



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
17 March 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 17 March 2020 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

10.30am	Audit & Risk Committee Meeting
2.00pm	Council Meeting
Immediately following Council Meeting	Council Workshop

Rebecca McCall
Chief Executive Officer
12 March 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 17 March 2020



1. Official Opening / Obituaries

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr LG Hagboom	
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 G Brigg	Manager Works & Assets
Ms V Green	Executive & Governance Officer

Members of the Public: Mr D Maxwell, Mrs M Maxwell

Apologies:

Approved Leave of Absence: Cr JC Chatfield (CMRef 0133)

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

A presentation will be made to Mr Douglas Maxwell in acknowledgement of 23 years of service as an employee to the Shire of Dowerin.

Council will adjourn the meeting at this time for an afternoon tea with Mr Maxwell.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 6.1

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 6.1A

That, in accordance with Clause 12.3 of the Shire of Dowerin Standing Orders Local Law, Council re-opens the meeting.

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

7.1 Ordinary Council Meeting held on 18 February 2020

[Attachment 7.1A](#)

7.2 Annual Electors Meeting held on 18 February 2020

[Attachment 7.2A](#)

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 7.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 18 February 2020, as presented in Attachment 7.1A, and the Annual Electors Meeting held on 18 February 2020, as presented in Attachment 7.2A, are a true and correct record of proceedings.

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

8.1 Local Emergency Management Committee Meeting held on 3 March 2020

[Attachment 8.1A](#)

8.2 Audit & Risk Committee Meeting held on 17 March 2020

To be tabled at the Meeting as Attachment 8.2A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That, pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the:

1. Local Emergency Management Committee Meeting (unconfirmed) held on 3 March 2020, as presented in Attachment 8.1A; and
2. Audit & Risk Committee Meeting (unconfirmed) held on 17 March 2020, as presented in Attachment 8.2A.

9.	Announcements by the President Without Discussion
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10. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

10.1 Financial Activity Statements

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	10 March 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/2019-2020 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, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 29 February 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; which reconciles with that reflected in the associated Net Current Position note (Note 3).

Capital Acquisitions

This report provides year to date budget performance in respect of the capital expenditure activities and their funding sources. Individual project information can be found at Note 13.

Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% 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.

Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.

Note 4 – Cash and Investments

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

Note 5 – Budget Amendments

This note provides Council with a list of all budget amendments to date.

In accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council reviewed the 2019/20 Budget at its February 2020 meeting and adopted the recommended amendments (CMRef 0138).

The review was extensive and comprehensive with the impact being that the 2019/20 Budget has an anticipated carried forward balance of Nil.

Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

Note 7 - 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 8 – Capital Disposals

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

Note 9- Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

This note provides information on the operating and non-operating grants received.

Note 12 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

Note 13- Capital Acquisitions

This note details the capital expenditure program for the year.

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 10.1

That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 29 February 2020 as presented in Attachment 10.1A.

10.2 List of Accounts Paid

Corporate & Community Services



Date:	11 March 2020
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Kathy Brigg, 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 February 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, M CCS

Kathy Brigg, 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

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 2019/20 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 10.2

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

List of Accounts Paid - February 2020	
EFT7450 To EFT7485	\$49,303.12
DD10871, DD10829 to DD10881; Superannuation	\$12,518.66
Cheque 10776 to 10779 (10776 Cancelled)	\$32,867.41
DD130862; Bank Fees	\$223.98
DD10871; NAB Credit Card; February 2020	\$3,307.08
DD10876; Puma Energy Fuel; February 2020	\$1,818.74
Net Payroll; PPE 05 February 2020	\$49,733.25
Net Payroll; PPE 19 February 2020	\$58,137.19
EFT7450 To EFT7485	\$49,303.12
TOTAL	\$207,909.43

10.3 Recalcitrant Rates Debtors

Corporate & Community Services



Date:	3 March 2020
Location:	Nil
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/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 10.3A - Recalcitrant Rates Debtors Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments, not paying on an arrangement with a previous year's balance of more than \$100.

Background

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year.

Comment

Due to the low value of the properties and likelihood of the properties not selling at auction, a review of further legal action is currently being taken.

In most instances a further \$5,000 to \$7,000 will be required to have the property transferred to the Shire. Once transferred, any outstanding rates and charges will need to be written off.

As Council will have no use for these properties, the effectiveness of this process does not warrant the cost.

These assessments are currently under review to ascertain what other actions can be taken to recover the outstanding rates and charges.

Consultation

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the ratepayer's account.

Local governments have the power to have property re-vested if the debt remains unpaid for 3 years.

A review of the cost of recovery is currently being taken to provide Council with the most cost-effective outcome.

Financial Implications

It is estimated that \$72,570.56 of the outstanding balance will be considered bad debt and will be unrecoverable.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 10.3

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

10.4 Assessment A229 – Request to be Declared Exempt from Rates

Corporate & Community Services



Date:	15 February 2020
Location:	Lot 58 on Plan 139045, known as Lot 58 Dowall Street, Minnivale WA 6462
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Acting Rates Officer; Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Rates & Valuations/Exemptions/A229
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposal to Council to request the land associated with Assessment A229 as being exempt from rates.

Background

As part of a review of rates assessments it was observed that Assessment A229, being Lot 58 on Plan 139045, known as Lot 58 Dowall Street, Minnivale WA 6462, was not being charged rates and services.

A Gross Rental Valuation of \$165 has been applied by Landgate indicating that the property should be charged the minimum levy. No records exist to indicate an exemption on rates and charges has been sought. However, in 2013 rates and charges were written off with a comment "Bankrupt or Write-off Rates". No rates and charges have been raised since.

A Title Search identified the property being in the name of Mr John Patrick O'Loghlen.

The Water Corporation were contacted and advised it last rated Assessment A229 in 2006 but cancelled the account in 2012. The Water Corporation identify the owner as Mr John Patrick O'Loghlen, with the postal address being listed as Debt Collection C/- Water Corporation.

In May 2019 a Skip Trace was performed on the owners of the assessment.

Mr John Patrick O'Loghlen died in 1980. He was married to Mrs Dorothy Anne O'Loghlen (nee Cottrell) however she passed away in 2001. Their children Esther, Margaret, Joseph and Gertrude Veronica O'Loghlen are all also deceased.

Comment

As the owners and their direct descendants are all deceased, staff believe this will be sufficient grounds under Section 6.26 of the *Local Government Act 1995* to seek a rating exemption for Assessment A229 from the Minister of Local Government.

Consultation

Louise Sequerah, Acting Rates Officer
Cherie Delmage, Manager Corporate & Community Services
Marina Sucur, LG Hotline, Department of Local Government

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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.26 of the *Local Government Act 1995* is applicable and states:

"6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
 - (2) *The following land is not rateable land –*
 - (a) *land which is the property of the Crown and –*
 - (i) *is being used or held for a public purpose; or*
 - (ii) *is unoccupied, except –*
 - (I) *where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
 - (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;*
- and*
- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
 - (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*

- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
 - (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
 - (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
 - (g) *land used exclusively for charitable purposes; and*
 - (h) *land vested in trustees for agricultural or horticultural show purposes; and*
 - (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
 - (j) *land which is exempt from rates under any other written law; and*
 - (k) *land which is declared by the Minister to be exempt from rates.*
- (3) *If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.*
- (4) *The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.*
- (5) *Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.”*

This Item seeks to have the land associated with Assessment A229 declared exempt under Section 6.26(2)(k).

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) *waive 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 on Assessment A229 under Section 6.12(1)(c). An Absolute Majority resolution of Council is required.

Risk Implications

By formalising the exempt status of Assessment A229 Council reduces the risk of acting in contradiction to the *Local Government Act 1995*.

Financial Implications

If Council endorses the Officer's Recommendation to write off the outstanding balance of \$277.62 against Assessment A229, this will result in a reduction of revenue relating to the skip trace searches, ESL and overdue interest for 2019/20.

Advertising in the Government Gazette will be required at a cost of approximately \$500 with the cost allocated to GL: 20114 RATES; Debt Collection Expenses.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – 10.4

That, in accordance with Sections 6.12 and 6.26 of the *Local Government Act 1995*, Council:

1. Requests the Chief Executive Officer to seek the approval of the Minister for Local Government to have Assessment A229, being Lot 58 on Plan 139045 (Lot 58 Dowall Street, Minnivale WA 6462), declared exempt from rates; and
2. Approves the write off in the amount of \$277.64 which is outstanding on Assessment A229 against GL: 20118 RATES; Rates Write Off.

10.5 Debt Recovery - Request to Write-off Unrecoverable Debts

Corporate & Community Services



Date:	14 February 2020
Location:	Not applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Item seeks approval from Council to write-off an outstanding sundry debtor that 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*.

