 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 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 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 & 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

Council would be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented.

Financial Implications

Funds expended are in accordance with Council's adopted 2020/21 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.2

That, in accordance with Regulations 12 & 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 12.2A, and as detailed below:

List of Accounts Paid - August 2020

EFT7917 to EFT7994	\$262,938.65
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Cheques 10833 to 10839	\$18,931.17
DD11040; NAB Credit Card; July 2020	\$8,028.45
DD11048; Puma Energy Fuel; July 2020	\$630.35
DD11035 & DD11043; Superannuation	\$13,397.32
DD130869; Bank Fees	\$88.24
Net Payroll; PPE 05 August 2020	\$49,316.89
Net Payroll; PPE 19 August 2020	\$51,174.40
TOTAL	\$440,505.47

12.3 Recalcitrant Rates Debtors – August 2020

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	3 September 2020	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Sheldon Cox – Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.3A – Recalcitrant Rates Debtors	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for August 2020 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 the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments that are holding a large debt.

Comment

Apart from following up on the ratepayers that were not meeting their arrangements to pay off rates and charges, no debt recovery action has been undertaken in the month of August 2020. This is due to several reasons:

1. Awaiting confirmation from Legislative Advisor at the Department of Local Government, Sport & Cultural Industries (DLGSC) as to what further actions the Council can take; and
2. In the current COVID-19 environment, DLGSC and Rates Officers have been advised to limit active debt recovery.

Some Notices of Discontinuance have been issued, so that Council may reopen debt recovery cases in the future if it decides to.

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager – 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 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 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
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

It is estimated that \$62,422.28 of the outstanding balance will be considered an unrecoverable bad debt.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.3

That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 12.3A.

12.4 Debt Recovery – Request to Write Off Unrecoverable Debt – A1171

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	3 September 2020	
Location:	Assessment 1171	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Sheldon Cox – Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Debt Recovery	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a request to Council to write off a debt which is considered unrecoverable.

Background

At the time of budget preparation each year, the consideration of unrecoverable debts is to be considered and a reasonable amount included in the budget as a provision for doubtful debts. This amount must be supported by the details of which debts are considered doubtful and why.

Bad debts can only be written off in accordance with Section 6.12 of the *Local Government Act 1995*.

Comment

The outstanding rates are from 2018/19, 2019/20 and 2020/21 in the total amount of \$824.83. The charges consist of \$222.76 in 2020/21 rates, \$281 in 2017/18 rates, \$193 in 2016/17 rates and \$128.03 in interest, which is accruing at 17.9157 cents per day.

Standard debt recovery procedures such as reminders, final notices, letters, AMPAC Debt Recovery and follow up phone calls were undertaken.

During the monthly reconciliation processes, it was decided that due to the small parcel of land being within the Shire of Dowerin, the existing costs of attempted recovery and the minimum rate being charged, that the outstanding debt should be written off. The cost of recovery is estimated to be higher than that of the debt.

In this instance, it is not considered viable to undertake any further attempt at debt recovery as additional costs will be incurred by the Shire without the possibility of recovery.

As the total amount exceeds the threshold limit which the CEO has delegated authority to write off, the matter is presented to Council for consideration.

Consultation

Sheldon Cox, Rates Officer
Louise Sequerah, Acting Rates Officer
Cherie Delmage, Manager Corporate & Community Services
Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

Section 6.12 of the Local Government Act 1995 is also applicable and states:

“6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may –*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*
- which is owed to the local government.*

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

This item seeks to write off the outstanding balance under Section 6.12(1)(c).

An Absolute Majority resolution of Council is required.

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 & 3

Reference: L3, L4 & L5

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	Less than \$5,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
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

Whilst all attempts to recover debts is made and the write-off of debt is considered to be an action of last resort, once it has been determined that the debt is unable to be recovered, it is good financial practice to undertake the required steps to ensure Council's financial reporting is as accurate and relevant as possible.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 12.4

That, in accordance with Section 6.12(1)(c) of the *Local Government Act 1995*, Council:

- Writes off the amount of \$824.83 being for Assessment 1171 as the parcel of land within the Shire of Dowerin is small and the rate being charged was the minimum; and
- Allocates the amount of \$824.83 against GL: 93013 Provision for Doubtful Debts.

12.5 Disposal of Property – 10 Cottrell Street, Dowerin to Regional Early Education & Development Inc.

Corporate & Community Services



Date:	7 September 2020
Location:	10 Cottrell Street, Dowerin
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Functions & General) Regulations 1996</i>
Sharepoint Reference:	Organisation/Legal Services/Agreements/Lease/REED – Lil’ Tigers
Disclosure of Interest:	Nil
Attachments:	Confidential Attachment 12.5A – Lease Agreement

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposal to dispose of, via a lease arrangement, the property located at 10 Cottrell Street, Dowerin to Council for endorsement.

Background

The Dowerin Community Childcare Inc Committee (DCCIC) managed the operations of Lil’ Tigers Early Learning Centre (the Centre) as the licensed provider. The Shire of Dowerin supported the DCCIC through the provision of a maintained facility and human resource management. The delivery of social services and the necessary administration, corporate governance and reporting is onerous, especially for a volunteer committee.

Regional Early Education & Development Inc (REED) were approached to ascertain whether it may be possible to transition the provision of childcare services from the DCCIC to REED.

During COVID-19, as a local government supported facility, the DCCIC were not eligible for funding and support available to other childcare centres to remain operational during the pandemic. This lack of funding and support severely impacted the service able to be provided by DCCIC due to the government restrictions imposed. As the provision of childcare services is considered to be a critical service provided to our community, other available options were explored so that the service was not lost.

Comment

Discussions between REED and the DCCIC commenced in May 2020 and resulted in the DCCIC agreeing to transition the service provision of childcare services from the Centre to REED effective from September 2020.

The transition period appears to have been seamless and the transfer of service provision to REED will enable staff at the Centre to access professional development opportunities as well as the

provision of management and operational support from a charitable and not-for-profit organisation who specialises in childcare and early education services.

In order to progress the transition of service delivery and as a result of the premises occupied by the Centre being a Shire owned building, it is necessary to formalise a lease between REED and the Shire for the premises located at 10 Cottrell Street, Dowerin.

A confidential copy of the lease agreement is provided under separate cover.

The lease is for a term of 10 years, expiring 6 September 2030 with an option for a further term of 10 years. The permitted purpose for the use of the facilities is for early education and childcare services.

While Council Policy 2.5 – Common Seal and Document Signing Policy is applicable to the executing of the lease and inclusion of the Common Seal (without needing an express resolution of Council to do so), as Council’s Delegation 4.5 – Disposing of Property does not provide explicit delegated authority for the CEO to dispose of the property under the circumstances as they relate to this matter, it is presented to Council for endorsement.

Consultation

Council Workshop 18 August 2020

Dowerin Community Childcare Inc. Committee

Philippa Gardener, Project Manager, REED

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

Nil

Statutory Implications

Section 3.58 of the *Local Government Act 1995* is applicable to the Disposal of Property which states:

“3.58. *Disposing of property*

(8) *In this section –*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to –*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –*

(a) *it gives local public notice of the proposed disposition –*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include –*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition –*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to –*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.”*

However, as REED are an incorporated not-for-profit body the objects of which are charitable and educational, the disposition can be considered as exempt from Section 3.58 under Regulation 30 (specifically R30(2)(b)) of the *Local Government (Functions & General) Regulations 1996* which states:

30. *Dispositions of property excluded from Act s. 3.58*

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if –*
 - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
 - or*
 - (b) *the land is disposed of to a body, whether incorporated or not –*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*
 - or*
 - (c) *the land is disposed of to –*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government;*
 - or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*

- (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
- (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been –*
 - (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including –*
 - (i) *the names of all other parties concerned; and*
 - (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if –*
 - (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Lifestyle

Objective: A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations

Outcome: 4

Reference: C6

Asset Management Plan

The AMP identifies renewals and capital upgrades for the premises.

Long Term Financial Plan

The LTFP identifies renewals and capital upgrades for the premises.

Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item

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

As specified in Item 4 of Schedule 1 of the lease there is no rent to be paid by REED during the term of the lease. This is considered reasonable as it shows Council's ongoing support for the continuation of childcare services being provided to the Dowerin community as a critical service.

Schedule 2 and 3 of the lease specify who will be responsible for maintenance, cleaning and capital expenses however the general intent is that Council will be responsible for the costs of insurance and required capital works with REED being responsible for all expenditure relating to the day to day maintenance and operational costs of the premises.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 12.5

That, in accordance with Regulation 30(2)(b) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Endorses the lease agreement, as presented in confidential Attachment 12.5A, between the Shire of Dowerin and Regional Early Education and Development Inc for the disposal via lease of the property at 10 Cottrell Street, Dowerin (commonly known as Lil' Tigers Early Learning Centre) for the purpose of providing early education and childcare services; and
2. Authorises the Chief Executive Officer to negotiate a continuation of the further term of the lease in accordance with Item 3 of Schedule 1 and to make variations to the lease (of a minor nature) as deemed necessary.

12.6 Policy Manual Review – Rescission of Policies from the 2007 Policy Manual

Corporate & Community Services



Date:	8 September 2020
Location:	Not applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.6A - 2007 Policy Manual

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a number of policy statements from the 2007 Policy Manual to Council for rescission.

Background

Staff have been progressing through the outdated and inefficient 2007 Council Policy Manual with a view to either rescinding policies which are redundant or reviewing the policies and incorporating them into the current Policy Manual.

Comment

After consideration by the Senior Management Team, there are a number of policy statements which staff believe can be rescinded. The table below provides further detail on each policy:

Policy	Comment
Authorised Purchasing Officers	This is now covered under Policy 4.11 - Purchasing Policy.
Removal Expenses	This is operational and dependent on the recruitment process and budget allocations for relevant positions as determined from time to time. Staff can investigate further options for presentation to Council for consideration at a future meeting if required.
Industrial Noise	This is now covered under Policy 3.4 - Employee Health & Well Being Policy.

Superannuation Contributions	This is operational and dependent on the budget allocations as determined from time to time. Staff can investigate further options for presentation to Council for consideration at a future meeting if required.
Seminars	This is operational and budget allocations are made annually for staff to attend seminars and undertake other professional development opportunities.
Accommodation and Other Conference Expenses	This is operational and budget allocations are made annually for staff to attend seminars and undertake other professional development opportunities.
Staff Cessation or Retirement	Refer to Item 12.7.
Study Time	This is now covered under Policy 3.16 - Education and Study Assistance Policy.
White Ant Inspection	This is undertaken in accordance with Council's adopted Asset Management Plan.
Housing - Paintwork	This is undertaken in accordance with Council's adopted Asset Management Plan.
Water Consumption	This is now covered under Policy 3.18 - Employee Housing Policy.
Standard of Gardens	This is now covered under Policy 3.18 - Employee Housing Policy.
Works and Services	This is covered by the <i>Residential Tenancies Act 1987</i> or included in model lease templates utilised by the Shire.
Dividing Fences	This is covered by the <i>Dividing Fences Act 1961</i> and <i>Dividing Fences Regulations 1971</i> .
Use of Shire Equipment	This should have been rescinded at Council's April 2020 meeting in conjunction with CMRef 0186.
Dowerin District Museum Collections Policy	As the Museum's collection does not belong to Council it is not considered relevant for Council to have a policy on the collection's management.

Should the Officer's Recommendation be adopted, the policies remaining in the 2007 Policy Manual will be the three local planning policies considered by Council at its August 2020 meeting which are currently going through a public consultation process as required by the *Planning & Development (Local Planning Schemes) Regulations 2015* (CMRef 0266). The public submission period closes on Tuesday 29 September 2020 and it is anticipated any submissions received and the reviewed policies will be presented to Council at its October 2020 meeting for consideration.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

The 2007 Policy Manual will be updated accordingly, should Council resolve to rescind the policies.

Statutory Implications

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

“2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our 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: 3

Reference: L5

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

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 12.6

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds the following Policies, as presented in Attachment 12.6A, from the 2007 Policy Manual:

1. Authorised Purchasing Officers;
2. Removal Expenses;
3. Industrial Noise;
4. Superannuation Contributions;
5. Seminars;
6. Accommodation and Other Conference Expenses;
7. Study Time;
8. White Ant Inspection;
9. Housing - Paintwork;
10. Water Consumption;
11. Standard of Gardens;
12. Works and Services;
13. Dividing Fences;
14. Use of Shire Equipment; and
15. Dowerin District Museum Collections Policy.

12.7 Policy Manual Review – Policy 3.14 – Recognising Council Service Policy

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	3 September 2020	
Location:	Not applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.7A – Policy 3.14 – Recognising Council Service Policy Attachment 12.7B – 5/97 Staff Cessation or Retirement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 3.14 – Recognising Council Service Policy to Council for consideration and, if satisfactory, adoption, and 5/97 Staff Cessation or Retirement from the 2007 Policy Manual to Council for rescission.

Background

Staff have been progressing through the outdated and inefficient 2007 Council Policy Manual. Staff have worked to rescind all policies contained in the 2007 Manual and where applicable, replace these policies with relevant, accurate and up to date policies.

Comment

5/97 Staff Cessation or Retirement Policy

It is recommended that the above Policy be rescinded as it is outdated and provides insufficient and inconsistent direction for staff. The above Policy currently reads:

'Upon the cessation or retirement from Council by an employee the Council hereby authorises:

1. *The President and Chief Executive Officer have discretionary power to select a suitable gift for presentation on behalf of Council to employees who have served greater than or equal to 3 years of completed service.*
2. *An amount of \$50.00 per year of completed service is to be used as a guide for the value of the gift and amounts in excess of \$500.00 to be approved by a (75%) special majority of Council.*
3. *The President and Chief Executive Officer sign a Certificate of Service for presentation on behalf of Council for employees attaining 10 years or more of service.'*

Policy 3.14 – Recognising Council Service Policy

The above Policy was adopted in 2016 and reviewed in 2017 which provides a greater clarification but at the time, the 2007 Policy was not rescinded.

The following changes have been made for consideration:

1. Minor wording and typographical changes;
2. Increase from \$10 per year to \$20 per year for recognition of a full year of service;
3. Setting of presentation date of May each year to occur after March report provided by MCCS;
4. Removal of additional payment after ten years on resignation or retirement with allowance for a suitable function; and
5. Removal of any reference to Elected Members as this is covered under Policy 1.2 - Recognising Council Service Policy, which is specific to Councillors.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

The Policy Manuals will be updated accordingly, should Council resolve to adopt the Officer's Recommendation.

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our 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: 3

Reference: L5

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	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

There are no foreseeable financial implications associated with this report. Funds for presentations and functions will form part of the annual budget deliberations that occur each year.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation - 12.7

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council:

1. Adopts Policy 3.14 - Recognising Council Service Policy, as presented in Attachment 12.7A; and
2. Rescinds 5/97 Staff Cessation or Retirement Policy, as presented in Attachment 12.7B, from the 2007 Policy Manual.

12.8 Dowerin Events Management – Project Support Proposal

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 August 2020	
Location:	Dowerin Sport Recreation Precinct	
Responsible Officer:	Rebecca McCall, CEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Community Development/Community Groups Liaison/2020-Dowerin Events Management	
Disclosure of Interest:	Impartiality Interest – Council Board Delegate (non-voting member)	
Attachments:	Attachment 12.8A - Project Support Proposal – Site Development August 2020 Attachment 12.8B - Draft Forward Infrastructure Plan 2020-2024 Attachment 12.8C - Quotes	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a project support proposal to provide financial assistance for the Dowerin GWN7 Machinery Field Days to Council for consideration and, if satisfactory, adoption.

Background

This Item was considered by Council at its August 2020 meeting where it resolved (CMRef 0262):
“That the request for support and approval for the Project Proposal from Dowerin Events Management (DEM) be supported in principal, however DEM be requested to provide the request for financial and in kind support for the Project Proposal as a minuted item through the DEM Committee, and that no decision from Council will be made on the Motor Area Upgrade until such time as appropriate investigations are conducted by the Manager Works & Assets.”

Since then, the project proposal was formally ratified at the general meeting of the DEM Board held on 8 September 2020. There is also a commitment from the DEM Board to liaise with the Manager Works & Assets to appropriately design the motor arena. Dependent on the final design, the DEM Board are aware they may be responsible for possible additional costs. The motion resolved by the DEM Board follows:

MOTION: The Dowerin Events Management Board intends to complete various upgrades as per our previous proposal presented to the Shire Council in August 2020 and will be completed prior to the 2021 Field Days. We would appreciate the Shire of Dowerin to contribute towards planning & siteworks.

Moved: Andrew Todd

2nd Josh Ward CARRIED UNANIMOUSLY

The Item is hereby presented to Council again in its entirety.

The inaugural Dowerin GWN7 Machinery Field Days (DMFD) was held in 1965 and the two-day agricultural expo has continually expanded over the past 55 years to become the largest and most successful event of its kind in WA. With a strong reputation, which is widely recognised throughout Australia, the DMFD are classed as being among the three largest agricultural machinery events in the country. The DMFD attracts approximately 770 exhibitors and 25,000 visitors throughout the two-days.

The event plays a critical role in Dowerin's economy and overall health and wellbeing of the community.

Comment

The DMFD has been cancelled for 2020. The Board of Dowerin Events Management (DEM) wish to take the opportunity to focus on updating identified infrastructure and site planning in preparation for the 2021 event scheduled for 25-26 August 2021. There is a sense of urgency for decision making to enable adequate time to plan and implement the proposed projects in a timely manner.

The partnership between the Shire of Dowerin and DEM has resulted in the successful implementation of community projects such as the Dowerin Community Club and Dowerin Short Stay Accommodation.

An allocation is included in Council's 2020/21 Budget each year to support the DMFD with onsite works in preparation for the event. In addition, the Administration Office is closed on the Wednesday to allow staff to work as volunteers at the event.

DEM are planning on hosting busy bees in the coming months to maintain volunteer connectivity whilst providing an opportunity for community groups to fundraise through the DMFD Volunteer Program.

The attached Project Support Proposal for site development seeks financial assistance from Council. The 2020/21 Budget includes an allocation of \$15,000 for this purpose. For Council's consideration the following proposal is recommended:

Project	Total Cost	Support Request	Proposed Support	Comment
Motor Arena Upgrade	\$20,647	\$10,150	\$15,000 (cash)	
Update of Power Boxes	\$26,563	\$26,563	\$0	Survey of oval in budget
Oval Perimeter Maintenance (not stated in proposal; can be done at a later date)	\$5,000 (approx.)	\$5,000	\$5,000 (in kind)	Removal of grassed outside of the perimeter fence, level, and fill with crack dust
East Gate Upgrade	\$25,400	Nil	Coordinate Work Camp if required	
Hockey Oval Bridge	\$540	Nil	Nil	
Field Day Office Exterior Painting	\$2,700 + labour	Labour	Coordinate Work Camp	If the Work Camp are unable to undertake the task, staff could complete the job with the intent of invoicing DEM to recover labour costs

The proposed projects are all within the Dowerin Recreation Precinct, a Reserve under the control of the Shire of Dowerin. It is suggested the projects are approved under the following conditions:

Project	Conditions
Motor Area Upgrade	<ol style="list-style-type: none"> 1. Site works are planned and prepared in liaison with the Manager Works & Assets 2. Site works are approved by the Manager Works & Assets 3. Drainage specifications and works approved by the Manager of Works & Assets 4. Additional costs incurred will be met by DEM 5. Shire of Dowerin contribution capped at \$10,000 to be reimbursed after works have been completed upon submission of invoices 6. DEM responsible for ongoing maintenance and renewal
Update of Power Boxes	<ol style="list-style-type: none"> 1. Liaison with the Manager Works & Assets to coordinate project with identified works (perimeter fence renewal and irrigation project) 2. Provision of certified completion of certificate of works from electrician 3. DEM responsible for ongoing maintenance and repairs 4. Full cost of project to be covered by DEM
East Gate Upgrade	<ol style="list-style-type: none"> 1. Painting of DMFD logo across roadway is completed in liaison with the Manager Works & Assets 2. Logo is to be maintained by DEM 3. DEM responsible for ongoing maintenance and repairs of East Gate 4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none"> 1. Project specifications provided to the Manager Works & Assets for approval, certification may be required 2. DEM responsible for ongoing maintenance and repairs 3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none"> 1. Ongoing maintenance and renewal of external painting the responsibility of DEM 2. Full cost of project to be covered by DEM

Proposed Support Summary

It is proposed that the \$15,000 allocated in the 2020/21 Budget is utilised to support the site development upgrades:

1. Motor Area Upgrade \$10,000 (cash)
2. Perimeter of Oval \$5,000 (in kind)

It is also proposed that a Service Agreement between the Shire of Dowerin and DEM be established to outline roles and responsibilities.

It should be noted that if the above proposal is approved, funding will not be available for the provision of preparation works for the 2021 event until adoption of the 2021/22 Budget in July 2021.

Consultation

DEM:

- Ashley Jones, Chairperson
- Nadine McMorran, Event Coordinator and Marketing Manager
- Tracy Jones, Event Coordinator and Finance Manager

Mark Holberton, Holberton Earthmoving

Les Vidovich, Manager Works & Assets

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I1

Asset Management Plan

The management of assets within the Dowerin Recreation Precinct is the responsibility of the Shire of Dowerin. Provision for Council-developed infrastructure is outlined in the Asset Management Plan. There is a need to identify infrastructure belonging to DEM in a service agreement outlining roles and responsibilities.

Long Term Financial Plan

The Long Term Financial Plan includes an annual provision to support the DMFD each year. The management of assets outlined in the Asset Management Plan is reflected in the Long Term Financial Plan.

Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Inconsequential damage
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)

Risk Matrix Rating	Low (2)
Key Controls (in place)	Building Maintenance Program/Reserves Management System
Action (Treatment)	Develop Recreational Reserves Management System
Risk Rating (after treatment)	Adequate

Financial Implications

The 2020/21 Budget includes an allocation of \$15,000 (Job Number FEV016) as a contribution towards the 2021 DMFD. It is recommended that the allocation is utilised to financially support the following site development projects:

1. Motor Arena Upgrade - \$10,000 cash
2. Oval Perimeter Maintenance - \$5,000 in kind

It should be noted that if the above proposal is approved, funding will not be available for the provision of preparation works for the 2021 event until adoption of the 2021/22 Budget in July 2021.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 12.8

That, in accordance with the *Local Government Act 1995*, Council supports the Project Support Proposal submitted by Dowerin Events Management (DEM), as presented in Attachment 12.8A, in accordance with the following conditions:

Project	Conditions
Motor Area Upgrade	<ol style="list-style-type: none"> 1. Site works are planned and prepared in liaison with the Manager Works & Assets 2. Site works are approved by the Manager Works & Assets 3. Drainage specifications and works approved by the Manager of Works & Assets 4. Additional costs incurred will be met by DEM 5. Shire of Dowerin contribution capped at \$15,000 to be reimbursed after works have been completed upon submission of invoices 6. DEM responsible for ongoing maintenance and renewal
Update of Power Boxes	<ol style="list-style-type: none"> 1. Liaison with the Manager Works & Assets to coordinate project with identified works (perimeter fence renewal and irrigation project) 2. Provision of certified completion of certificate of works from electrician 3. DEM responsible for ongoing maintenance and repairs 4. Full cost of project to be covered by DEM
East Gate Upgrade	<ol style="list-style-type: none"> 1. Painting of Dowerin Machinery Field Days logo across roadway is completed in liaison with the Manager Works & Assets

	<ol style="list-style-type: none">2. Logo is to be maintained by DEM3. DEM responsible for ongoing maintenance and repairs of East Gate4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none">1. Project specifications provided to the Manager Works & Assets for approval, certification may be required2. DEM responsible for ongoing maintenance and repairs3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none">1. Ongoing maintenance and renewal of external painting the responsibility of DEM2. Full cost of project to be covered by DEM

13. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

13.1 Policy Manual Review – Policy 2.2 - Risk Management Policy

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 September 2020	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
SharePoint Reference:	Organisation/Governance/Council Policies/Policy Manual	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A – Policy 2.2 - Risk Management Policy	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents Policy 2.2 - Risk Management Policy to Council for consideration and, if satisfactory, adoption.

Background

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

Policy 2.2 - Risk Management Policy, has been reviewed and is included as an Attachment.

Comment

The last review in 2019 expanded the Policy to include Risk Assessment and Acceptance Criteria and also a Monitor and Review process. In addition, the Roles and Responsibilities were expanded to clearly define the CEO's responsibilities relating to risk management.

This review has not identified any required changes to the policy.

Consultation

Senior Management Group

Policy Implications

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

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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 13.1

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts Policy 2.2 – Risk Management Policy, as presented in Attachment 13.1A.

13.2 NEWROC Memorandum of Understanding

Governance & Compliance



Date:	7 September 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Legal Services/Memorandum of Understanding/ NEWROC 2020-2023
Disclosure of Interest:	Nil
Attachments:	Attachment 13.2A - NEWROC MoU

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the NEWROC Memorandum of Understanding (MoU) to Council for consideration and, if satisfactory, adoption.

Background

The purpose for which NEWROC is established is to:

“Provide a means for the local governments, through voluntary participation and the integration and sharing of resources, to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance;*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them; and*
- e. Recognition as representing the view of community and business in the Participants.”*

The purpose of the NEWROC MoU is to affirm the partnership and collaboration of the seven local governments and to further the shared aims of the organisation.

Comment

The purpose of NEWROC is to work together for successful communities. NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at the NEWROC Strategy Day for review and discussion. Members felt it needed refreshing and alignment to the NEWROC purpose, mission, vision, values as well as an inclusion of roles and responsibilities and amendments to membership admission and withdrawal.

It was due to be re-signed in July 2020.

The NEWROC Executive Officer has worked on the MoU based on member feedback from the Strategy Day and both the NEWROC Executive and Council have reviewed the proposed amendments.

The NEWROC MoU is aligned to the organisation's strategic planning review period and the minimum term of membership, both being three years.

The term of agreement is from 1 July 2020 to 30 June 2023.

A number of changes have been made from the current MoU to the new MoU. These changes were endorsed at the August NEWROC Council meeting and the MoU is now presented to Member Councils for adoption, and to issue the member's common seal.

Consultation

NEWROC Strategy Day 23 June 2020

NEWROC Executive Meeting 28 July 2020

NEWROC Council Meeting 25 August 2020

Cr Darrel Hudson, Shire President (NEWROC Delegate)

Rebecca McCall, Chief Executive Officer (NEWROC Deputy Delegate)

Policy Implications

Policy 2.5 – Common Seal and Document Signing Policy, adopted by Council at its August 2020 meeting (CMRef 0265), is applicable.

While that policy enables the use of the Common Seal without a specific resolution of Council, in this instance the matter has been presented to Council in the spirit of transparency and, as a new member of NEWROC, management believes it is important for the whole of Council to be aware of the content and intent of the MoU, as opposed to only the NEWROC delegate(s).

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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 9.49A of the *Local Government Act 1995* is applicable and states:

"9.49A. Execution of documents

(1) A document is duly executed by a local government if –

- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of –*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,**each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.”*

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

The MoU has financial implications as set out in Clause 6 – Financial Contributions of the MoU and as mentioned in previous reports presented to Council while considering membership to NEWROC (currently \$13,000 per annum). These allocations will need to be factored into Council’s annual budget during the period in which the Shire of Dowerin is a member of NEWROC.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 13.2

That, in accordance with Section 9.49A of the *Local Government Act 1995*, Council:

1. Endorses the North Eastern Wheatbelt Regional Organisation of Council's Memorandum of Understanding, as presented in Attachment 13.2A; and
2. Authorises the President and Chief Executive Officer to sign the North Eastern Wheatbelt Regional Organisation of Council's Memorandum of Understanding, affixing Council's Common Seal.

14. OFFICER'S REPORTS – WORKS AND ASSETS

14.1 2021/22 Regional Road Group Submissions

<h2>Works & Assets</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 September 2020	
Location:	Dowerin-Meckering Road; Koombekine North Road	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Technical/Roads	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.1A - RRG Submissions Attachment 14.1B - Draft RRG Strategy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the submitted Regional Road Group (RRG) funding applications for 2021/22 and a five-year schedule of works sent to Main Roads WA (MRWA) to Council for endorsement.

Background

The Shire is required to annually review its RRG Program and once approved, it is to be submitted to MRWA for consideration in ongoing and future road funding grant opportunities. Unless the project is of a specific type, the general basis for funding assistance from MRWA is the expectation that the project costs will be met by a two thirds MRWA contribution and a one third Shire of Dowerin contribution.

Whilst the RRG grants are issued by MRWA on an annual basis, it has requested each local government to provide a five-year rolling road program to enable long term strategic funding to occur. Only roads identified in the Roads 2030 document with regional significance under the Shire's control are considered eligible for RRG funding.

The following is an overview of roads, which if successful, are eligible to obtain funding from RRG:

1. Cunderdin-Minnivale Road;
2. Dowerin-Kalannie Road;
3. Dowerin-Konnongorring Road;
4. Dowerin-Meckering Road;
5. Koombekine North Road;
6. Redding Road; and
7. Uberin Road.

All roads nominated are subjected to a 'Multi Criteria Assessment' with points scored based on different characteristics. Scoring is given on items such as traffic numbers, road geometry, funding impact ie. reduction of ongoing maintenance, improvement of road safety and regional development etc.

Submissions must include a project description, indicative costs, and relative priority (year) of the works. The funds are then distributed to local governments based on a priority basis and score.

The closing date for submissions was Friday 28 August 2020 and due to the lack of notification and deadlines imposed by MRWA, staff made the decision to prepare and submit appropriate projects for consideration to ensure the Shire would be included in RRG deliberations.

Council is now requested to review and endorse these submissions.

Comment

The Manager Works and Assets has inspected all sections of road which qualify for possible funding. As a result of this inspection, three applications were submitted to MRWA for 2021/22 and a draft five year RRG Strategy Plan was created.

The following is a breakdown of the submissions made:

Dowerin-Meckering Road (SLK 11.36 to 13.44)

Proposed works include sectional pavement repairs, stabilising of outer wheel path rutting and surface correction where the existing road is failing. Reseal patches from SLK 11.36 to 11.42, SLK 11.98 to 12.09 and SLK 13.3 to 13.44 with a total estimated cost of \$82,535; the one third Shire contribution will be \$27,512.

Dowerin-Meckering Road (SLK 13.82 to 16.13)

This section of seal is old and oxidized. Bitumen edges are breaking away, whilst the pavement has some outer wheel ruttings and failures. Proposed works are to reconstruct, apply two coat seal at a 7 metre width, remove regrowth vegetation on gravel shoulders and from the existing table drains. Widen one 300mm reinforced concrete pipe, install new guide posts and warning signage with a total estimated cost of \$382,032; the one third Shire contribution will be \$127,347.

Koombekine North Road - (SLK 2.28 to 4.45)

The first 2.28kms of this road is proposed to be reconstructed this financial year. Works for 2021/22 are to overlay the existing road with quality gravel, wetmix pavement with a stabilising machine and apply a two coat seal at 7m width. Remove regrowth vegetation from existing table drains. One 300mm reinforced concrete pipe will be widened, install new guide posts and warning signage with a total estimated cost of \$358,128; the one third Shire contribution will be \$119,378.

A copy of the submissions presented to MRWA and a copy of the draft five year RRG Strategy is included as Attachments.

Consultation

Les Vidovich, Manager Works & Assets

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

MRWA Representatives

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7(2) of the *Local Government Act 1995* is applicable and states:

“2.7. *Role of council*

(1) *The council –*

(a) *governs the local government’s affairs; and*

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

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

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

(b) *determine the local government’s policies.”*

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
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)	Roads Asset Management Program
Action (Treatment)	Review Asset Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

If successful, all approved projects will require a one third contribution from the Shire. If the projects submitted receive funding, the total cost for 2021/22 will be \$822,695 with the Shire required to contribute \$274,232.

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation - 14.1

That, in accordance with Section 2.7(2) of the *Local Government Act 1995*, Council:

1. Endorses the 2021/22 Regional Road Group submissions made to Main Roads WA, as presented in Attachment 14.1A;
2. Approves the proposed draft five-year Regional Road Group Strategy schedule of works, as presented in Attachment 14.1B; and
3. Considers the allocation of \$274,232 during the 2021/22 Budget deliberations, being the Shire of Dowerin's required one third contribution to perform these works.

14.2 NEWROC - Investigation into Regional Waste Services

Works & Assets



Date:	9 September 2020
Location:	Not applicable
Responsible Officer:	Les Vidovich, Manager Works & Assets
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Waste Avoidance & Resource Recovery Act 2007; Environmental Protection (Rural Landfill) Regulations 2002</i>
Sharepoint Reference:	Compliance/Health/Waste Services
Disclosure of Interest:	Nil
Attachments:	Confidential Attachment 14.2A - NEWROC Waste Options Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Waste management was identified as a strategic priority by NEWROC in 2018.

Giles Perryman of ASK Waste Management attended and presented to Member Councils in Koorda in 2018 to discuss waste and how NEWROC could work together to improve infrastructure, practices and processes across its Member Councils.

To further develop the priority, NEWROC engaged ASK Waste Management in 2019 to achieve the following objectives:

1. Assess current waste facilities across each member local government;
2. Investigate ways to improve each member's landfill site (and to use the study as a base for grant applications); and
3. Investigate improved options for waste management across the members.

Comment

ASK Waste Management presented a report to NEWROC which discussed a number of options to assist Member Councils meet the above objectives.