As per Council procedure, all sundry debtors with a value over \$200 must receive Council approval to be written off. Council's Debt Collection Procedure outlines as follows:

'Recommendations for the write-off of a bad debt will be made to the CEO following discussion with the MCCS and confirmation that a full and appropriate debt recovery process has occurred along with the cost benefit analysis of undertaking further debt collection. Prior to any debt being written off, finance staff must provide evidence that all debt recovery procedures have been followed and that there is little to no likelihood of the debt being recovered. The CEO has delegated authority to write off any sundry debtor bad debt to the amount of \$200.

Any outstanding debts over the amount of \$200 considered unrecoverable will be referred to Council for a decision.'

Delegation 2.4 - Write-Off of Money Owing delegates authority to the CEO to write off debts (excluding rates and service charges) up to a value of \$500. This Delegation is provided under Section 6.12(1)(b)&(c), in conjunction with Section 5.42, of the *Local Government Act 1995*, noting the limits on delegations provided in Section 5.43.

The outstanding invoice was raised on 8 November 2018 in the amount of \$5,830.50. The charges are for 'water drawn from the valve at the intersection of Turriff and Rabbit Proof Fence Roads'.

Standard debt recovery procedures such as reminder invoices, final notices and follow up phone calls were undertaken.

On 11 January 2019, the company trading as 'Coalcliff Pty Ltd' was placed into liquidation and as such, there is no recourse to recover this debt.

Comment

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.

Consultation

Samantha Williams, Finance Officer

Cherie Delmage, Manager Corporate & Community Services

Rebecca McCall, Chief Executive 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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

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) waive 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.

Risk Implications

Nil

Financial Implications

At budget preparation time each year, calculations regarding the likelihood of any unrecoverable debts is to be determined and a provision made in the annual budget. At the time of preparing the 2019/20 Budget, the provision of \$2,915.25 was considered sufficient as staff were unaware that Coalcliff would be placed into liquidation.

The expense of \$5,830.50 will offset by GL: 93013 Provision for Doubtful Debts and revenue will be reduced by the same amount.

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 – 10.5

That, pursuant to Section 6.12 of the *Local Government Act 1995*, Council:

1. Writes off the amount of \$5,830.30 being for Debtor C71 as the debtor is now in liquidation and the debt is considered unrecoverable; and
2. Allocates the amount of \$5,380.50 against GL: 93013 Provision for Doubtful Debts.

11. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

11.1 2019 Compliance Audit Return

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	24 February 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/Committees/2020 March Audit & Risk Committee Meeting Organisation/Corporate Management/Reporting/2019 Compliance Audit Return	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - 2019 Compliance Audit Return	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the 2019 Compliance Audit Return (CAR) to Council for consideration and, if satisfactory, adoption.

Background

Each year every local government is required to carry out a compliance audit in relation to the period 1 January to 31 December against the requirements of the CAR.

After the CAR has been reviewed by the Audit & Risk Committee and presented to Council, a copy certified by the President and CEO along with the relevant section of the minutes and any additional information explaining or qualifying the CAR, is to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March.

The CAR for the period 1 January 2019 to 31 December 2019 has been completed and is included as an Attachment.

Comment

The CAR is one of the tools available to the Audit & Risk Committee and Council in its governance monitoring role. The CAR also forms part of the DLGSC's monitoring program. The 2019 CAR once again places emphasis on the need for the Audit & Risk Committee and Council to be aware of and acknowledge instances of non-compliance or where full compliance was not achieved. In addition, the CAR requires Council to endorse details of remedial action either taken or proposed to be taken to prevent future like occurrences.

The 2019 CAR contains questions relating to:

1. Commercial Enterprises by Local Governments (5 questions);
2. Delegation of Power/Duty (13 questions);
3. Disclosure of Interest (19 questions);
4. Disposal of Property (2 questions);
5. Elections (Gift Register) (2 questions);
6. Finance (14 questions);
7. Integrated, Planning and Reporting (7 questions);
8. Local Government Employees (5 questions);
9. Optional Questions (4 questions); and
10. Tenders for Providing Goods and Services (27 questions).

The 2019 CAR has been completed in-house and identified three areas of non-compliance. These areas, and the remedial action taken to ensure they do not occur again, are detailed in the following table:

Category	Question	Response	Comment	Remedial Action
Local Government Employees	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	No	Manager Corporate & Community Services position advertised 16 March 2019 in West Australian, on Seek & LG Assist, however the advertisement did not comply with Reg18A(2)(d) as it did not contain the duration of the proposed contract	The template for advertising senior employee positions has been amended to include a provision of the duration of the proposed contract
Tenders for Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	No	Amount of consideration for each received tender as required by Reg24AG(2) was not included	The tender register template has been amended to include a provision for the consideration of each tender received
Disclosure of Interest	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	No	CEO Performance Appraisal Item to November 2019 Meeting, the CEO made a disclosure of direct Financial Interest by completing the relevant declaration form and reporting the interest in the report presented to Council however the minute secretary did not include this disclosure in the Minutes	This is a case of unintentional human error. The minute secretary is well aware of the legislated disclosure requirements and will double check all minutes to ensure all disclosures are recorded accurately

The 2019 CAR included 104 questions. Of these, 101 were able to be answered on the basis of complying with the legislative requirements resulting in a 97% success rate. This compares with 94.7% compliance in 2018 over 95 questions and 98.9% over 94 questions in 2017.

The 2019 CAR demonstrates the Shire's ongoing commitment to statutory compliance and adequate response to non-compliance throughout the organisation.

It should be noted that the Audit & Risk Committee are to consider the 2019 Compliance Audit Return at its meeting scheduled for 10.30am on Tuesday 17 March 2020. If the Committee

resolves differently to the Officer's Recommendation it will be tabled at the Council Meeting. The final determination will be reflected as a Committee & Council Resolution in the Minutes.

Consultation

Audit & Risk Committee 17 March 2020

Senior Management Group

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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 7.13(1)(i) of the *Local Government Act 1995* requires local governments to carry out a compliance audit in a manner specified by Regulation.

Regulation 14 of the *Local Government (Audit) Regulations 1996* is applicable and states:

"14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
 - (a) presented to the council at a meeting of the council; and*
 - (b) adopted by the council; and*
 - (c) recorded in the minutes of the meeting at which it is adopted."*

Regulation 15 of the *Local Government (Audit) Regulations 1996* requires a certified copy of the CAR to be provided to the DLGSC by 31 March:

"15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –*
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation –

certified in relation to a compliance audit return means signed by –

(a) the mayor or president; and

(b) the CEO.”

Risk Implications

The Audit & Risk Committee would be contravening the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* if this item was not considered.

The CAR covers a robust area of risk assessment and compliance with auditing in compliance with the *Local Government Act 1995* and associated Regulations. The objective of the CAR is to identify risks to the organisation where non-compliant activities may have taken place enabling processes and procedures to be developed or reviewed and amended, if required.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – 11.1

That, in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, Council:

1. Adopts the 2019 Compliance Audit Return, as presented in Attachment 11.1A, noting the remedial action taken to address the three areas of non-compliance; and
2. Authorises the President and Chief Executive Officer to sign the certification of the 2019 Compliance Audit Return and submit a copy of the 2019 Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

11.2 Business Continuity Plan

Governance & Compliance



Date:	4 March 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/Financial Management/Internal Audit Systems & Controls/Business Continuity Plan
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - Business Continuity Plan

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Business Continuity Plan (BCP) to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin's Risk Management Governance Framework forms the policies and procedures to ensure the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals and objectives. The framework includes a risk profiling tool identifying issues, actions, controls and treatments. Business disruption is identified as a risk profile:

Key Control:	Business & Community Disruption
Control Type:	Adequate
Action:	Finalise Draft Business Continuity Plan

Comment

The Shire of Dowerin BCP is aimed at ensuring the continuity of business operations, with minimal disruption, in the event of a disaster. Without such a plan the Shire may struggle to manage such as event amidst the confusion that often follows a disaster.

The BCP will provide a structured approach to business continuity and disaster recovery planning. Through the provision of preventative measures and recovery procedures, the impact of any potential disaster may be significantly reduced.

It should be noted that the Audit & Risk Committee are to consider the Business Continuity Plan at its meeting scheduled for 10.30am on Tuesday 17 March 2020. If the Committee resolves

differently to the Officer's Recommendation it will be tabled at the Council Meeting. The final determination will be reflected as a Committee & Council Resolution in the Minutes.

Consultation

Audit & Risk Committee 17 March 2020

Senior Management Group

Policy Implications

Policy 2.2 – Risk Management 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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

The BCP is an informing plan to these systems and procedures.