ASK Waste Management modelled four options to consider as a future strategy for members to adopt.

These options centred on:

1. Improving waste management infrastructure, practices and procedures both individually and collectively;
2. Meeting compliance and anticipated new regulations; and

3. Working together to attract external funding.

The presented options included:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

Option 2: All landfills (remote access) plus two staffed landfills

Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection

Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection

The report was circulated to Member Councils for their initial feedback and following this, at NEWROC's August Council meeting a preferred option was determined, with the following motion being passed:

RESOLUTION

The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.

Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC.

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 5/1

Option 4 (weekly collection) requires additional modelling, analysis, assessment and discussion, however in order to proceed with addressing the strategic priority of waste, NEWROC needs feedback from Member Councils on this option. It has been requested that the feedback should include Council's appetite to proceed with further investigation into Option 4.

Being a newcomer to NEWROC the Shire of Dowerin has not been involved in the project discussions prior to 1 July 2020, hence to provide Council some background on the matter a copy of the ASK Waste Management Report is included as a confidential Attachment.

It should be noted that the ASK Waste Management Report details the preliminary investigations into the service of regional waste. Hence, this Item seeks direction from Council on its appetite to proceed to the next step of the project, which entails a full investigation, report and recommendations based on the selected option (number 4). Council's resolution will not impact on the Shire of Dowerin's current arrangement with Avon Waste which recently went through a tender process via AROC resulting in a five year contract for the provision of waste and recycling collection services. Rather, the NEWROC project could potentially result in the future development of a regional tip with Member Councils transitioning any existing landfill sites to transfer stations.

Council's NEWROC Delegates may also wish to provide further information on the report and discussions held amongst Member Councils at the meeting.

Consultation

NEWROC Member Councils

Cr Darrel Hudson, Shire President (NEWROC Delegate)

Rebecca McCall, Chief Executive Officer (NEWROC Deputy Delegate)

Les Vidovich, Manager Works & Assets

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Various aspects of the *Local Government Act 1995*; *Waste Avoidance & Resource Recovery Act 2007* and *Environmental Protection (Rural Landfill) Regulations 2002* are applicable.

Risk Implications

Risk Profiling Theme	Environment Management
Risk Category	Natural Environment
Risk Description	Contained, reversible impact managed by internal response
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Waste Management Plan
Action (Treatment)	Develop Waste Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

Costs for the initial ASK Waste Management Report have been covered by NEWROC.

Future financial implications will be dependent on the considerations of the findings and recommendations of the further investigation report which may require significant investment by Council. Any decision on that would be presented to Council for consideration at the time.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 14.2

That Council advise the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) that it supports the proposal for NEWROC to further investigate its preferred Option 4 to progress the Regional Waste Services project.

- | | |
|-----|---|
| 15. | Urgent Business Approved by the Person Presiding or by Decision |
| 16. | Elected Members' Motions |
| 17. | Matters Behind Closed Doors |
| 18. | Closure |



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 August 2020



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	Nil
13.	Urgent Business Approved by the Person Presiding or by Decision
14.	Elected Members' Motions
15.	Matters Behind Closed Doors
16.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 18 August 2020



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 Ms Denise Martin with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate & Community Services
Mr L Vidovich	Manager Works & Assets
Ms V Green	Executive & Governance Officer

Members of the Public: Mrs J Chatfield (until 2.10pm)

Apologies: Cr LG Hagboom

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

In accordance with Policy 1.2 – Recognising Council Service Policy, a presentation was made to ex-Councillor Mrs Julie Chatfield as official recognition of her service to the Shire of Dowerin as a Councillor for the period 2017-2020.

In making the presentation the President thanked Mrs Chatfield for her commitment and effort during her time on Council.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf Seconded: Cr Trepp

0255 That, in accordance with Clause 12.3 of the Shire of Dowerin Standing Orders Local Law, Council adjourns the meeting.

CARRIED 6/0

2.10pm - the meeting was adjourned.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf Seconded: Cr Trepp

0256 That, in accordance with Clause 12.3 of the Shire of Dowerin Standing Orders Local Law, Council recommences the meeting.

CARRIED 6/0

2.26pm - the meeting recommenced.

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

7.1 Ordinary Council Meeting held on 21 July 2020
Attachment 7.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp Seconded: Cr Ward

0257 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 21 July 2020, as presented in Attachment 7.1A, are a true and correct record of proceedings.

CARRIED 6/0

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

8.1 Local Emergency Management Committee Meeting held on 4 August 2020
Attachment 8.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Ward

0258 That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Local Emergency Management Committee Meeting (unconfirmed) held on 4 August 2020, as presented in Attachment 8.1A.

CARRIED 6/0

9. Announcements by the President Without Discussion

Nil

10. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

10.1 Financial Activity Statements

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 August 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A – Financial Activity Statements	

Purpose of Report

Executive Decision



Legislative Requirement

Summary

For Council to receive the Statement of Financial Activity for the period ending 31 July 2020.

Background

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

Regulations 34 & 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

There have been several changes to the Australian Accounting Standards and the reporting template. The inclusion of a Summary Information – Graph page along with an Executive Summary page has been added as an easy to understand snapshot of the Shire's financials.

As July is the first month of the financial year and the budget was adopted at the end of July 2020, the attached financial statements provide only the basic statutory reporting requirements.

In order to fulfil statutory reporting requirements, and to 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 & 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 & 3

Reference: L3, L4 & 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(1) 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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

0259 That, in accordance with Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 31 July 2020, as presented in Attachment 10.1A.

CARRIED 6/0

10.2 List of Accounts Paid

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 August 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Jasmine Pietrocola, Accounts Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.2A - 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 July 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Jasmine Pietrocola, Accounts 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 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 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 & 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

Council would be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented.

Financial Implications

Funds expended are in accordance with Council's adopted 2020/21 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Holberton

0260 That, in accordance with 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 10.2A, and as detailed below:

List of Accounts Paid – July 2020	
EFT7845 to EFT7923	\$329,614.90
Cheque 10829 to 10832	\$11,171.64
DD11011; NAB Credit Card; June 2020	\$1,909.85
DD11016; Puma Energy Fuel; June 2020	\$856.96
DD11003 & 11018; Superannuation	\$11,374.85
DD11022; Treasury Loan Repayments	\$4,719.44
DD130867 & 130868; Bank Fees	\$791.55
Net Payroll; PPE 08 July 2020	\$43,330.63
Net Payroll; PPE 22 July 2020	\$51,863.49
TOTAL	\$455,633.31

CARRIED 6/0

10.3 Recalcitrant Rates Debtors – July 2020

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	3 August 2020	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Louise Sequerah – Acting Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.3A – Recalcitrant Rates Debtors	

Purpose of Report

Executive Decision Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for July 2020 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 the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments that are holding a large debt.

Comment

Apart from following up on the ratepayers that were not meeting their arrangements to pay off rates and charges, no debt recovery action has been undertaken in the month of July 2020. This is due to several reasons:

1. Awaiting confirmation from a Legislative Advisor at the Department of Local Government, Sport & Cultural Industries (DLGSC) as to what further actions the Council can take; and
2. In the current COVID-19 environment, DLGSC and Rates Officers have been advised to limit active debt recovery.

Consultation

Louise Sequerah, Acting Rates Officer
 Cherie Delmage, Manager Corporate & Community Services
 Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery
 Association of Rates Officers

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

Policy Implications

Nil

Statutory Implications

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

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 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
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

It is estimated that \$64,422.28 of the outstanding balance will be considered an unrecoverable bad debt.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

0261 That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A.

CARRIED 6/0

10.4 Dowerin Events Management – Project Support Proposal

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 August 2020	
Location:	Dowerin Sport Recreation Precinct	
Responsible Officer:	Rebecca McCall, CEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Community Development/Community Groups Liaison/2020-Dowerin Events Management	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.4A - Project Support Proposal – Site Development August 2020 Attachment 10.4B - Draft Forward Infrastructure Plan 2020-2024 Attachment 10.4C - Quotes	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a project support proposal to provide financial assistance for the Dowerin GWN7 Machinery Field Days to Council for consideration and, if satisfactory, adoption.

Background

The inaugural Dowerin GWN7 Machinery Field Days (DMFD) was held in 1965 and the two-day agricultural expo has continually expanded over the past 55 years to become the largest and most successful event of its kind in WA. With a strong reputation, which is widely recognised throughout Australia, the DMFD are classed as being among the three largest agricultural machinery events in the country. The DMFD attracts approximately 770 exhibitors and 25,000 visitors throughout the two-days.

The event plays a critical role in Dowerin's economy and overall health and wellbeing of the community.

Comment

The DMFD has been cancelled for 2020. The Board of Dowerin Events Management (DEM) wish to take the opportunity to focus on updating identified infrastructure and site planning in preparation for the 2021 event scheduled for 25-26 August 2021.

The partnership between the Shire of Dowerin and DEM has resulted in the successful implementation of community projects such as the Dowerin Community Club and Dowerin Short Stay Accommodation.

An allocation is included in Council's 2020/21 Budget each year to support the DMFD with onsite works in preparation for the event. In addition, the Administration Office is closed on the Wednesday to allow staff to work as volunteers at the event.

DEM are planning on hosting busy bees in the coming months to maintain volunteer connectivity whilst providing an opportunity for community groups to fundraise through the DMFD Volunteer Program.

The attached Project Support Proposal for site development seeks financial assistance from Council. The 2020/21 Budget includes an allocation of \$15,000 for this purpose. For Council's consideration the following proposal is recommended:

Project	Total Cost	Support Request	Proposed Support	Comment
Motor Arena Upgrade	\$20,647	\$10,150	\$10,000 (cash)	
Update of Power Boxes	\$26,563	\$26,563	\$0	Survey of oval in budget
Oval Perimeter Maintenance (not stated in proposal)	\$5,000 (approx.)	\$5,000	\$5,000 (in kind)	Removal of grassed outside of the perimeter fence, level, and fill with crack dust
East Gate Upgrade	\$25,400	Nil	Coordinate Work Camp if required	
Hockey Oval Bridge	\$540	Nil	Nil	
Field Day Office Exterior Painting	\$2,700 + labour	Labour	Coordinate Work Camp	If the Work Camp are unable to undertake the task, staff could complete the job with the intent of invoicing DEM to recover labour costs

The proposed projects are all within the Dowerin Recreation Precinct, a Reserve under the control of the Shire of Dowerin. It is suggested the projects are approved under the following conditions:

Project	Conditions
Motor Area Upgrade	<ol style="list-style-type: none"> 1. Site works are planned and prepared in liaison with the Manager Works & Assets 2. Site works are approved by the Manager Works & Assets 3. Drainage specifications and works approved by the Manager of Works & Assets 4. Additional costs incurred will be met by DEM 5. Shire of Dowerin contribution capped at \$10,000 to be reimbursed after works have been completed upon submission of invoices 6. DEM responsible for ongoing maintenance and renewal

Update of Power Boxes	<ol style="list-style-type: none"> 1. Liaison with the Manager Works & Assets to coordinate project with identified works (perimeter fence renewal and irrigation project) 2. Provision of certified completion of certificate of works from electrician 3. DEM responsible for ongoing maintenance and repairs 4. Full cost of project to be covered by DEM
East Gate Upgrade	<ol style="list-style-type: none"> 1. Painting of DMFD logo across roadway is completed in liaison with the Manager Works & Assets 2. Logo is to be maintained by DEM 3. DEM responsible for ongoing maintenance and repairs of East Gate 4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none"> 1. Project specifications provided to the Manager Works & Assets for approval, certification may be required 2. DEM responsible for ongoing maintenance and repairs 3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none"> 1. Ongoing maintenance and renewal of external painting the responsibility of DEM 2. Full cost of project to be covered by DEM

Proposed Support Summary

It is proposed that the \$15,000 allocated in the 2020/21 Budget is utilised to support the site development upgrades:

1. Motor Area Upgrade \$10,000 (cash)
2. Perimeter of Oval \$5,000 (in kind)

It is also proposed that a Service Agreement between the Shire of Dowerin and DEM be established to outline roles and responsibilities.

It should be noted that if the above proposal is approved, funding will not be available for the provision of preparation works for the 2021 event until adoption of the 2021/22 Budget in July 2021.

Consultation

DEM:

- Ashley Jones, Chairperson
- Nadine McMorran, Event Coordinator and Marketing Manager
- Tracy Jones, Event Coordinator and Finance Manager

Mark Holberton, Holberton Earthmoving

Les Vidovich, MWA

Rebecca McCall, CEO

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I1

Asset Management Plan

The management of assets within the Dowerin Recreation Precinct is the responsibility of the Shire of Dowerin. Provision for Council-developed infrastructure is outlined in the Asset Management Plan. There is a need to identify infrastructure belonging to DEM in a service agreement outlining roles and responsibilities.

Long Term Financial Plan

The Long Term Financial Plan includes an annual provision to support the DMFD each year. The management of assets outlined in the Asset Management Plan is reflected in the Long Term Financial Plan.

Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Inconsequential damage
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Building Maintenance Program/Reserves Management System
Action (Treatment)	Develop Recreational Reserves Management System
Risk Rating (after treatment)	Adequate

Financial Implications

The 2020/21 Budget includes an allocation of \$15,000 (Job Number FEV016) as a contribution towards the 2021 DMFD. It is recommended that the allocation is utilised to financially support the following site development projects:

1. Motor Arena Upgrade - \$10,000 cash
2. Oval Perimeter Maintenance - \$5,000 in kind

It should be noted that if the above proposal is approved, funding will not be available for the provision of preparation works for the 2021 event until adoption of the 2021/22 Budget in July 2021.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, in accordance with the *Local Government Act 1995*, Council supports the Project Support Proposal submitted by Dowerin Events Management (DEM), as presented in Attachment 10.4A, in accordance with the following conditions:

Project	Conditions
Motor Area Upgrade	<ol style="list-style-type: none"> 1. Site works are planned and prepared in liaison with the Manager Works & Assets 2. Site works are approved by the Manager Works & Assets 3. Drainage specifications and works approved by the Manager of Works & Assets 4. Additional costs incurred will be met by DEM 5. Shire of Dowerin contribution capped at \$10,000 to be reimbursed after works have been completed upon submission of invoices 6. DEM responsible for ongoing maintenance and renewal
Update of Power Boxes	<ol style="list-style-type: none"> 1. Liaison with the Manager Works & Assets to coordinate project with identified works (perimeter fence renewal and irrigation project) 2. Provision of certified completion of certificate of works from electrician 3. DEM responsible for ongoing maintenance and repairs 4. Full cost of project to be covered by DEM
East Gate Upgrade	<ol style="list-style-type: none"> 1. Painting of Dowerin Machinery Field Days logo across roadway is completed in liaison with the Manager Works & Assets 2. Logo is to be maintained by DEM 3. DEM responsible for ongoing maintenance and repairs of East Gate 4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none"> 1. Project specifications provided to the Manager Works & Assets for approval, certification may be required 2. DEM responsible for ongoing maintenance and repairs 3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none"> 1. Ongoing maintenance and renewal of external painting the responsibility of DEM 2. Full cost of project to be covered by DEM

Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0262 That the request for support and approval for the Project Proposal from Dowerin Events Management (DEM) be supported in principal, however DEM be requested to provide the request for financial and in kind support for the Project Proposal as a minuted item through the DEM Committee, and that no decision from Council will be made on the Motor Area Upgrade until such time as appropriate investigations are conducted by the Manager Works & Assets.

CARRIED 6/0

Reason

Council believed the proposal should have the endorsement of the full DEM Committee and that the implications on asset management and infrastructure should be appropriately considered prior to the commitment to and commencement of any works.

10.5 Location of Rusty the Tin Dog – Memorandum of Understanding

Corporate & Community Services



Date:	11 August 2020
Location:	No. 2060 (Lot 38) Goomalling-Merredin Road, Dowerin
Responsible Officer:	Rebecca McCall, CEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Legal Services/Agreements/Memorandum of Understanding
Disclosure of Interest:	Nil
Attachments:	Attachment 10.5A – Memorandum of Understanding

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To determine if Council enters into an agreement with Mr Murray Anderson to indemnify the owner against loss of or damage to the owner's property and claims in respect of personal injury or death or loss of, or damage to, any other property.

Background

Rusty is the product of the Tin Dog Project undertaken by the Year 8, 9 and 10 students from Dowerin District High School in 2003 and 2004. The project was initiated, developed and commissioned by the students in partnership with several organisations.

Deciding to capitalise on one of Dowerin's distinguishing features, Tin Dog Creek, the students outlined their aims as:

1. To encourage people to stop and visit Dowerin instead of just passing through;
2. To encourage and develop better community partnerships;
3. To promote youth participation in the community; and
4. To develop their own entrepreneurial skills.

Having researched the history of Tin Dog Creek, the students set about designing their own Tin Dog and developing their project aims. Through partnerships and networks the students were able to gain community feedback and finalise the design before developing a detailed design brief, raising funds and commissioning artist Mr Peter Boylan-Knight to construct the five meter long, three metre high Tin Dog.

13 August 2004 marked the unveiling ceremony of Rusty where he remains standing on a portion of the property owned by Mr Murray Anderson. The location was the recommended position due to the visibility and prominence of the site to achieve maximum marketing benefit. As the site is located on a portion of the property belonging to Mr Anderson, permission was provided to mount Rusty at this location in good faith. At the time there was no formal agreement in place between Mr Anderson and the Shire of Dowerin to indemnify the owner against loss of, or damage

to, the owners property and claims in respect of personal injury or death or loss of, or damage to, any other property.

The lack of an agreement opens Mr Anderson and his family up to potential risk.

Comment

The Streetscape Committee raised concerns regarding the safety of pedestrians who cross the Main Roads WA-controlled Goomalling-Merredin Road (Goldfields Road) to take photos with Rusty. Near misses have been reported to the Shire of Dowerin on several occasions, raising the question of whether the current location of Rusty is a risk to the landowner and/or to the Shire of Dowerin.

The Shire President and Chief Executive Officer met with Mr Anderson, Mrs Andrea Anderson and Mr Robert Anderson on Monday 10 August 2020 to discuss the location of Rusty. The Anderson family have undertaken due diligence and as a result have requested the relocation of Rusty as soon as possible, as the family does not wish to be burdened with additional public liability costs and/or possible litigation.

Staff sought advice from Council's insurers, LGIS, and the response is quoted below:

"There are two options the Shire can look at and both should be in writing:

- 1. Written Lease agreement (peppercorn) to be put in place with the Shire & Owner of the Land - preferred option, however*
- 2. If the Owner of the land does not agree to the above - a signed written agreement to be put in place where the Shire shall indemnify the Owner against loss of or damage to the Owners property, and claims in respect of personal injury or death or loss of, or damage to , any other property.*

It must be stipulated in the agreement:

- 1. Who is responsible to the insurance*
- 2. Who is responsible for the upkeep and maintenance of the area involved.*
- 3. Who is responsible for any display of any signage to the trail, road etc.*

In the case above and if Rusty were to continue to remain at the same location or land not owned or controlled by the Shire, I would assume that the Shire would negotiate to be responsible for all of the above.

In addition, should any legal document or contractual agreement be put in place, we would also suggest you refer these to your legal advisors for review and commenting prior to finalisation of the agreement.

Trust this has assisted with your query, however any further questions please let me know."

Relocating Rusty requires time to determine the best alternative site and arranging the logistics. It is recommended that the Shire enters into an agreement, by way of a Memorandum of Understanding (MoU), with Mr Anderson to indemnify the owner against loss of, or damage to, the owner's property and claims in respect of personal injury or death or loss of, or damage to, any other property. This arrangement would be in place commencing immediately, finishing upon the relocation of Rusty. A copy of the proposed MoU is included as an Attachment.

Consultation

Mr Murray Anderson

Mrs Andrea Anderson

Mr Robert Anderson

Ms Sandra Clohessy, Account Manager Member Services, LGIS

Cr Darrel Hudson, Shire President

Streetscape Committee

Les Vidovich, Manager Works & Assets

Ashlee Banks, Community Development Officer

Mal Smith, Parks & Gardens Team Leader

Policy Implications

Nil

Statutory Implications

Section 9.49A of the *Local Government Act 1995* is applicable and states:

“9.49A. Execution of documents

- (1) A document is duly executed by a local government if –
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.**
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) The common seal of the local government is to be affixed to a document in the presence of –
 - (a) the mayor or president; and*
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,**each of whom is to sign the document to attest that the common seal was so affixed.**
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.”*

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 involving community needs.

Outcome: 1 & 3

Reference: L1 & L5

Asset Management Plan

The Asset Management Plan does not accommodate the lifecycle costs of maintaining and/or the renewal of Rusty. The matter will be considered during the review of the AMP.

Long Term Financial Plan

The Long Term Financial Plan reflects insurance coverage to replace or repair Rusty if required.

Risk Implications

Risk Profiling Theme	Safety & Security Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Consequence Rating	Extreme (5)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	High (10)
Key Controls (in place)	Nil
Action (Treatment)	Relocation of Rusty
Risk Rating (after treatment)	Adequate

Financial Implications

There will be financial implications to relocate Rusty, the cost of which can be covered within the Pioneers' Pathway Project budget allocation specified in the 2020/21 Budget (Job Code OC009). The expected cost would be in the vicinity of \$7,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, in accordance with Section 9.49A of the *Local Government Act 1995*, Council:

1. Agrees to enter into a Memorandum of Understanding, as presented in Attachment 10.5A, between the Shire of Dowerin and Mr Murray Anderson indemnifying him as the owner of a portion of Lot 38 (No. 2060) Goomalling-Merredin Road, Dowerin against loss of, or damage to, the owner's property and claims in respect of personal injury or death or loss of, or damage to, any other property for a suitable period of time to accommodate the arrangements to relocate Rusty the Tin Dog to a suitable and safe location; and
2. Authorises the President and Chief Executive Officer to execute the Memorandum of Understanding, as presented in Attachment 10.5A, between the Shire of Dowerin and Mr Murray Anderson subject to any variations (of a minor nature).

Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0263

That Council provide Mr Murray Anderson written notice indemnifying him as the owner of a portion of Lot 38 (No. 2060) Goomalling-Merredin Road, Dowerin against loss of, or damage to, the owner's property and claims in respect of personal injury or death or loss of, or damage to, any other property for a suitable period of time (not exceeding 30 June 2021) to accommodate the arrangements to relocate Rusty the Tin Dog to a suitable and safe location.

CARRIED 6/0

Reason

Since the release of the Agenda further discussions had been held with Mr Anderson who is now not willing to enter into a Memorandum of Understanding and instead requested a letter from Council providing the indemnity.

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 Review of Representation

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	28 July 2020	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Wards/2020 Review of Representation	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - Submissions	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

Council considered this Item at its July 2020 meeting and resolved (CMRef 0250):

“That the matter of the Review of Representation lay on the table until the August 2020 Council Meeting.”

With the unexpected apologies of Councillor Sewell and Councillor Ward prior to the July meeting, Council believed it was appropriate that all Councillors were provided with an opportunity to participate in the debate and vote on the matter, hence the resolution to lay the matter on the table.

As a result, the Item is reproduced below in its entirety for Council’s consideration, with additional Officer’s Comment as applicable.

Schedule 2.2 of the *Local Government Act 1995* requires local governments to carry out reviews of their ward boundaries and representation on a regular basis. At its May 2020 Meeting Council resolved to initiate a Review of Representation and endorsed the distribution of a Discussion Paper for public consultation (CMRef 0198).

A statutory 6 week public consultation period is required hence the Review was advertised in the Dowerin Despatch on Thursday 28 May 2020 (and again on Thursday 4 June 2020, Thursday 25 June 2020 and Thursday 9 July), as well as on the Shire’s website and Facebook page.

The closing date for submissions was Monday 13 July 2020 at 4.00pm.

Comment

At the close of the public consultation process, two submissions had been received and these are included as an Attachment. Both submissions suggest retaining the current level of representation at eight Councillors is appropriate for the community.

In considering the submissions and whether, or not, to propose a change to the number of offices of councillor, Council is to have regard to the following:

Community of Interests

The term “community of interests” has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on shared facilities in an area as reflected in catchment areas of local schools and sporting teams or the circulation areas of the local newspaper.

Neighbourhoods are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

For a district the size of Dowerin, it could be argued that Community of Interests may mostly apply to districts which contain wards as otherwise, with all Councillors elected to represent all aspects and constituents of the district, the “community of interest” is the whole district.

One of the submissions suggest that some community members may only feel confident in contacting certain Councillors. While the reasons for that are not detailed in the submission, this could relate to personality conflicts, personal perceptions of any of the Councillors or where a community member does not share the same beliefs, values or principles of any of the Councillors.

However, it would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant or critical effect on these community of interests.

Physical and Topographic Features

These may be natural or man-made features. Water features, such as water courses and catchment boundaries, may be relevant considerations. Farmland, parks and reserves may be relevant, as may other man-made features, such as the rail line and other major and minor roads.

Dowerin is trans versed with a number of both natural and man-made features with the salt lakes and water courses including Tin Dog Creek running through various areas of the district as well as the rail line running north-south and a number of major roads such as the Dowerin-Kalannie Road running north-south and the Goomalling-Merredin Road running east-west.

However, as mentioned above, these may also be insignificant when considering that the main real divide would be between rural and town areas and so where all Councillors are elected to represent all aspects and constituents of the district, the physical and topographic features are across the whole district.

It would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant effect on these physical and topographic features.

Demographic Trends

Several measurements of the characteristics of human population size and its distribution by age, sex, occupation and location provide important demographic information. Current and projected characteristics will be relevant, as well as similarities and differences between areas within the Shire.

The 2016 Census detailed the population of Dowerin as 690 persons made up of 50.2% male and 49.8% female with a median age of 43 years. This compares to the 2011 Census which detailed the population of Dowerin as 678 persons made up of 348 males and 330 females with a median age of 43 years. Therefore, Dowerin’s population is expected to remain mostly static with no major increases or decreases.

Again, the main difference within the district will be those within the rural areas and those within the townsite, as well as those who are employed and those who are not.

With Dowerin’s population not expected to change significantly it would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a considerable effect on the Shire’s demographic trends.

Having said that, there could be an argument for whether sufficient diversity on Council could be maintained with either the same level of representation, particularly when new Councillors are not elected to office, or where there is less representation, allowing specific interest groups to control Council's activities.

Economic Factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in an area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

The main industry within the district is agriculture which is spread across the rural areas with the farms themselves and into the townsite areas for businesses catering to agricultural needs such as machinery dealerships, seed cleaning, engineering, agribusiness consultants and suppliers as well as the usual retail, food and hospitality type businesses.

It would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant effect on the economic factors of the district aside from where there are changes to the diversity of Council, and the individual Councillor's alliances.

Councillor to Elector Ratio

It is expected that each local government will have similar ratios of electors to elected members across its municipality. The Local Government Advisory Board (LGAB) stipulates the importance of keeping the councillor/elector ratio preferably within plus or minus 10%, although that is only applicable to districts which contain wards, which Dowerin does not currently.

Dowerin currently has a councillor/elector ratio of 62:1 being 495 electors (as at the 2019 election) to eight councillors. Reducing the number of Councillors to seven would result in a ratio of 71:1 which is within the 10% variance allowed by the LGAB.

The advantages of a reduction in the number of councillors may include:

1. The decision making process may be more effective and efficient if the number of councillors is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
2. The cost of maintaining councillors is likely to be reduced.
3. The increase in the ratio of councillors to electors is unlikely to be significant.
4. Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local councillor.
5. A reduction in the number of councillors may result in an increased commitment from those elected reflected in greater interest and participation in Council's affairs.
6. Fewer councillors are more readily identifiable to the community.
7. With legislated training requirements both prior to nomination and within the first 12 months of election, potential candidates may be deterred from nominating for Council.
8. With less offices on Council to fill, there may not be a need for a costly extraordinary election should the number of nominations not match the number of vacant offices on Council.
9. Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
10. There is a State-wide trend for reductions in the number of councillors and many local governments have found that fewer councillors works well.

The disadvantages of a reduction in the number of councillors may include:

1. A smaller number of councillors may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.
2. There is the potential for dominance in the Council by a particular interest group.
3. A reduction in the number of councillors may limit the diversity of interests around the Council table.
4. Opportunities for community participation in Council's affairs may be reduced if there are fewer councillors for the community to contact.

5. A significant increase in the ratio of councillors to electors may place too many demands on councillors.

In considering all the above, perhaps it would be more pertinent to a local government such as Dowerin to consider the longer-term implications of being able to attract the necessary number of interested candidates to nominate for election to Council. This may be particularly true in light of the newly introduced, mandatory training which is required to be undertaken online prior to nomination and, for those successfully elected, the completion of five core modules within the first 12 months of their election. This, in addition to the current legislative, compliance and audit obligations to be adhered to by both Councillors and staff, may result in less candidates being willing to nominate or re-nominate for Council.

In those situations, it would be expected that an extra-ordinary election would need to be conducted. With the restraints on staff time and resources it is not possible for an election to be conducted in-house, hence the WA Electoral Commission would be required to conduct the election, which is a relatively expensive exercise (around \$12,000-\$14,000 per election which is the equivalent of around a 1% rate rise). In addition, conducting an extra-ordinary election is no guarantee that a suitable candidate(s) will nominate and could essentially result in Council having to conduct two or more election processes to fill all vacancies.

Should Council not wish to reduce its level of representation at this time, an alternative may be that should the abovementioned scenario arise without a satisfactory outcome (i.e. all positions on Council filled) Council could again consider conducting another review of its representation with those factors taken into account.

Should Council wish to make a recommendation to the LGAB to reduce its level of representation, the changes, if endorsed by the LGAB and agreeable by the Minister, will be published in the Government Gazette and come into effect for the next local government election of October 2021.

The Officer's Recommendation takes into account the potential for interested and capable candidates nominating for Council in future years, and the significant costs to Council and the community in conducting extra-ordinary elections when the appropriate number of candidates cannot be achieved.

Additional Officer's Comment

As a result of Council's July 2020 resolution on the resignation of ex-Councillor Chatfield (CMRef 0254):

"That, in accordance with Section 4.17(3) and (4A)(a) of the Local Government Act 1995, Council requests the approval of the Electoral Commissioner to allow the vacancy created by the resignation of Councillor Julie Chatfield to remain unfilled until the October 2021 Ordinary Local Government Elections."

staff wrote to the WA Electoral Commission (WAEC) requesting the Commissioner's approval for the vacancy to remain unfilled. On 24 July 2020 correspondence was received from the WAEC advising the request had been approved.

This means that at the 2021 Ordinary Local Government Elections there will be five positions on Council to fill, being:

1. Councillor Hudson;
2. Councillor Hagboom;
3. Councillor Holberton;
4. Councillor Ward; and
5. The vacancy created by the resignation.

In determining whether, or not, to reduce its representation, Council will need to have regard for the likelihood of all five vacancies being filled in, preferably, the one election process. Otherwise additional costs will be incurred to conduct extra-ordinary election(s) and these could be significant.

It is the Administration's belief that a reduction in representation from eight to seven will still adequately serve and represent the interests of Dowerin and its ratepayers.

Consultation

A mandatory 6 week public notice consultation period began on 28 May 2020 and closed on 13 July 2020. Two submissions were received by the close of the consultation period.

Should Council wish to recommend a reduction in representation numbers, following the Ministers response on such a proposed reduction, a public notice will be issued to update the community of any changes to the Shire of Dowerin's Representation.

Council Meeting 21 July 2020

Council Budget Workshop 13 July 2020

Senior Management Team

Executive & Governance Officer

Policy Implications

Nil

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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Clauses 6-12 of Schedule 2.2 of the *Local Government Act 1995* are applicable and state:

6. *Local government with wards to review periodically*
 - (1) *A local government the district of which is divided into wards is to carry out reviews of –*
 - (a) *its ward boundaries; and*
 - (b) *the number of offices of councillor for each ward,**from time to time so that not more than 8 years elapse between successive reviews.*
 - (2) *A local government the district of which is not divided into wards may carry out reviews as to –*
 - (a) *whether or not the district should be divided into wards; and*
 - (b) *if so –*
 - (i) *what the ward boundaries should be; and*
 - (ii) *the number of offices of councillor there should be for each ward,**from time to time so that not more than 8 years elapse between successive reviews.*
 - (3) *A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.*
7. *Reviews*
 - (1) *Before carrying out a review a local government has to give local public notice advising –*
 - (a) *that the review is to be carried out; and*

(b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

(2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

8. Matters to be considered in respect of wards

Before a local government proposes that an order be made –

(a) to do any of the matters in section 2.2(1), other than discontinuing a ward system; or

(b) to specify or change the number of offices of councillor for a ward,

or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to –

(c) community of interests; and

(d) physical and topographic features; and

(e) demographic trends; and

(f) economic factors; and

(g) the ratio of councillors to electors in the various wards.

9. Proposal by local government

On completing a review, the local government is to make a report in writing to the Advisory Board and may propose* to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.

* Absolute majority required.

10. Recommendation by Advisory Board

(1) Where under clause 5(b) a local government proposes to the Advisory Board the making of an order under section 2.2(1), 2.3(3) or 2.18(3), and the Board is of the opinion that the proposal is –

(a) one of a minor nature; and

(b) not one about which public submissions need be invited,

the Board, in a written report to the Minister, is to recommend the making of the order but otherwise is to inform the local government accordingly and the local government is to carry out a review.

(2) Where under clause 9 a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8 that, in the Board's opinion, correctly takes into account the matters referred to in clause 8(c) to (g), the Board, in a written report to the Minister, is to recommend the making of the order.