Risk Implications

The BCP provides a structured approach to business continuity and disaster recovery. Through the provision of preventative measures and recovery procedures, the impact of any potential disaster may be significantly reduced.

Financial Implications

There were no financial implications for this process as the BCP has been developed in-house. The actions included in the BCP will have financial implications to Council, however these are unknown and will depend on the scenario in which the BCP is to be put into effect.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the Business Continuity Plan, as presented in Attachment 11.2A.

11.3 Risk Dashboard Quarterly Report – March 2020

Governance & Compliance



Date:	5 March 2020
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Compliance/Risk Management/Reporting
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A - Risk Dashboard Quarterly Report – March 2020

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible. During the quarterly reporting process, management are required to review any risks within their area and follow up controls and treatments/actions that are mitigating those risks.

Comment

The reviewed Risk Dashboard is included as an Attachment for Council's perusal and comment. Recommendations provided through the independent audit of the financial management systems and supporting report to the Regulation 17 report is included in the profile themes outlining actions and due date.

It should be noted that the Audit & Risk Committee are to consider the Risk Dashboard at its meeting scheduled for 10.30am on Tuesday 17 March 2020. If the Committee resolves differently to the Officer's Recommendation it will be tabled at the Council Meeting. The final determination will be reflected as a Committee & Council Resolution in the Minutes.

Consultation

Audit & Risk Committee 17 March 2020

Michael Sparks, Senior Risk Consultant - Risk and Governance Services, LGIS

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

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

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 11.3

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council receives the quarterly Risk Dashboard Quarterly Report – March 2020, as presented in Attachment 11.3A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

11.4 Integrated Planning and Reporting - Corporate Business Plan - Quarterly Monitoring Review - February 2020

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 March 2020	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, CEO	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.4A - Corporate Business Plan - Quarterly Monitoring Review - February 2020	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Planning & Reporting (IPR) Corporate Business Plan Quarterly Monitoring Review for February 2020 to Council for consideration and, if satisfactory, adoption.

Background

In 2013 the Shire of Dowerin prepared three components of its first suite of plans to meet the requirements of Western Australia's IPR framework.

Council has the responsibility to make strategic decisions, set policy and direction, provide oversight, and monitoring to ensure the adopted plans are achieved on behalf of its community. The CEO and the Administration's IPR responsibilities are to support Council through:

1. The design of the planning and monitoring processes;
2. Providing Council with the best available information to make decisions;
3. Following through to implement plans with the allocated resources; and
4. Tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major strategic review every four years. This meant the Shire of Dowerin's first Strategic Review was undertaken in 2017/18. Council's IPR Suite of Plans includes:

Name of Plan	Month Adopted
Reviewed Strategic Community Plan	Adopted March 2018
Asset Management Plan	Adopted May 2018

Long Term Financial Plan	Adopted May 2018
Reviewed Corporate Business Plan	Adopted March 2019
Reviewed Workforce Plan	Adopted May 2019

Comment

With the implementation of the IPR Suite of Plans, monitoring is undertaken through the IPR Framework Process Plan outlining Dowerin’s Baseline Report to include:

1. Theme;
2. Objective;
3. Outcome;
4. Strategy; and
5. Key Actions.

The Corporate Business Plan Quarterly Monitoring Review – February 2020 is presented to Council for its perusal.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability on involving community needs.

Outcome: 3

Reference: L6.2

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

The adoption, implementation and monitoring of the IPR Suite of Plans provides a mechanism to:

1. Deliver accountable and measurable outcomes; and
2. Deliver services and manage assets that can sustain the community.

Management of systems with the rigour of process and integrity of data to accurately reflect asset management costs.

Financial Implications

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

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 11.4

That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Corporate Business Plan - Quarterly Monitoring Review - February 2020, as presented in Attachment 11.4A.

11.5 Local Government House Trust – Deed of Variation

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 March 2020	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, CEO	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Income Tax Assessment Act 1936</i>	
SharePoint Reference:	Organisation/Corporate Management/Government Liaison/2020 WALGA	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.5A – Deed of Variation	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposed Deed of Variation to the Trust Deed for the Local Government House Trust (the Trust) to Council for consideration and, if satisfactory, endorsement.

Background

The Trust is a unit trust created for the purpose of providing building accommodation for WALGA. The Trust's Board of Management is seeking a variation to the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Trust Deed, the Trust requires consent of at least 75% of all beneficiaries in order to execute the Deed of Variation. The Shire of Dowerin is a unit holder and beneficiary to the Trust and as a beneficiary, is requested to consent to the proposed Deed of Variation by a resolution of Council.

Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade, West Leederville.

The current Trust Deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The Trust Deed has a vesting date of 79 years from commencement, which means that the Trust ends in 2072. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

The Trust is exempt from income tax on the basis of being a State/Territory Body (STB) pursuant to Division 1AB of the *Income Tax Assessment Act 1936*.

Comment

The Chief Executive Officer of WALGA, Mr Nick Sloan, has provided the following advice in relation to the proposed variation to the Trust Deed:

“Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust’s income tax exempt status by strengthening the position that the Trust is a State/Territory Body (STB).

Legal advice identified that the Trustee’s ability to retire and appoint a new Trustee might affect the Trust’s classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

- 1. removing the existing Trustee’s power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)*
- 2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and*
- 3. ensuring that the Board of Management is the ‘governing body’ of the Trust (Clause 2.3 of the Deed of Variation)*

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust. ~~The Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.~~

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and*
- (b) appoint such new or additional Trustee.*

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers. “

These amendments are intended to provide greater power to beneficiaries through the Board of Management. Staff have considered the proposed amendments to the Trust Deed and do not believe the variation will have any impact or pose any risk to the Shire and therefore recommended to Council that it consents to the proposed Deed of Variation, as provided as an Attachment.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Nil

Objective: Nil

Outcome: Nil

Reference: Nil

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.5

That, in accordance with Section 3.1 of the *Local Government Act 1995*, Council consents to the Deed of Variation to the Local Government House Trust, as presented in Attachment 11.5A.

12. OFFICER'S REPORTS - WORKS AND ASSETS

Nil Items to report.

13.	Urgent Business Approved by the Person Presiding or by Decision
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14.	Elected Members' Motions
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15.	Matters Behind Closed Doors
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16.	Closure
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SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES


Ordinary Council Meeting

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



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16.	Closure	

Shire of Dowerin
Ordinary Council Meeting
Tuesday 18 February 2020



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 2.02pm. In opening the meeting, the President and Councillors acknowledged the passing of Mrs Faith Croft with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
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
Ms V Green	Executive & Governance Officer

Members of the Public: Nil

Apologies: Cr LG Hagboom; Mr G Brigg, Manager Works & Assets

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Councillor Sewell declared a Financial Interest in Item 11.3.
Councillor Holberton declared a Proximity Interest in Item 15.1.

5. Applications for Leave of Absence

Councillor Chatfield requested Leave of Absence from Council and Committee Meetings for the following three months (March, April & May 2020).

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Ward

- 0133** That, in accordance with Section 2.25 of the *Local Government Act 1995*, Council approves Leave of Absence for Councillor Chatfield from Council and Committee Meetings for the following three months (March, April & May 2020).

CARRIED 7/0

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 21 January 2020

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Chatfield

Seconded: Cr Metcalf

- 0134** 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 January 2020, as presented in Attachment 7.1A, are a true and correct record of proceedings.

CARRIED 7/0

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

Nil

9. Announcements by the President Without Discussion

The President advised he and the CEO recently attended an AROC meeting.

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:	7 February 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/2019-2020 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, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 31 January 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; which reconciles with that reflected in the associated Net Current Position note (Note 3).

Capital Acquisitions

This report provides year to date budget performance in respect of the capital expenditure activities and their funding sources. Individual project information can be found at Note 13.

Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% 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.

Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.

Note 4 – Cash and Investments

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

Note 5 – Budget Amendments

This note provides Council with a list of all budget amendments to date. To date, only one budget amendment (nil impact) has been approved by Council as follows:

GL: MEMBERS; Election Expenses	OCM240919; 043	\$5,000
GL: GOV OTHER; Advertising	OCM240919; 043	(\$2,500)
GL: ADMIN O/HEADS; Advertising	OCM240919; 043	(\$2,500)

Note 5 has been excluded from the attached monthly financial statements as they are currently being utilised for the purpose of the upcoming budget review so are detailed with information that has yet to be presented to Council.

Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

Note 7 - 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 8 – Capital Disposals

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

Note 9- Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

This note provides information on the operating and non-operating grants received.

Note 12 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

Note 13- Capital Acquisitions

This note details the capital expenditure program for the year.

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

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

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$716,124 (Rate Setting Statement). This is an estimate based on information available at the end of year and will be confirmed or modified once the Annual Financial Report has been signed off by the Office of the Auditor General.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

0135 That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 31 January 2020 as presented in Attachment 10.1A.

CARRIED 7/0

10.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	4 February 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Kathy Brigg, Accounts Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Statements and Credit Cards	Management/Reporting/Financial
Disclosure of Interest:	Nil	
Attachments:	Attachment 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 January 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, M CCS

Kathy Brigg, 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

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 2019/20 Budget.

Voting Requirements

Simple Majority Absolute Majority

2.37pm – Councillor Holberton left the meeting.

2.40pm – Councillor Holberton entered the meeting.

Officer's Recommendation/Resolution

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

0136 That, in accordance with Regulation 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 10.2A, and as detailed below:

List of Accounts Paid – January 2020	
EFT7389 To EFT7449	\$231,321.40
DD10840, DD10853; Superannuation	\$10,734.08
Cheque 10764 to 10775	\$22,376.31
DD10859; WA Treasury Loan Guarantee Fees	\$5,032.90
DD10845; NAB Credit Card; January 2020	\$5,310.12
DD10810; Puma Energy Fuel; January 2020	\$1,315.00
Net Payroll; PPE 08 January 2020	\$48,281.70
Net Payroll; PPE 22 January 2020	\$51,895.13
DD130861; Bank Fees	\$854.42
TOTAL	\$377,121.06

CARRIED 7/0

10.3 Recalcitrant Rates Debtors

Corporate & Community Services



Date:	3 February 2020
Location:	Nil
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/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 10.3A</u> – Recalcitrant Rates Debtors Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details:

1. Non-pensioner assessment properties with a balance of more than \$100;
2. Properties that are in arrears more than one year; and
3. Properties not paying by instalments or under an arrangement.

Background

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year.

Comment

During the Christmas period no debt recovery actions have been performed.

The Rates Officer, under the guidance of the Manager Corporate & Community Services, will recommence debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Consultation

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the ratepayer's account.

Local governments have the power to have property re-vested if the debt remains unpaid for 3 years.

Financial Implications

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year to minimise cash flow implications.

2.43pm - R McCall, CEO, entered the meeting.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Holberton

0137 That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A.

CARRIED 7/0

10.4 2019/20 Budget Review

Corporate & Community Services



Date:	7 February 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/Budgeting/201
Disclosure of Interest:	Nil
Attachments:	Attachment 10.4A – 2018/19 Budget Review

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the 2019/20 Budget Review to Council for consideration and, if satisfactory, adoption.

Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport & Cultural Industries (DLGSC) within 30 days of the adoption of the review.

Comment

The 2019/20 Budget was adopted by Council at its July 2019 Meeting (CMRef 0013). Budgets are always adopted using an estimated carried forward which is not considered final until the prior year annual report is signed off by the auditors.

The Office of the Auditor General provided the Shire of Dowerin with its final 2018/19 Annual Financial Report on 19 December 2019 which provided an actual carried forward surplus of \$587,683. As the 2019/20 Budget was adopted using an estimated carried forward surplus of \$716,124, this resulted in an immediate shortfall of \$128,441.

A further \$38,773 shortfall in Financial Assistance Grants occurred as a result of Federal funding cuts after the budget adoption, so a thorough review to identify savings and reduce expenditure has occurred.

The current budget review, along with the newly implemented Chart of Accounts and changes in staff, have identified other areas requiring work. These are predominantly non-cash in nature and will be reviewed and amended after this review has occurred. The focus of the remainder of the financial year, excluding preparation for the 2020/21 Budget, will be to ensure that depreciation, administration allocations, staff housing allocations, public work overheads and plant operation costs are corrected prior to year's end.

The items included in the Review have been restricted to a variance of \$2,000. This has still resulted in a significant amount of changes which are included in the Attachment.

The review has included all relevant Officers with the majority of the review undertaken by the CEO, MWA & MCCS to identify savings and reductions in expenditure with the intent of returning a balanced budget.

Whilst all proposed amendments are to be considered in the 2019/20 Budget Review, amendments greater than \$10,000 are listed below:

Budgeted/Estimated Carried Forward – decrease in funds carried forward of (\$128,441);

GL: 30110 Rates; Ex-Gratia Rates (CBH, etc.) – increase in revenue \$12,401 based on higher tonnage;

GL: 20100 Rates; Employee Costs – Salaries & Wages – decrease in expenditure of \$15,190 due to less hours required;

GL: 30311 GPF Other; Financial Assistance Grant – Roads – decrease in revenue of (\$46,407)

GL: 20500 GOV Other; Employee Costs – Salaries & Wages – decrease in expenditure of \$10,000 related to budget allocation, offset by GL: 25800

GL: 20552 GOV Other; Consultants – Regulation & Compliance – decrease in expenditure of \$20,000 due to savings in Audit Regulation 17, Financial Management Review & cost of Road Infrastructure Revaluations;

GL: 28255 YOUTH; Programs – decrease in expenditure of \$32,150 due to Youth Programs completed or reduced; offset by GL: 38200 YOUTH; Contributions & Donations & GL: 38210 YOUTH; Grant Funding;

GL: 38200 YOUTH; Contributions & Donations – decrease in revenue of (\$15,850) as above;

GL: 38210 YOUTH; Grant Funding – decrease in revenue of (\$18,000) includes \$10,000 income received 2018/19;

GL: 32320 STAFF HOUSE; Staff Rental Charges – decrease in revenue of (\$10,000) due to vacancy in staff housing;

GL: 22388 STAFF HOUSE; Staff House Building Operations – increase in expenditure of (\$27,600) due to cost of rates not being factored into Budget and insufficient allocation for insurance and service charges;

GL: 22389 STAFF HOUSE; Staff House Building Maintenance – decrease in expenditure of \$36,010 relating to capital works on 4 O’Loughlen Street being reallocated to GL: 42310;

GL: 42310 STAFF HOUSE; Building (Capital) - increase in expenditure of (\$36,010) offset by GL reallocation above;

GL: 22488 HOUSE OTHER; Building Operations – increase in expenditure of (\$27,800) due to cost of rates not being factored into Budget and insufficient allocation for insurance and service charges;

GL: 22600 SANIT OTHER; Employee Costs – Salaries & Wages – increase in expenditure of (\$17,000) due to insufficient Budget allocation & no consideration of penalties;

GL: 22623 SANIT OTHER; General Tip Maintenance – decrease in expenditure of \$14,900 with full allocation not required;

GL: 32740 SEWER; Other Income – decrease in revenue of (\$10,500) relating to fixture charges – sewerage and rubbish charges to be reviewed prior to consideration of 2020/21 Budget;

GL: 22765 SEWER; Maintenance/Operations - decrease in expenditure of \$18,600 with full allocation not required;

GL: 23053 T/PLAN; Consultants - decrease in expenditure of \$20,000 with full allocation not required (deferring Goldfields Road Subdivision);

GL: 23289 PUBLIC Halls; Town Hall Building Maintenance - decrease in expenditure of \$30,600 with full allocation not required (deferring maintenance);

GL: 23389 S/POOL; Building Maintenance – increase in expenditure of (\$53,200) due to changeroom refurbishment and tiling of pool bowl, salaries and incorrect wage allocation;

GL: 23488 OTHER REC & SPORT; Other Recreation Facilities Building Operations – increase in expenditure of (\$35,480) due to cost of rates not being factored into Budget, insufficient allocation for insurance and service charges, misallocation of salaries;

GL: 53450 OTHER REC & SPORT; Proceeds on Disposal of Assets – decrease in revenue of (\$89,000) due to parks & garden vehicle purchases/trades being deferred until 2020/21;

GL: 43430 OTHER REC & SPORT; Plant & Equipment – decrease in expenditure of \$103,000 due to parks & garden vehicle purchases/trades being deferred until 2020/21;

GL: 43480 OTHER REC & SPORT; Infrastructure Other – decrease in expenditure of \$150,000 due to reticulation project being deferred, offset by GL: 53481;

GL: 53481 OTHER REC & SPORT; Transfer from Reserve – decrease in revenue of (\$150,000) due to reticulation project being deferred & Reserve transfer not occurring, offset by GL: 43480;

GL: 23466 OTHER REC & SPORT; Town Oval Maintenance/Operations – decrease in expenditure of \$10,100 due to identified savings;

GL: 23465 OTHER REC & SPORT; Parks & Gardens Maintenance/Operations – decrease in expenditure of \$28,500 due to identified savings;

GL: 23617 OTHER CULTURE; Events – increase in expenditure of (\$27,700) due to reallocation of Dowerin Field expenditure to this GL, offset by GL: 24565;

GL: 23888 ROAD MAINT; Depot Building Operations – increase in expenditure of (\$12,000) due to cost of rates not being factored into Budget and insufficient allocation for insurance and service charges;