(3) Where a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8, or that a submission under clause 4(2) be rejected, that, in the Board's opinion, does not correctly take into account the matters referred to in that clause –

(a) the Board may inform the local government accordingly and notify the local government that a proposal that does correctly take those matters into account is to be made within such time as is set out in the notice; and

(b) if the local government does not make a proposal as required by a notice under paragraph (a), the Board may, in a written report to the Minister, recommend* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account those matters.

* Absolute majority required.

(4) Where a local government fails to carry out a review as required by clause 6, the Advisory Board, in a written report to the Minister, may recommend* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account the matters referred to in clause 8.

* Absolute majority required.

11. *Inquiry by Advisory Board*

- (1) *For the purposes of deciding on the recommendation, if any, it is to make under clause 10(3)(b) or (4), the Advisory Board may carry out any inquiry it thinks necessary.*
- (2) *The Advisory Board may recover the amount of the costs connected with an inquiry under subclause (1) from the local government concerned as if it were for a debt due.*

12. *Minister may accept or reject recommendation*

- (1) *The Minister may accept or reject a recommendation of the Advisory Board made under clause 10.*
- (2) *If the recommendation is accepted the Minister can make a recommendation to the Governor for the making of the appropriate order.*

Risk Implications

Risk Profiling Theme	Misconduct
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)	Code of Conduct
Action (Treatment)	Review Code of Conduct
Risk Rating (after treatment)	Adequate

Financial Implications

Minimal costs were applicable for advertising the Review which are accommodated within Council's operating expenditure.

Should Council resolve to reduce its level of representation from eight to seven Councillors, the cost of Councillors will reduce by approximately \$5,800 per annum.

There could be significant financial implications to Council in the scenario where an ordinary election is held and insufficient nominations are received for the available positions on Council. This would trigger an extra-ordinary election(s) which would cost between \$4,000-\$14,000 depending on the number of vacancies and nominations received.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

That, in accordance with Schedule 2.2 of the *Local Government Act 1995*, Council:

1. Notes the two public submissions made during the Review of Representation process, as presented in Attachment 11.1A;
2. Endorses the proposal to reduce the number of Councillors from eight to seven to be effective from the 2021 Ordinary Local Government Elections; and

3. Authorises the Chief Executive Officer to write to the Local Government Advisory Board to seek endorsement of the reduction in Councillors and submission to the Minister for Local Government.

LOST 2/4

Councillor Metcalf requested that all votes be recorded:

For	Against
Councillor Sewell	Councillor Hudson
Councillor Trepp	Councillor Metcalf
	Councillor Holberton
	Councillor Ward

11.2 Councillor Representation on Committees

Governance & Compliance



Date:	27 July 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Committees/Council Committee - General File
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - Councillor Representation on Committees

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This Item presents a review of Councillor representation on Committees to Council for consideration and, if satisfactory, adoption.

Background

As a result of the resignation of ex-Councillor Chatfield effective from 24 July 2020 it is necessary to review Councillor representation on Committees, specifically those Committees on which ex-Councillor Chatfield was a representative.

Ex-Councillor Chatfield was a representative on the WALGA Great Eastern Country Zone (GECZ), the Goomalling Medical Surgery Advisory Committee and the Australia Day Honours Committee.

Additionally, Councillor Metcalf has expressed a wish to resign as Council's representative to the Dowerin Events Management (DEM) Board.

Comment

The following table provides information on the purpose, meeting cycle and membership of the above-mentioned four committees:

Committee	Purpose	Meeting Cycle	Previous Membership
GECZ	<ol style="list-style-type: none"> To provide a united voice for Local Governments in the GECZ; To work collectively to enhance the sustainable social, environmental and economic development of the GECZ at strategic and project levels; To promote the profile of Local Government within the region encompassed within the GECZ; 	Bi-monthly alternating between Merredin and Kellerberrin	Cr Hudson Cr Chatfield Deputy: Cr Trepp

	<ol style="list-style-type: none"> 4. To speak on behalf of Local Governments in the GECZ; 5. To elect, nominate and appoint Committees and representatives of the Zone to other organisations, 6. To enter into agreements, formal or informal, with organisations having similar aims and objectives, 7. To represent the views of Local Governments within the GECZ at the State Council of the Association; 8. To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and 9. To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes. 		
<p>Goomalling Medical Surgery Advisory Committee</p>	<p>To provide input into the management and operation of the medical surgery based on the Shire's contribution of 33% (up to a maximum of \$25,000) per annum.</p>	<p>Bi-annually in Goomalling</p>	<p>Cr Ward (Chair) Cr Chatfield CEO</p>
<p>Dowerin Events Management</p>	<ol style="list-style-type: none"> 1. For community service purposes to benefit any one or more of the communities within the Dowerin District community, including promoting, providing and carrying out all activities, facilities and projects for the benefit or welfare of the Dowerin District community, or any member or members of the Dowerin District who have a particular need by reason of youth, age, infirmity or disablement, poverty, social or economic circumstances. 2. To organise and conduct field days, to promote agricultural education & professions and the display of farming services, machinery equipment, vehicles, and allied products and to organise other displays and events including such activities offering cultural, social and community orientated programs. 3. To do all things necessary and generally for the purposes set out above, including to assume and maintain the conduct and operation of the Association, to 	<p>Monthly</p>	<p>Cr Metcalf</p>

	maintain all assets of the Association, to arrange other activities offering cultural, social and community oriented programs to own and lease land, to provide recreation facilities, buildings, accommodation and other resources for the benefit of any one or more of the communities within the Dowerin District, as deemed appropriate by the Board from time to time.		
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Included as an Attachment is the full listing of both Council and external Committees and the representatives appointed to each.

Council are requested to appoint new representatives to the above four Committees.

Consultation

Nil

Policy Implications

Nil

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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.10 of the *Local Government Act 1995* is applicable for the appointment of representatives to Council Committees (which does not include external committees) 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."*

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

Risk Implications

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

Financial Implications

With the exception of the Australia Day Honours Committee there are no financial implications as there are no meeting sitting fees to be paid.

Section 5.98 of the *Local Government Act* 1995 states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting. In accordance with Council's July 2020 resolution CMRef 0242 relating to the payment of meeting sitting fees for Councillors, Council Committee Members are entitled to be paid \$75 per Australia Day Honours Committee meeting attended. The 2020/21 Budget includes an allocation for this purpose at GL 20425: MEMBERS – Sitting Fees.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Holberton

0264 That, in accordance with Section 5.10 of the *Local Government Act 1995*, Council appoints the following representatives to the following Committees:

Western Australian Local Government Association	Councillor Metcalf
Goomalling Medical Surgery Advisory Committee	Councillor Sewell
Australia Day Honours Committee	Councillor Sewell
Dowerin Events Management Board	Chief Executive Officer

CARRIED BY ABSOLUTE MAJORITY 6/0

11.3 Policy Manual Review – Proposed Common Seal & Document Signing Policy

Governance & Compliance



Date:	28 July 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A – Proposed Policy

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposed Common Seal & Document Signing Policy to Council for consideration and, if satisfactory, adoption.

Background

Council does not currently have a policy outlining which documents require the common seal to be affixed and which documents can be delegated to officers to sign, nor the authority level of which officers can sign on behalf of the organisation.

A proposed policy has been developed to provide consistency and certainty both inside and outside the organisation as to the execution requirements. This will in turn result in further business efficiency and faster turnaround times in having, among other things, legal documents executed.

Comment

The policy has provided for instances where an authorised officer is absent. In these cases, the acting officer is provided the same authority to sign documents that is granted to the absent officer. This will assist in reducing delays in document execution due to absence. The policy also provides certainty to staff as to what documents can be signed by whom.

The Shire of Dowerin's Standing Orders Local Law, stipulates that the common seal of the local government may only be used on the authority of Council given either generally or specifically. In essence, the proposed policy enables a general Council resolution to determine which documents the common seal can be applied to and who is authorised to sign it (although the latter is also stipulated in the Local Law). Otherwise, each time a document is to be executed under common seal, an item would need to be presented to Council for a resolution, and the document would not be able to be signed until such time as a resolution is made. Therefore, the policy enables time efficiency in those instances.

The policy will provide clarity in relation to who can authorise documents and contracts, and, without requiring a specific Council resolution for the execution of certain documentation, reducing the time required for the processing of such documentation.

Consultation

Council Workshop 21 July 2020
WALGA Governance Team
Senior Management Team
Executive & Governance Officer

Policy Implications

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

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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Section 9.49A of the *Local Government Act 1995* is also applicable and states:

"9.49A. Execution of documents

(1) A document is duly executed by a local government if –

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of –

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown."*

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0265 That, in accordance with Section 2.27(2)(b) and 9.49A of the *Local Government Act 1995*, Council adopts the Common Seal and Document Signing Policy, as presented in Attachment 11.3A.

CARRIED 6/0

11.4 Town Planning Scheme No. 2 – Local Planning Policies

Governance & Compliance



Date:	28 July 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Planning & Development (Local Planning Schemes) Regulations 2015</i>
Sharepoint Reference:	Organisation/Governance/Council Policies Compliance/Development & Building/Planning Scheme/Local Planning Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.4A – Proposed Local Planning Policies Attachment 11.4B – Communication Structures Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents reviewed and proposed Local Planning Policies to Council for consideration and, if satisfactory, adoption for advertising purposes.

Background

During the past 12 months staff have been working to review the “policies” included in the 2007 Policy Manual with the aim of either rescinding the policies or reviewing and incorporating them into the current Policy Manual.

The latest lot of policies to be reviewed are those relating to Health/Building (as titled from the 2007 Policy Manual).

The policies are in fact more aligned with planning and development as opposed to health or building. It would also appear that the policies have not been adopted as Local Planning Policies as required under the Town Planning Scheme or Planning & Development legislation.

As such it will be ultimately recommended that the policies from the 2007 Policy Manual be rescinded and the proposed reviewed policies be adopted in accordance with the requirements of the Town Planning Scheme No. 2 and the *Planning & Development (Local Planning Schemes) Regulations 2015*.

The policy review has also identified a number of other amendments to the policies to align them with current day standards.

Comment

In consultation with the Manager Planning & Development at the Shire of Toodyay, who are contracted to provide planning and development services to the Shire of Dowerin, the following policies have been reviewed:

1. Communication Structures;
2. Sea Containers; and
3. Secondhand & Moveable Buildings.

In addition, it is proposed to adopt an Outbuildings in Residential Areas policy.

Comment on the policy reviews follows:

Policy	Comment
Communication Structures	<p>It is recommended that this policy be rescinded as technology has moved on a great deal since the time the policy was originally adopted.</p> <p>In addition, the policy seems to suggest that both domestic and commercial use structures are to be considered by Council, however it is not a requirement, nor would it be plausible, for Council to consider a request for a personal/domestic use structure such as a satellite or Foxtel dish on a person's dwelling.</p> <p>Any commercial structure would require development approval through the relevant legislation, both Commonwealth and State, depending on the structure and its intended use. For these occasions an Item can be presented to Council for consideration on each application's merits.</p>
Sea Containers & Similar Storage Containers	<p>The use of sea containers, particularly in rural-residential areas, is becoming more common place in recent years with a number of local governments now allowing their use subject to certain conditions being met.</p> <p>Whereas previously the policy prohibited the use of sea containers in Residential, Commercial and Rural Townsite lots, the amendments to the Policy would enable that to occur, subject to Council approval. This enables Council to consider each application on its merits and apply conditions to the development approval (such as screening, painting or landscaping) where it sees fit.</p> <p>The amendments bring the policy into line with that of similar and/or surrounding Shire's regarding the use of sea containers and similar storage containers.</p>
Secondhand & Moveable Buildings	<p>This is a fairly major review, with many aspects of the policy expanded upon to provide clarity to both the applicant and staff in assessing applications.</p> <p>The increase of the bond amount takes into account the current costs of moving or "making good" a structure which has not be done in accordance with the policy or Council's planning approval. Those costs have increased significantly since the policy's original adoption.</p> <p>Similarly with the sea containers policy, it also enables Council to consider each application on its merits and apply conditions to the development approval where it sees fit.</p>
Outbuildings in Residential Areas	<p>This is a proposed new policy which provides guidance to staff on the approved sizes and dimensions of outbuildings (excluding garden sheds) in residential areas. The policy would enable staff to determine building applications for these structures under delegated authority without the need for presentation to Council where the proposed structure meets the criteria in the policy.</p> <p>Doing so will enable timely processing of such applications.</p>

There is a process which must be followed for a local government to review and adopt local planning policies in accordance with the *Planning & Development (Local Planning Schemes) Regulations 2015*.

Council must first resolve to advertise the policy/policies for public consultation for a period of not less than 21 days, after which time Council must review the policy/policies in light of any submissions made and then it may resolve to adopt the policy either with or without amendments.

Consultation

Council Workshop 21 July 2020

Mr Kobus Nieuwoudt, Manager Planning & Development, Shire of Toodyay

Senior Management Team

Executive & Governance Officer

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the 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: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Part 2, Division 2, Clauses 3 to 6 of the *Planning & Development (Local Planning Schemes) Regulations 2015* is also applicable and states:

"Division 2 – Local planning policies

3. Local planning policies

(1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

(2) A local planning policy –

- (a) *may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
 - (b) *may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
 - (3) *A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*
 - (4) *The local government may amend or repeal a local planning policy.*
 - (5) *In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*
 - 4. *Procedure for making local planning policy*
 - (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows –*
 - (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –*
 - (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
 - (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
 - (3) *After the expiry of the period within which submissions may be made, the local government must –*
 - (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to –*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
 - (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
 - (5) *A policy has effect on publication of a notice under subclause (4).*
 - (6) *The local government –*
 - (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.*
 - 5. *Procedure for amending local planning policy*
 - (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
 - (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

6. *Revocation of local planning policy*

A local planning policy may be revoked –

(a) by a subsequent local planning policy that –

- (i) is prepared in accordance with this Part; and*
- (ii) expressly revokes the local planning policy;*

or

(b) by a notice of revocation –

- (i) prepared by the local government; and*
- (ii) published in a newspaper circulating in the Scheme area.”*

Risk Implications

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

Financial Implications

There will be advertising costs associated with the public notice period for the policies and this can be accommodated within Council’s operating expenditure via GL 25840: ADMIN O/HEADS - Advertising.

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Sewell

0266 That:

1. In accordance with Section 2.27(2)(b) of the *Local Government Act 1995* and Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council prepares the following local planning policies:
 - a. Outbuildings in Residential Areas, as presented in Attachment 11.4A;
 - b. Second-hand Moveable Buildings, as presented in Attachment 11.4A; and
 - c. Sea Containers and Similar Storage Containers, as presented in Attachment 11.4A; and
2. In accordance with Schedule 2, Part 2, Clause 4(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council adopts for

advertising purposes the local planning policies referenced in Part 1 a, b and c above in accordance with Clause 4(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

3. In accordance with Section 2.27(2)(b) of the *Local Government Act 1995* and Schedule 2, Part 2, Clause 6(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council rescinds the Communication Structures Policy, as presented in Attachment 11.4B.

CARRIED 6/0

12. OFFICER'S REPORTS – WORKS AND ASSETS

Nil items to report.

13.	Urgent Business Approved by the Person Presiding or by Decision
	Nil
14.	Elected Members' Motions
	Nil
15.	Matters Behind Closed Doors
	Nil
16.	Closure

There being no further business the President thanked those in attendance and declared the meeting closed at 3.25pm.

 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>	<h2 style="text-align: center;">Road Verge Management Advisory Committee</h2> <h3 style="text-align: center;">Minutes</h3> <p style="text-align: center;">Tuesday 18 August 2020 Held in Council Chambers, 13 Cottrell Street, Dowerin</p>
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1. Welcome, Attendance & Apologies

The Proxy Chair, Cr Holberton, welcomed those in attendance and declared the meeting open at 12.00pm.

In Attendance:

Cr Len Holberton	Shire of Dowerin (Proxy Chair)
Mr Robert Boase	Community Member
Mr Matt Couper	Community Member
Mrs Lyn Phillips	Community Member
Mr Adam Turriff	Community Member
Rebecca McCall	Shire of Dowerin, Chief Executive Officer
Les Vidovich	Shire of Dowerin, Manager Works & Assets
Vanessa Green	Shire of Dowerin, Executive & Governance Officer

Apologies:

Cr Lindsay Hagboom Shire of Dowerin (Chair)

2. Minutes of Previous Meeting

Moved: R Boase

Seconded: A Turriff

That the minutes of the Road Verge Management Advisory Committee Meeting held on 11 March 2019 be confirmed as a true and correct record of proceedings. ([Attachment 2.1A](#))

CARRIED

3. Business Arising

Mrs Phillips advised that a question asked regarding the types of spray being used on road verges was not mentioned in the Minutes of the previous meeting, nor had the question been answered since. The CEO advised the Spray Program is currently being developed and will include the chemicals to be used, and that the Program will be presented at the next meeting.

4. General Business

4.1 Terms of Reference - the Committee are reminded of the Terms of Reference for the Committee which were adopted by Council at its January 2020 meeting (CMRef 0128). The Committee is to operate within the parameters of the Terms of Reference. ([Attachment 4.1A](#))

The Objectives of the Committee were read out at the meeting.

4.2 Code of Conduct - the Committee are reminded of the requirement for all members to abide by and adhere to the Shire's Code of Conduct (CoC). ([Attachment 4.2A](#)). Members are required to sign the Acknowledgement & Commitment contained on the last page of the CoC.

The Acknowledgment & Commitment was signed by Members and returned to staff at the meeting.

4.3 New Population of Threatened Flora - notification was received from the Department of Biodiversity, Conservation & Attractions on 13 June 2019 of a new population of threatened flora on Moonijin West Rd, 3.75km west of intersection with Clinic Rd. Departmental staff have installed roadside markers to indicate the extent of the population and provided a map of the location. The Committee were advised for information purposes only. ([Attachment 4.3A](#))

It was suggested there is another population on Ward Road. The drains are being reinstated around that area so the population is in danger of being destroyed. It was queried whether it is possible to move the drain to avoid potential damage to the plant, which could be investigated. However, neither of the roads are listed in the current Road Verge Management Program.

- 4.4 Road Verge Management Program - Council has allocated funds within its 2020/21 Budget for verge maintenance on numerous roads within the Shire. Works scheduled are in line with typical cross sections drawings from the bottom of the batter and end of the table drain back towards the road surface. ([Attachment 4.4A](#))

It was suggested the road surface needs to be built up, and while there is a need to provide reasonable and safe roads for passable traffic, particularly large trucks, consideration also needs to be given to retaining preferred flora which also creates a habitat for fauna.

The intent behind the Committee being established was to enable expert advice being sought as required prior to the removal of plants, thus reducing the risk of flora being unnecessarily taken out as a result of ignorance. It was suggested that discussions are held prior to road verge clearance occurring to identify rare or unique plants and, where possible, retain them.

- 4.5 Road Program - the Shire of Dowerin's Roads to Recovery (R2R) program for 2020/21 was lodged with R2R and accepted. Advice was later received that there was a cap on the expenditure which has meant a reduction to the road program. The original allocation was \$1,007,858 and the new allocation is \$346,929, a reduction of \$660,929. ([Attachment 4.5A](#))

The Committee were advised that while the allocation is still there for the 5 years, as opposed to the funding being lost altogether, as the funds are now spread across 5 years the full planned works will not be completed within this financial year and will instead be deferred and spread out over the 5 year period. Those roads listed in red will be deferred until following financial years.

- 4.6 Regional Road Group Program 2021/22 - applications for Regional Road Group (RRG) projects close at the end of August 2020. Attached is a copy of the Shire of Dowerin's 5 Year RRG Strategy for proposed submissions and information. ([Attachment 4.6A](#))

The Committee were advised there is approximately \$100,000 in verge pruning to around 100km of verges scheduled across the Shire for the financial year using a forestry mulcher and crew. The pruning needs to be 4.3m in height to allow passage for heavy vehicles. The works are scheduled for September/October prior to summer.

In addition, the trees in Stewart Street are scheduled to be pruned, along with other tree pruning occurring around the townsite currently. This generated discussion amongst the Committee due to issues potentially arising through a loss of strength of any new growth. The Committee were advised that the request for the pruning had arisen from the Annual Electors Meeting and other requests from the community. Some residents wanted the trees removed completely, some requested a light prune, some requested a heavy prune and some did not want the trees to be touched at all. This placed the Shire in a difficult position in trying to identify a suitable compromise for all view points.

The Committee were advised that 10 street light bulbs will be replaced with LED lights as a result of a successful grant application. A further application will be made to replace the remaining street lights. The Committee suggested the height of the lights could be reduced thus minimising the requirement for the trees to be pruned, however there may be a limit on how high the street lights can be. **Note* Subsequent investigations identified it would not be possible to reduce the height of the Stewart Street street lights as the poles are tapered in at the top. Additional cost would need to be incurred to replace the poles should a height reduction be required.*

The Committee suggested a campaign to educate and inform the community about the reasons for any planned works occurring and how the works would be done may be of assistance and benefit.

- 4.7 North Koomerkine Road Scheduled Works – Eremophila sub floccose – detail design plans for the project are currently being completed. Any identified species and locations should be considered.
- 4.8 General Business – discussion occurred regarding a number of matters including:
1. Road surfaces generally, especially where there are large rocks, could be quite dangerous;
 2. Love grass is an issue across the Shire;
 3. Farmers clearing or spraying road verges around their property should not be encouraged;
 4. The concern around the loss of flora and fauna across the Shire generally, but specifically in other land reserves and what could be done to retain or improve these populations;
 5. The safety of road users, particularly on school bus routes, should be a priority over vegetation;
 6. The Road Strategy would be reviewed and presented to the Committee prior to consideration by Council, however it will take the incoming Manager Works & Assets some time to consider this in line with other work commitments and priorities;
 7. The storage of plant and equipment used during road works should be occurring on farmer's properties as opposed to an area of road verge being cleared ;
 8. No clearing works should be occurring without a clearance permit first being obtained from the Department of Water and Environmental Regulation (though apparently this has not been occurring in the past and clearing has been done without a permit); and
 9. The Shire acknowledged that work practices have not been to the standard required in the past and efforts are being make to improve and rectify this.

5. Close

There being no further business the Proxy Chair thanked those in attendance and declared the meeting closed at 1.13pm.

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2020

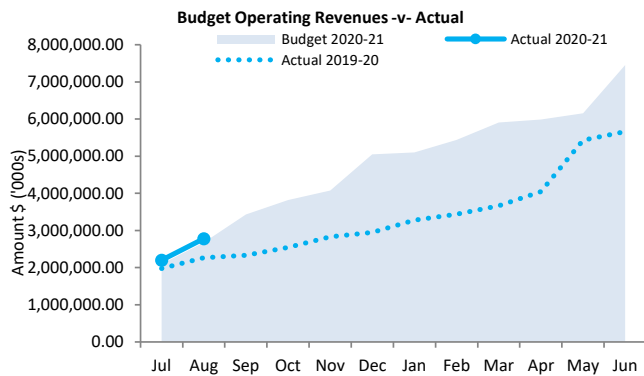
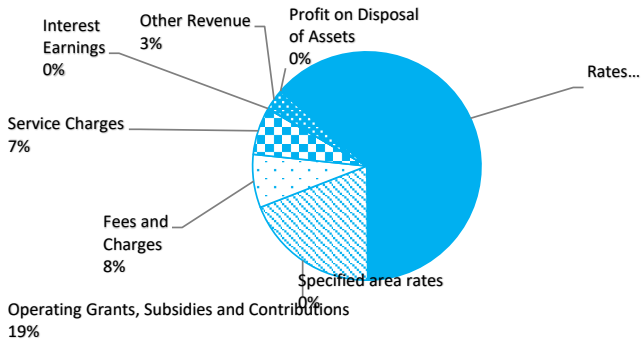
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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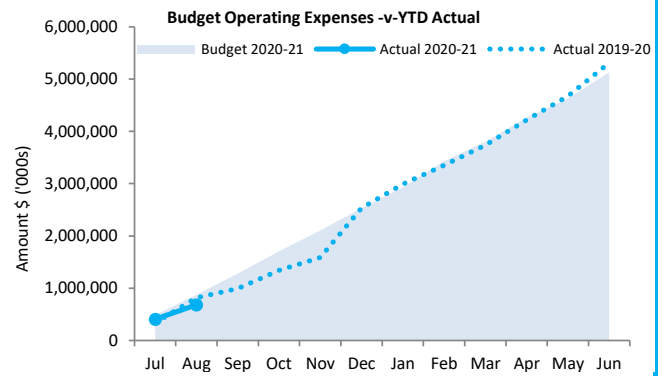
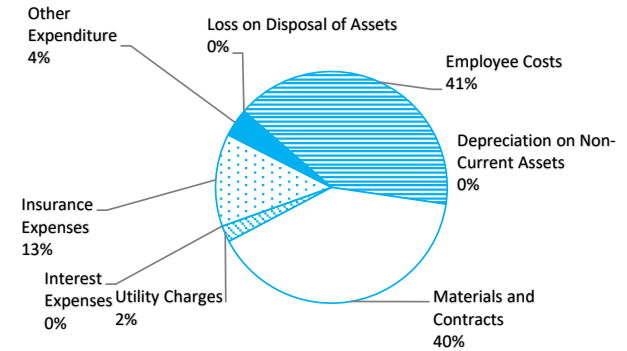
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OPERATING ACTIVITIES

OPERATING REVENUE

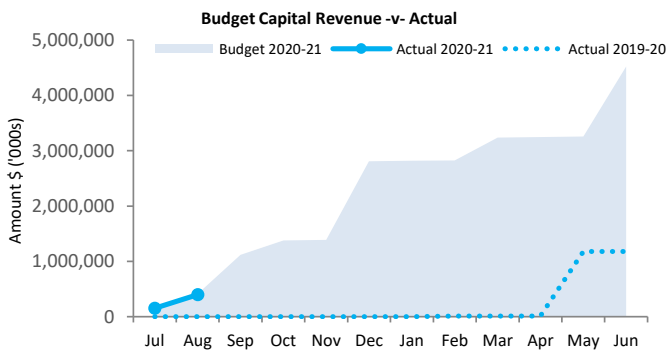


OPERATING EXPENSES

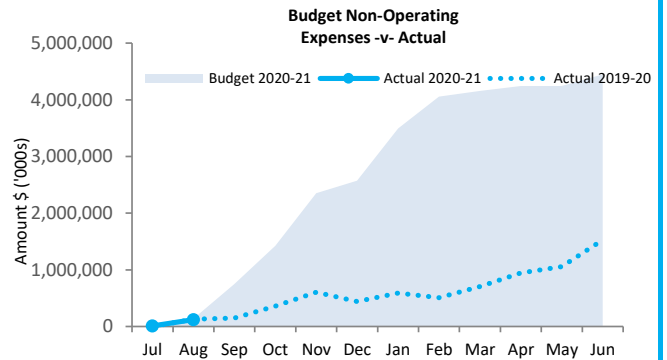


INVESTING ACTIVITIES

NON-OPERATING REVENUE



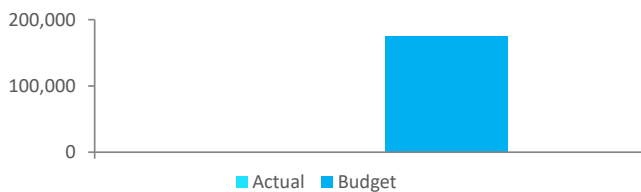
NON-OPERATING EXPENSES



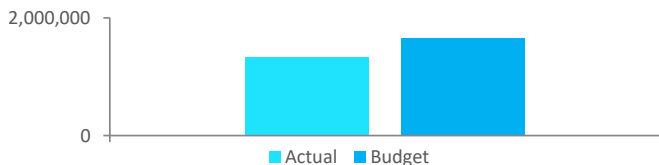
FINANCING ACTIVITIES

BORROWINGS

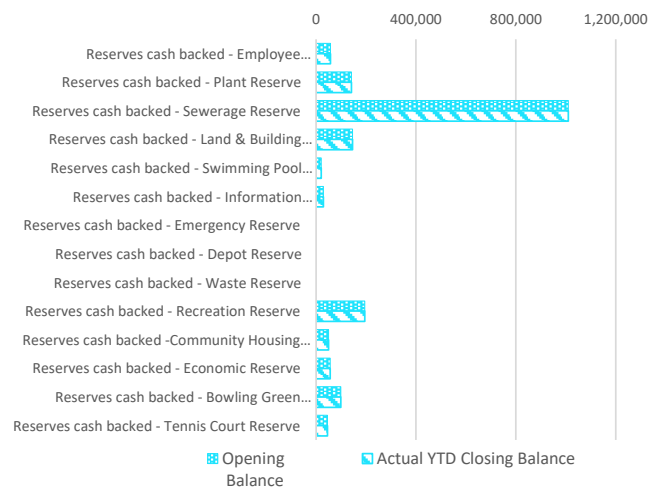
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.94 M	\$0.94 M	\$0.97 M	\$0.03 M
Closing	\$0.00 M	\$2.93 M	\$2.57 M	(\$0.36 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Total	\$3.84 M	
Unrestricted Cash	\$1.99 M	51.8%
Restricted Cash	\$1.85 M	48.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Total	\$0.04 M	
Trade Payables	\$0.00 M	
Over 30 Days		0.8%
Over 90 Days		0.8%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Total	\$0.15 M	
Rates Receivable	\$0.96 M	35.8%
Trade Receivable	\$0.15 M	
Over 30 Days		(24.3%)
Over 90 Days		-6.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.23 M)	\$1.52 M	\$1.51 M	(\$0.02 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.41 M	
YTD Budget	\$1.36 M	3.5%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.41 M	
YTD Budget	\$0.41 M	(0.5%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.16 M	
YTD Budget	\$0.15 M	7.7%

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)
(\$0.80 M)	\$0.47 M	\$0.09 M	(\$0.37 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.19 M	
Adopted Budget	\$0.38 M	(50.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.13 M	
Adopted Budget	\$5.00 M	(97.4%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
	\$	% Received
YTD Actual	\$0.40 M	
Adopted Budget	\$3.82 M	(89.6%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 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	\$1.33 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$1.85 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.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	941,147	941,147	974,343	33,196	3.53%	
Revenue from operating activities							
Governance		500	0	0	0	0.00%	
General purpose funding		2,201,760	1,589,443	1,583,023	(6,420)	(0.40%)	
Law, order and public safety		36,000	1,496	1,498	2	0.13%	
Health		2,600	430	894	464	107.91%	
Education and welfare		463,365	103,470	115,098	11,628	11.24%	▲
Housing		231,547	109,463	23,592	(85,871)	(78.45%)	▼
Community amenities		275,100	244,760	236,046	(8,714)	(3.56%)	
Recreation and culture		58,400	12,146	6,390	(5,756)	(47.39%)	
Transport		157,272	142,438	138,646	(3,792)	(2.66%)	
Economic services		131,405	21,896	36,060	14,164	64.69%	▲
Other property and services		73,620	38,092	49,672	11,580	30.40%	▲
		3,631,569	2,263,634	2,190,919	(72,715)		
Expenditure from operating activities							
Governance		(432,792)	(81,985)	(71,543)	10,442	12.74%	▲
General purpose funding		(196,631)	(32,760)	(31,083)	1,677	5.12%	
Law, order and public safety		(141,949)	(25,266)	(13,922)	11,344	44.90%	▲
Health		(55,047)	(5,002)	(3,948)	1,054	21.07%	
Education and welfare		(502,343)	(84,092)	(84,074)	18	0.02%	
Housing		(227,199)	(37,984)	(35,596)	2,388	6.29%	
Community amenities		(427,885)	(71,226)	(48,463)	22,763	31.96%	▲
Recreation and culture		(921,353)	(145,604)	(71,652)	73,952	50.79%	▲
Transport		(1,735,368)	(244,186)	(209,641)	34,545	14.15%	▲
Economic services		(471,073)	(73,186)	(52,959)	20,227	27.64%	▲
Other property and services		(17,292)	(74,848)	(59,455)	15,393	20.57%	▲
		(5,128,932)	(876,139)	(682,336)	193,803		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	136,895	(2,734)	(139,629)	(102.00%)	▼
Amount attributable to operating activities		(229,965)	1,524,390	1,505,849	(18,541)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,820,864	415,110	398,349	(16,761)	(4.04%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(365,609)			
<i>Net Non- Operating grants recongnised as revenue</i>	13	3,820,864	415,110	32,740			
Proceeds from disposal of assets	7	382,000	197,000	190,500	(6,500)	(3.30%)	
Payments for property, plant and equipment and infrastructure	8	(5,003,185)	(146,391)	(130,339)	16,052	10.97%	▲
Amount attributable to investing activities		(800,320)	465,720	92,902	(372,818)		
Financing Activities							
Proceeds from new debentures	9	508,000	0	0	0	0.00%	
Transfer from reserves	10	193,333	0	0	0	0.00%	
Repayment of debentures	9	(174,553)	0	0	0	0.00%	
Transfer to reserves	10	(437,642)	0	0	0	0.00%	
Amount attributable to financing activities		89,138	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	2,931,257	2,573,093	(358,164)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 AUGUST 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	941,147	941,147	974,343	33,196	3.53%	
Revenue from operating activities							
Rates	6	1,363,298	1,360,588	1,361,348	760	0.06%	
Other rates	6	36,852	36,852	46,601	9,749	26.45%	
Operating grants, subsidies and contributions	12	1,280,232	414,751	412,480	(2,271)	(0.55%)	
Fees and charges		412,150	149,836	161,399	11,563	7.72%	
Service charges		166,000	147,666	143,798	(3,868)	(2.62%)	
Interest earnings		37,205	1,700	2,001	301	17.71%	
Other revenue		243,365	65,960	63,292	(2,668)	(4.04%)	
Profit on disposal of assets	7	92,467	86,281	0	(86,281)	(100.00%)	▼
		3,631,569	2,263,634	2,190,919	(72,715)		
Expenditure from operating activities							
Employee costs		(1,829,973)	(319,736)	(279,288)	40,448	12.65%	▲
Materials and contracts		(1,514,958)	(221,765)	(272,669)	(50,904)	(22.95%)	▼
Utility charges		(158,230)	(26,316)	(15,611)	10,705	40.68%	▲
Depreciation on non-current assets		(1,333,450)	(222,210)	0	222,210	100.00%	▲
Interest expenses		(41,760)	(3,436)	0	3,436	100.00%	
Insurance expenses		(113,750)	(60,166)	(88,205)	(28,039)	(46.60%)	▼
Other expenditure		(131,017)	(21,544)	(26,564)	(5,020)	(23.30%)	
Loss on disposal of assets	7	(5,794)	(966)	0	966	100.00%	
		(5,128,932)	(876,139)	(682,337)	193,802		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	136,895	(2,734)	(139,629)	(102.00%)	▼
Amount attributable to operating activities		(229,965)	1,524,390	1,505,848	(18,542)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,820,864	415,110	398,349	(16,761)	(4.04%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13			(365,609)			
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	415,110	32,740			
Proceeds from disposal of assets	7	382,000	197,000	190,500	(6,500)	(3.30%)	
Payments for property, plant and equipment and infrastructure	8	(5,003,185)	(146,391)	(130,339)	16,052	10.97%	▲
Amount attributable to investing activities		(800,320)	465,720	92,902	(372,818)		
Financing Activities							
Proceeds from new debentures	9	508,000	0	0	0	0.00%	
Transfer from reserves	10	193,333	0	0	0	0.00%	
Payments for principal portion of lease liabilities		0	0	0	0	0.00%	
Repayment of debentures	9	(174,553)	0	0	0	0.00%	
Transfer to reserves	10	(437,642)	0	0	0	0.00%	
Amount attributable to financing activities		89,138	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	2,931,257	2,573,093	(358,164)		

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	7	(92,467)	(86,281)	0
Less: Movement in liabilities associated with restricted cash		20,621	0	0
Movement in pensioner deferred rates (non-current)		0	0	(2,734)
Add: Loss on asset disposals	7	5,794	966	0
Add: Depreciation on assets		1,333,450	222,210	0
Total non-cash items excluded from operating activities		1,267,398	136,895	(2,734)

(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.