GL: 23818 ROAD MAINT; Footpath Maintenance – decrease in expenditure of \$22,000 due to changes to the scope of works;

GL: 43930 PLANT; Plant & Equipment – decrease in expenditure of \$62,000 based on actual costs;

GL: 43981 PLANT; Transfer to Reserve – decrease in expenditure of \$84,000 due to deferral of Reserve transfer based on reduction of plant purchases;

GL: 24100 DoT LICENSING; Employee Costs – Salaries & Wages – decrease in expenditure of \$22,477 due to allocations;

GL: 24565 TOURISM; General Maintenance/Operations – decrease in expenditure of \$40,000 due to reallocation of Dowerin Field Days expenditure to GL 23617;

GL: 34521 TOURISM; Short Term Accommodation Fees – increase in revenue of \$28,500 based on current receipts to date and prior year revenue, partially offsets GL: 24588;

GL: 24582 TOURISM; Short Stay Accommodation – Marketing & Promotion – decrease in expenditure of \$23,000, funds not required, Budget allocation incorrect;

GL: 24588 TOURISM; Building Operations – increase in SSA expenditure of (\$55,770) due to insufficient Budget allocation for service charges and salary misallocation, partially offset by GL: 34521;

GL: 24589 TOURISM; Building Maintenance – increase in SSA expenditure of (\$21,580) due to identified maintenance requirements;

GL: 28400 COMM DEV; Employee Costs – Salaries & Wages – decrease in expenditure of \$13,082, Budget misallocation;

GL: 34945 ECON SERV OTHER; Other Income – increase in revenue of \$15,000 due to standpipe income not budgeted;

GL: 25200 PWOH; Employee Costs – Salaries & Wages – increase in expenditure of (\$14,800) due to Budget not including higher duties component;

GL: 25204 PWOH; Employee Costs – Training & Development – increase in expenditure of (\$15,000) due to insufficient Budget allocation with budget less than prior years;

GL: 45230 PWOH; Plant & Equipment – decrease in expenditure of \$54,000 due to deferred vehicle purchase; partially offset by GL: 55250;

GL: 55250 PWOH; Proceeds on Disposal of Assets – decrease in revenue of (\$48,000) due to deferred vehicle trade, partially offset by GL: 45230;

GL: 25331 POC; Internal Plant Repairs – Wages & O/Heads – increase in expenditure of (\$12,000) due to no Budget allocation as per prior years;

GL: 25332 POC; External Parts & Repairs – increase in expenditure of (\$10,000) based on prior years;

GL: 25333 POC; Fuels & Oils – decrease in expenditure of \$10,000 based on YTD and prior years;

GL: 25334 POC; Tyres & Tubes – decrease in expenditure of \$10,000 based on YTD and prior years;

GL: 25800 ADMIN O/HEADS; Employee Costs – Salaries & Wages – increase in expenditure of (\$10,000) due to reallocation, offset by GL: 20100;

GL: 25821 ADMIN O/HEADS; Information Technology – decrease in expenditure of \$20,000 based on leasing of equipment, YTD and prior years;

GL: 25852 ADMIN O/HEADS; Consultants – increase in expenditure of (\$10,000) offset by GL: 20552;

GL: 45830 ADMIN O/HEADS; Plant & Equipment – decrease in expenditure of \$100,000 due to deferral of vehicle purchases, partially offset by GL: 55850

GL: 55850 ADMIN O/HEADS; Proceeds on Disposal of Assets – decrease in revenue of (\$130,000) due to deferral of vehicle purchases, partially offset by GL: 45380;

GL: 35501 SALS & WAGES; Reimbursement – Workers Compensation – increase in revenue of \$22,903 due to claims made to cover employee costs.

Consultation

Rebecca McCall, Chief Executive Officer
Glen Brigg, Manager Works & Assets
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

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

“33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*

- (2A) *The review of an annual budget for a financial year must –*
- (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department."*

Risk Implications

The Review must be completed prior to 31 March 2020 and lodged with the DLGSC by the end of April or Council will be non-compliant with the requirements of the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

If Council adopts the proposed 2019/20 Budget Review amendments as presented, the result is a predicted balanced budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Metcalf


0138

That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council:

- 1. adopts the 2019/20 Budget Review, as presented in Attachment 10.4A; and**
- 2. submits a copy of the 2019/20 Budget Review to the Department of Local Government, Sports and Cultural Industries.**

CARRIED BY ABSOLUTE MAJORITY 7/0

10.5 Pioneers' Pathway - Memorandum of Understanding 2020-2023

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 February 2020	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Community Development/Tourism & Townscape Programs/2020 Pioneers' Pathways	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.5A - Draft Memorandum of Understanding	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To consider Council's continued commitment to Pioneers' Pathway and renew the Memorandum of Understanding (MOU) by further agreement.

Background

The Pioneers' Pathway Advisory Group was established in the late 1990s as a Shire of Goomalling Council Sub-Committee and comprised of the seven Member Councils who share a common interest in the Pioneers' Pathway and regional boundaries.

The Member Councils comprise of the Shires of Toodyay, Goomalling, Dowerin, Wyalkatchem, Trayning, Nungarin and Merredin.

It was agreed between the Member Councils to establish an MOU to outline the objectives and scope of Pioneers' Pathway in the aim for the Member Councils to work collaboratively developing tourism in the region. The signed MOU was for a three year period between 1 July 2017 and 30 June 2020.

The MOU may be renegotiated or renewed by further agreement between the Member Councils.

Comment

Member Council delegates have reviewed the MOU and a copy is included as an Attachment.

The renewed MOU covers the period 1 July 2020 to 30 June 2023 and provides resources to continue to collaboratively develop historical tourism in the region through the development, promotion and marketing of the Pioneers' Pathway Self Drive Trail from Perth to Merredin, reminiscing the path of the pioneers during the gold rush in the eastern goldfields and the development of agriculture and communities in the region.

The Member Councils to the MOU acknowledge the strategic context within the current Pioneers' Pathway Strategic Plan 2019-2021.

Consultation

Pioneers' Pathway Member Council Delegates
Linda Vernon, Executive Officer, Pioneers' Pathway
Peter Bentley, CEO, Shire of Goomalling

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: A strong and growing local economy supported by new industry development aligned to identified economic opportunity

Outcome: Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes

Reference: E3.1; Continue to be an active member of Pioneers' Pathway and Wheatbelt Way and support the development of the products

Asset Management Plan

The Shire of Dowerin will be responsible for the maintenance and renewal of related Pioneers' Pathway signage and interpretation.

Long Term Financial Plan

Whilst the Shire of Dowerin is a member of Pioneers' Pathway there will be long term financial implications to involve an annual contribution of at least \$3,500 and, in addition, maintenance of associated interpretative signage.

Risk Implications

Without the continued commitment from the Member Councils to further develop and promote the Pioneers' Pathway product, the participating Member Councils are likely to experience reduced visitor numbers due to competing products across the region.

Financial Implications

The financial implications will require an annual commitment of \$3,500 and a total commitment of \$10,500 over three (3) financial years:

Item	2020/21	2021/22	2022/23	Total
Product Development and Marketing	\$1,500	\$1,500	\$1,500	\$4,500
Executive Officer	\$2,000	\$2,000	\$2,000	\$6,000

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Chatfield

0139 That, in accordance with Section 3.18 of the *Local Government Act 1995*, Council endorses the Shire President and Chief Executive Officer signing the reviewed Pioneers' Pathway Memorandum of Understanding 2020-2023, as presented in Attachment 10.5A.

CARRIED 7/0

11. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

11.1 Policy Manual Review - Policy 2.3 - Public Interest Disclosure Policy and Public Interest Disclosure Guideline

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	23 January 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/Information Management/Public Interest Disclosure	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - Reviewed Policy Attachment 11.1B - PID Guideline	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the reviewed Policy 2.3 - Public Interest Disclosure (PID) Policy and the newly developed PID Guideline to Council for consideration and, if satisfactory, adoption.

Background

The purpose of the PID Guideline is to provide guidelines in relation to the receipt and investigation of Public Interest Information made under the *Public Interest Disclosure Act 2003* (PID Act). The PID Act requires the Principal Executive Officer (in the Shire's case, the CEO) of each public authority (which is the Shire of Dowerin) to prepare and publish guidelines relating to their authority's obligations under the PID Act. The PID Guidelines must be consistent with the model Guidelines produced by the Public Sector Commission.

While Council had adopted Policy 2.3 - PID Policy which contained some procedures, it did not align or comply with the Public Sector Commission's Guidelines. Hence Policy 2.3 - PID Policy has been reviewed and amendments suggested. This is provided as a tracked-changes Attachment.