		Last Year Closing 30 June 2020	This Time Last Year 31 August 2019	Year to Date 31 August 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,849,679)	(2,245,469)	(1,849,679)
Add: Borrowings	9	3,000	145,042	3,000
Add: Provisions funded by Reserve	11	57,464	56,632	57,464
Total adjustments to net current assets		(1,789,215)	(2,043,795)	(1,789,215)

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

Current assets

Cash and cash equivalents	2	2,812,391	2,746,772	3,859,288
Rates receivables	3	93,176	1,362,378	963,270
Receivables	3	255,569	638,420	151,634
Stock on Hand	4	3,049	18,041	1,024
Total Current Assets		3,164,185	4,765,611	4,975,216

Less: Current liabilities

Payables	5	(198,220)	(118,387)	(44,892)
Borrowings	9	(3,000)	(145,042)	(3,000)
Contract liabilities	13	0	0	(365,609)
Provisions	11	(199,407)	(217,391)	(199,407)
Total Current Liabilities		(400,627)	(480,820)	(612,908)

		2,763,558	4,284,791	4,362,308
--	--	------------------	------------------	------------------

Less: Total adjustments to net current assets	1(b)	(1,789,215)	(2,043,795)	(1,789,215)
Closing funding surplus / (deficit)		974,343	2,240,996	2,573,093

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		700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,892,101		1,892,101	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,307		100,307	0	NAB	0.05%	At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost	0	1,851,072	1,851,072	0	NAB	0.55%	26.12.20
Total		1,993,108	1,851,072	3,844,180	0			
Comprising								
Cash and cash equivalents		1,993,108	0	1,993,108	0			
Financial assets at amortised cost		0	1,851,072	1,851,072	0			
		1,993,108	1,851,072	3,844,180	0			

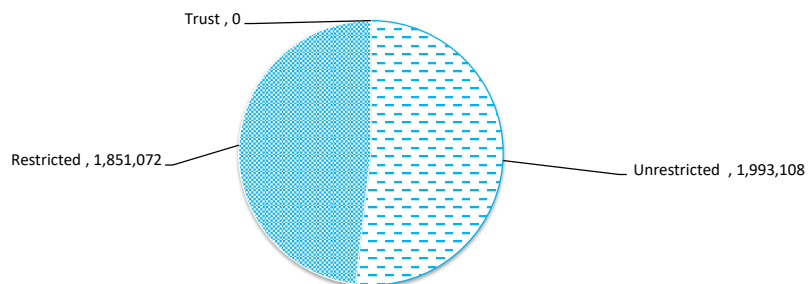
KEY INFORMATION

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

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

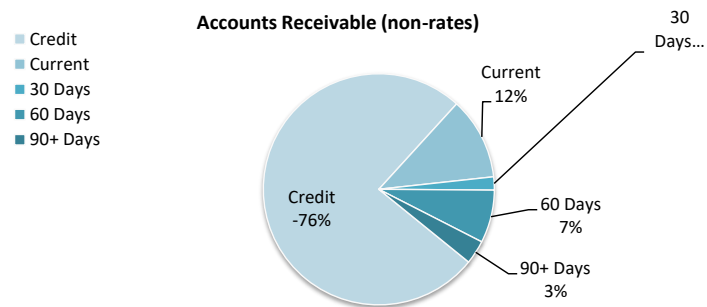
Rates receivable	30 Jun 2020	31 Aug 2020
	\$	\$
Opening arrears previous years	75,356	93,176
Levied this year	1,361,347	1,407,949
Less - collections to date	(1,343,527)	(537,855)
Equals current outstanding	93,176	963,270
Net rates collectable	93,176	963,270
% Collected	93.5%	35.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(12,943)	1,963	314	1,261	566	(8,839)
Percentage	146.4%	-22.2%	-3.6%	-14.3%	-6.4%	
Balance per trial balance						
Sundry receivable	0	(8,839)	0	0	0	(8,839)
GST receivable	0	839	0	0	0	839
Allowance for impairment of receivables	0	(2,574)	0	0	0	(2,574)
Sewerage Rates Outstanding	0	100,626	0	0	0	100,626
Rubbish Rates Outstanding	0	58,500	0	0	0	58,500
Payments In Advance	0	2,054	0	0	0	2,054
Emergency Services Levy	0	843	0	0	0	843
Loans Club/Institutions - Current	0	185	0	0	0	185
Total receivables general outstanding						151,634

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 2020	Asset Increase/(Decrease)	Closing Balance 31 August 2020
	\$	\$	\$
Inventory			
Stock On Hand	3,049	(2,025)	1,024
Total other current assets	3,049	(2,025)	1,024
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

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

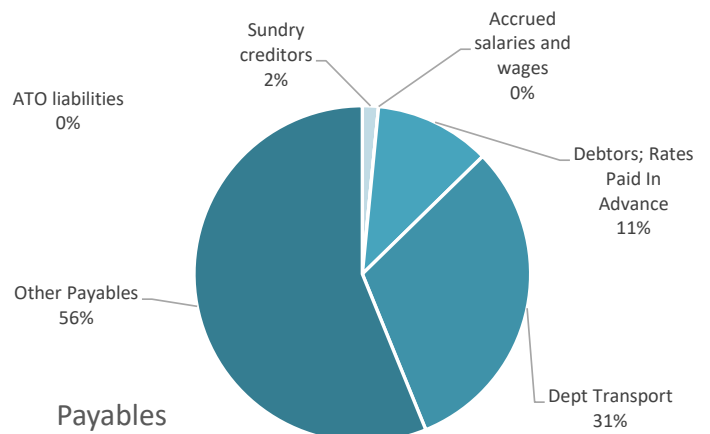
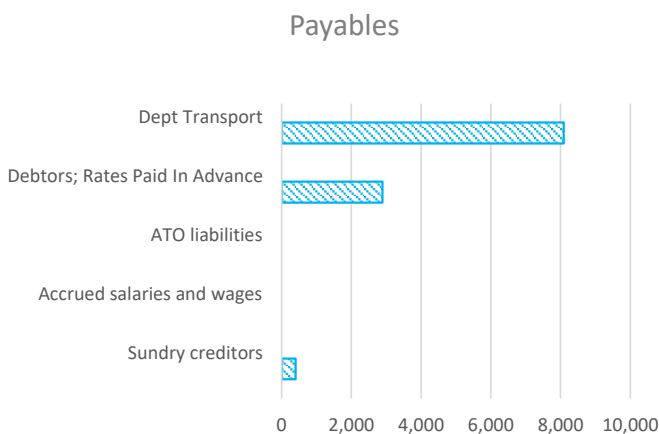
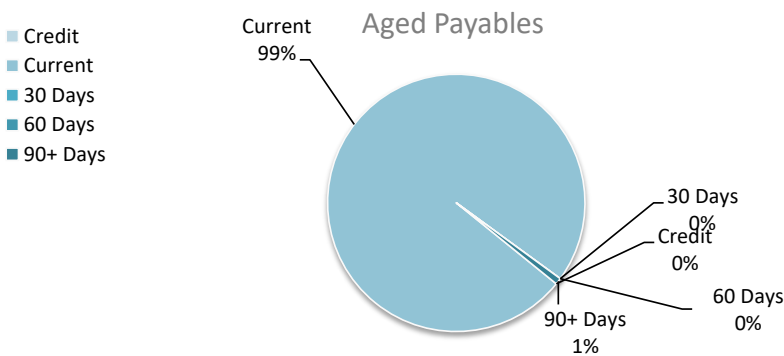
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	44,531	0	0	361	44,892
Percentage	0%	99.2%	0%	0%	0.8%	
Balance per trial balance						
Sundry creditors	0	41	0	0	361	402
Accrued salaries and wages		0				0
ATO liabilities		0				0
Debtors; Rates Paid In Advance		2,891				2,891
Dept Transport		8,090				8,090
Other Payables		14,581				14,581
Payroll Creditors		(1,196)				(1,196)
Gst Payable		0				0
Accrued Loan Interest		8,463				8,463
Bonds & Deposits Held - CI		11,661				11,661
Total payables general outstanding						44,892

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



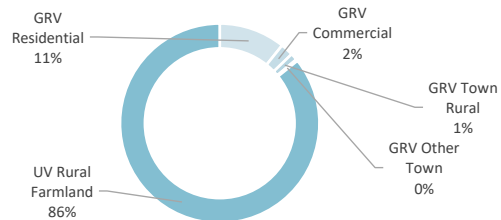
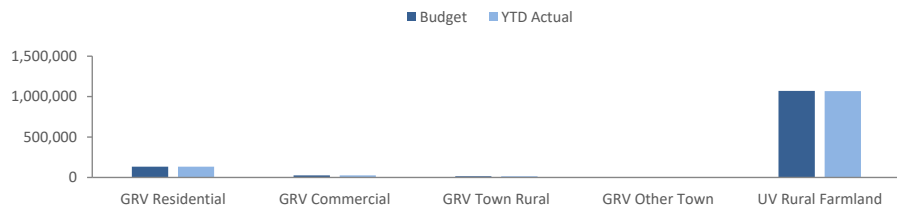
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

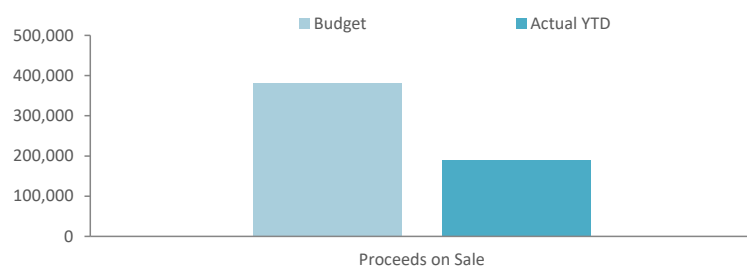
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10079	137	1,312,923	132,330	1,500	0	133,830	133,830	0	0	133,830
GRV Commercial	0.10079	15	256,474	25,850	0	0	25,850	25,850	0	0	25,850
GRV Town Rural	0.10079	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV Other Town	0.10079	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
Unimproved value											
UV Rural Farmland	0.0084	222	127,313,000	1,069,429	250	0	1,069,679	1,067,729	0	0	1,067,729
Sub-Total		394	129,054,673	1,244,973	1,750	0	1,246,723	1,244,773	0	0	1,244,773
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	770	39	230,415	30,030	0	0	30,030	30,030	0	0	30,030
GRV Commercial	770	17	65,470	13,090	0	0	13,090	13,090	0	0	13,090
GRV Town Rural	770	15	36,975	11,550	0	0	11,550	11,550	0	0	11,550
GRV Other Town	225	19	7,809	4,275	0	0	4,275	4,275	0	0	4,275
Unimproved value											
UV Rural Farmland	770	66	3,468,700	50,820	0	0	50,820	50,820	0	0	50,820
UV Commercial	770	4	400	3,080	0	0	3,080	3,080	0	0	3,080
UV Town Rural	770	4	89,000	3,080	0	0	3,080	3,080	0	0	3,080
UV Mining	225	2	7,029	450	200	0	650	650	0	0	650
Sub-total		166	3,905,798	116,375	200	0	116,575	116,575	0	0	116,575
Amount from general rates							1,363,298				1,361,348
Ex-gratia rates							36,852				46,601
Total general rates							1,400,150				1,407,949

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	16 Anderson Street	55,367	92,000	36,633	0	0	90,614	0	0
	18 Anderson Street*	56,586	105,000	48,414	0	0	99,886	0	0
	Plant and equipment								
	Transport								
	Roller Multi Pack VP2400	12,588	10,000	0	(2,588)	0	0	0	0
	Ford Ranger Single Cab Ute D07	25,209	25,000	0	(209)	0	0	0	0
	Ford Ranger Single Cab Ute D002	20,997	18,000	0	(2,997)	0	0	0	0
	Other property and services								
	Toyota Hilux; MWA	38,925	40,000	1,075	0	0	0	0	0
	Toyota Prado; CEO	47,518	50,000	2,482	0	0	0	0	0
	Toyota Hilux; MCCS	38,137	42,000	3,863	0	0	0	0	0
		295,327	382,000	92,467	(5,794)	0	190,500	0	0



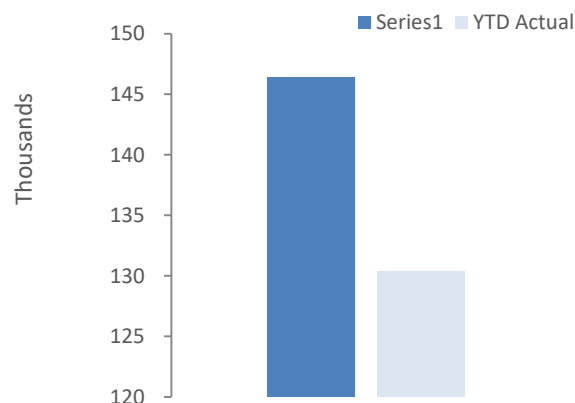
Disposal of Assets via the Asset Register to create Profit/Loss, will transact once the Asset register is finalised for FY20.

Proceeds for 18 Anderson St includes sale expenses. Actual sale price \$105k

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	134,328	0	2,440	2,440
Plant and equipment	830,000	55,000	48,885	(6,115)
Infrastructure - roads	3,445,857	81,391	69,667	(11,724)
Infrastructure - footpaths	52,000	0	0	0
Infrastructure - other	541,000	10,000	9,346	(654)
Payments for Capital Acquisitions	5,003,185	146,391	130,339	(16,052)
Total Capital Acquisitions	5,003,185	146,391	130,339	(16,052)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,820,864	415,110	398,349	(16,761)
Borrowings	508,000	0	0	0
Other (disposals & C/Fwd)	382,000	197,000	190,500	(6,500)
Cash backed reserves				
Reserves cash backed - Recreation Reserve	193,333	0	0	0
Contribution - operations	98,988	(465,719)	(458,510)	7,209
Capital funding total	5,003,185	146,391	130,339	(16,052)

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.



30/06/2021

31/08/2020

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land and Buildings					
BC042	Dowerin Town Hall; Archive Room; Line & Paint	8,000	0	2,440	(2,440)
BC042A	Town Hall (Lessor) Air Conditioning	4,500	0	0	0
BC044	Dowerin Rec Centre & Gym; External Roof	11,828	0	0	0
BC001A	Administration Office Roof Replacement	60,000	0	0	0
OC012	Short Stay Accommodation Caravan Bay Extension	50,000	0	0	0
Total		134,328	0	2,440	(2,440)
Plant & Equipment					
PE100	Diesel Fuel Bowser; Shire Depot	15,000	0	0	0
PE101	Smooth Drum Roller	150,000	0	0	0
PE102	Multi Tyred Roller	170,000	0	0	0
PE103	Low Loader	85,000	0	0	0
PE109	Modifications to D004 Mitsubishi Ute	15,000	0	0	0
PE110	Loader Cat 938H - Repairs	55,000	55,000	48,885	6,115
PE111	Side Tipper	103,000	0	0	0
PE104	Utility Tipper 4x2 Parks & Gardens	35,000	0	0	0
PE105	Dual Cab 4x2 Team Leader	42,000	0	0	0
PE108	Light Vehicle Purchase; Manager Works & Assets	50,000	0	0	0
PE106	Light Vehicle; CEO	60,000	0	0	0
PE107	Light Vehicle; MCCC	50,000	0	0	0
Total		830,000	55,000	48,885	6,115
Infrastructure - Roads					
RRG0182	Dowerin-Kalannie Road; Reconstruct failed sections	81,391	81,391	15,536	65,855
RRG003	Koombekine North Road	384,000	0	1,818	(1,818)
RRG182	Dowerin Kalannie Road; Stabilise Patches & Reseal	188,650	0	9	(9)
R2R023	Koorda-Wonga Road R2R	245,640	0	13,558	(13,558)
R2R025	Dowerin Koorda Road	87,000	0	0	0
R2R009	Old Koorda Road R2R	143,988	0	1,818	(1,818)
R2R015	Hindmarsh Back Road R2R	102,040	0	0	0
R2R004	Hindmarsh Road R2R	118,840	0	0	0
R2R046	Sanders Road R2R	147,600	0	0	0
R2R003	Koombekine North Road R2R	162,750	0	0	0
RFD142	Amery South Road	3,253	0	0	0
RFD008	Amery-Benjabbering Road	64,280	0	0	0
RFD001	Cunderdin-Minnivale Road	163,687	0	0	0
RFD182	Dowerin-Kalannie Road	278,188	0	0	0
RFD025	Dowerin-Koorda Road	205,275	0	0	0
RFD011	Fifty Four Gate West Road	51,098	0	0	0
RFD003	Koombekine North Road	230,246	0	0	0
RFD042	McHugh Road	140,559	0	0	0
RFD009	Old Koorda Road	118,376	0	0	0
RFD016	Pickering Road	28,507	0	0	0
RFD005	Rabbit Proof Fence Road	170,465	0	0	0
RFD018	Spark Road	40,185	0	0	0
RFD129	Thomas Road	66,237	0	0	0
RFD019	Uberin Road	151,148	0	0	0
RFD076	Wilkins Road	40,960	0	0	0
RFD032	Windsor Road	31,494	0	0	0
RTR183	Dowerin-Meckering Road; Roads To Recovery	0	0	36,927	(36,927)
Total		3,445,857	81,391	69,667	11,724
Infrastructure - Footpaths					
FC096	Footpath Jackson Street (Renewal) & Cottrell Street (New)	25,000	0	0	0
FC096A	Jackson Street (renewa) to include tree scaping	25,000	0	0	0
FC095	Hilda Street Renewal	2,000	0	0	0
Total		52,000	0	0	0
Infrastructure - Other					
OC002	Waste Facility Perimeter Fencing	12,000	0	0	0
OC003	Town Oval Reticulation Upgrade (Inc Dam)	290,000	0	0	0
OC004	Entrance/Streetscape Project; SSA & DCC	55,000	0	0	0
OC007	Main Street Improvements	60,000	0	0	0
OC008	Street Lighting LED Upgrade	10,000	0	0	0
OC009	Pioneer Pathway Project Includes Tin Dog Replica	35,000	0	0	0
OC010	Bird Hide Refurbishment & Tin Dog Walk	9,000	0	0	0
OC011	Internet Connectivity Upgrade Administration & Depot	20,000	10,000	9,346	654
OC013	Oval Perimeter Fence Extension	50,000	0	0	0
Total		541,000	10,000	9,346	654
TOTALS		5,003,185	146,391	130,339	16,052

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Government Regional Officer Housing	100	265,171	0	0	0	10,332	265,171	254,839	0	9,375
Recreation and culture										
Dowerin Community Club	97	148,819	0	0	0	72,904	148,819	75,915	0	5,349
Dowerin Swimming Pool	101	181,574	0	0	0	18,759	181,574	162,815	0	3,184
DEM Interest Free Swimming Pool Loan	102	50,000	0	0	0	10,000	50,000	40,000	0	
Transport										
Multi Tyre Roller	103	0	0	170,000	0	10,197	0	159,803	0	926
Smooth Drum Tyre Roller	104	0	0	150,000	0	9,022	0	140,978	0	793
Low Loader	105	0	0	85,000	0	5,113	0	79,887	0	450
Side Tipper	106	0	0	103,000	0	6,178	0	96,822	0	561
Economic services										
Short Stay Accommodation	99	680,628	0	0	0	32,048	680,628	648,580	0	21,122

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
C/Fwd Balance		1,326,192	0	508,000	0	174,553	1,326,192	1,659,639	0	41,760
Total		1,326,192	0	508,000	0	174,553	1,326,192	1,659,639	0	41,760
Current borrowings		174,553					(3,000)			
Non-current borrowings		1,151,639					1,329,192			
		1,326,192					1,326,192			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				%	\$	\$	\$	
Multi Tyre Roller	0	170,000	WATC	Debenture	8	7,982	1.09%	0	170,000	
Smooth Drum Tyre Roller	0	150,000	WATC	Debenture	8	7,043	1.09%	0	150,000	
Low Loader	0	85,000	WATC	Debenture	8	3,991	1.09%	0	85,000	
Side Tipper	0	103,000	WATC	Debenture	8	5,627	1.09%	0	103,000	
	0	508,000				24,643		0	508,000	0

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Employee Entitlement Reserve	57,464	621	0	20,000	0		0	78,085	57,464
Reserves cash backed - Plant Reserve	141,066	1,525	0	53,367	0		0	195,958	141,066
Reserves cash backed - Sewerage Reserve	1,010,473	10,926	0	53,275	0		0	1,074,674	1,010,473
Reserves cash backed - Land & Building Reserve	145,965	1,578	0	197,000	0		0	344,543	145,965
Reserves cash backed - Swimming Pool Reserve	20,188	219	0	10,000	0		0	30,407	20,188
Reserves cash backed - Information Technology Reserve	29,153	315	0	10,000	0		0	39,468	29,153
Reserves cash backed - Emergency Reserve	0	0	0	10,000	0		0	10,000	0
Reserves cash backed - Depot Reserve	0	0	0	10,000	0		0	10,000	0
Reserves cash backed - Waste Reserve	0	0	0	10,000	0		0	10,000	0
Reserves cash backed - Recreation Reserve	194,774	2,106	0	10,000	0	(193,333)	0	13,547	194,774
Reserves cash backed -Community Housing Project Reserve	49,652	537	0	10,000	0		0	60,189	49,652
Reserves cash backed - Economic Reserve	56,571	612	0	10,000	0		0	67,183	56,571
Reserves cash backed - Bowling Green Reserve	98,565	1,066	0	8,000	0		0	107,631	98,565
Reserves cash backed - Tennis Court Reserve	45,808	495	0	6,000	0		0	52,303	45,808
	1,849,679	20,000	0	417,642	0	(193,333)	0	2,093,988	1,849,679

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 August 2020
		\$	\$	\$	\$
Provisions					
Annual leave		120,075	0	0	120,075
Long service leave		79,332	0	0	79,332
Total Provisions		199,407	0	0	199,407
Total other current assets		199,407	0	0	199,407
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GPF Other; Financial Assistance Grant - General	457,286	114,322	110,267
GPF Other; Financial Assistance Grant - Roads	303,574	75,894	62,249
Law, order, public safety			
LOPS Other; ESL Grants	27,000	0	0
Education and welfare			
OTHER ED & WEL; Grants, Contributions & Subsidies	2,000	332	0
DHC; Federal Grant Funding; DoH	215,000	53,750	54,797
DHC; WAHACC; State Grant Funding; DoH	10,000	1,666	1,368
DHC; Home Care Package Funding; Federal; DoH	100,000	25,000	47,833
YOUTH; Grant Funding	16,000	2,666	0
Recreation and culture			
OTHER REC & SPORT; Other Income	0	0	636
OTHER CULTURE; Grants - Events	9,900	1,650	0
Transport			
ROAD MAINT; Direct Road Grant (MRWA)	139,472	139,472	135,330
	1,280,232	414,751	412,480

	Non operating grants, subsidies and contributions revenue				
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
General purpose funding					
Gpf Other; Grant Funding - Other	383,000	0	0		0
Recreation and culture					
Other Rec & Sport; Grants & Subsidies	96,666	16,110	0		0
Transport					
Road Const; Regional Road Group Grants (Mrwa)	425,382	153,000	152,709	17,364	(135,345)
Road Const; Roads To Recovery Grants (R2R)	1,007,858	246,000	245,640	15,376	(230,264)
Road Const; Other Grants - Roads/Streets	288,000	0	0		0
Road Const; Other Grants - Flood Damage	1,619,958	0	0		0
	3,820,864	415,110	398,349	32,740	(365,609)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Education and welfare	11,628	11.24%	▲ Timing	Relates to package funding & timing of billing of client services
Housing	(85,871)	(78.45%)	▼ Timing	Relates to sale of properties unable to be processed through the asset register until Auditors sign off on Assets for 2019/2020 financial year
Economic services	14,164	64.69%	▲ Timing	Increase in short stay accommodation
Other property and services	11,580	30.40%	▲ Permanent	Fuel tax credits higher than budget
Expenditure from operating activities				
Governance	10,442	12.74%	▲ Timing	Lower admin allocations & no member fees
Law, order and public safety	11,344	44.90%	▲ Timing	Allocations & no depreciation to occur until finalisation of 2019/2020 Audit
Community amenities	22,763	31.96%	▲ Timing	Allocations & no depreciation to occur until finalisation of 2019/2020 Audit
Recreation and culture	73,952	50.79%	▲ Timing	YTD Depreciation of \$31k has not been processed pending finalisation of the FY20 Audit and asset rollover.
Transport	34,545	14.15%	▲ Timing	YTD depreciation and lower expenditure in road maintenance create this variance which is expected to even out during future months.
Economic services	20,227	27.64%	▲ Timing	Allocations & no depreciation to occur until finalisation of 2019/2020 Audit
Other property and services	15,393	20.57%	▲ Permanent	LOGO costs for Acting Works Manager
Investing activities				
Payments for property, plant and equipment and infrastructure	16,052	10.97%	▲ Timing	No asset purchases have occurred



Shire of Dowerin
List of Payments For The Period Ending 31 August 2020

Last EFT No: EFT7916

Chq/EFT	Date	Name	Description	Amount
EFT7917	03/08/2020	Brendan Wilkes Electrical Contractor	HCP Purchase - Electrician Services; Prep & Repair Work from Electrical Fire - J. Martin - covered by funding	\$ 6,990.50
EFT7918	03/08/2020	Exetel Pty Ltd	Internet Connectivity Upgrade - Administration & Depot Offices IT Fibre Connection to Admin Office	\$ 10,281.03
EFT7919	03/08/2020	Grants Empire	Development of CSRRF Small Grant Application - Oval Irrigation Project (Payment 1 of 2)	\$ 1,980.00
EFT7920	03/08/2020	Go Handy	HCP Purchase - Property & Garden Maintenance - A. Bergeron - covered by funding	\$ 705.00
EFT7921	03/08/2020	Holberton Earthmoving	Old Koorda, Bailey, Bailey East West, Whitesed, Harris, Ward, Clinic & Moonijin East Road - Winter Grading	\$ 30,899.00
EFT7922	03/08/2020	OCLC	Library - Annual Amlib Maintenance Service Fee - 1/07/2020 to 30/06/2021	\$ 1,692.90
EFT7924	12/08/2020	Avon Waste	REFUSE - Rubbish Collection - Waste & Recycling to 31 July 2020	\$ 2,434.05
EFT7925	12/08/2020	Alchemy Technology	2 Hours - Implementation Period Activities	\$ 300.50
EFT7926	12/08/2020	All Over Walls & Ceilings	Unit 4, 18 Memorial Avenue - Repair Hole in Wall & Repaint	\$ 660.00
EFT7927	12/08/2020	ATI-Mirage Training & Business Solutions	EGO Attendance at SharePoint End Users & Site Owners course - August 2020	\$ 882.00
EFT7928	12/08/2020	Aerodrome Management Services Pty Ltd	Aerodromes - Windssock Yellow (900mm 271gsm MOS Compliant) & Postage	\$ 521.00
EFT7929	12/08/2020	Boekeman Machinery	John Deere Mower/Tractor - Service, Parts & Repairs	\$ 1,263.64
EFT7930	12/08/2020	BOC Limited	Oxygen & Acetylene Industrial Cylinder Rental 28 June to 28 July 2020	\$ 43.69
EFT7931	12/08/2020	Commercial Hotel Dowerin	HCP Purchase - 7 x Meals per Week @ \$15/meal - 29/07/2020 - covered by funding	\$ 105.00
EFT7932	12/08/2020	Mitchell Collard	Reimbursement - Synergy Electricity Usage & Service Charges - Electricity for Emergency Tower 16 June to 18 July 2020	\$ 102.00
EFT7933	12/08/2020	Colas WA	RTR Dowerin-Meckering Road - Bitumen Sealing Work	\$ 40,619.92
EFT7934	12/08/2020	Corsign WA	Stewart Street - Truck Detour Sign	\$ 25.30
EFT7935	12/08/2020	Dowerin Bakery And News	Includes \$5 Account Fee	\$ 9.00
EFT7936	12/08/2020	Dowerin Engineering Works	Cat Loader - Skid Plates For Bucket	\$ 1,137.71
EFT7937	12/08/2020	Dowerin Tyre and Exhaust	D00 DHC Vehicle - Repairs to Tyre on Hyundai Dauscon Highlander	\$ 30.00
EFT7938	12/08/2020	Dowerin & Districts Farm Shed	19 Cottrell Street - 58m Roll Clothesline	\$ 30.00
EFT7939	12/08/2020	DG Cabinets	Certificate of Service (Framed) - Cr Julie Chatfield	\$ 84.70
EFT7940	12/08/2020	Furniture Fitouts	SSA - 7 x Quilt Covers & Delivery	\$ 864.60
EFT7941	12/08/2020	Green, Vanessa	Reimbursement - Attendance at SharePoint End User & Site Owner Courses 6 & 7 August 2020 - Travel, Accommodation, Meals & Transport in Perth	\$ 570.54
EFT7942	12/08/2020	Holberton Earthmoving	Winter Grading - Moonijin East, Kalguddering East, Morrell North, Phillips & Clinic Road	\$ 18,628.50
EFT7943	12/08/2020	JK Williams & Co	Swimming Pool Grounds & Gardens - PVC Fittings	\$ 54.62
EFT7944	12/08/2020	Local Government Appointments	Doug Davey - Temp Manager Works & Assets 1 Day Handover (8 Hours)	\$ 687.28
EFT7945	12/08/2020	Mobile Ag Technician	Stewart Street Gardens - 10 bags Sheep Manure Centenary Park - 10 bags Sheep Manure	\$ 220.00
EFT7946	12/08/2020	Market Creations	Admin Overheads Information Technology - Managed Service Agreement (Std Package), Trend Micro Security Services and Management & Monitoring Tool	\$ 2,549.09
EFT7947	12/08/2020	Kylie Neaves	Environmental Health Services (Contract) - Health Annual Reporting (Department of Health) 2019/2020 - 2 Hours Food Business Accounts & Registrations 2020/2021 - 5 Hours	\$ 525.00
EFT7948	12/08/2020	Ixom Operations Pty Ltd	Swimming Pool - 2 x 70kg Chlorine & Service Fee - July 2020	\$ 84.57
EFT7949	12/08/2020	Quick Corporate Australia Pty Ltd	Admin Stationary Order - 12 x 20 Tab File Dividers (Budget Books)	\$ 101.38
EFT7950	12/08/2020	Rural Ranger Services	Ranger Services July 2020	\$ 423.25
EFT7951	12/08/2020	Resonline Pty Ltd	SSA - Room Manager July 2020	\$ 220.00
EFT7952	12/08/2020	Goomalling Medical Surgery	Workers Compensation Surgery Consultation - Level D Service - S. Jones - Reimbursed	\$ 221.35
EFT7953	12/08/2020	Scott Print	Rates - Printing of Information Booklet - 500 Copies	\$ 2,186.80
EFT7954	12/08/2020	Shred-X Pty Ltd	1 x Collection & Shredding of Red Document Bin	\$ 90.00
EFT7955	12/08/2020	Toodyay Express	Freight - Pick up Tools from John's Building Supplies & Total Tools	\$ 100.00
EFT7956	12/08/2020	Total Tools Midland	PWOH Expendable Tools - Carbon Pad, Cork Pad, Saw Blade, Planer Blade, Driver Bit Set, Saw Blade, 80 Grit Sandin Belt, 120 Grit Sanding Belt, 180g Sanding Disc, 120 Grit Sanding Disc, 80 Grit Sanding Disc, Nail Tool Bag & Combination Square	\$ 552.27
EFT7957	12/08/2020	Tin Dog General Store	Admin Goods - Milk	\$ 15.98
EFT7958	12/08/2020	Wesfarmers Kleenheat Gas	Short Stay Accommodation LPG Delivery	\$ 194.74
EFT7959	12/08/2020	Westrac Equipment	D007 Grader Caterpillar 12m - 250 Hour Lube Service	\$ 1,277.81
EFT7960	12/08/2020	WA Country Chemist	HCP Purchase - Pedal Exerciser 234702 - F. Robb - covered by funding	\$ 79.95
EFT7961	12/08/2020	Rebecca Windsor	Gym Inductions - 2 @ \$20 per Induction	\$ 40.00
EFT7962	26/08/2020	Avon Waste	REFUSE - Rubbish Collection - Waste & Recycling to 14 August 2020	\$ 2,414.03
EFT7963	26/08/2020	Business Base Wa	Administration Office - 2 x 4 Draw Filing Cabinet	\$ 758.00
EFT7964	26/08/2020	Commercial Hotel Dowerin	Council Refreshments - Sundowner & August Council Meeting	\$ 553.00
EFT7965	26/08/2020	CTI Records Management Pty Ltd	Records Management - Collection, Transport & Destruction of 100 Archive Boxes	\$ 2,051.50
EFT7966	26/08/2020	Dowerin Community Resource Centre	Dowerin Public Library - Services 1 July to 30 September 2020 - As per MOU	\$ 1,250.00
EFT7967	26/08/2020	Landgate	Rural UV Interim Valuation Shared 16 May to 26 June 2020	\$ 471.53
EFT7968	26/08/2020	Dowerin Despatch	Despatch Advertising July 2020 - Council Connect x4, Review of Representation, NEWROC Announcement, Presidents Message, 6 Week Gym Challenge & Dowerin Digital Survey	\$ 585.00
EFT7969	26/08/2020	Dowerin & Districts Farm Shed	Pallet - Rapid Set Cement	\$ 2,744.35
EFT7970	26/08/2020	Daimler Trucks Perth	D003 Mitsubishi Truck - Repairs - Exhaust & Gear Stick Linkages	\$ 2,090.65
EFT7971	26/08/2020	Dowerin Roadhouse	CHSP - Meals on Wheels July 2020 - 23 meals @ \$12/meal - covered by funding	\$ 276.00



Shire of Dowerin
List of Payments For The Period Ending 31 August 2020

EFT7972	26/08/2020	Daves Tree Service	Pruning of Trees in Western Power Lines to Meet Western Power Approved Standards & Box out Lower Branches for Traffic Visibility - 64 Trees - Dowerin	\$	9,900.00
EFT7973	26/08/2020	Department of Fire And Emergency Services	Emergency Services Levy - 2020/2021 1st Quarter Contribution - from ESL collected via rates	\$	13,188.00
EFT7974	26/08/2020	Government Education and Business Directories Pty Ltd	CHSP, WAHACC & HCP - Internet Advertising	\$	2,199.00
EFT7975	26/08/2020	Grants Empire	Grant Writer - WA Reconnect Grant Application - Payment 1 of 2	\$	990.00
EFT7976	26/08/2020	JR & A Hersey	Consumables - White Spray & Mark, Magic Trees & Fluro Tape, Protective Clothing - Sunglasses, Lens Wipes & Ear Plugs & Freight	\$	579.08
EFT7977	26/08/2020	Holberton Earthmoving	Winter Grading - Parker, Rabbit Proof Fence, Minnivale North East & Amery-Benjaberring Road	\$	21,268.50
EFT7978	26/08/2020	JK Williams & Co	Adminstration Office - 2.4m Oak Mould Panel	\$	110.95
EFT7979	26/08/2020	John Thomas Family Trust	Koorda-Wongan Road - 2000 m3^ Gravel	\$	4,400.00
EFT7980	26/08/2020	J.S. Jones & Sons	AGRN903 Flood Damage Repairs Ejanding West Road - 120m^3 Gravel @ \$2.20/m^3	\$	264.00
EFT7981	26/08/2020	State Library of WA	Libraries - Delivery of Better Beginnings Program 2020/2021	\$	44.00
EFT7982	26/08/2020	Les Vidovich	Reimbursement; Fuel - D02 MWA Vehicle	\$	64.04
EFT7983	26/08/2020	Northam Betta Home Living	HCP Purchase - Simpson 10kg Top Loader Washer (SWT1043) - G. Templeman - covered by funding	\$	849.00
EFT7984	26/08/2020	Speciale Smash Repairs	D0 CEO Vehicle - Windscreen Replacement - Supply, Fitting & Cleaning, Calibration and Towing	\$	4,255.00
EFT7985	26/08/2020	Precision Enterprises Pty Ltd	Koombekine North Road - Survey	\$	4,000.00
EFT7986	26/08/2020	Perth Laundry Equipment	SSA - Rental of Washing Machine & Dryer 22 August to 21 September 2020	\$	419.46
EFT7987	26/08/2020	Quick Corporate Australia Pty Ltd	Gentle Gym - Sugar Sticks, Tea Bags & 500g Coffee	\$	90.12
EFT7988	26/08/2020	Sheridans For Badges	Members - Honour Board Name Plate - Cr Chatfield	\$	54.12
EFT7989	26/08/2020	Seek Limited	Recruitment - Job Advertisement - Plant Operator/General Hand	\$	282.70
EFT7990	26/08/2020	Tin Dog General Store	Provisions for Council Meeting August 2020	\$	156.33
EFT7991	26/08/2020	West Oz Wildlife	Christmas Festival - Wildlife Display & Travel	\$	1,732.50
EFT7992	26/08/2020	Westrac Equipment	D006 CAT Loader - Troubleshoot Mechanical Issues, epair HVOF Damaged Tilt Rod and Parts & Repairs	\$	53,773.12
EFT7993	26/08/2020	Rebecca Windsor	2 Gym Inductions @ \$20 per Induction	\$	40.00
EFT7994	26/08/2020	Wyliewhere	HCP Purchase - Transport to Legal Consult, RPH Liver Testing, Blood Tests, Social Visits & General Shopping 15 July /2020 - G. Templeman - covered by funding	\$	600.00
				\$	262,938.65
Last Cheque No: 10832					
10833	12/08/2020	Shire of Dowerin	Rates 2020/2021 - Shire Properties	\$	10,121.56
10834	12/08/2020	LGRCEU	Payroll deductions	\$	41.00
10835	12/08/2020	Telstra	Telephone Usage & Charges 11 July to 10 August 2020 - Admin, Fax, DSN, Dowerin Home Care, Licensing, Sewerage, Health, Swimming Pool & Works Lines	\$	2,250.80
10836	12/08/2020	Water Corporation	Water Usage & Service Charges 29 May to 30 July 2020- Reserve at Edjanding East Road (Go Kart Club)	\$	231.88
10837	26/08/2020	Synergy	Electricity & Usage Charges 25 June to 24 July 2020 - Street Lighting	\$	2,377.17
10838	26/08/2020	Telstra	TIMS Fire Mobile - Telephone Usage & Charges to 9 August 2020	\$	199.30
10839	26/08/2020	Water Corporation	Water Usage & Charges 1 July to 31 August 2020 - Swimming Pool	\$	3,709.46
				\$	18,931.17
Last Direct Debit No: 11022					
DD11040.1	03/08/2020	Shire Of Dowerin - Visa Card Payments	NAB Business Visa - July 2020	\$	8,028.45
DD11048.1	21/08/2020	Puma Energy	Fuel Usage - July 2020	\$	630.35
DD11035.2	05/08/2020	REST Superannuation	Superannuation contributions	\$	445.18
DD11035.3	05/08/2020	Prime Super	Superannuation contributions	\$	244.21
DD11035.4	05/08/2020	AMP Superannuation Saving Trust	Superannuation contributions	\$	222.59
DD11035.5	05/08/2020	Australian Super	Superannuation contributions	\$	298.52
DD11035.6	05/08/2020	MLC Super Fund	Superannuation contributions	\$	464.09
DD11035.7	05/08/2020	Cbus	Superannuation contributions	\$	211.29
DD11035.8	05/08/2020	Health Employees Super	Superannuation contributions	\$	140.42
DD11035.9	05/08/2020	Hostplus	Superannuation contributions	\$	66.35
DD11043.2	19/08/2020	REST Superannuation	Superannuation contributions	\$	445.18
DD11043.3	19/08/2020	Prime Super	Superannuation contributions	\$	222.59
DD11043.4	19/08/2020	AMP Superannuation Saving Trust	Superannuation contributions	\$	306.07
DD11043.5	19/08/2020	Australian Super	Superannuation contributions	\$	367.38
DD11043.6	19/08/2020	MLC Super Fund	Superannuation contributions	\$	455.57
DD11043.7	19/08/2020	Cbus	Superannuation contributions	\$	211.29
DD11043.8	19/08/2020	Health Employees Super	Superannuation contributions	\$	141.81
DD11043.9	19/08/2020	Hostplus	Superannuation contributions	\$	72.39
DD11035.10	05/08/2020	Fiducian Portfolio Services Limited	Superannuation contributions	\$	89.21
DD11035.11	05/08/2020	Australian Super	Superannuation contributions	\$	214.48
DD11035.12	05/08/2020	Care Super	Superannuation contributions	\$	155.48
DD11035.13	05/08/2020	Asgard Super	Superannuation contributions	\$	214.12
DD11043.10	19/08/2020	Fiducian Portfolio Services Limited	Superannuation contributions	\$	98.36
DD11043.11	19/08/2020	Australian Super	Superannuation contributions	\$	238.96
DD11043.12	19/08/2020	Care Super	Superannuation contributions	\$	155.47
DD11043.13	19/08/2020	Asgard Super	Superannuation contributions	\$	90.92



Shire of Dowerin
List of Payments For The Period Ending 31 August 2020

DD11035.1	05/08/2020	WA Super	Payroll deductions	\$ 3,836.08
DD11043.1	19/08/2020	WA Super	Payroll deductions	\$ 3,989.31
130869	24/08/2020	Bf - Bank Fee	Bank Fee	\$ 39.24
130869	31/08/2020	Bf - Bank Fee	Bank Fee	\$ 49.00
				\$ 22,144.36
				\$ 304,014.18
\$	262,938.65	EFT7917 to EFT7994		
\$	18,931.17	Cheque 10833 to 10839		
\$	8,028.45	Direct Debit 11040: Credit Card Payment: July 2020		
\$	630.35	Direct Debit 11048: Puma Energy: Fuel: July 2020		
\$	13,397.32	Superannuation Payments		
\$	88.24	Direct Debit 130869: Bank Fees		
\$	304,014.18			
\$	49,316.89	PPE 05 August 2020 - Wages of Child Care Reimbursed & Dowerin Home Care Funded		
\$	51,174.40	PPE 19 August 2020 - Wages of Child Care Reimbursed & Dowerin Home Care Funded		
\$	100,491.29			
\$	404,505.47	Total Payments for August 2020 Including Payroll x 2		

SHIRE OF DOWERIN

Date: 3.09.2020
Voucher: 537
Chq: DD

Amount in words: Five Thousand Six Hundred and Nintety Three Dollars and Zero Cents

\$ 5,693.03

Dr to. D89 - Shire of Dowerin NAB Business Visa

MUNICIPAL FUND

CEO

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

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
29.07.2020	BMT042.250.560	Wattyl Paint; Town Hall - Turpentine, Paint, Putty & Blades	\$ 50.73	\$ 558.07
	BMT009.250.560	Wattyl Paint; 3/18 Memorial - Turpentine	\$ 2.00	\$ 21.98
	BMT010.250.560	Wattyl Paint; 4/18 Memorial - Turpentine	\$ 2.00	\$ 21.98
5.08.2020	25887	Bunnings; Administration Office - Cable Management Cover	\$ 2.87	\$ 31.60
	23687	Bunnings; Tourism Banners - Cable Ties	\$ 2.31	\$ 25.40
5.08.2020	BMT028.005.595	Bunnings; 19 Cottrell - Return Damaged Shelving	-\$ 3.12	\$ (34.30)
	25887	Bunnings; Administration Office - 2x Office Keys	\$ 0.56	\$ 6.20
11.08.2020	BC042.250.560	Wattyl Paint; Archive Room - 15L Paint	\$ 14.29	\$ 157.14
14.08.2020	25803	NNT; CEO Corporate Uniform Oder (\$133 Reimbursed)	\$ 57.55	\$ 633.00
14.08.2020	OC007.250.560	Wattyl Paint; Main Street Improvements; Sample Paint Pots	\$ 5.56	\$ 61.16
	BMT042.250.560	Wattyl Paint; Town Hall - Paint & Sleeves	\$ 25.80	\$ 283.79
17.08.2020	25821	Adobe Pro DC; Monthly Software Subscription	\$ 2.00	\$ 21.99
18.08.2020	BMT042.250.595	Johns Building Supplies; Town Hall - 4x Doors & Hinges	\$ 55.88	\$ 614.72
25.08.2020	BMT042.250.595	Johns Building Supplies; Town Hall - 2x Doors & Hinges	\$ 58.59	\$ 644.45
28.08.2020	20445	Commercial Hotel; Provisions for WALGA Dinner	\$ 40.09	\$ 441.00
28.08.2020	20312	NAB; Visa Card Fee - R. McCall	\$ -	\$ 9.00
27.08.2020	BMT008.250.595	Tradelink; 2/18 Memorial - Tap & Basin	\$ 55.24	\$ 607.66
28.08.2020	BMT042.250.560	Wattyl Paint; Town Hall - Paint, Pollyfilla, Rags & Rollers	\$ 46.11	\$ 507.20
28.08.2020	BMT015.250.560	Wattyl Paint; 1/13 Stacy - 15L Paint	\$ 14.99	\$ 164.89
	BMT042.250.560	Wattyl Paint; Town Hall - 15L Paint	\$ 14.99	\$ 164.88
28.08.2020	20312	NAB; Visa Card Fee - L. Vidovich	\$ -	\$ 9.00
3.08.2020	BMT001.250.595	Bunnings; Admin Office - Keyless Entry Push Button Lock	\$ 21.73	\$ 239.00
14.08.2020	P708.260.590	Avon Valley Toyota; 30,000 km Service - D4 MCCS Vehicle	\$ 45.69	\$ 502.56
28.08.2020	20312	NAB; Visa Card Fee - C. Delmage	\$ -	\$ 9.00
28.08.2020	20312	NAB; Bank Fees	\$ -	\$ 0.66
4.08.2020	20312	NAB; Credit Incorrect Visa Card Fee from June Statement	\$ -	\$ (9.00)
TOTAL \$			\$ 515.87	\$ 5,693.03

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

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT

Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period 29 July 2020 to 28 August 2020
Company Account No: [REDACTED]
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$8,028.45 DR
Payments and other credits	\$8,065.55 CR
Purchases, cash advances and other debits	\$5,702.47 DR
Interest and other charges	\$27.66 DR
Closing Balance	\$5,693.03 DR

**YOUR DIRECT DEBIT PAYMENT OF \$5,693.03 WILL BE
CHARGED TO ACCOUNT [REDACTED] ON
03/09/2020 AS PER OUR AGREEMENT.**

241/04/19/M04791/S007808/1015615

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Aug 2020	\$8,028.45 CR	DIRECT DEBIT PAYMENT	74557040213
4 Aug 2020	\$9.00 CR	CD ADJUSTMENT (S)	74508400217
17 Aug 2020	\$0.66	NAB INTNL TRAN FEE - (SC)	74557040230
Total for this Period:	\$8,036.79 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billers Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
██████████	MRS REBECCA LOUISE M	\$10,000	\$28.10	\$3,516.28	\$9.00	\$3,497.18
██████████	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$741.56	\$9.00	\$750.56
██████████	MR LES JOHN VIDOVICH	\$5,000	\$0.00	\$1,444.63	\$9.00	\$1,453.63
██████████	BILLING ACCOUNT	\$0	\$8,037.45 CR	\$0.00	\$0.66 DR	\$8,036.79 CR
			\$8,065.55 CR	\$5,702.47 DR	\$27.66 DR	\$2,335.42 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

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

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
 Account No: XXXXXXXXXX
 Statement Period: 29 July 2020 to 28 August 2020
 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
29 Jul 2020	\$602.03	VALSPAR MIDLAND MIDLAND	Town Hall, Memorial St 4-Turps, Paint+Paint Tools			BMT009,010,042	74564450211
5 Aug 2020	\$57.00	BUNNINGS 318000 MIDLAND	Admin+Tourism Banners- Cable Ties+ Cable Cords			25887 + 23687	74940520217
5 Aug 2020	\$28.10 CR	BUNNINGS 318000 MIDLAND	Office keys + Return Damaged Shelving			25887 + BMT028	74940520217
11 Aug 2020	\$157.14	VALSPAR MIDLAND MIDLAND	Archive Room - 15L Paint			BMT042	74564450223
14 Aug 2020	\$633.00	THE WORKWEAR GROUP PORT MELBOURN	Corporate Uniform Order - CEO			25803	74564720226
14 Aug 2020	\$344.95	VALSPAR MIDLAND MIDLAND	Sample Pots - main St + Paint for town Hall			0000T, BMT042	74564450226
17 Aug 2020	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC - monthly software subscription			25821	74313190229
18 Aug 2020	\$614.72	JOHNS BUILDING SUPPLIE WELSHPOOL	Town Hall - Doors + Hinges			BMT042	74940520230
25 Aug 2020	\$644.45	JOHNS BUILDING SUPPLIE WELSHPOOL	Town Hall - Doors + Hinges			BMT042	74940520237
28 Aug 2020	\$441.00	COMMERCIAL HOTEL DOWER DOWERIN	Provisions for WALGA Dinner			20445	74940520240
28 Aug 2020	\$9.00	CARD FEE	NAB Visa Card Fee			20312	74557040241
Total for this period	\$3,497.18		Totals				

241/04/19/MO4792/S007809/1015617

Employee declaration

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

Cardholder signature: _____ Date: _____

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: XXXXXXXXXX
 Statement Period: 29 July 2020 to 28 August 2020
 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
27 Aug 2020	\$607.66	TRADELINK MIDVALE	2118 Memorial Ave - Tap & Basin			BMT008	74564720239
28 Aug 2020	\$507.20	VALSPAR MIDLAND MIDLAND	Town Hall - Paint & Brushes			BMT042	74564450240
28 Aug 2020	\$329.77	VALSPAR MIDLAND MIDLAND	Town Hall + 1/13 Stacy - Paint			BMT015 042	74564450240
28 Aug 2020	\$9.00	CARD FEE	NAB Visa Card Fee			20312	74557040241
Total for this period	\$1,453.63		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

241/04/19/M04792/S007811/015621

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: XXXXXXXXXX
Statement Period: 29 July 2020 to 28 August 2020
Cardholder Limit: \$3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
3 Aug 2020	\$239.00	BUNNINGS 318000 MIDLAND	Admin Office - Keyless entry, Push Button Lock			BMS001.250	74940520213
14 Aug 2020	\$502.56	AVN NORTHAM PTY LTD NORTHAM	30,000 Km Service - DA MCLS Vehicle			P708.260	74940520226
28 Aug 2020	\$9.00	CARD FEE	NAB Visa Card Fee			20312	74557040241
Total for this period	\$750.56		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

241/04/19/MC4792/S007810/1015619

Overdue Rates as at 3/8/2020

Assessment	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments as at 3/9/2020
A1016	3,604.81	1,766.81	1,647.41	972.50	7,991.53	NOD has been issued. We can now continue or withhold legal action.
A1171		719.36	86.95	18.52	824.83	Debt is deemed unrecoverable. Tenement now dead. Suggest balance is written off.
A225	3,917.83	9,195.12	1,067.67	404.00	14,584.62	AMPAC are advising Council commence 3-year rule to place property into Council's name. Advice is being sought if we can enter into a private arrangement to buy property from owner.
A229		190.00	89.92	86.07	365.99	Council previously approved a Rate Exemption on this property. Dept of Local Government Legislative advisor has recommended we commence 3-year rule to place property into Council's name.
A247	294.22	345.83	401.24	333.07	1,374.36	Notices have been issued to owner because Lawyers no longer interested. Owner advised property is selling, but has been this way for months.
A248	294.22	345.83	401.31	333.07	1,374.43	Notices have been issued to owner because Lawyers no longer interested. Owner advised property is selling, but has been this way for months.
A249	194.22	344.43	390.00	330.51	1,259.16	Notices have been issued to owner because Lawyers no longer interested. Owner advised property is selling, but has been this way for months.
A283		1,669.18	837.42	724.27	3,230.87	Elderly gentlemen, with son handling affairs. Debt Recovery on hold. Still no payments made as at 03/09/2020, recommend a more forceful approach
A380	9,735.27	5,347.67	5,238.55	1,483.10	21,804.59	AMPAC are advising Council commence 3-year rule to place property into Council's name. Advice is being sought if we can enter into a private arrangement to buy property from owner.
A451	15,841.41		1,570.00	1,676.87	19,088.28	Prior years were being deferred. All owners now deceased and deferment status removed. Settlement of estate is currently in dispute.
A474			2,359.53	2,301.56	4,661.09	25/9/19 Final Notice Sent 15/10/19 - Final Warning Letter Sent 12/11/19 - Called ratepayer, said he would pay the outstanding rates today. I followed this up with an email stating how much is due and the BPAY details. 18/2/20 - Called ratepayer, no response. Email sent. 26/3/20 - Final Notice Sent. ** Recommend more aggressive action after due date of 4/9/20

Overdue Rates as at 3/8/2020

Assessment	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments as at 3/9/2020
A479			914.07	875.28	1,789.35	25/9/19 Final Notice Sent 15/10/19 - Final Warning Letter Sent 12/11/19 - Called ratepayer, said he would pay the outstanding rates today. I followed this up with an email stating how much is due and the BPAY details. 18/2/20 - Called ratepayer, no response. Email sent. 26/3/20 - Final Notice Sent. ** Recommend more aggressive action after due date of 4/9/20 * No payments as of 03/09/2020
A512	12,437.91	4,020.63	4,746.14	2,185.43	23,390.11	Mortgage has been discharged. AMPAC has advised we recommence the Property Sale & Seizure Order. If property fails to sell we would need to commence 3-year rule to place the property into Council's name. Advice is being sought if we can enter into a private arrangement to buy property from owner.
A671			0.00	0.00	0.00	25/9/19 Final Notice Sent 15/10/19 - Final Warning Letter Sent 12/11/19 - Called Ratepayer and he said that he would contact his wife and ask her to pay the rates. 14/11/19 - Wife phoned, said she had been in hospital. She will pay the 1st instalment by the end of the week and her husband will pay the second instalment. 18/2/20 - Email sent. 19/2/20 - Ratepayer emailed and agreed to pay \$335 immediately and the balance by the 13/3/20 26/3/20 - Final Notice Sent. Outstanding balance from prior year is 4th Instalment. Waiting to see if they register for COVID19 Hardship. 10/08/2020 - PAID.
A819			268.16	881.78	1,149.94	Payment arrangement, which is underpaid by \$2720. Recommend more aggressive approach.
	46,319.89	23,944.86	20,018.37	12,606.03	102,889.15	

SHIRE OF DOWERIN



POLICY MANUAL

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COUNCIL

Policies Rescinded at Council's December 2019 Meeting (CMRef 0111).

ADMINISTRATION

Bulk of Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

AUTHORISED PURCHASING OFFICER'S

That the Chief Executive Officer, Deputy Chief Executive Officer, Works Manager, Health/Building Officer, Gardening Team Leader, Building Officer be appointed as authorised purchasing officers.

However any unbudgeted purchases must first be agreed to by Council.

STAFF

Bulk of Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

REMOVAL EXPENSES

That the Chief Executive Officer be empowered to negotiate the cost of relocation and removal expense when employing new staff.

INDUSTRIAL NOISE

Audiometric Test for All Employees

Council shall pay all reasonable expenses of Audiometric Officers, designation workers and approved medical practitioners.

Council require all future employees to undertake an audiometric test as part of their pre-employment medical and the cost become the responsibility of Council.

SUPERANNUATION CONTRIBUTIONS (6/05)

Council superannuation contributions effective from 1 July 2005 will be aligned to that required under the Superannuation Guarantee Legislation.

SEMINARS

That Chief Executive Officer be authorised to allow staff attendance at conferences and seminars pertaining to the particular officer's duties, subject to notification to Council at the next Ordinary meeting of any such authorisation.

ACCOMMODATION AND OTHER CONFERENCE EXPENSES

Those officers attending Council sanctioned Conferences, Seminars or Training Courses be provided with all reasonable travel, registration, accommodation and meals.

Such accommodation to be at the discretion of the Chief Executive Officer and within the constraints of the annual budget allocation.

DRIVERS LICENCE – REIMBURSEMENT

Rescinded at Council's April 2020 Meeting CMRef 0186

STAFF CESSATION OR RETIREMENT (5/97)

Upon the cessation or retirement from Council by an employee the Council hereby authorises:

The President and Chief Executive Officer have discretionary power to select a suitable gift for presentation on behalf of Council to employees who have served greater than or equal to 3 years of completed service.

An amount of \$50.00 per year of completed service is to be used as a guide for the value of the gift and amounts in excess of \$500.00 to be approved by a (75%) special majority of Council.

The President and Chief Executive Officer sign a Certificate of Service for presentation on behalf of Council for employees attaining 10 years or more of service.

STUDY TIME

Officers are encouraged to undertake studies which will be of benefit to Council. The CEO is authorised to grant study time to employees in accordance with appropriate award provisions.

Employees may be given financial assistance with study costs, providing the study course is appropriate to the employees work type. All applications must be referred to Council and Council assistance is not to exceed \$500 per calendar year.

LEGAL REPRESENTATION – COSTS INDEMNIFICATION (11/00)

Refer "Council" section of Policy Manual.

FINANCE

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

BUSH FIRE CONTROL

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

DOG CONTROL

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

COUNCIL HOUSING

STAFF HOUSING ALLOCATIONS

Policy Rescinded at Council's May 2020 Meeting (CMRef 0192)

STAFF HOUSING SUBSIDY (6/05)

Policy Rescinded at Council's May 2020 Meeting (CMRef 0192)

ANNUAL INSPECTION OF COUNCIL HOUSES

Policy Rescinded at Council's May 2020 Meeting (CMRef 0192)

WHITE ANT INSPECTION (11/01)

1. Every Council House is to be inspected every second year by a licensed pest controller; and
2. Every one-year for buildings deemed susceptible to damage by the Health/Building Officer.

HOUSING – PAINTWORK

That all Shire Houses be painted in pale shades (eg. off white walls and white ceilings). This standard to apply to all houses to avoid requests for repainting each time the occupiers change.

WATER CONSUMPTION

That Council will bear the cost of water rates and water consumption costs on Shire houses.

STANDARD OF GARDENS

That all tenants in Shire Houses be expected to maintain a satisfactory standard of garden and if this standard is not met to the satisfaction of Council, the CEO is required to discuss the matter with the tenant.

WORKS AND SERVICES

Requests for Council provide works and services for Council properties which are leased or managed shall be at the discretion of the CEO having regard to the availability of resources at the time, that the works are relatively minor, and with the proviso that if works or services are provided, the cost shall be based on actual labour and materials costs only.

DIVIDING FENCES

In all cases where notice of intention to erect, replace or repair a fence adjoining Council owned land is served on Council pursuant to the provisions of the Dividing Fences Act and the notice and proposals contained therein comply in all respects with the provisions of the Dividing Fences Act, the proponent be advised that Council is prepared to contribute half the cost of a standard fence for the area, or half the cost of the proposed fence or works, which ever is the lesser.

USE OF SHIRE EQUIPMENT

That Council staff be permitted to use Shire equipment for work to be undertaken on their residing property provided that prior approval has been granted by the Shire Works Manager or Chief Executive Officer, and the policy is not abused by staff.

COMMUNITY AMENITIES

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

RECREATION AND CULTURE

Bulk of Policies Rescinded at Council's August 2019 meeting (CMRef 0034) and November 2019 Meeting (CMRef 0087).

DOWERIN DISTRICT MUSEUM COLLECTIONS POLICY (04/06)

1. Introduction

This policy is to be read in conjunction with the Dowerin District Museum (the Museum) Documents of Association.

2. Statement of Purpose

To develop exhibits that examine and celebrate the Dowerin districts history and provide a platform that will encourage the community's enthusiasm, innovativeness and vibrant energy, evident from the past, to continue into the future.

The museum will continue to preserve, research and utilise for interpretation its collection of objects and documentation relating to the history of the Dowerin District.

3. The Collection

3.1 Themes

The history of the settlement and development of the Dowerin District with particular emphasis on:

- Town's gazettal, establishment of business, buildings (hospital),
- Transport,
- Economic development and technology,
- Rules, regulations, laws and
- Recreation and social life

3.2 Historic Period

The Museum will collect material from the time of the first European settlement of the district until the present.

3.3 Geographic Area

The Museum will collect material within the past and present boundaries of the Dowerin Shire.

3.4 Items to be Collected

The Museum will collect objects and ephemera that tell the story of the businesses, families and events of the Dowerin area.

4. Acquisitions

4.1 Method of Acquisition

Acquisitions to the collection may be in the form of donations or bequests, or by purchase or exchange.

4.2 Acquisitions Procedure

Acquisitions will be recorded in the museum's collection documentation system.

4.3 Historical Significance

The Museum will collect only those items which contribute to an understanding or appreciation of the customs, activities, historic episodes or personalities associated with Dowerin and the district, and highlighting the collections themes.

4.4 Documentation

The Museum will take into consideration the information known about an item, such as original owner, history of the item, identity of people pictured or named. Such information will be recorded for inclusion when cataloguing the item.

4.5 Condition

Severely damaged items will not normally be collected. Conservation and storage requirements of an item will be taken into account when the decision about collecting it is made.

4.6 Duplication

The Museum will not normally collect items that duplicate the existing collection. If an item of superior condition or historic value is accepted, the duplicate item must be considered for deaccessioning.

Reproduction or copy items may be collected for information, display, education or other purposes and shall be clearly marked as such to avoid confusion.

4.7 Holding Space

Acceptance of items is subject to the availability of space for storage, secure from risk of theft and environmental damage.

5. Access

The Museum aims to provide maximum possible public access to the collection. Public access to the collection will be by arrangement with the Museum and published locally.

6. Review of Collections Policy

This Policy will be reviewed by the Dowerin District Museum every three years or more frequently if necessary.

DOWERIN DISTRICT MUSEUM DEACCESSIONING

1. Agreement to Deaccession

Items which no longer meet the criteria of the Collections Policy may be deaccessioned by a majority vote of the Dowerin District Museum Committee. Members must be given one month's notice, including a list of items to be considered for deaccessioning.

2. Deaccessioning Procedure

Donated items should first be offered to the donor or donor's family. If this is declined, is not possible, or if items to be deaccessioned have been acquired by other means, they may be offered to educational institutions. As a last resort, items may be offered for public sale. Proceeds from public sale of collections will be used for purchase of items for the collection, conservation of the existing collection, or to fund collection-

oriented activity. If none of these methods are successful, an item may be deaccessioned by disposal.

If an item has deteriorated to the point where it is not possible to conserve it and it no longer has any historical value, it may be necessary to deaccession an item by disposal.

The Museum will record all deaccessions in the collection documentation system.

DOWERIN DISTRICT MUSEUM LOANS

1. Inward

The Museum will not accept 'permanent' or 'indefinite' loans. The Museum may accept loans from time to time for purposes such as exhibitions. All inward loans will be for a fixed time, and will be entered in a Loans Register.

2. Outward

The Museum may make loans from its collection to other bodies. It is required that the borrowing organisation treat such items with a high standard of care, recognising their historical value and conservation requirements. Borrowers will be required to sign a loan agreement which includes the conditions of loan and specifies an agreed loan period.

SWIMMING POOL

Policies rescinded at Council's May 2019 meeting – Item 10.2.3

TRANSPORT - PLANT

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

TRANSPORT – ROADS/ROADWORKS

Transport – Roads/Roadworks Policies rescinded at Council's May 2019 Meeting – Item 10.2.2.

ECONOMIC SERVICES

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

HEALTH/BUILDING

RADIO ACTIVE MATERIALS

Policy rescinded at Council's April 2020 Meeting (CMRef 0183).

BUILDING PLANS

Policy rescinded at Council's April 2020 Meeting (CMRef 0183).

POLICY NUMBER	-	3.14
POLICY SUBJECT	-	3.14 Recognising Council Service Policy
DATE ADOPTED	-	20 December 2016
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	24 October 2017

Objective

To promote and encourage a loyal, ~~competent and motivated and committed~~ workforce; and to officially recognise the ongoing contribution, dedication and service of ~~both staff and Elected members~~ Members to Council and the community.