Comment

The PID Guideline has been developed to outline the Shire's obligations under the PID Act and to provide details on how a PID would be managed within the organisation. A copy of the PID Guideline is included as an Attachment. The Guideline complies with the requirements of the PID Act and confirms the Shire's commitment to the reporting and investigating of corrupt and improper conduct, should it occur.

The PID Act facilitates the disclosure of public interest information, and provides protection for those making such disclosures and those who are the subject of disclosures. The PID Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

A PID is made when a person discloses to a proper authority information that tends to show past, present or proposed future improper conduct by a public body in the exercise of its public functions.

In order to be a disclosure to which the PID Act applies, a disclosure must be:

1. Made by a discloser who believes on reasonable grounds that the information is or may be true;
2. A disclosure of public interest information; and
3. Made to the appropriate proper authority.

Public Interest Information means information received which must meet a number of criteria. It must:

1. Relate to a public authority, public officer or public sector contractor;
2. Relate to the performance of a public function of the public body; and
3. Tend to show that the public body is, has been, or proposes to be, involved in improper conduct.

Public Interest information must tend to show the involvement of a public body in:

1. Improper conduct;
2. An offence against State Law;
3. A substantial unauthorised or irregular use of public resources;
4. A substantial mismanagement of public resources;
5. Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment; or
6. Conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

Local governments are required to report annually to the Public Sector Commission and in its Annual Report the number of PIDs made throughout the year. Since 2016/17 there have been no PIDs made for the Shire of Dowerin.

The Shire's PID Officer is the Executive & Governance Officer.

Consultation

Senior Management Group

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the reviewed 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 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Section 23 of the PID Act states:

“23. *Principal executive officer of public authority, duties of*

- (1) *The principal executive officer of a public authority must –*
 - (a) *designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information; and*
 - (b) *provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information; and*
 - (c) *ensure that his or her public authority complies with this Act; and*
 - (d) *ensure that his or her public authority complies with the code established by the Commissioner under section 20; and*
 - (e) *prepare and publish internal procedures relating to the authority's obligations under this Act; and*
 - (f) *provide information annually to the Commissioner on –*
 - (i) *the number of public interest disclosures received by a responsible officer of the authority over the report period; and*
 - (ii) *the results of any investigations conducted as a result of the disclosures and the action, if any, taken as a result of each investigation; and*
 - (iii) *such other matters as are prescribed.*
- (2) *Internal procedures prepared under subsection (1)(e) must be consistent with guidelines prepared by the Commissioner under section 21.*
- (3) *Subsection (1) does not apply to the Chief Justice or to the Presiding Officer of a House of Parliament.”*

Risk Implications

The PID Policy and Guidelines reflect the Shire's commitment of ensuring best practice governance principles and the protection of staff and resources, as well as the transparency and accountability in its operations.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Sewell

0140

That, in accordance with Section 2.7 of the *Local Government Act 1995* and Section 23 of the *Public Interest Disclosure Act 2003*, Council adopts:

- 1. the reviewed Policy 2.3 - Public Interest Disclosure Policy, as presented in Attachment 11.1A; and**
- 2. the Public Interest Disclosure Guidelines, as presented in Attachment 11.1B.**

CARRIED 7/0

11.2 Dress Code for Citizenship Ceremonies

Governance & Compliance



Date:	23 January 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Australian Citizenship Act 2007</i>
SharePoint Reference:	Community/Community Development/Community Services/ Citizenship Ceremonies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - Citizenship Ceremonies Code Attachment 11.2B - Dress Code for Citizenship Ceremonies

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the proposed Dress Code for Citizenship Ceremonies to Council for consideration and, if satisfactory, adoption.

Background

The Department of Home Affairs recently facilitated a review of the Australian Citizenship Ceremonies Code (the Code) and the new version of the Code took effect from 19 September 2019. A copy of the Code is included as an Attachment. Key changes to the Code include:

1. Local governments must ensure ceremonies are conducted in accordance with the Code which includes a requirement to hold a citizenship ceremony on Australia Day (January 26). However, it should be noted that local governments that conferred citizenship on less than 20 people in the previous year are exempt from this requirement;
2. Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and
3. Local governments are to establish a Dress Code for ceremonies to reflect the significance of the occasion and provide a copy of the Dress Code to the Department of Home Affairs.

The changes to the Code are designed to reflect the expectations of the Australian community and provide clear guidance to local governments on hosting citizenship ceremonies.

The Code follows the *Australian Citizenship Act 2007* and sets out the legal and other requirements for conducting citizenship ceremonies, as well as the roles and responsibilities for those involved in citizenship ceremonies.

Additionally, the Code provides guidance to local governments to help plan and conduct citizenship ceremonies.

Comment

In accordance with point 3 above, a proposed Dress Code for Citizenship Ceremonies has been developed and is provided as an Attachment.

The Dress Code recommends either formal or smart casual wear and encourages the use of national or traditional dress.

While the Shire of Dowerin does not conduct many citizenship ceremonies, they are important and significant occasions and it is believed the proposed Dress Code appropriately acknowledges this. The Dress Code would be provided to all conferees prior to their ceremony.

Consultation

Council Workshop 21 January 2020

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

The *Australian Citizenship Act 2007* and Australian Citizenship Ceremonies Code applies.

Risk Implications

Council would be contravening the *Australian Citizenship Act 2007* and Australian Citizenship Ceremonies Code if it did not adopt a Dress Code for Citizenship Ceremonies.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0141 That, in accordance with the *Australian Citizenship Act 2007* and Australian Citizenship Ceremonies Code, Council:

1. adopts the Dress Code for Citizenship Ceremonies, as presented in Attachment 11.2B, for all citizenship ceremonies conducted within the Shire of Dowerin;

- 2. provides a copy of the adopted Dress Code for Citizenship Ceremonies to the Department of Home Affairs; and**
- 3. makes the Dress Code for Citizenship Ceremonies available to all citizenship conferees.**

CARRIED 6/1

2.53pm - Councillor Sewell declared a Financial Interest in this Item 11.3 and left the meeting.

11.3 Lot 2 Cemetery Road and Lots 800-801 Irvine Road, Dowerin – Proposed Subdivision / Amalgamation – WAPC Referral (WAPC Ref: 158798)

Governance & Compliance



Date:	5 February 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kobus Nieuwoudt, Contract Planner, Shire of Toodyay
Legislation:	<i>Planning & Development Act 2005</i>
SharePoint Reference:	Compliance/Development & Building/Subdivision Applications
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.3A</u> – Subdivision & Location Plan

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposal for subdivision/amalgamation to Council for consideration and comment.

Background

A referral has been received from the Western Australian Planning Commission (WAPC) requesting Council's advice regarding a proposal to excise a 12.5074 ha portion of Lot 2 Cemetery Road, Dowerin and to amalgamate this with the existing Lot 801 Irvine Road, Dowerin. A 70.8ha balance portion of Lot 2 Cemetery Road will be retained as a single parcel as is more clearly depicted in the Subdivision Plan included as an Attachment.

The subject site is the site of Cooperative Bulk Handling's (CBH) Dowerin operations.

The Proposal

CBH is currently reviewing, rationalising and expanding its network of existing grain storage and handling facilities across WA. CBH intends to focus on maintenance and capital enhancement at CBH's top 100 grain receival sites, where over 90% of the grain is received, stored and handled for distribution to the ports and some domestic markets.

In order to deliver CBH's network strategy, it is necessary to acquire additional land to expand specific grain storage and handling facilities across the State. This land is then required to be formally amalgamated into CBH's existing landholdings.

With respect to the application before Council, CBH proposes to excise a 12.5074 ha portion of Lot 2 Cemetery Road, and to amalgamate this with the existing Lot 801 Cowper Road, retaining the 70.8ha balance portion of Lot 2 Cemetery Road as a single parcel.

The current parcels of land are as follows:

Lot Number	Deposited Plan	Area (ha)
Lot 2 Cemetery Rd	P062721	83.4967
Lot 800 Cowper Rd	P073758	60.7318
Lot 801 Irvine Rd	P073758	44.4497

The application also proposes to excise a 10m wide (9,557m² (0.9557 ha)) strip of land from Lot 800 and amalgamate it into existing Lot 801. This is necessary in order to widen the existing access leg to Rifle Range Road at the southwestern corner of Lot 801 so as to improve the efficiency and safety of truck movements to and from the grain facility. The excised portions combined with the existing Lot 801 forms a consolidated parcel of 57.9571 ha.

Summary of parcel sizes following excisions/amalgamation:

Lot Number	Deposited Plan	Area (ha)
Lot 2 Cemetery Rd (balance of)	P062721	70.8495
Lot 800 Cowper Rd	P073758	59.7761
Lot 801 Irvine Rd	P073758	44.4497

Zoning

The subject land is zoned 'Rural' under Council's Scheme No. 2.