Policy

To ensure that employees ~~and elected Elected members~~ Members are acknowledged and recognised for their ~~length of commitment and service periodically during their time of service to Council~~ the Shire of Dowerin during their employment or time as an Elected Member.

Employees

This ~~policy~~ Policy recognises the importance of ~~maintaining long serving~~ employees to establish in maintaining an effective and efficient workplace. The contribution made by such individuals to the ongoing operation of the ~~Council~~ Shire of Dowerin and ~~therefore~~ the community is significant and worthy of recognition.

During Employment

In order to recognise long serving employees, at 30 March each year, a report will be prepared by ~~Human Resources officers~~ the Manager Corporate & Community Services listing all employees who have attained, or will attain, ~~10, 15, 20, 25 or, 30 years of continuous, 35 or 40 years~~ service with the Shire of Dowerin ~~within that calendar year~~. Employees who work in excess of 30 years will continue to be recognised on a five yearly basis.

~~Each commemorative year of service will be marked by a plaque of service recognition and a voucher equal to the value of \$20 per full year worked ie:~~

~~Schedule of Employee Service Milestones:~~

Service	Gift
10 Years	Plaque and v <u>Voucher</u> to value of \$100 <u>\$200</u>
15 Years	Plaque and V <u>Voucher</u> to value of \$150 <u>\$300</u>
20 Years	Plaque and <u>Voucher</u> to value of \$200 <u>\$400</u>
25 Years	Plaque and <u>Voucher</u> to value of \$500 <u>\$250</u>
30 Years	Plaque and <u>Voucher</u> to value of \$300 <u>\$600</u>
35 Years	Plaque and Voucher to value of \$350
40 Years	Plaque and Voucher to value of \$400

The ~~plaque plaque and gift~~ voucher ~~are to will~~ be presented to the employee by the President or Chief Executive Officer at ~~an annual the Ordinary Council Meeting Council function held the May after the March report.~~

Employee Resignation or Retirement

~~In addition to the above, The the~~ Shire may recognise employees with over 10 years of continuous service on resignation or retirement, by way of a suitable function. ~~The President or Chief Executive Officer may make a presentation in the form of a gift voucher on behalf of the Shire to a resigning or retiring employee, subject to that employee having completed a minimum of 10 years commendable and continuous service.~~

~~The method of determining the level of expenditure for such gift shall be the provision of up to \$20 for every year of service, with each situation being assessed on its merits.~~

Elected Members

~~This policy Policy allows for official recognition of the dedication, service and commitment of Elected Members to the community.~~

Retirement of Elected Members — Certificate, Plaque and Gift

~~Council shall present the following to Council Members who retire either voluntarily or through the election process:~~

- ~~1. 4 Four years -- a plaque and gift for Councillors a framed certificate with appropriate wording listing the elected who have completed one term (4) years of service based on a minimum of \$80 plus \$20 for each additional year of completed servicemember.~~
- ~~2. 8 Eight years - a plaque and gift for Councillors who have completed two terms (8) years of service based on a minimum of \$100 160 plus \$20 for each additional year of completed service.~~
- ~~3. 12 Twelve years - a plaque and gift for Councillors who have completed three terms (12) years of service based on a minimum of \$200 240 plus \$20 for each additional year of completed service.~~
- ~~4. 20 Twenty years - a plaque and gift for Councillors who have completed 20 years of service based on a minimum of \$500 400 plus \$20 for each additional year of completed service.~~

Presentation of certificates, plaques and gifts:

- ~~1. will occur at an ordinary meeting of Council as soon as practical following the conclusion of an Elected Member's term;~~
- ~~2. should be recorded in the minutes of the meeting under the President's Presentations, ; and~~
- ~~3. will be at the discretion of Council who will give due consideration to each occasion on individual merit.~~

Disqualified Councillors

~~Any Councillor who is disqualified from office under the Local Government Act 1995 shall not be eligible for recognition.~~

Christmas/End of Year Break-Up

Council will provide an amount determined by Council within the Annual Budget to allow for a joint Councillors, staff and partners Christmas/End of Year break-up function each year.

Tributes to Employees and Councillors in the Event of Illness/Accident or Bereavement

The ~~President is authorised to acknowledge Councillors or their immediate family and the~~ Chief Executive Officer is authorised to acknowledge staff members in the event of hospitalisation, accident or bereavement (via card, flowers, chocolates, small gift etc or if requested in lieu, a donation to a nominated charity).

Value of gift to be up to \$75.

Recognition of Significant Achievements

~~The President is authorised to acknowledge significant achievements by Councillors (via card and flowers or small gift).~~

The Chief Executive Officer is authorised to acknowledge significant achievements by staff members e.g. birth of a child (via card and flowers or small gift).

The value of these tribute, gift or donation referred to above is to be up to \$75.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer ~~is and President are~~ responsible for the application of this policy.

~~Governance and Organisational Coordinator~~ Manager Corporate & Community Services

The ~~Governance and Organisational Coordinator~~ Manager Corporate & Community Services will administer this policy.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Related Delegation

DRIVERS LICENCE – REIMBURSEMENT

Rescinded at Council's April 2020 Meeting CMRef 0186

STAFF CESSATION OR RETIREMENT (5/97)

Upon the cessation or retirement from Council by an employee the Council hereby authorises:

The President and Chief Executive Officer have discretionary power to select a suitable gift for presentation on behalf of Council to employees who have served greater than or equal to 3 years of completed service.

An amount of \$50.00 per year of completed service is to be used as a guide for the value of the gift and amounts in excess of \$500.00 to be approved by a (75%) special majority of Council.

The President and Chief Executive Officer sign a Certificate of Service for presentation on behalf of Council for employees attaining 10 years or more of service.

STUDY TIME

Officers are encouraged to undertake studies which will be of benefit to Council. The CEO is authorised to grant study time to employees in accordance with appropriate award provisions.

Employees may be given financial assistance with study costs, providing the study course is appropriate to the employees work type. All applications must be referred to Council and Council assistance is not to exceed \$500 per calendar year.

LEGAL REPRESENTATION – COSTS INDEMNIFICATION (11/00)

Refer "Council" section of Policy Manual.

FINANCE

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

BUSH FIRE CONTROL

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

DOG CONTROL

Policies Rescinded at Council's November 2019 Meeting (CMRef 0087).

COUNCIL HOUSING

STAFF HOUSING ALLOCATIONS

Policy Rescinded at Council's May 2020 Meeting (CMRef 0192)



Shire of Dowerin
Project Support Proposal – Site Development August 2020

Due to the Covid-19 pandemic, the Dowerin GWN7 Machinery Field Days have been cancelled for 2020. The Board wish to take the silver lining approach and focus on updating various infrastructure and site plans in preparation for the 2021 event scheduled for August 25th & 26th.

Our organisation is grateful for the ongoing support and healthy relationship that we share with our local Shire. Together, the Board have highlighted key areas that we would like to focus on for 2020 and beyond.

We are mindful that certain projects (which are detailed below) reside on land that is owned by the Shire and request Council’s support for these projects to proceed.

The following projects are to be completed in readiness for the 2021 event. For SOD to be kept informed and to assist with their planning, we have attached an infrastructure upgrade plan for the next 5 years based on discussions at Board & Committee meetings.

Our main focus will be the upgrade to the “Motoring Arena” which is located directly behind the St Johns Ambulance & Dowerin Fire Brigade. Our vision is to develop & beautify this area so that our community can benefit all year round.

PROJECT 1

Motoring Arena Upgrade – High Priority		
Project Description	Reinvigorate site display areas to allow for better exhibition space, power upgrade & site surface upgrade. Relocation of Good Food & Getaways Marquee to this area. Car park next to cricket nets for year round use.	
Timeline	Completed by November 2020	Map completed earlier to allow for online database upgrade
Project Costs	Power upgrade (quote attached Harris Electrical) \$5,347.00 Trenching for new power mushrooms (EW Croft Backhoe) ~\$1,100 @ \$10.50/m Site works to level area (quote attached Holberton Earthmoving) \$3,850.00 Resurface area for GF&G Marquee (25m x 58m Bitumen) \$10,150 (\$7m2) Labour 10 hours x \$20/hr \$200 TOTAL: \$20,647	
SOD Contribution	\$10,150 for bitumen	
DFD Contribution	\$10,497 for contractors (\$200 labour included)	Busy bee for carting gravel or fill when required.

Future plans include kerbing, tree planting and historical display

PROJECT 2

To comply with safety and address concerns with power outages over the event we would like to upgrade the power boxes surrounding the perimeter of the footy oval and also the hockey field. With further research, Troy Harris has indicated a lot of our issues are down to the internal hardware with a few of the boxes requiring full replacement. The upgrades will be completed once the SOD erects the perimeter fencing on the football oval.

Power Upgrade Ovals–		High Priority
Project Description	Upgrade to outdated hardware in the power boxes surrounding the footy oval and hockey oval to comply with safe working practices for all on site. Align power boxes back to perimeter fencing once completed by SOD.	
Timeline	Completed by April 2021 dependent on SOD works on perimeter fence.	Map completed earlier to allow for online database upgrade
Project Costs	Power upgrade (quote attached Harris Electrical) \$25,563.45 Staff labour to coordinate & voluntary labour to assist \$1,000	
SOD Contribution	Survey & perimeter fencing on footy oval	
DFD Contribution	\$26,563.45 (\$1,000 allowance for staff & volunteer labour)	Upgrades to power boxes & trenching

PROJECT 3

The East Gate is located on the eastern side of the site on Maisey Street and is our main entrance for visitors. In 2019, we exceeded expectations with our largest attendance figure of visitors through this gate on the Wednesday with many lining up across the road and down through the carpark. We had negative feedback from visitors regarding the surface of the pathways and also the presentation (or lack thereof) in the main gate façade. At present, this gate is also used for storage throughout the year but due to its age and deterioration we unfortunately cannot secure the doors.

East Gate Upgrade –		High Priority
Project Description	Replacement of East Gate shed, general beautification of area leading up to the gate. Pathways to be upgraded, new fence or limestone to be erected. Painting of logo across the walkway from the carpark to the entrance depicting the tractor tyre.	
Timeline	Completed by April 2021	
Project Costs	New shed – dependent on sponsorship \$25,000 approx at this stage	
SOD Contribution	Minimal possibility of a project with Workcamp	
DFD Contribution	\$25,000 approx at this stage \$400 (20 hours of labour)	Busy bee for manual labour required

PROJECT 4

To build a foot bridge over the drainage area mid-way between the hockey oval and eastern machinery blocks. This is based on feedback & discussion over the years about linking our exhibitors on the eastern side to the main ovals to improve traffic flow. Research has given us a low-cost solution for this issue.

Hockey Oval Bridge – High Priority	
Project Description	Installation of a bridge across the drain that runs parallel with the hockey field to connect exhibitors on the eastern side to the hockey field.
Timeline	Completed by December 2020
Project Costs	Supply of seconds culvert panels from Dalcon \$440 Transport \$100 Volunteer labour \$100
SOD Contribution	
DFD Contribution	\$ 540 (\$100 labour included) Plus, busy bee hours to install \$100

From ongoing feedback from visitors, exhibitors and community members we would like to highlight our office and feel painting the exterior to reflect our branding will assist with this. We are working hard on keeping with our tyre tread logo branding and plan to attached this to the top of the building as a banner.

PROJECT 5

Office Exterior Painting – Medium Priority	
Project Description	Painting of the exterior of the main office building from back door around to the front of the marshals' room with the tyre tread logo running around the roof banner.
Timeline	Completed by April 2020
Project Costs	Supply of paint \$1,500 Supply of signage of banner to run around top of building \$1,000 Staff project management & assistance \$200
SOD Contribution	Labour for painting of exterior
DFD Contribution	\$ 2,700

COMMUNITY INVOLVEMENT

We plan to host busy bees over the next few months to keep our volunteers connected with their event and the Dowerin Field Days. This will also provide an opportunity for our community groups to fund raise through the “volunteer hours” program like they would normally be able to during the event each year.

ATTACHMENTS

- Infrastructure Plan
- Quotes
- Maps



DOWERIN EVENTS MANAGEMENT
FORWARD INFRASTRUCTURE PLAN

2020 – 2024

Priority	Date Endorsed	Description	SP Link	Estimated Total Cost	DEM Funds	External Funds (Source)	Year					Lead	Action	Partner
							20	21	22	23	24			
High	30.06.20	Hockey Shed & LJ Pavilion drainage issues		Nil	-	SOD Works Management Funds	X					AM	Speak to SOD works manager to clear drainage on eastern side of hockey field and take divert drain to go around LJ pavilion. <u>Update 02.07:</u> spoken to Works manager project will be completed within the next few weeks. COMPLETED	SOD
Low	30.06.20	Hockey Shed rebuild		\$30,000	\$15,000	\$15,000 DHC		X				DHC & NMc	Notify DHC we will match \$'s for upgrade to hockey shed. DHC will need to project manage with input from DEM when required. <u>Update 02.07:</u> Met with DHC who will project manage, larger job than first expected. We will be notified when planning is underway.	DHC
High		Footy Oval layout of sites		Nil	Nil		X					NMc & TJ	Review of layout now that GF&G marquee is off here and motoring exhibitors will be located for 2021. <u>Update 02.07:</u> await shire site survey before proceeding.	SOD
Low	30.06.20	Hockey Oval layout of sites		Nil	Nil		X					NMc & TJ	Review layout of area to see if we can better utilise this space. <u>Update 02.07:</u> leave as is for 2021 apart from area where new bridge will be located.	
Medium	30.06.20	East Gate Upgrade		?? Quotes range from \$2,500 to \$50k				X				MM	Research design on gate in consultation with Greg Miller. Ideas include containers or shed with exhibitors that are already here. <u>Update 02.07:</u> Further investigation required to take into account online ticketing. Sponsorship to be considered. Storage needs to be incorporated.	Possible shed exhibitor
High	30.06.20	Good Food & Getaways Marquee		\$2,500 grounds \$?? power \$?? hot mix	\$2,500		X					AJ	Contact Holbertons to level area, redraw to scale and contact Electrician for quote on power requirements <u>Update: 02.07:</u> awaiting quotes on power & hot mix, SOD require plans to be submitted for approval before we carry out any work.	Holberton Earthmoving Harris Electrical SOD
High	30.06.20	Motoring Arena		\$1,000 grounds \$?? power \$?? hot mix	\$1,000		X					AJ	Contact Holbertons to level area, redraw to scale and contact Electrician for quote on power requirements. <u>Update: 02.07:</u> awaiting quotes on power & hot mix, SOD require plans to be submitted for approval before we carry out any work.	Holberton Earthmoving Harris Electrical SOD

Medium	30.06.20	Hockey Oval Ramp		\$500	\$500		X					DM	Ramp across drain to link hockey oval with eastern side, Dalcon approached and have 2 obsolete bunkers we can use \$200 each we just need to freight them here (2T ea.) Update 02.07: organising for freight to site.	Dalcon
High	30.06.20	Site Survey GPS				Stewart Ag (Time)	X					AT	RTK map around all of site with assistance from Ben. Update 02.07: Awaiting equipment from Boekemans to proceed. By end of month will be done.	Stewart Ag Boekemans
High	30.06.20	Elders Shed/GWN7 Marquee					X					NMc	Contact Elders to see interest in sharing of site or using whole of for GWN7 area. Update 02.07: Elders Shed not available for our use, Elders will manage to keep exhibiting here as in previous years. COMPLETED	Elders GWN7
Low	30.06.20	Gate 6 (Footy Gate) Relocation							X			MM & SK	Discuss ideas on relocating Gate 6 onto North side of DCC to alleviate ticket loss. Update 02.07: Defer to later date and concentrate on East Gate.	DCC
High	30.06.20	Strategic Plan update		\$1,500	\$1,500		X					NMc & LH	Contact Caroline from WBN in regards to condensing our current Strategic Plan doc. Compile a workable 12-month action plan. Discuss update of P&P as well. Update 02.07: met with Caroline positive outcome, measurements are key all plans moving forward will be linked back to the Strat Plan. Endorse to move forward.	WBN 150 Square
Medium	30.06.20	Cashless system catering/gates						X				TJ	Research into POS for hire for next year, user friendly. Possible contact with RAS. Update 02.07: ongoing	
High	30.06.20	Power upgrade ovals		\$?? power				X					Source quote from Harris Electrical for upgrade to power around ovals Update 02.07: met with Troy awaiting quote for oval and motoring arena, SOD require plans as well.	Harris Electrical SOD
Low	30.60.20	Footy Oval Fence		\$? power			X					AM	Needs upgrading SOD looking into funding. Update 02.07: SOD going ahead will be surveying oval first to get accurate measurements. Power boxes will need to be moved slightly to meet the fence.	Harris Electrical SOD



QUOTE

Dowerin Events Management
 ABN: 70472776010

Date
 1 Jul 2020

Quote Number
 QU-1034

ABN
 44 128 290 517

T E Harris Pty Ltd
 Attention: Troy Harris
 PO Box 102
 GOOMALLING WA 6460
 AUSTRALIA

Power From Hall to NEW Front Power Box's

Description	Quantity	Unit Price	GST	Amount AUD
Labour - Disconnect Existing Power From Dome and Pits that is needed. - Run new supplies from Hall switch board to new front power outlet box's.	20.00	100.00	10%	2,000.00
16mm ² Red	200.00	4.20	10%	840.00
16mm ² Black	200.00	4.20	10%	840.00
25mm Grey Conduit	6.00	4.50	10%	27.00
25mm Orange Conduit	43.00	5.80	10%	249.40
1/2 Metal Switch Board	2.00	80.00	10%	160.00
Blank Plate	2.00	5.00	10%	10.00
4cc6	2.00	65.00	10%	130.00
RCD/MCB	10.00	49.99	10%	499.90
Main Switch	2.00	22.00	10%	44.00
W/P Junction Box	2.00	18.70	10%	37.40
Circuit Breaker (Sub main to power boxes protection)	2.00	12.00	10%	24.00
			Subtotal	4,861.70
			TOTAL GST 10%	486.17
			TOTAL AUD	5,347.87

Terms

Not including Croftie's Trenching (save my mark up if he charges D.F.Days Direct)



HARRISelectrical
SERVICING

QUOTE

Dowerin Events Management
ABN: 70472776010

Date
6 Aug 2020

Quote Number
QU-1041

ABN
44 128 290 517

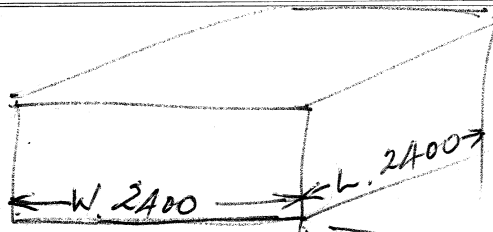
T E Harris Pty Ltd
Attention: Troy Harris
PO Box 102
GOOMALLING WA 6460
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Labour - Move 6 X Boxs to New new Fence & Upgrade box's - Upgrade 6 X Boxs Side of Oval	85.00	100.00	10%	8,500.00
12 New Switch Board Box's	12.00	120.00	10%	1,440.00
24 Bank Panals	24.00	60.00	10%	1,440.00
Install New POLES for box's to screw to instead of leaning on fence (Square pole with caps & brackets)	12.00	260.00	10%	3,120.00
RCD/MCB (Allowing for all new RCD protective devices in switch boards)	50.00	49.99	10%	2,499.50
15A GPO/Double GPO's	50.00	18.00	10%	900.00
Under Ground Pit With Metal Lid (allowing for pits where fence moved from where old switch boards were, so we will have to junction in the pit and go to new location from there)	6.00	265.00	10%	1,590.00
Cable (THREE PHASE from pits to Boxs)	120.00	7.00	10%	840.00
W/P J/Boxs	12.00	25.00	10%	300.00
Excavator Hire (Dig Pits in and holes for poles)	1.00	1,800.00	10%	1,800.00
Main Switch NEW (3PH)	12.00	30.00	10%	360.00
Circuit Breakers (3PH)	12.00	25.00	10%	300.00
Condiut	30.00	5.00	10%	150.00
			Subtotal	23,239.50
			TOTAL GST 10%	2,323.95
			TOTAL AUD	25,563.45

Terms

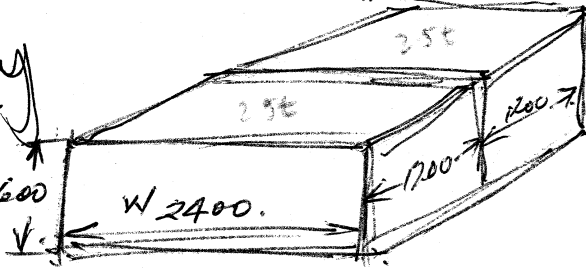
This is allowing for EVERYTHING NEW power points, RCDs, box, pole to every single pole (everything new less issues down the track)

Height 600.
Width 2400.
Length 2400.



Dalleon
1300 325 526. 4 600

Ridgely



They have 2 x (2400W x 600H x 1200L)

Culverts that didn't come up
to specs for road or whatever.

They're happy to sell them for
\$200 each. + GST

Weigh about 2.5t each.

Sounds just the ducks nuts.

Will you follow up? or me.

20 available

- 220ml fiber
- 190 only

EARTHWORKS AT FIELD DAYS SITE

GF&G PAD

This pad will require significant earthworks to achieve the desired result.

Cut/Fills would be as follows at 1% fall east to west.

North to south would be at 0%

Highest point 450mm cut

Lowest point 600mm fill

Once these levels have been achieved, then approximately 250m³ gravel would be required to raise the pad 150mm compacted to finished level.

Steps required as follows:

1. Windrow up all existing roadbase and stockpile for later use.
2. General grade of whole area to level off bumps.
3. Windrow/remove weeds etc.
4. Cut all available general fill on GF&G pad and use infill areas.
5. Generate extra fill from adjacent areas as required (also from carpark area).
6. Allow up to 150m³ of general fill to be imported to complete GF&G pad. This would be supplied, loaded and carted by others.
7. Mix, compact and trim GF&G pad to level ready for gravel.
8. Import gravel, supplied, loaded and carted by others. Allow approximately 250m³ gravel for pad.
9. Mix, compact, trim pad to a smooth, level finish suitable for seal/asphalt.

CARPARK PAD

1. This pad could require minor earthworks to achieve the desired results.
2. Cut/Fills would be as follows at 0% over the entire pad.
East to West is 350-500mm cut
North to South is 350 – 500mm cut
This will generate extra fill for GF&G pad reducing the required amount of general fill to be imported.
Once these levels have been achieved then the stockpiled roadbase can be imported onto the pad and trimmed up to level. This pad would only require roadbase at 100mm thick.

Steps required as follows:

1. Windrow/move weeds etc from pad.
 2. Cut/Fill carpark pad until final level is achieved.
 3. Mix/compact/trim to level.
 4. Import existing roadbase stockpile onto pad as required.
 5. Mix/compact/trim to level.
- Remaining roadbase – if any will be distributed as directed and levelled throughout the site.
Cut drainage between fire and ambulance to the west boundary.
Cut drainage behind exhibition hill.
Cut drainage to eastern end of new GF&G pad as required.

Approximate Quantities:

Total Gravel required 250m³

General Fill required 100m³

Pads to be clearly pegged for construction by others. All imported fill/gravel to be supplied, loaded and carted by others.

GF&F Pad Cost: \$2,500 + gst

Carpark Pad Cost: \$1,000 + gst



Red lines are to scale
 Black lines are estimates
 Measurements are close estimates
 Design up for discussion but this will fit (I think)

- 1) GF + G will need some serious earthworks - will talk to Holby
- 2) Power ?
- 3) Fire and Ambo - won't get any \$ (according to Phil Pick)
- 4) left original GF + G site - can be split at FD but use as a carpark during year

POLICY NUMBER	-	2.2
POLICY SUBJECT	-	2.2 Risk Management Policy
DATE ADOPTED	-	January 2008
POLICY OWNER	-	Chief Executive Officer
DISTRIBUTION	-	Management
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	May 2017
REVIEWED	-	26 November 2019 (CMRef 0079)

Objective

The Shire of Dowerin is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.

Definition of Risk

AS/NZS/ISO 3100:2009 defines risk as “*the effect of uncertainty on objectives.*”

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

Definition of Risk Management

Co-ordinated activities to direct and control an organisation with regard to risk (ISO Guide 73).

Definition of Management Process

Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Policy

The Shire of Dowerin considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles of managing risk as outlined in *AS/NZS/ISO 3100:2009*. The Shire of Dowerin will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

1. Implementation of policies;
2. Strategic planning;

3. Decision making;
4. Corporate governance and compliance;
5. Expenditure of large amounts of money;
6. New strategies and procedures;
7. Managing projects;
8. Introducing significant change;
9. The management of sensitive issues; and
10. Operational management.

Risk Management Objectives

1. The achievement of organisational goals and objectives;
 2. Limited loss or damage to property and other assets;
 3. Limited interruption to business continuity;
 4. Positive public perception of Council;
 5. The ongoing health and safety of all employees at the workplace;
 6. Ensuring public safety within the Council's jurisdiction is not compromised; and
 7. Application of equal opportunity principles in the workforce and the community.
-

Roles and Responsibilities

1. The CEO is responsible for the:
 - a. Implementation of this Policy;
 - b. Measurement and reporting on the performance of risk management;
 - c. Review and improvement of this Policy and the Shire's Risk Management Framework at least annually or in response to a material event or change in circumstances.
2. Senior Managers, Coordinators and Supervisors have the responsibility and accountability for ensuring that all staff manage risks within their own work areas. In each of these areas, risks should be anticipated, and reasonable protective measures taken.
3. All Managers will encourage openness and honesty in the reporting and escalation of risks. All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
4. All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
5. All staff will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
6. Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
7. It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
8. Council is committed morally and financially to the concept and resourcing of risk management.

Risk Assessment and Acceptance Criteria

The Shire quantified its generic risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its Employees. It will be formally reviewed every two years.

Related Documentation

Risk Management Framework
Risk Management Profiling Tool

Related Legislation/Local Law/Policy

AS/NZS/ISO 3100: 2009

Related Delegation

Nil

Risk Assessment and Acceptance Criteria

MEASURES OF CONSEQUENCE									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equipment, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$5,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$5,001 - \$50,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 - \$200,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 - \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%

MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	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	Executive Manager/ 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.	<ol style="list-style-type: none"> 1. Processes (Controls) operating as intended and aligned to Policies/Procedures. 2. Subject to ongoing monitoring. 3. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> 1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> 1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist or are not being complied with. 3. Have not been reviewed or tested for some time.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the following parties:

SHIRE OF DOWERIN of Cottrell Street, DOWERIN, Western Australia
AND SHIRE OF KOORDA of Allenby Street, KOORDA, Western Australia
AND SHIRE OF MT MARSHALL of Monger Street, BENCUBBIN, Western Australia
AND SHIRE OF MUKINBUDIN of Maddock Street, MUKINBUDIN, Western Australia
AND SHIRE OF NUNGARIN of Railway Avenue, NUNGARIN, Western Australia
AND SHIRE OF TRAYNING of Railway Street, TRAYNING, Western Australia
AND SHIRE OF WYALKATCHEM of Corner Honour Avenue and Flint Street,
WYALKATCHEM, Western Australia

Term of Agreement 1 July 2020 – 30 June 2023

1. DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

“Act” means the Local Government Act 1995;

“NEWROC” means the North Eastern Wheatbelt Regional Organisation of Councils;

“Operative Date” means 1 July 2020

“Participant” means the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, or Wyalkatchem, either jointly or individually, as the context requires;

“Project” means the undertaking of any activity on behalf of the NEWROC;

“Proposal” means the proposal to undertake a Project;

“Region” means the communities of the Participants

2. NAME

The name of the regional organisation of councils is the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Notes:

1. Section 3.62(1) of the Act provides that a regional local government is a body corporate with perpetual succession and a common seal.
2. A regional local government has the same general function of a local government including its legislative and executive functions. See part 3 and section 3.66 of the Act.
3. Except as stated in section 3.66, the Local Government Act 1995 applies to a regional local government as if:
 - a. The participants' districts together made up a single district; and
 - b. The regional local government were the local government established for that district.

3. PURPOSE

The purpose of this memorandum of understanding is to affirm the partnership and collaboration of the seven local governments (Participants) and to further the shared aims as below.

The purpose for which NEWROC is established is to:

Provide a means for the Participants, through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance

- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- e. Recognition as representing the view of community and business in the Participants

Notes:

- f. In certain circumstances, a proposal may require the preparation of a business plan under the Act – see section 3.59
- g. A proposal to undertake a “Project” and may only be undertaken in accordance with clause 8.

4. OBJECTIVES

The objectives of NEWROC shall be:

- a. To endeavour to enhance and assist in the advancement of the Region
- b. To encourage cooperation and resource sharing on a regional basis
- c. Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

5. THE COUNCIL

Appointment of members

- a. A Participant is to appoint one member (delegate) of the Council of the Participant to be a member of the NEWROC Council.
- b. A Participant may appoint a first and a second delegate from the Council of the Participant who are able to attend the NEWROC meetings and who may act temporarily in place of either delegate of the NEWROC appointed by the Participant during any period in which the member of the NEWROC is unable by reason of illness, temporary absence from State, conflict of interest or for any other cause to perform the functions of the office.
- c. The Participant has one vote

Note:

Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a Council established under the Memorandum of Understanding and consisting of members of the Councils of the Participants.

5.1 Tenure of members of NEWROC

A member of the NEWROC Council shall be appointed annually and shall hold office until either:

- a. The member ceases to be a member of the Council of the Participant or
- b. The member is removed by the Participant

Note:

Section 2.32 and 2.33 of the Act set out circumstances in which the office of a member of a Councillor becomes vacant.

5.2 Election of Chair and Deputy Chair

The members of the NEWROC Council shall elect a Chair and a Deputy Chair at the first meeting of NEWROC Council following each local government election. The election of the Chair and Deputy Chair will be flexible to accommodate new Presidents or CEO's and structured accordingly e.g. term. The Chair and Deputy Chair shall be rotated accordingly:

Shire of Mt Marshall
Shire of Nungarin
Shire of Wyalkatchem
Shire of Koorda
Shire of Mukinbudin
Shire of Trayning
Shire of Dowerin

If the office of Chair and a Deputy Chair becomes vacant then the members of the NEWROC Council shall elect a new Chair and Deputy Chair, as the case requires.

5.3 Tenure of Chair and Deputy Chair

The Chair and Deputy Chair hold office until:

- a. no longer eligible to be a member pursuant to clause 6.2
- b. the election of a new Chair and a Deputy Chair pursuant to clause 6.3 or
- c. the incoming Chair and/or Deputy Chair are new members to NEWROC and do not wish to take on the role immediately

5.4 Role of Chair

The Chair:

- a. Presides at meetings of the NEWROC Council;
- b. Carries out civic and ceremonial duties on behalf of NEWROC;
- c. Speaks on behalf of NEWROC to media;
- d. Advocates for the NEWROC on issues and projects of significance;
- e. Meets with stakeholders on behalf of the NEWROC, together with the NEWROC CEO and EO;
- f. Performs such other functions as are given to the Chair by the Act, any other written law or this Agreement; and
- g. Liaises with the CEO on NEWROC affairs and the performance of its functions.

Notes:

The role of the NEWROC Council is set out in section 2.7 of the Act.

The functions of the CEO are set out in section 5.41 of the Act.

The Chair may agree to the CEO speaking on behalf of the NEWROC – see section 5.41(f) of the Act.

5.5 Role of Deputy Chair

The Deputy Chair performs the functions of the Chair, when authorised to do so, under this clause.

- a. The Deputy Chair may perform the functions of Chair if;
- b. The office of Chair is vacant; or
- c. The Chair is not available or is unable or unwilling to perform the functions of Chair,

5.6 Role of members of NEWROC Council

- a. Achievement of the NEWROC purpose
- b. Strategic direction of the NEWROC and its management;
- c. Oversee the delivery of the annual implementation plan;
- d. Work cooperatively with other members
- e. Support the involvement of CEO's and senior staff in the NEWROC
- f. Promote the NEWROC
- g. Represents the interests of the electors and residents of the Region;
- h. Facilitates communication between the community of the Region and NEWROC;
- i. Participates in NEWROC's decision-making processes at meetings of the NEWROC and its committees;
- j. Represents and undertakes actions on behalf of NEWROC as authorised by the NEWROC Council;
- k. Form sub committees of the NEWROC and
- l. Performs such other functions as are given to the member by the Act or any other written law.

5.7 Role of the NEWROC Executive

The role of the Executive is to:

- a. Assist in the achievement of the NEWROC purpose
- b. Assist in the strategic direction of the NEWROC and its management;
- c. Identify opportunities and advocacy for the NEWROC Council;
- d. Participates in NEWROC's decision-making processes at Executive meetings of the NEWROC;
- e. Represents and undertakes actions as directed by the NEWROC Council;
- f. Assists to ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- g. Performs such other functions as are given by the NEWROC Council.

5.8 Role of CEO of NEWROC

The NEWROC CEO is to be from the Council that holds the Chair role and shall be rotated accordingly:

Shire of Mt Marshall
Shire of Nungarin
Shire of Wyalkatchem
Shire of Koorda
Shire of Mukinbudin
Shire of Trayning
Shire of Dowerin

If the NEWROC CEO position becomes vacant then the members of the NEWROC Council shall elect a new NEWROC CEO, as the case requires.

The role of the CEO is to:

- a. Advise the council in relation to functions of the NEWROC Council;
- b. Ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- c. Cause the NEWROC Council decisions to be implemented;

- d. Together with the NEWROC Chair, meets with stakeholders on behalf of the NEWROC;
- e. Liaise with the NEWROC Chair and NEWROC Executive Officer on the affairs of the NEWROC;
- f. Manages the NEWROC Executive Officer;
- g. Ensure that records and documents of the NEWROC are properly kept (delegated to the Executive Officer);
- h. Signatory to NEWROC bank accounts and oversees finances; and
- i. Perform any other function specified or delegated by the NEWROC Council.

5.9 Role of the Executive Officer of the NEWROC

The role of the Executive Officer is to:

- a. Action NEWROC Council and NEWROC Executive decisions
- b. Keep the accounts of the NEWROC in order and receive all monies
- c. Adhere to all financial and legal responsibilities
- d. Custody of all books, documents, records and registers of the NEWROC
- e. Assist in implementing the Strategic Plan
- f. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- g. Foster partnerships
- h. Regular communication within the NEWROC and to key stakeholders
- i. Any other function as specified or directed by the NEWROC Council, Chair or CEO

6. FINANCIAL CONTRIBUTIONS

6.1 Financial Year

The financial year of the NEWROC is 12 months from July 1

6.2 Annual membership

Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of NEWROC, which contribution shall be in the following proportions:

Shire of Koorda	-	1/7th
Shire of Mt Marshall	-	1/7th
Shire of Mukinbudin	-	1/7th
Shire of Nungarin	-	1/7th
Shire of Trayning	-	1/7th
Shire of Wyalkatchem-		1/7th
Shire of Dowerin -		1/7th

6.3 Additional contributions

Where the NEWROC Council determines that the Participants will make any contribution (other than the annual contribution) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Participants will make those contributions in the same proportions as set out in clause 6. The contributions so determined shall be as disclosed in the budget of NEWROC for each financial year

6.4 Manner of Payment

The contributions shall be paid by each Participant to NEWROC in the manner determined by the NEWROC Council.

6.5 Late Payment

Unless otherwise agreed, if a Participant fails to pay to NEWROC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to NEWROC, interest at the overdraft rate charged by NEWROC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

6.6 Winding Up of NEWROC Project

The NEWROC Council may resolve to wind up a Project. An absolute majority vote will be required by the NEWROC Council to resolve to wind up any Project.

6.7 Division of Assets

If a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.

Clause 6.6 shall not apply where the Project Participants advise NEWROC that a realisation of the property and assets is not necessary.

6.8 Division of Liabilities

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Participants in the proportions referred to in the original agreement.

6.9 Indemnification by Project Participants of NEWROC

If a Project is wound up then the Project Participants shall indemnify NEWROC (in the proportions referred to in the original plan) with respect to that liability or debt.

7. TERM AND TERMINATION

7.1 Winding up by Agreement

The Participants may, by agreement, wind up NEWROC.

7.2 Extension of Agreement

The Participants may, by agreement, extend the term of NEWROC.

7.3 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2023

7.4 Division of assets

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be

realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants. Division of assets to be realised at the end of the financial year plus any other project commitments.

7.5 Division of liabilities

If NEWROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of NEWROC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants.

8. WITHDRAWAL OF A PARTICIPANT

8.1 Withdrawal

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. No withdrawal can take place during this period. If a Participant intends to withdraw at the end of the three year MoU they must give notice advising the NEWROC of their intent to withdraw from the NEWROC.

8.2 When Withdrawal to Take Effect

Withdrawal will take effect as from 30 June next following.
The NEWROC Council may reinstate by absolute majority the membership of a former Participant once they have cleared all debts owed to the NEWROC

8.3 Entitlement or Liability of Withdrawing Participant

As soon as practicable following withdrawal taking effect on 30 June NEWROC shall distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if NEWROC was wound up; or

Be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the NEWROC was wound up, as the case may be.

8.4 Participants May be Required to Pay Distribution

If the NEWROC is unable to meet the distribution from funds on hand then, unless the NEWROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the NEWROC.

9. ADMITTING NEW MEMBERS

Section 3.65 of the Local Government Act 1995 is to apply.

Prospective new members may be admitted by a decision of the NEWROC Council and shall be required to contribute to NEWROC a sum determined by the NEWROC Council that is described as "the entry sum" and in addition a sum equal to the current year's contribution schedule or such other sum agreed to by the NEWROC Council.

Note:

This Memorandum of understanding can be amended to include another local government as a party to the amending agreement – see section 3.65(2) of the Act.

10. BORROWINGS

NEWROC is not permitted to borrow funds.

Notes:

Section 3.66 (4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless the Memorandum of Understanding provides that it does.

Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

11. DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference ('dispute') arising between the Participants and NEWROC or any of them at any time as to any matter or thing arising under or in connection with this Memorandum of Understanding, then a Participant or NEWROC may give to the other Participants and NEWROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Participant or NEWROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 25 business days from the date of sending the dispute notice, the Participant or NEWROC giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

11.3 Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Participants consent to each other and to NEWROC being legally represented at any such arbitration.

12. INTERPRETATION

In this Memorandum of Understanding unless the context requires otherwise:

Words importing the singular include the plural and vice versa;

Words importing any gender include the other gender;

References to persons include corporations and bodies politic;

References to a person include the legal personal representatives, successors and assigns of that person;

A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);

References to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;

References to writing include any mode of representing or reproducing words in tangible and permanently visible form, including confirmed facsimile transmission and email with receipt confirmation;

An obligation of two or more parties shall bind them jointly and severally;

If a word or phrase is defined cognate words and phrases have corresponding definitions;

An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;

Reference to anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

12.1 Headings and footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

Time - References to time are to local time in Perth, Western Australia;

Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13. AMENDMENT TO MEMORANDUM OF AGREEMENT

The Participants may amend this Memorandum of Understanding by unanimous consent,

Note:

1. Refer section 3.65(1) of the Act.

EXECUTED by the Parties

PARTICIPANT	Date of resolution to enter this Memorandum of Understanding
Shire of Dowerin	
Shire of Koorda	
Shire of Mt Marshall	
Shire of Mukinbudin	
Shire of Nungarin	
Shire of Trayning	
Shire of Wyalkatchem	

THE COMMON SEAL of SHIRE OF DOWERIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KOORDA was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF MT MARSHALL was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF MUKINBUDIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NUNGARIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF TRAYNING was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF WYALKATCHEM was hereunto affixed in the presence of:

President

Chief Executive Officer

Wheatbelt North Regional Road Group					
ROAD PROJECT FUNDING to Local Government					
Multi Criterion Assessment - Submission Form (Header)					
This is the latest currency of form effective from 25/07/16					
WBN RRG Local Government	Shire of Dowerin			Fin Year	21/22
ROADS 2030-LG Road Name	Dowerin Meckering			LG Rd No.	4070183
Project's Total Estimated Cost for this Financial Year	\$82,535	1/3 LG Funds	\$27,512	2/3 RRG funds	\$55,023
MRWA ONLY - Revised Costings as a result of the MCA assessment		1/3 LG Funds		2/3 RRG funds	
External Funding (see A4 COST ESTIMATE)	\$0	MRWA USE ONLY - MRWA Estimated RRG Funds for White Lining based on lane kms			\$0
ROAD & PROJECT CATEGORISATION Reference MCA User Manual, Section 2.2, page 4					
1.1	Work Description as per standard road treatment descriptions as shown in MCA User Manual, Table 2 or below Treatment Descriptions worksheet. You should fully describe all intended works				
	Sectional pavement repairs, stabilise outer wheel path rutting and surface correction where failed. Reseal patches from Slk 11.36 to 11.42, Slk 11.98 to 12.09 & SLK 13.3 to 13.44				
Main Roads WA Regulatory Requirements - Mandatory Information					
	1. Will this project remove or modify any existing LONGITUDINAL white lining? If YES , please enter total of lane kilometres. (<u>Do not estimate</u> their re-instatement cost)				No
	2. Will this project require modification of any existing REGULATORY HOLDING lines or REGULATORY signage? Please enter Yes or No. <u>If Yes</u> , please include their cost in your cost estimate.				No
	If YES to 1 <u>above</u> , does this project's Cost Estimate include the cost of line SPOTTING or Flip Flop or RRPMS or other line identifying activity? Y or N				No
1.2	Project's Length this Submission	Start SLK: 11.36	End SLK: 13.44	Job Length: 2.08	If insufficient space eg. Reseal sections, then please attach a list of road sections for Main Roads audit purposes
	Sections within project length this Submission	Start SLK: 11.36	End SLK: 11.42	Section Length: 0.06	
		Start SLK: 11.98	End SLK: 12.09	Section Length: 0.11	
		Start SLK: 13.30	End SLK: 13.44	Section Length: 0.14	
1.3	Locality Plan of Road showing Project Sections & Trf Count Sites attached			Y	Mandatory, but No Score
1.4	Project's Road Category under Roads 2030 ENTER A, B or C (A=30, B=15, C=5)			A	30
1.5	Project Section - ENTER (P) for Preservation or (C) for Improvement works			P	30
TRAFFIC DATA (Attachment 1)					Score
A1.2	Average Daily Traffic (ADT)			85.32	11.968
A1.3	Average Daily Equivalent Standard Axle (ESA)			72.28	20.000
A1.4	Project Section - School Bus Route			Y	5
A1.5	Project Section - Approved Heavy Vehicle Permitted Route RAV number			7	5
	Information Only -RAV Route-any conditions applying?			N	
	Information Only -Local Road RAV Network No.			7	
	Information Only - Should RAV conditions still apply?			N	

IMPROVEMENT TREATMENT DETAILS (Attachment 2) also, see A2.4 below for preservation projects			<u>Score</u>
	Road Type is RRG preferred Type is 5 or 3, OR where Traffic Warrant is >Type 5	<input type="text" value="5"/>	No Score
A2.1	Existing Road Standard (Type 2, 3, 4, 5, 6 or 7)	<input type="text" value="5"/>	NO SCORE-PRES' @ 1.5
	Road Type Standard to be Delivered this Project (Type 4, 5, 6 or 7)	<input type="text" value="5"/>	NO SCORE-PRES' @ 1.5
A2.2	Horizontal & Vertical Alignment Improvements - NO LONGER APPLICABLE	<input type="text" value=""/>	
A2.3	Drainage Improvements (0-5) Please see explanatory note A2 worksheet	<input type="text" value="0"/>	0
A2.4	Treatment Safety Devices Incorporated (0-16) (FOR BOTH IMP' & PRES')	<input type="text" value="0"/>	0
A2.5	Environmental Improvements - Positive Impacts on the Environment (0-2)	<input type="text" value="0"/>	0
GENERAL DETAILS (Attachment 3)			<u>Score</u>
A3.1	Five Year programme (Removed-scoring no longer available)	<input type="text" value=""/>	
A3.2	Impact on Ongoing Project- Continuity of Funding (2)	<input type="text" value="0"/>	0
A3.3	Impact on Reducing Ongoing Maintenance (0-3)	<input type="text" value="0"/>	0
A3.4	Impact On Regional Development - FOR IMPROVEMENT WORKS ONLY (0-3)	<input type="text" value="0"/>	0
PROJECT'S TOTAL SCORE			102
<p>If your project is prioritised for funding, what do you estimate the commencement & completion dates will be that are now a MANDATORY requirement by WALGA for MRWA reporting to the State Advisory Committee</p>			
Project's Estimated Physical Commencement Date		Oct-21	
Project's Estimated Completion Date		Nov-21	
Environmental Assessments			
<p><i>Local government will conduct the necessary environmental assessments and accepts responsibility for environmental consequences, implementing land resumptions and any claims for damage arising from the execution of works in this submission. Local government is also responsible for obtaining heritage and aboriginal site clearances. (extract from SRFTLGA guidelines)</i></p>			
<p><i>I certify that, to the best of the applicant's knowledge, the details herein are accurately represented.</i></p>			
<div style="border: 1px solid black; height: 40px; width: 100%; background-color: yellow; display: flex; align-items: center; justify-content: center;"> </div>		<div style="border: 1px solid black; height: 40px; width: 100%; background-color: yellow; display: flex; align-items: center; justify-content: center;"> 31/08/20 </div>	
Chief Executive Officer		Date	
<p><i>I certify that this project submission has been compiled in accordance with the provisions of the Wheatbelt North RRG MCA User Manual, and assessed and approved by the Sub Group for funding allocated in accordance with the provisions of the Wheatbelt North RRG Policy and Procedure Manual</i></p>			
<div style="border: 1px solid black; height: 40px; width: 100%; background-color: yellow; display: flex; align-items: center; justify-content: center;"> </div>		<div style="border: 1px solid black; height: 40px; width: 100%; background-color: yellow; display: flex; align-items: center; justify-content: center;"> </div>	
Secretary, Sub Group		Date	

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government Financial Yr
 ROADS 2025 Road Name Road No.

ATTACHMENT 1 - TRAFFIC DATA (please refer to MCA User Manual)

A1.1 Acceptance Criteria (ENTER Y or N) Your Traffic Counter Scheme must be AustRoads94

Are Traffic Classifier Count **CLASS SPEED MATRIX** Reports Attached? (MANDATORY)
 (i) Reports must have road name and SLK location of count site
 (ii) Does traffic data collected conform to that required in MCA User Manual (Y/N)
 (iii) Are count locations relevant to project's work section? (Y/N)

ACCEPTANCE CRITERIA MUST BE SATISFIED TO REGISTER SCORES

A1.2 Average Daily Traffic (ADT) MANDATORY REQUIREMENT

Count No	Location (SLK)	Start Date	End Date	Duration (Days)	All Vehicles TOTAL	DAILY AVERAGE
1	16.00	16/11/2017	18/01/2018	63	5,375	85.3
2						
3						
4						
5						
				63		
Total Number of Vehicles all traffic counts as listed above						5375
Average Daily Traffic (ADT):						85

A1.3 Daily Equivalent Vehicles/Axles MANDATORY REQUIREMENT

Count No (As above)	No. of Vehicles for AUSTROADS Vehicle Classes (from Classifier Reports)											
	1	2	3	4	5	6	7	8	9	10	11	12
1	3475	174	748	83	21	30	40	99	220	63	422	0
2												
3												
4												
5												
Total Traffic	3475	174	748	83	21	30	40	99	220	63	422	0
Multiplier	0	0	0.61	1.63	2.82	1.3	1.36	2.28	2.57	4.97	6.41	8.12
ESA's	0	0	456	135	59	39	54	226	565	313	2705	0

Count No (As above)	Average Daily Vehicles	Daily Eqiv Standard Axles
1	85.32	72.28
2		
3		
4		
5		
Average Daily Equivalent Standard Axle (ESA):		72.28

A1.4 School Bus Route
 Is the Project Section a School Bus Route? (Enter Y or N)

A1.5 Heavy Vehicle Permitted Route Information
 For this local road, If an approved RAV route, RAV network number is...
 For this MCA's Project Section, RAV network number please...
 Are there RAV conditions placed on this section of local road? Y or N
 Should RAV conditions apply after these works? Y or N

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Local Government
Road Name

Denotes manual input fields
Financial Yr
Road No.

ATTACHMENT 2 - IMPROVEMENT TREATMENT DETAILS (A2.4 also available for Preservation Works)

A2.1 Road Standard (Please refer to MCA User Manual, 2.4.1, Page 8)

Road Type	2	3	4	5	6	7
Description	Formed	Gravel	Sealed	Sealed	Sealed	Passing
Existing Roads			3.7 to <7.0m	see type 4	>7.0m	
New Construction (Improve')		10m pave	see type 5	7.0m	8 - 9m	Lane
ADT Range	0-30	31-50	51-100	101-500	501-1000	>1000
Daily ESA Range	0-5	6-20	21-40	41-60	>60	

seal width
Min' mtrs

Please Note: For Improvement works outside of town street or urban environments, the RRG has determined all existing (and future) sealed roads to be constructed to Road Type 5 as the minimum standard with a minimum seal width of 7.0m. Where the Traffic data warrant determines a higher road type standard is required (>type 5) this will be at council's discretion but road type 5 will be acceptable. Where the traffic data warrant in an urban or town street environment is greater than road type 5 (normally a high ESA figure) construction to the higher road type must be addressed by the MCA submission, and the higher road type should be placed at E23.

Please read MCA User Manual

	Existing Road Type (see above table)	5	Existing seal width (m) (mandatory)	7.4
***	RRG preferred Road Type is 5, or stab' gravel type 3. If traffic warrant >type 5, refer below note @ B26	5	Road Type to be delivered this MCA sub	5
			If applicable, enter proposed seal width this project	7.4
	Existing carriageway pavement width	10	If applicable, proposed carriageway pavement width for this MCA submission is? (If for unsealed road type 3 improvement works, minimum pavement width must be 10m).	10

Please read MCA User Manual

*** THANK YOU FOR ENTERING THE ROAD TYPE TRAFFIC WARRANT AT E23 ABOVE

A2.2 Horizontal and Vertical Alignment Improvements (requires centre line re-alignment)

Description of Improvements: **IMPORTANT! Please refer to the MCA User Manual @ 2.4.2**

NO LONGER APPLICABLE

A2.3 Drainage Improvements/maintenance

Description of Works: **IMPORTANT NOTE**

Nil

Impact (None=0, Minor=1, Moderate=3, Significant=5):

0

Continues over page

A2.4 Safety Devices Incorporated (Reference MCA User Manual, Section 2.4.4, page 10)

PLEASE NOTE. A number of these safety devices may also be incorporated in preservation works. Place the assigned score for each device you incorporate in your submission in the column headed Sub Total. A maximum of 16 points may be awarded. WHERE APPLICABLE, IN ALL CASES THE COST ESTIMATE A4 ATTACHMENT MUST SUPPORT THE INCLUSION OF THE SAFETY TREATMENT DEVICE

SAFETY DEVICES CHECKLIST - SAFETY ISSUES THAT SHOULD BE CONSIDERED

ISSUE	SAFETY VALUE	CONSIDERATIONS	SUB TOTAL
GEOMETRY			
Curves and crests - seal widening (Must show SLK range in Scope of Works Header Page)	2	1. Are selected curves and crests to be widened and sealed after meeting traffic warrant seal width or RRG min seal width of 7.0m and identified in the Scope of Works by their SLK range? 2. Are drainage devices extended through the formation and clear zone?	0
Culvert extensions	1		0
DELINEATION (refer EXPLANATORY NOTES)			
Sacrificial Longitudinal line markings (see notes)	2	<p>Has MRWA been contacted for Agreement-in-principle?</p> Other than for sacrificial white lining and its separate MCA submission, these other devices must be detailed in the 'scope of works'? Other than for sacrificial white lining, has this project's estimate of cost at Attachment 4 included their costings? Please see Mandatory Field Header Page, and refer to essential Explanatory Notes worksheet	0
Sacrificial Edge Lines (see notes)	1		0
Guide posts	2		0
Warning signs series up-grade	2		0
Tactile edge lines	1		0
Skid resistance treatment	1		0
RRPM's	2		0
SIGHT DISTANCE IMPROVEMENTS			
Correction of conflicting geography (horizontal/vertical)	2	Has conflicting geography been designed out? Is intersection lighting included? If so, you MUST show SLK range/location in Scope of Works Header Page	0
Lighting (ASA 1158)	2		0
VEGETATION CONTROL			
Remove or protect vegetation to formation edge	2	Has the clear zone (recovery zone) been maintained? (cannot claim both; must be either one or the other)	0
Remove vegetation to Clear Zone extremity (Refer MRWA RRG website)	3		0
HEAVY HAULAGE			
LA strategies with permit operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers?	0
URBAN CONSIDERATIONS			
Pedestrian path accommodation	2	Are any of these urban devices employed in the proposed 'scope of works'?	0
Cyclists	1		0
Rail Mazes	1		0
Street Lighting extensions	2		0
Roundabouts	1		0
<p>DOES YOUR PROJECT NEED TO PROVIDE AN ESTIMATE OF THE COST FOR ANY OF THE ABOVE?</p> <p>(Maximum points that may be awarded is 16 from an available 31)</p>			0

A2.5 Environmental Management Improvements

Description of Improvements:

Nil

Impact, (ENTER 0=None or Minor, 1=Moderate, 2=Significant):

0

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government

Financial Yr

Road Name

Road No.

ATTACHMENT 3 - GENERAL DETAILS

**A3.1 Five Year Programme for this road (commence with this submission at B15 and C15)
To claim 2 points @ A3.2 below, any of the years 2, 3, 4 or 5 below must have details provided, including their cost estimations at A5, A6, A7 or A8**

	Fin' Year- Format 2016/17	Description of Proposed Work this submission & out-years (out-years estimates do not have to be consecutive years)	Location (SLKs) start & finish	Indicative Project Value (\$)
Current MCA	21/22	Pavement Repairs, stabilise various failures and reseal	Start 11.36 End 13.44	\$82,535
Yr 2			Start End	\$0
Yr 3			Start End	\$0
Yr 4			Start End	\$0
Yr 5			Start End	\$0

**A3.2 Impact where Project is On-going-Continuity of Funding for this submission as an Issue
Only applicable for projects with details at years 2, 3, 4 or 5 shown above @ A3.1. Also, if this MCA sub is for the last financial year of a previously submitted works programme thus shown above as the current year's submission, then A STATEMENT TO THIS EFFECT MUST BE PROVIDED BELOW**

Statement on Final Year submission of a previously submitted works programme

Nil

Set two points available (2):

A3.3 What Impact will funding for this Submission have on Reducing Ongoing Maintenance

Description of Impact:

Nil

Impact (None=0, Minor=1, Moderate=2, Significant=3):

A3.4 Impact on Regional Development (FOR IMPROVEMENT PROJECTS ONLY WHERE DELIVERING A HIGHER ROAD TYPE)

Description of Impact:

Nil

Impact (None=0, Minor=1, Moderate=2, Significant=3):

58

1279

Dowerin Meckering Rd

Landgate

Landgate

Hagboom Rd

SLK 13.44

Shire of Dowerin

SLK 11.36

Landgate

Landgate

Landgate

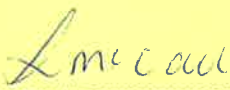
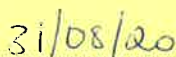
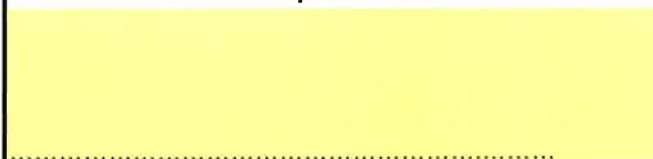
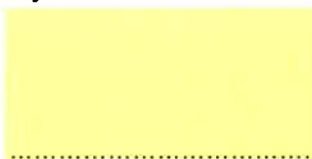
Landgate

Landgate

105

Thornett Rd

Wheatbelt North Regional Road Group						
ROAD PROJECT FUNDING to Local Government						
Multi Criterion Assessment - Submission Form (Header)						
This is the latest currency of form effective from 25/07/16						
WBN RRG Local Government	SHIRE OF DOWERIN			Fin Year	21/22	
ROADS 2030-LG Road Name	Dowerin Meckering			LG Rd No.	4070183	
Project's Total Estimated Cost for this Financial Year	\$382,032	1/3 LG Funds	\$127,347	2/3 RRG funds	\$254,685	
MRWA ONLY - Revised Costings as a result of the MCA assessment		1/3 LG Funds		2/3 RRG funds		
External Funding (see A4 COST ESTIMATE)	\$0	MRWA USE ONLY - MRWA Estimated RRG Funds for White Lining based on lane kms			\$0	
ROAD & PROJECT CATEGORISATION Reference MCA User Manual, Section 2.2, page 4						
1.1	Work Description as per standard road treatment descriptions as shown in MCA User Manual, Table 2 or below Treatment Descriptions worksheet. You should fully describe all intended works					
	Dowerin Meckering Road is a regional distributor road. This section of seal identified is old and oxidized. Bitumen edges are breaking away, whilst the pavement has some outer wheel ruttings and failures. Proposed works are to stabilise pavement failures, apply two coat seal at 7 meter width, remove regrowth vegetation on gravel shoulders and from the existing table drains. Widen one 300mm RCP, install new guide posts and warning signage.					
Main Roads WA Regulatory Requirements - Mandatory Information						
1. Will this project remove or modify any existing LONGITUDINAL white lining? If YES, please enter total of lane kilometres. (Do not estimate their re-instatement cost)					No	
2. Will this project require modification of any existing REGULATORY HOLDING lines or REGULATORY signage? Please enter Yes or No. If Yes, please include their cost in your cost estimate					No	
If YES to 1 above, does this project's Cost Estimate include the cost of line SPOTTING or Flip Flop or RRPMS or other line identifying activity? Y or N					No	
1.2	Project's Length this Submission	Start SLK: 13.82	End SLK: 16.13	Job Length: 2.31	If insufficient space eg. Reseal sections, then please attach a list of road sections for Main Roads audit purposes	
	Sections within project length this Submission	Start SLK:	End SLK:	Section Length: 0.00		
		Start SLK:	End SLK:	Section Length: 0.00		
		Start SLK:	End SLK:	Section Length: 0.00		
1.3	Locality Plan of Road showing Project Sections & Trf Count Sites attached			Y	Mandatory, but No Score	
1.4	Project's Road Category under Roads 2030 ENTER A, B or C (A=30, B=15, C=5)			A	30	
1.5	Project Section - ENTER (P) for Preservation or (C) for Improvement works			P	30	
TRAFFIC DATA (Attachment 1)						
A1.2	Average Daily Traffic (ADT)	79.59			11.484	
A1.3	Average Daily Equivalent Standard Axle (ESA)	72.28			20.000	
A1.4	Project Section - School Bus Route	Y			5	
A1.5	Project Section - Approved Heavy Vehicle Permitted Route RAV number	7			5	
	Information Only -RAV Route-any conditions applying?	N				
	Information Only -Local Road RAV Network No.	7				
	Information Only - Should RAV conditions still apply?	N				

IMPROVEMENT TREATMENT DETAILS (Attachment 2) also, see A2.4 below for preservation projects			Score
	Road Type is RRG preferred Type is 5 or 3, OR where Traffic Warrant is >Type 5	<input type="text" value="5"/>	No Score
A2.1	Existing Road Standard (Type 2, 3, 4, 5, 6 or 7)	<input type="text" value="4"/>	NO SCORE-PRES' @ 1.5
	Road Type Standard to be Delivered this Project (Type 4, 5, 6 or 7)	<input type="text" value="5"/>	NO SCORE-PRES' @ 1.5
A2.2	Horizontal & Vertical Alignment Improvements - NO LONGER APPLICABLE	<input type="text"/>	
A2.3	Drainage Improvements (0-5) Please see explanatory note A2 worksheet	<input type="text" value="2"/>	2
A2.4	Treatment Safety Devices Incorporated (0-16) (FOR BOTH IMP' & PRES')	<input type="text" value="9"/>	9
A2.5	Environmental Improvements - Positive Impacts on the Environment (0-2)	<input type="text" value="0"/>	0
GENERAL DETAILS (Attachment 3)			Score
A3.1	Five Year programme (Removed-scoring no longer available)	<input type="text"/>	
A3.2	Impact on Ongoing Project- Continuity of Funding (2)	<input type="text" value="0"/>	0
A3.3	Impact on Reducing Ongoing Maintenance (0-3)	<input type="text" value="2"/>	2
A3.4	Impact On Regional Development - FOR IMPROVEMENT WORKS ONLY (0-3)	<input type="text" value="2"/>	2
PROJECT'S TOTAL SCORE			116
If your project is prioritised for funding, what do you estimate the commencement & completion dates will be that are now a MANDATORY requirement by WALGA for MRWA reporting to the State Advisory Committee			
Project's Estimated Physical Commencement Date		Jan-21	
Project's Estimated Completion Date		Mar-21	
Environmental Assessments			
<i>Local government will conduct the necessary environmental assessments and accepts responsibility for environmental consequences, implementing land resumptions and any claims for damage arising from the execution of works in this submission. Local government is also responsible for obtaining heritage and aboriginal site clearances. (extract from SRFTLGA guidelines)</i>			
<i>I certify that, to the best of the applicant's knowledge, the details herein are accurately represented.</i>			
			
Chief Executive Officer		Date	
<i>I certify that this project submission has been compiled in accordance with the provisions of the Wheatbelt North RRG MCA User Manual, and assessed and approved by the Sub Group for funding allocated in accordance with the provisions of the Wheatbelt North RRG Policy and Procedure Manual</i>			
			
Secretary, Sub Group		Date	

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government **SHIRE OF DOWERIN**

Financial Yr **21/22**

ROADS 2025 Road Name **Dowerin Meckering**

Road No. **4070183**

ATTACHMENT 1 - TRAFFIC DATA (please refer to MCA User Manual)

A1.1 Acceptance Criteria (ENTER Y or N) Your Traffic Counter Scheme must be AustRoads94

Are Traffic Classifier Count **CLASS SPEED MATRIX** Reports Attached? (MANDATORY)

(i) Reports must have road name and SLK location of count site

Y

(ii) Does traffic data collected conform to that required in MCA User Manual (Y/N)

Y

(iii) Are count locations relevant to project's work section? (Y/N)

Y

ACCEPTANCE CRITERIA MUST BE SATISFIED TO REGISTER SCORES

A1.2 Average Daily Traffic (ADT) MANDATORY REQUIREMENT

Count No	Location (SLK)	Start Date	End Date	Duration (Days)	All Vehicles TOTAL	DAILY AVERAGE
1	16.00	16/11/2017	18/01/2018	63	5,014	79.6
2						
3						
4						
5						

63

Total Number of Vehicles all traffic counts as listed above

5014

Average Daily Traffic (ADT):

80

A1.3 Daily Equivalent Vehicles/Axles MANDATORY REQUIREMENT

Count No (As above)	No. of Vehicles for AUSTROADS Vehicle Classes (from Classifier Reports)											
	1	2	3	4	5	6	7	8	9	10	11	12
1	3475	174	748	83	21	30	40	99	220	63	422	0
2												
3												
4												
5												
Total Traffic	3475	174	748	83	21	30	40	99	220	63	422	0
Multiplier	0	0	0.61	1.63	2.82	1.3	1.36	2.28	2.57	4.97	6.41	8.12
ESA's	0	0	456	135	59	39	54	226	565	313	2705	0

Count No (As above)	Average Daily Vehicles	Daily Equiv Standard Axles
1	85.32	72.28
2		
3		
4		
5		

Average Daily Equivalent Standard Axle (ESA):

72.28

A1.4 School Bus Route

Is the Project Section a School Bus Route? (Enter Y or N)

Y

A1.5 Heavy Vehicle Permitted Route Information

For this local road, if an approved RAV route, RAV network number is...

7

For this MCA's Project Section, RAV network number please...

7

Are there RAV conditions placed on this section of local road? Y or N

N

Should RAV conditions apply after these works? Y or N

N

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government

Financial Yr

Road Name

Road No.

**ATTACHMENT 2 - IMPROVEMENT TREATMENT DETAILS (A2.4 also available for
Preservation Works)**

A2.1 Road Standard (Please refer to MCA User Manual, 2.4.1, Page 8)

Road Type	2	3	4	5	6	7
Description	Formed	Gravel	Sealed	Sealed	Sealed	Passing
Existing Roads			3.7 to <7.0m	see type 4	>7.0m	
New Construction (Improve')		10m pave	see type 5	7.0m	8 - 9m	Lane
ADT Range	0-30	31-50	51-100	101-500	501-1000	>1000
Daily ESA Range	0-5	6-20	21-40	41-60	>60	

seal width
Min' mtrs

Please Note: For improvement works outside of town street or urban environments, the RRG has determined all existing (and future) sealed roads to be constructed to Road Type 5 as the minimum standard with a minimum seal width of 7.0m. Where the Traffic data warrant determines a higher road type standard is required (>type 5) this will be at council's discretion but road type 5 will be acceptable. Where the traffic data warrant in an urban or town street environment is greater than road type 5 (normally a high ESA figure) construction to the higher road type must be addressed by the MCA submission, and the higher road type should be placed at E23.

Please read MCA User Manual

Existing Road Type (see above table)	4	Existing seal width (m) (mandatory)	6
--------------------------------------	---	-------------------------------------	---

RRG preferred Road Type is 5, or stab' gravel type 3. If traffic warrant >type 5, refer below note @ B26	5	Road Type to be delivered this MCA sub	5
		If applicable, enter proposed seal width this project	7.0

Existing carriageway pavement width	9	If applicable, proposed carriageway pavement width for this MCA submission is? (If for unsealed road type 3 improvement works, minimum pavement width must be 10m).	10
-------------------------------------	---	---	----

Please read MCA User Manual

THANK YOU FOR ENTERING THE ROAD TYPE TRAFFIC WARRANT AT E23 ABOVE

A2.2 Horizontal and Vertical Alignment Improvements (requires centre line re-alignment)

Description of Improvements: **IMPORTANT! Please refer to the MCA User Manual @ 2.4.2**

NO LONGER APPLICABLE

A2.3 Drainage Improvements/maintenance

Description of Works: **IMPORTANT NOTE**

Clean out existing table drains by removing regrowth vegetation and silt, one 300mm RCP will be widened. New offshoots will be graded where required.