Comment

Officers support the proposed subdivision/amalgamation for the following reasons:

1. The proposal will not prejudice the future use of the subject lots for rural purposes; and
2. The proposal is consistent with clauses 5 and 6 of the WAPC's *Development Control Policy 3.4 - Subdivision of Rural Land* (i.e. the application does not seek to increase the number of rural lots; it enables efficient provision of State-significant rural infrastructure and will have no adverse impact on the environment, sites of cultural significance, or the amenity of surrounding areas).

It is recommended Council advises the WAPC that the proposal is supported unconditionally.

Consultation

No external consultation is required in relation to the recommendations of this report.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: A strong and growing local economy supported by new industry development aligned to identified economic opportunity.

Outcome: 3

Reference: Nil

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

1. *Planning and Development Act (as amended) 2005;*
2. Shire of Dowerin Local Planning Scheme No.2;
3. State Planning Policy 2.5: Rural Planning; and
4. DC Policy 3.4: Subdivision of Rural Land.

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward


0142 That, in accordance with Section 142(2)(a) of the *Planning and Development Act 2005*, Council advises the Western Australian Planning Commission that the application for subdivision (WAPC Ref: 158798), as presented in Attachment 11.3A, is supported unconditionally.

CARRIED 6/0

3.02pm - Councillor Sewell entered the meeting.

12. OFFICER'S REPORTS - WORKS AND ASSETS

12.1 Request for Quotation for Waste Collection Services in the Shire of Dowerin and Avon Regional Organisation of Councils

<h1>Works & Assets</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	29 January 2020	
Location:	Not applicable	
Responsible Officer:	Glen Brigg, Manager Works & Assets	
Author:	Carmen Sadleir, Manager Health & Environment, Shire of Northam Vanessa Green, Executive & Governance Officer, Shire of Dowerin	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
SharePoint Reference:	Organisation/Corporate Management/Tendering/RFQ05-19 AROC Waste Services	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 12.1A - WALGA Recommendation Report	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents quotations submitted through the Western Australian Local Government Association's (WALGA) Vendor Panel for waste collection services to Council to award the successful tenderer.

Background

The Shire of Dowerin's waste collection contract with Avon Waste expires on 30 June 2020 and as the cost of the contract is greater than \$150,000 in value, the Shire will be required to enter into a new contract with a suitably qualified service provider.

The Shire of Dowerin joined with four other local authorities within AROC (Toodyay, York, Victoria Plains and Dowerin) to undertake a joint procurement process for waste services to improve the attractiveness of the contract for waste service providers, potentially resulting in a lower price for the services.

AROC engaged WALGA to manage the procurement process. The Tender proposed a contract for the next 5 years commencing 1 July 2020 with an extension option of 4 years (2 x 2 year). The pricing was sought on the basis of a joint price (all local authorities together) and individual local government pricing. A Request for Quotations (RFQ) from experienced waste collection service providers were sought through the WALGA Vendor Panel which opened on Thursday 29 August 2019 and closed at 5.00pm on Thursday 31 October 2019. At the close of tenders two submissions were received.

Comment

The two submissions were received from the following proponents:

1. Cleanaway Pty Ltd; and
2. Stondon Pty Ltd trading as Avon Waste.

The submissions were assessed against the predetermined procurement criteria and the WALGA Recommendation Report is included as a Confidential Attachment.

The assessment determined the ranking of the tenders as indicated below:

1. 1st Stondon Pty Ltd trading as Avon Waste; then
2. 2nd Cleanaway Pty Ltd.

The AROC procurement has utilised the economy of scale by combining all the services within the AROC area (except the Shire of Goomalling) for the RFQ, however each Council has also been provided with separate costings and contracts should a joint procurement not be undertaken. This process has produced very competitive quotations for all local governments involved and undertaking a joint tender is also an outline activity in the AROC Strategic Waste Minimisation Plan 2015-2020.

The procurement process required contractors to submit pricing for each local government to be serviced autonomously and then again as part of the combined AROC group, however still with individual Council pricing. An alternate pricing option was submitted by one respondent which is included within the recommendation report (refer to page 12).

The contract specification will include the collection all parks and gardens, street (including Minnivale and Dowerin townsites) bins and annual recycling calendar printing costs, recycling processing fee and an optional waste education service (an additional \$750 per activity).

The 2019/20 Budget has allocated \$61,000 for waste collection services. The costing in the RFQ will result in savings of approximately \$3,100 per annum for the Shire of Dowerin from current costings should the joint procurement process be undertaken.

Based on the procurement assessment in accordance with the predetermined selection criteria, the contract is recommended to be awarded to Avon Waste for the value of \$57,899.04 per annum.

If all participating Councils resolve against the recommendation to award the contract to Avon Waste Group Contract Price, the individual contract price for the Shire of Dowerin will be \$59,391.96.

Consultation

The RFQ was made available to all waste collection preferred suppliers on the WALGA vendor panel.

Discussion and agreement was reached by AROC Member Councils to proceed with a joint procurement process. All AROC Member Councils involved in the procurement process have been issued with a copy of the recommendations report and pricing schedule.

Council Workshop 21 January 2020

Rebecca McCall, Chief Executive Officer

Glen Brigg, Manager Works & Assets

Policy Implications

The procurement of waste collections services for the Shire of Dowerin complies with Policy 4.11 – Purchasing Policy.

Statutory Implications

Section 3.57 of the *Local Government Act 1995* states:

“Tenders for Providing Goods or Services

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

Section 11(2)(b) of the *Local Government (Functions and General) Regulations 1996* states tenders do not have to be publicly invited according to the requirements of the Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Strategic Implications

Strategic Community Plan

Community Priority: Natural Environment

Objective: Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management.

Outcome: 2

Reference: N4

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: L7

Asset Management Plan

The

Long Term Financial Plan

Nil

Risk Implications

The following risks are identified:

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The proposed RFQ submissions are within budget.	Moderate	Nil
Health & Safety	Injury to the public or contractors.	Moderate	WALGA panel suppliers have been vetted for suitable experience. Both submissions had occupational health and safety policies and practices.
Reputation	Should the waste service not be delivered to the community adequately this could affect the Shire's reputation.	Moderate	WALGA panel suppliers have been vetted for suitable experience.
Service Interruption	Should the waste service not be delivered to the community adequately this could affect the Shire's reputation.	Moderate	WALGA panel suppliers have been vetted for suitable experience. Contractors new to the area have

			addressed the need for a changeover plan if required.
Compliance	Services are required to be procured in accordance with policy and legislation.	Moderate	Undertaking the RFQ process through the WALGA Preferred Supplier Panel ensures the Shire is complying with statutory obligations.
Property	Damage to Council property such as poor bin handling processes.	Moderate	WALGA panel suppliers have been vetted for suitable experience.
Environment	Poor collection or disposal methods could result in damage to the environment.	Low	WALGA panel suppliers have been vetted for suitable experience.

Financial Implications

Council will need to allocate sufficient funds in the 2020/21 Budget to cover the cost of the waste collection contract.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Sewell

0143

That, in accordance with Section 3.57 of the *Local Government Act 1995* and Part 4 Division 2 of the *Local Government (Functions & General) Regulations 1996*, Council:

- 1. Awards the request for quotation made available through the WALGA preferred suppliers to Stondon Pty Ltd trading as Avon Waste for the provision of Waste and Recycling Collection and Bulk Rubbish Services, up to the value of \$57,899.04 per annum for a period of 5 years commencing from 1 July 2020 until 30 June 2025, with the option to extend for a further 4 years (2 x 2 years) at the Principals discretion; and**
- 2. Authorises the Chief Executive Officer to execute the contract, subject to any variations (of a minor nature).**

CARRIED 7/0

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

Nil

14. Elected Members' Motions

Nil

15. Matters Behind Closed Doors

3.05pm - Councillor Holberton declared a Proximity Interest in this Item 15.1, left the meeting and did not return.