Impact (None=0, Minor=1, Moderate=3, Significant=5):

2

Continues over page

A2.4 Safety Devices Incorporated (Reference MCA User Manual, Section 2.4.4, page 10)

PLEASE NOTE. A number of these safety devices may also be incorporated in preservation works. Place the assigned score for each device you incorporate in your submission in the column headed Sub Total. A maximum of 16 points may be awarded. WHERE APPLICABLE, IN ALL CASES THE COST ESTIMATE A4 ATTACHMENT MUST SUPPORT THE INCLUSION OF THE SAFETY TREATMENT DEVICE

SAFETY DEVICES CHECKLIST - SAFETY ISSUES THAT SHOULD BE CONSIDERED

ISSUE	SAFETY VALUE	CONSIDERATIONS	SUB TOTAL
GEOMETRY			
Curves and crests - seal widening (Must show SLK range in Scope of Works Header Page)	2	1. Are selected curves and crests to be widened and sealed after meeting traffic warrant seal width or RRG min seal width of 7.0m and identified in the Scope of Works by their SLK range? 2. Are drainage devices extended through the formation and clear zone?	2
Culvert extensions	1		1
DELINEATION (refer EXPLANATORY NOTES)			
Sacrificial Longitudinal line markings (see notes)	2	<p>Has MRWA been contacted for Agreement-in-principle?</p> <p>Other than for sacrificial white lining and its separate MCA submission, these other devices must be detailed in the 'scope of works'? Other than for sacrificial white lining, has this project's estimate of cost at Attachment 4 included their costings? Please see Mandatory Field Header Page, and refer to essential Explanatory Notes worksheet</p>	0
Sacrificial Edge Lines (see notes)	1		0
Guide posts	2		2
Warning signs series up-grade	2		2
Tactile edge lines	1		0
Skid resistance treatment	1		0
RRPM's	2		0
SIGHT DISTANCE IMPROVEMENTS			
Correction of conflicting geography (horizontal/vertical)	2	<p>Has conflicting geography been designed out? Is intersection lighting included? If so, you MUST show SLK range/location in Scope of Works Header Page</p>	0
Lighting (ASA 1158)	2		0
VEGETATION CONTROL			
Remove or protect vegetation to formation edge	2	<p>Has the clear zone (recovery zone) been maintained? (cannot claim both; must be either one or the other)</p>	2
Remove vegetation to Clear Zone extremity (Refer MRWA RRG website)	3		0
HEAVY HAULAGE			
LA strategies with permit operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers?	0
URBAN CONSIDERATIONS			
Pedestrian path accommodation	2	<p>Are any of these urban devices employed in the proposed 'scope of works'?</p>	0
Cyclists	1		0
Rail Mazes	1		0
Street Lighting extensions	2		0
Roundabouts	1		0
<p>DOES YOUR PROJECT NEED TO PROVIDE AN ESTIMATE OF THE COST FOR ANY OF THE ABOVE?</p> <p>(Maximum points that may be awarded is 16 from an available 31)</p>			9

A2.5 Environmental Management Improvements

Description of Improvements:

Nil

Impact, (ENTER 0=None or Minor, 1=Moderate, 2=Significant):

0

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government

Financial Yr

Road Name

Road No.

ATTACHMENT 3 - GENERAL DETAILS

**A3.1 Five Year Programme for this road (commence with this submission at B15 and C15)
To claim 2 points @ A3.2 below, any of the years 2, 3, 4 or 5 below must have details provided, including their cost estimations at A5, A6, A7 or A8**

	Fin' Year-Format 2016/17	Description of Proposed Work this submission & out-years (out-years estimates do not have to be consecutive years)	Location (SLKs) start & finish	Indicative Project Value (\$)
Current MCA	21/22	Stabilise pavement failures, apply two coat seal, remove regrowth on shoulders and table drains	Start 13.82 End 16.13	\$382,032
Yr 2	22-23	Stabilise pavement failures, apply two coat seal, remove regrowth on shoulders and table drains	Start 16.13 End 18.46	\$384,716
Yr 3			Start End	\$0
Yr 4			Start End	\$0
Yr 5			Start End	\$0

**A3.2 Impact where Project is On-going-Continuity of Funding for this submission as an Issue
Only applicable for projects with details at years 2, 3, 4 or 5 shown above @ A3.1. Also, if this MCA sub is for the last financial year of a previously submitted works programme thus shown above as the current year's submission, then A STATEMENT TO THIS EFFECT MUST BE PROVIDED BELOW**

Statement on Final Year submission of a previously submitted works programme

Nil

Set two points available (2):

A3.3 What Impact will funding for this Submission have on Reducing Ongoing Maintenance

Description of Impact:

Wider seal will stop continual edge breaks and shoulder maintenance

Impact (None=0, Minor=1, Moderate=2, Significant=3):

A3.4 Impact on Regional Development (FOR IMPROVEMENT PROJECTS ONLY WHERE DELIVERING A HIGHER ROAD TYPE)

Description of Impact:

The wider seal will provide a safer more economical pavement to encourage heavy traffic

Impact (None=0, Minor=1, Moderate=2, Significant=3):

Wheatbelt North Regional Road Group

MANDATORY FOR THIS SUBMISSION

LOCAL ROAD PROJECT FUNDING SUBMISSION

Local Government	SHIRE OF DOWERIN	Denotes manual input fields
		Financial Year 21/22
Road Name	Dowerin Meckering	Road No. 4070183

ATTACHMENT 4 - COST ESTIMATE FOR THIS SUBMISSION (quantities must be provided where indicated)

Item	Description	Unit	Quantity	Rate (\$)	Amount (\$)
Please show the amount of any external funding eg Mining Co....					\$0
General Items					
1.1	Supervision	Item	150	100	15,000
1.2	Survey & Setting Out	Item	20	100	2,000
1.3	Mobilisation/Demobilisation	Item	2	650	1,300
1.4	Camp/Accommodation	Item			0
1.5	Other General Items	Item			0
Earthworks					
2.1	Clearing	ha	3.0	6,000.00	18,000
2.2	Topsoil Removal & Respread	ha			0
2.3	Embankment Foundation	m ²			0
2.4	Embankment Construction	m ³			0
2.5	Subgrade Preparation	m ²			0
2.6	Forming & Shaping (Unsealed Roads Only)	m ²			0
Pavement & Surfacing					
3.1	Gravel Sheetting (Unsealed Roads Only)	m ²			0
3.2	Sub-base	m ²			0
3.3	Basecourse	m ²	23,100	4.50	103,950
3.4	Extra over for Cement Stabilisation	m ²	23,100	3.00	69,300
3.5	Prime	m ²			0
3.6	Primerseal	m ²			0
3.7	First Coat Seal	m ²	17,094	4.00	68,376
3.8	Second Coat Seal (for RESEALS & FINAL SEALS)	m ²	17,094	4.00	68,376
3.9	Asphalt	m ²			0
3.10	Microsurfacing	m ²			0
3.11	Spotting, flip flop etc for SACRIFICIAL White Lining	km			0
3.12	Spotting, flip flop etc for Re-instatement White Lining	km			0
3.13	Other regulatory white lining (eg holding lines)	m			0
3.14	Regulatory signage	No.			0
Drainage					
4.1	Diversion & Cut-off Drains	m	125	50.00	6,250
4.2	Culvert Inlet & Outlet Drains	m	50	100.00	5,000
4.3	Levees	m			0
4.4	Table Drain Blocks	No.			0
4.5	Corrugated Steel Pipe Culverts	m			0
4.6	Reinforced Concrete Pipe Culverts	m			0
4.7	Reinforced Concrete Box Culverts	m			0
4.8	Culvert End Treatments	No			0
4.9	Drainage Pits	No			0
4.10	Rock Protection	m ²			0
4.11	Kerbing	m			0
4.12	Concrete Wall	m			0
Miscellaneous and Safety Devices					
5.1	Signs WARNING	No	4	120.00	480
5.2	Guide Posts	No	40	50.00	2,000
5.3	Stock Grids	No			0
5.4	Safety Barrier	m			0
5.5	RRPM (retro raised pavement marker)	No			0
5.6	TRAFFIC MANAGEMENT	Item	20	1,100.00	22,000
5.7	Service Re-locations (eg. Telstra, Western Power)	Item			0
					0
					0
					0
	TOTAL				\$382,032

Wheatbelt North Regional Road Group

LOCAL ROAD PROJECT FUNDING SUBMISSION

LOCAL GOVERNMENT	SHIRE OF DOWERIN	Denotes manual input fields
ROAD NAME	Dowerin Meckering	Financial Year 22-23
		Road No. 4070183

ATTACHMENT 5 - COST ESTIMATE 2ND YEAR of PROPOSED WORKS

Item	Description	Unit	Quantity	Rate (\$)	Amount (\$)
	General Items				
1.1	Supervision	Item	150	100	15,000
1.2	Survey & Setting Out	Item	20	100	2,000
1.3	Mobilisation/Demobilisation	Item	2	650	1,300
1.4	Camp/Accommodation	Item			0
1.5	Other General Items	Item			0
	Earthworks				
2.1	Clearing	ha	3.0	6,000.00	18,000
2.2	Topsoil Removal & Respread	ha			0
2.3	Embankment Foundation	m ²			0
2.4	Embankment Construction	m ³			0
2.5	Subgrade Preparation	m ²			0
2.6	Forming & Shaping (Unsealed Roads Only)	m ²			0
	Pavement & Surfacing				
3.1	Gravel Sheeting (Unsealed Roads Only)	m ²			0
3.2	Sub-base	m ²			0
3.3	Basecourse	m ²	23,300	4.50	104,850
3.4	Extra over for Cement Stabilisation	m ²	23,300	3.00	69,900
3.5	Prime	m ²			0
3.6	Primerseal	m ²			0
3.7	First Coat Seal	m ²	17,242	4.00	68,968
3.8	Second Coat Seal	m ²	17,242	4.00	68,968
3.9	Asphalt	m ²			0
3.10	Microsurfacing	m ²			0
3.11	Spotting, flip flop etc for SACRIFICIAL White Lining	km			0
3.12	Spotting, flip flop etc for Re-instatement White Lining	km			0
3.13	Other regulatory white lining (eg holding lines)	m			0
3.14	Regulatory signage	No.			0
	Drainage				
4.1	Diversion & Cut-off Drains	m	125	50.00	6,250
4.2	Culvert Inlet & Outlet Drains	m	50	100.00	5,000
4.3	Levees	m			0
4.4	Table Drain Blocks	No.			0
4.5	Corrugated Steel Pipe Culverts	m			0
4.6	Reinforced Concrete Pipe Culverts	m			0
4.7	Reinforced Concrete Box Culverts	m			0
4.8	Culvert End Treatments	No			0
4.9	Drainage Pits	No			0
4.10	Rock Protection	m ²			0
4.11	Kerbing	m			0
4.12	Concrete Wall	m			0
	Miscellaneous and Safety Devices				
5.1	Signs WARNING	No	4	120.00	480
5.2	Guide Posts	No	40	50.00	2,000
5.3	Stock Grids	No			0
5.4	Safety Barrier	m			0
5.5	RRPM (retro raised pavement marker)	No			0
5.6	TRAFFIC MANAGEMENT	Item	20	1,100.00	22,000
5.7	Service Re-locations (eg. Telstra, Western Power)	Item			0
					0
					0
	TOTAL				\$384,716

Hindmarsh Back Rd

340

Landgate

928

SLK 16.13

**Shire of
Dowerin**

158

279

SLK 13.82

Hagboom Rd

Dowerin Meckering Rd

Landg

677

Thornett Rd

105

Wheatbelt North Regional Road Group						
ROAD PROJECT FUNDING to Local Government						
Multi Criterion Assessment - Submission Form (Header)						
This is the latest currency of form effective from 25/07/16						
WBN RRG Local Government	Shire of Dowerin			Fin Year	21/22	
ROADS 2030-LG Road Name	Koozbekine North			LG Rd No.	4070003	
Project's Total Estimated Cost for this Financial Year	\$358,128	1/3 LG Funds	\$119,378	2/3 RRG funds	\$238,750	
MRWA ONLY - Revised Costings as a result of the MCA assessment		1/3 LG Funds		2/3 RRG funds		
External Funding (see A4 COST ESTIMATE)	\$0	MRWA USE ONLY - MRWA Estimated RRG Funds for White Lining based on lane kms			\$0	
ROAD & PROJECT CATEGORISATION Reference MCA User Manual, Section 2.2, page 4						
1.1	Work Description as per standard road treatment descriptions as shown in MCA User Manual, Table 2 or below Treatment Descriptions worksheet. You should fully describe all intended works					
	Koozbekine North Road is a local distributor road with severe edge breaks and some wheel rutting from heavy vehicles. Proposed works are to overlay with quality gravel, wetmix pavement with a stabilising machine and apply a two coat seal at 7m width. Remove regrowth vegetation on gravel shoulders and from existing table drains. One 300mm RCP will be widened, install new guide posts and warning signage.					
Main Roads WA Regulatory Requirements - Mandatory Information						
	1. Will this project remove or modify any existing LONGITUDINAL white lining? If YES, please enter total of lane kilometres. (Do not estimate their re-instatement cost)					No
	2. Will this project require modification of any existing REGULATORY HOLDING lines or REGULATORY signage? Please enter Yes or No. If Yes, please include their cost in your cost estimate.					No
	If YES to 1 above, does this project's Cost Estimate include the cost of line SPOTTING or Flip Flop or RRPms or other line identifying activity? Y or N					No
1.2	Project's Length this Submission	Start SLK: 2.28	End SLK: 4.45	Job Length: 2.17	If insufficient space eg. Reseal sections, then please attach a list of road sections for Main Roads audit purposes	
	Sections within project length this Submission	Start SLK:	End SLK:	Section Length: 0.00		
		Start SLK:	End SLK:	Section Length: 0.00		
		Start SLK:	End SLK:	Section Length: 0.00		
1.3	Locality Plan of Road showing Project Sections & Trf Count Sites attached			Y	Mandatory, but No Score	
1.4	Project's Road Category under Roads 2030 ENTER A, B or C (A=30, B=15, C=5)			B	15	
1.5	Project Section - ENTER (P) for Preservation or (C) for Improvement works			P	30	
TRAFFIC DATA (Attachment 1)						
A1.2	Average Daily Traffic (ADT)	79.59			Score 11.484	
A1.3	Average Daily Equivalent Standard Axle (ESA)	65.76			20.000	
A1.4	Project Section - School Bus Route	Y			5	
A1.5	Project Section - Approved Heavy Vehicle Permitted Route RAV number	4			5	
	Information Only -RAV Route-any conditions applying?	N				
	Information Only -Local Road RAV Network No.	4				
	Information Only - Should RAV conditions still apply?	N				

IMPROVEMENT TREATMENT DETAILS (Attachment 2) also, see A2.4 below for preservation projects				Score
	Road Type is RRG preferred Type is 5 or 3, OR where Traffic Warrant is >Type 5	<input type="text" value="5"/>		No Score
A2.1	Existing Road Standard (Type 2, 3, 4, 5, 6 or 7)	<input type="text" value="4"/>	NO SCORE-PRES' @ 1.5	
	Road Type Standard to be Delivered this Project (Type 4, 5, 6 or 7)	<input type="text" value="5"/>	NO SCORE-PRES' @ 1.5	
A2.2	Horizontal & Vertical Alignment Improvements - NO LONGER APPLICABLE	<input type="text"/>		
A2.3	Drainage Improvements (0-5) <i>Please see explanatory note A2 worksheet</i>	<input type="text" value="2"/>		2
A2.4	Treatment Safety Devices Incorporated (0-16) (FOR BOTH IMP' & PRES')	<input type="text" value="9"/>		9
A2.5	Environmental Improvements - Positive Impacts on the Environment (0-2)	<input type="text" value="0"/>		0

GENERAL DETAILS (Attachment 3)				Score
A3.1	Five Year programme (Removed-scoring no longer available)	<input type="text"/>		
A3.2	Impact on Ongoing Project- Continuity of Funding (2)	<input type="text" value="2"/>		2
A3.3	Impact on Reducing Ongoing Maintenance (0-3)	<input type="text" value="2"/>		2
A3.4	Impact On Regional Development - FOR IMPROVEMENT WORKS ONLY (0-3)	<input type="text" value="2"/>		2

PROJECT'S TOTAL SCORE	103
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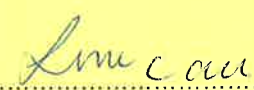
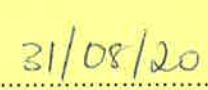
If your project is prioritised for funding, what do you estimate the commencement & completion dates will be that are now a **MANDATORY requirement by WALGA for MRWA reporting to the State Advisory Committee**

Project's Estimated Physical Commencement Date	Feb-21	
Project's Estimated Completion Date	Apr-21	



Environmental Assessments

Local government will conduct the necessary environmental assessments and accepts responsibility for environmental consequences, implementing land resumptions and any claims for damage arising from the execution of works in this submission. Local government is also responsible for obtaining heritage and aboriginal site clearances. (extract from SRFTLGA guidelines)

I certify that, to the best of the applicant's knowledge, the details herein are accurately represented.

 Chief Executive Officer	 Date
--	--

I certify that this project submission has been compiled in accordance with the provisions of the Wheatbelt North RRG MCA User Manual, and assessed and approved by the Sub Group for funding allocated in accordance with the provisions of the Wheatbelt North RRG Policy and Procedure Manual

 Secretary, Sub Group	 Date
---	--

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government **Shire of Dowerin**

Financial Yr **21/22**

ROADS 2025 Road Name **Koombekine North**

Road No. **4070003**

ATTACHMENT 1 - TRAFFIC DATA (please refer to MCA User Manual)

A1.1 Acceptance Criteria (ENTER Y or N) Your Traffic Counter Scheme must be AustRoads94

Are Traffic Classifier Count **CLASS SPEED MATRIX** Reports Attached? (MANDATORY)

(i) Reports must have road name and SLK location of count site

Y

(ii) Does traffic data collected conform to that required in MCA User Manual (Y/N)

Y

(iii) Are count locations relevant to project's work section? (Y/N)

Y

ACCEPTANCE CRITERIA MUST BE SATISFIED TO REGISTER SCORES

A1.2 Average Daily Traffic (ADT) MANDATORY REQUIREMENT

Count No	Location (SLK)	Start Date	End Date	Duration (Days)	All Vehicles TOTAL	DAILY AVERAGE
1	2.00	16/11/2017	18/01/2018	63	5,014	79.6
2						
3						
4						
5						
				63		

Total Number of Vehicles all traffic counts as listed above

5014

Average Daily Traffic (ADT):

80

A1.3 Daily Equivalent Vehicles/Axles MANDATORY REQUIREMENT

Count No (As above)	No. of Vehicles for AUSTRROADS Vehicle Classes (from Classifier Reports)											
	1	2	3	4	5	6	7	8	9	10	11	12
1	3345	173	651	143	12	30	48	32	79	102	379	20
2												
3												
4												
5												
Total Traffic	3345	173	651	143	12	30	48	32	79	102	379	20
Multiplier	0	0	0.61	1.63	2.82	1.3	1.36	2.28	2.57	4.97	6.41	8.12
ESA's	0	0	397	233	34	39	65	73	203	507	2429	162

Count No (As above)	Average Daily Vehicles	Daily Eqiv Standard Axles
1	79.59	65.76
2		
3		
4		
5		

Average Daily Equivalent Standard Axle (ESA):

65.76

A1.4 School Bus Route

Is the Project Section a School Bus Route? (Enter Y or N)

Y

A1.5 Heavy Vehicle Permitted Route Information

For this local road, If an approved RAV route, RAV network number is...

4

For this MCA's Project Section, RAV network number please...

4

Are there RAV conditions placed on this section of local road? Y or N

Y

Should RAV conditions apply after these works? Y or N

N

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government

Financial Yr

Road Name

Road No.

**ATTACHMENT 2 - IMPROVEMENT TREATMENT DETAILS (A2.4 also available for
Preservation Works)**

A2.1 Road Standard (Please refer to MCA User Manual, 2.4.1, Page 8)

Road Type	2	3	4	5	6	7
Description	Formed	Gravel	Sealed	Sealed	Sealed	Passing
Existing Roads			3.7 to <7.0m	see type 4	>7.0m	
New Construction (Improve')		10m pave	see type 5	7.0m	8 - 9m	Lane
ADT Range	0-30	31-50	51-100	101-500	501-1000	>1000
Daily ESA Range	0-5	6-20	21-40	41-60	>60	

seal width
Min' mtrs

Please Note: For Improvement works outside of town street or urban environments, the RRG has determined all existing (and future) sealed roads to be constructed to Road Type 5 as the minimum standard with a minimum seal width of 7.0m. Where the Traffic data warrant determines a higher road type standard is required (>type 5) this will be at council's discretion but road type 5 will be acceptable. Where the traffic data warrant in an urban or town street environment is greater than road type 5 (normally a high ESA figure) construction to the higher road type must be addressed by the MCA submission, and the higher road type should be placed at E23.

Please read MCA User Manual

Existing Road Type (see above table)	4	Existing seal width (m) (mandatory)	4
--------------------------------------	---	-------------------------------------	---

***	RRG preferred Road Type is 5, or stab' gravel type 3. If traffic warrant >type 5, refer below note @ B26	5	Road Type to be delivered this MCA sub	5
			If applicable, enter proposed seal width this project	7.0

Existing carriageway pavement width	10	If applicable, proposed carriageway pavement width for this MCA submission is? (If for unsealed road type 3 improvement works, minimum pavement width must be 10m).	10
-------------------------------------	----	---	----

Please read MCA User Manual

*** **THANK YOU FOR ENTERING THE ROAD TYPE TRAFFIC WARRANT AT E23 ABOVE**

A2.2 Horizontal and Vertical Alignment Improvements (requires centre line re-alignment)

Description of Improvements: **IMPORTANT! Please refer to the MCA User Manual @ 2.4.2**

NO LONGER APPLICABLE

A2.3 Drainage Improvements/maintenance

Description of Works: **IMPORTANT NOTE**

Clean out existing table drains by removing regrowth vegetation and silt, one 300mm RCP will be widened. New offshoots will be graded where required.

Impact (None=0, Minor=1, Moderate=3, Significant=5):

Continues over page

A2.4 Safety Devices Incorporated (Reference MCA User Manual, Section 2.4.4, page 10)

PLEASE NOTE. A number of these safety devices may also be incorporated in preservation works. Place the assigned score for each device you incorporate in your submission in the column headed Sub Total. A maximum of 16 points may be awarded. WHERE APPLICABLE, IN ALL CASES THE COST ESTIMATE A4 ATTACHMENT MUST SUPPORT THE INCLUSION OF THE SAFETY TREATMENT DEVICE

SAFETY DEVICES CHECKLIST - SAFETY ISSUES THAT SHOULD BE CONSIDERED

ISSUE	SAFETY VALUE	CONSIDERATIONS	SUB TOTAL
GEOMETRY			
Curves and crests - seal widening (Must show SLK range in Scope of Works Header Page)	2	1. Are selected curves and crests to be widened and sealed after meeting traffic warrant seal width or RRG min seal width of 7.0m and identified in the Scope of Works by their SLK range? 2. Are drainage devices extended through the formation and clear zone?	2
Culvert extensions	1		1
DELINEATION (refer EXPLANATORY NOTES)			
Sacrificial Longitudinal line markings (see notes)	2	<p>Has MRWA been contacted for Agreement-in-principle?</p> <p>Other than for sacrificial white lining and its separate MCA submission, these other devices must be detailed in the 'scope of works'? Other than for sacrificial white lining, has this project's estimate of cost at Attachment 4 included their costings? Please see Mandatory Field Header Page, and refer to essential Explanatory Notes worksheet</p>	0
Sacrificial Edge Lines (see notes)	1		0
Guide posts	2		2
Warning signs series up-grade	2		2
Tactile edge lines	1		0
Skid resistance treatment	1		0
RRPM's	2		0
SIGHT DISTANCE IMPROVEMENTS			
Correction of conflicting geography (horizontal/vertical)	2	Has conflicting geography been designed out? Is intersection lighting included? If so, you MUST show SLK range/location in Scope of Works Header Page	0
Lighting (ASA 1158)	2		0
VEGETATION CONTROL			
Remove or protect vegetation to formation edge	2	Has the clear zone (recovery zone) been maintained? (cannot claim both; must be either one or the other)	2
Remove vegetation to Clear Zone extremity (Refer MRWA RRG website)	3		0
HEAVY HAULAGE			
LA strategies with permit operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers?	0
URBAN CONSIDERATIONS			
Pedestrian path accommodation	2	Are any of these urban devices employed in the proposed 'scope of works'?	0
Cyclists	1		0
Rail Mazes	1		0
Street Lighting extensions	2		0
Roundabouts	1		0
DOES YOUR PROJECT NEED TO PROVIDE AN ESTIMATE OF THE COST FOR ANY OF THE ABOVE?			
(Maximum points that may be awarded is 16 from an available 31)			9

A2.5 Environmental Management Improvements

Description of Improvements:

Nil

Impact, (ENTER 0=None or Minor, 1=Moderate, 2=Significant):

0

**Wheatbelt North Regional Road Group
LOCAL ROAD PROJECT FUNDING SUBMISSION**

Denotes manual input fields

Local Government

Financial Yr

Road Name

Road No.

ATTACHMENT 3 - GENERAL DETAILS

A3.1 Five Year Programme for this road (commence with this submission at B15 and C15)

To claim 2 points @ A3.2 below, any of the years 2, 3, 4 or 5 below must have details provided, including their cost estimations at A5, A6, A7 or A8

	Fin' Year-Format 2016/17	Description of Proposed Work this submission & out-years (out-years estimates do not have to be consecutive years)	Location (SLKs) start & finish	Indicative Project Value (\$)
Current MCA	21/22	Gravel overlay, wetmix pavement and reapply two coat seal. Remove regrowth & install guideposts	Start 2.28 End 4.45	\$358,128
Yr 2	22-23	Gravel overlay, wetmix pavement and reapply two coat seal. Remove regrowth & install guideposts	Start 4.45 End 6.60	\$354,508
Yr 3			Start End	\$0
Yr 4			Start End	\$0
Yr 5			Start End	\$0

A3.2 Impact where Project is On-going-Continuity of Funding for this submission as an Issue

Only applicable for projects with details at years 2, 3, 4 or 5 shown above @ A3.1. Also, if this MCA sub is for the last financial year of a previously submitted works programme thus shown above as the current year's submission, then A STATEMENT TO THIS EFFECT MUST BE PROVIDED BELOW

Statement on Final Year submission of a previously submitted works programme

Shoulders were regravelled and widened in 2015/16

Set two points available (2):

A3.3 What Impact will funding for this Submission have on Reducing Ongoing Maintenance

Description of Impact:

Wider seal will stop continual edge breaks and shoulder maintenance

Impact (None=0, Minor=1, Moderate=2, Significant=3):

A3.4

Impact on Regional Development (FOR IMPROVEMENT PROJECTS ONLY WHERE DELIVERING A HIGHER ROAD TYPE)

Description of Impact:

The wider seal will provide a safer more economical pavement to encourage heavy traffic.

Impact (None=0, Minor=1, Moderate=2, Significant=3):

Wheatbelt North Regional Road Group

LOCAL ROAD PROJECT FUNDING SUBMISSION

LOCAL GOVERNMENT	Shire of Dowerin	Denotes manual input fields
	Financial Year	22-23
ROAD NAME	Koombekine North	Road No. 4070003

ATTACHMENT 5 - COST ESTIMATE 2ND YEAR of PROPOSED WORKS

Item	Description	Unit	Quantity	Rate (\$)	Amount (\$)
General Items					
1.1	Supervision	Item	150	100	15,000
1.2	Survey & Setting Out	Item	20	50	1,000
1.3	Mobilisation/Demobilisation	Item	2	650	1,300
1.4	Camp/Accommodation	Item			0
1.5	Other General Items	Item			0
Earthworks					
2.1	Clearing	ha	3.0	6,000.00	18,000
2.2	Topsoil Removal & Respread	ha			0
2.3	Embankment Foundation	m ²			0
2.4	Embankment Construction	m ³			0
2.5	Subgrade Preparation	m ²			0
2.6	Forming & Shaping (Unsealed Roads Only)	m ²			0
Pavement & Surfacing					
3.1	Gravel Sheetting (Unsealed Roads Only)	m ²			0
3.2	Sub-base	m ²			0
3.3	Basecourse	m ²	21,500	4.50	96,750
3.4	Extra over for Cement Stabilisation	m ²	21,500	3.00	64,500
3.5	Prime	m ²			0
3.6	Primerseal	m ²			0
3.7	First Coat Seal	m ²	15,050	4.00	60,200
3.8	Second Coat Seal	m ²	15,050	4.00	60,200
3.9	Asphalt	m ²			0
3.10	Microsurfacing	m ²			0
3.11	Spotting, flip flop etc for SACRIFICIAL White Lining	km			0
3.12	Spotting, flip flop etc for Re-instatement White Lining	km			0
3.13	Other regulatory white lining (eg holding lines)	m			0
3.14	Regulatory signage	No.			0
Drainage					
4.1	Diversion & Cut-off Drains	m	125	50.00	6,250
4.2	Culvert Inlet & Outlet Drains	m	50	100.00	5,000
4.3	Levees	m			0
4.4	Table Drain Blocks	No.			0
4.5	Corrugated Steel Pipe Culverts	m			0
4.6	Reinforced Concrete Pipe Culverts	m	4	207.00	828
4.7	Reinforced Concrete Box Culverts	m			0
4.8	Culvert End Treatments	No	2	500.00	1,000
4.9	Drainage Pits	No			0
4.10	Rock Protection	m ²			0
4.11	Kerbing	m			0
4.12	Concrete Wall	m			0
Miscellaneous and Safety Devices					
5.1	Signs WARNING	No	4	120.00	480
5.2	Guide Posts	No	40	50.00	2,000
5.3	Stock Grids	No			0
5.4	Safety Barrier	m			0
5.5	RRPM (retro raised pavement marker)	No			0
5.6	TRAFFIC MANAGEMENT	Item	20	1,100.00	22,000
5.7	Service Re-locations (eg. Telstra, Western Power)	Item			0
					0
					0
					0
	TOTAL				\$354,508

Uberin Rd

SLK 4.45

415

413

**Shire of
Dowerin**

Koomberkine North Rd

289

Wilkins Rd

SLK 2.25

WHEATBELT NORTH RRG SHIRE OF DOWERIN 5 YEAR STRATEGY

Road	Work Description	P/I	Rating	Fund Source	2020/21 (\$)	2021/22 (\$)	2022/23 (\$)	2023/24 (\$)	2024/25 (\$)	2025/26 (\$)	Comments
Koomberkine	Reconstruct Road from Type 4 to Type 5 from SLK 0.00 to 2.28	p		POOL	256,129						Seal is 3.7m wide with broken edges narrowing the bitumen below 3m in areas.
				LG	124,065						
				TOTAL	380,194						
Dowerin Kalannie	Stabilize patches and reseal from SLK 27.75 to 29.75	P		POOL	65,085						Seal is oxidised and failing with bad edge breaks with outer wheel rutting
				LG	32,543						
				TOTAL	97,628						
Dowerin Kalannie	Stabilize patches and reseal from 40.00 to 41.72	P		POOL	60,648						Seal is oxidised, failing with bad edge breaks
				LG	30,324						
				TOTAL	90,972						
Koombekine	Reconstruction from type 4 to type 5 from SLK 2.28 to 4.45	p		POOL		238,751					Seal is 3.7m wide with broken edges narrowing the bitumen below 3m in areas.
				LG		119,377					
				TOTAL		358,128					
Dowerin Meckering	Stabilize patches and reseal from SLK 11.36 to 13.44	P		POOL		55,023					
				LG		27,512					
				TOTAL		82,535					
Dowerin Meckering	Reconstruction from type 4 to type 5 from SLK 13.82 to 16.13	P		POOL		254,688					Severe outer wheel rutting on old widenings with edge breaks narrowing seal.
				LG		127,344					
				TOTAL		382,032					
Dowerin Meckering	Reconstruction from type 4 to type 5 from SLK 16.13 to 18.46	P		POOL			256,477				SLK 17.2 to 17.8 Possible Blackspot funding?
				LG			128,239				
				TOTAL			384,716				
Koombekine	Reconstruction from type 4 to type 5 from SLK 4.45 to 6.60	p		POOL			236,339				Seal is 3.7m wide with broken edges narrowing the bitumen below 3m in areas.
				LG			118,169				
				TOTAL			354,508				
Minnivale Cunderdin	Stabilize patches and reseal from SLK 22.70 to 24.20	P		POOL				90,000			
				LG				45,000			
				TOTAL				135,000			
Dowerin Kalannie	Stabilize patches and reseal from SLK 36.36 to 40.00	P		POOL				152,440			
				LG				76,220			
				TOTAL				228,660			
Minnivale Cunderdin	Reconstruct failed section from SLK 7.12 to 8.25	P		POOL				131,833			
				LG				65,917			
				TOTAL				197,750			
Dowerin Meckering	Stabilize patches and reseal from SLK 9.40 to 11.20	P		POOL				55,200			
				LG				27,600			
				TOTAL				82,800			
Minnivale Cunderdin	Reconstruction from type 4 to type 5 from SLK 2.77 to 4.97	P		POOL					244,569		
				LG					122,285		
				TOTAL					366,854		
Dowerin Kalannie	Stabilize patches and reseal from SLK 0.00 to 2.50	P		POOL					108,893		
				LG					54,447		
				TOTAL					163,340		
Minnivale Cunderdin	Stabilize patches and reseal from 8.25 to 10.91	P		POOL					84,000		
				LG					42,000		
				TOTAL					126,000		