15.1 Disposal of Lots 16 and 18 Anderson Street, Dowerin

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf **Seconded:** Cr Ward

0144 That, in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 6/0

3.06pm - Council went Behind Closed Doors.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Cr Chatfield

0145 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED

3.21pm - Council came out from Behind Closed Doors.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf **Seconded:** Cr Chatfield

0146 That, in accordance with Sections 3.58 and 6.8(1)(b) of the *Local Government Act 1995*, Council:

- 1. Notes the market value as at 3 January 2020 provided by AssetVal Pty Ltd for Lot 16 Anderson Street, Dowerin and Lot 18 Anderson Street Dowerin, as presented in confidential Attachment 15.1A;**

- 2. Allocates funds of up to \$1,800 in the 2019/20 Budget for the advertising and settlement agent's costs associated with the disposal of Lot 16 Anderson Street, Dowerin and Lot 18 Anderson Street Dowerin;**
- 3. Disposes of Lot 16 Anderson Street, Dowerin and Lot 18 Anderson Street, Dowerin by way of public tender;**
- 4. Sets the Reserve price for Lot 16 Anderson Street, Dowerin as Option 11 and Lot 18 Anderson Street, Dowerin as Option 11, as presented in confidential Attachment 15.1B; and**
- 5. The Chief Executive Officer be delegated authority to accept an offer for either property where a tender is submitted that meets the Reserve price on the proviso that no additional conditions are included in the Contract of Sale and/or Offer and Acceptance. Tenders submitted with conditions or under the Reserve price are to be presented to Council for consideration.**

CARRIED BY ABSOLUTE MAJORITY 6/0

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



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Annual Electors Meeting

Held at the Dowerin Community Club
East Street, Dowerin WA 6461
Tuesday 18 February 2020



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Shire of Dowerin
Annual Electors Meeting
Tuesday 18 February 2020



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 6.05pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LG Hagboom	
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
Ms V Green	Executive & Governance Officer

Members of the Public:

Frances Anderson, Dawn Condo, Roberta Cooper, Eric Emmott, Simon Emmott, Wendy Emmott, Trevor Gerrard, Fiona Hagboom, John Hull, Diane Hudson, Lesly Marshall, Doug Maxwell, Norma Metcalf, Noela Newman, Peter Nowelski, Steve Parkin, Don Phillips, Margaret Phillips, Emma Richards, Peter Richards, Anne Robson, Betty Ward

Apologies:

Mr Glen Brigg, Manager Works & Assets, Lynley Arnott, Ian & Lyn Phillips

Approved Leave of Absence:

Nil

3. Public Question Time

Nil

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

4.1 Annual Electors Meeting held on 5 February 2019

[Attachment 4.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: A Robson

Seconded: E Richards

0147 That, in accordance with Section 5.32 of the *Local Government Act 1995*, the Minutes of the Annual Electors Meeting held on 5 February 2019, as presented in Attachment 4.1A, be confirmed as a true and correct record of proceedings.

CARRIED

5. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

5.1 Receipt of the 2018/19 Annual Report

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	29 January 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 Meetings/2020 Annual Electors Meeting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 5.1A - 2018/19 Annual Report	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the 2018/19 Annual Report to the Annual Electors Meeting.

Background

The annual financial statements for the year ended 30 June 2019 have been completed, as has the annual audit of those financial statements by Council's auditors, AMD Chartered Accountants (AMD).

The Audit & Risk Committee adopted the audited financial report at its December 2019 meeting (CMRef 0121) which also included the exit interview with the Office of the Auditor General (OAG) and AMD. Council adopted the 2018/19 Annual Report at its Special Council Meeting held on 14 January 2020 (CMRef 0123).

The 2018/19 Annual Report is provided as an Attachment.

Comment

The 2018/19 Annual Report consists of the following parts:

1. 2018/19 Annual Financial Statements;
2. Independent Auditor's Report;
3. President's Report;
4. CEO's Report; and
5. Statutory Reports.

In addition, reports on the activities and events undertaken by the Shire for the financial year are included.

Consultation

Despatch advertising on 7 February 2020, as well as promotion on the Shire's Facebook page, website and notice boards.

Avon Advocate Local Public Notice on 29 January 2020

Special Council Meeting 14 January 2020

Audit & Risk Committee Meeting 19 December 2019

OAG & AMD

Senior Management Group

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: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.27 of the *Local Government Act 1995* states that a general meeting of electors is to be held once every financial year on a day selected by the local government but not more than 56 days after the adoption of the annual report.

Section 5.29 of the *Local Government Act 1995* states that the CEO is to convene an electors' meeting by giving 14 days local public notice.

Regulation 15 of the *Local Government (Administration) Regulations 1996* state that the matters to be discussed at an Annual Electors Meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* if it did not conduct an Annual Electors Meeting.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

	<i>It is anticipated that the Dowerin Marketing Plan will be a working document and will form the basis of an annual communications plan to include consultation, engagement and promotional initiatives. The initial Plan will be targeting visitors to Dowerin, therefore actions will include marketing initiatives to promote Dowerin's attractions, events, services and accommodation. It is anticipated to further develop the Plan in 2021/22 to target families to live, play and invest in Dowerin.</i>
Outcome 2	Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes.
Strategy E2	Undertake a tourism asset and opportunity review to clearly identify target markets, tourism trends and opportunities for Dowerin to better promote offerings; encourage and support local businesses to better cater for visitors and tourists.
Action 2.1	Undertake a tourism audit to include attractions, services and signage: 2019/2020 <i>Status:</i> <i>Preliminaries have commenced and it is aimed to complete the audit by April 2020. The purpose of the audit is to identify maintenance and replacement requirements for existing attractions, services and signage. In addition, the audit will identify any signage gaps. The renewal and addition of signage is likely to be rolled out over 2-3 years due to budget restrictions.</i>
Action 2.2	Prepare and implement a Strategic Tourism Plan: 2020/2021 <i>Status:</i> <i>The timeline for this project is 2020/2021 and is likely to be completed inhouse.</i>
Outcome 3	New industry and strengthen existing industry supports economic growth and local employment generation.
Strategy E5	Complete a local economic development and incentivisation plan that focuses on business development and identifies industry opportunities and actions to capitalise on prospects.
Action E5.1	Develop and implement a Strategic Economic Plan; 2020/2021 <i>Status:</i> <i>The timeline for this project is 2020/2021 and is likely to be completed inhouse unless resources are allocated in the 2020/21 Budget. It needs to be clear that Council's core function is not economic development. Council can support economic development, however has little control and/or influence to empower business development. The Plan will identify agreed objectives and actions plus highlight the responsible key stakeholder(s).</i>
Strategy E6	Local businesses are supported to thrive through continued membership and promotion of the Wheatbelt Business Network, and development of a local business development strategy.
Action E6.1	Facilitate the re-activation of the Dowerin Business Association. <i>Status:</i> <i>Mid-year 2019, the Dowerin Business Association (DBA) convened a meeting to discuss the future and purpose of the DBA. The Shire President and CEO attended this meeting. The DBA accepted the offer from the CEO for the Shire to act as a 'silent' secretary to assist with administration and communication. The meeting did result in the DBA hosting a sundowner at</i>

	<p><i>the Farm Shed which was well attended by the business community.</i></p> <p><i>Council can support the function of the DBA, however the organisation must be driven by the business community.</i></p> <p><i>Council will be hosting a sundowner with the intent of inviting the business community to provide the opportunity to network and discuss matters of concern. The sundowner is likely to be held in late March or early April 2020. It is hoped the business community takes advantage of this opportunity.</i></p>
Action E6.2	<p>Advocate for increased local participation of the Wheatbelt Business Network.</p> <p><i>Status:</i></p> <p><i>It was the CEO's take from the DBA meeting that there was a general lack of appetite for the Dowerin Business Community to be affiliated with the Wheatbelt Business Network (WBN). The WBN helps keeps businesses up to date with business information, business contacts, resources, networks and a fortnightly newsletter. The WBN connect businesses through a range of networking opportunities to include business after hours events, a member only Facebook group, Lindekin groups, women in business event and mentoring program. Membership over the Wheatbelt is currently 300 businesses. Membership costs start at \$165 per annum.</i></p>
Action E6.3	<p>Facilitate the development of business development strategies and support local businesses with the implementation of identified initiatives.</p> <p><i>Status:</i></p> <p><i>The timeline for this project is 2020/21 and is likely to be completed inhouse unless resources are allocated in the 2020/21 Budget. It needs to be clear that Council's core function is not economic development and Council has little control and/or influence to empower business development. However, Council can work with the business community to identify workable and sustainable initiatives. This will be addressed when the Strategic Economic Plan is developed.</i></p>
Additional Meeting Comment	<p>It was suggested the Shire could facilitate a public forum with a futurist to stimulate economic development and generate additional ideas. A potential facilitator had been identified and this would be considered in the development of the Strategic Economic Plan.</p>

Q3. Disability Access and Inclusion Plan (DAIP) - with the Dowerin Community Club (DCC) being a public building, a self-opening door should be installed. There are disabled people in town who would benefit from this and also elderly people who frequent the building. Reading the DAIP, I was unable to see any provision for this to be implemented.

The objectives and outcomes in the Shire of Dowerin's DAIP are very broad. It is agreed that the installation of an automatic door at the DCC would be beneficial to the community at large. In previous years grant funding was available to local authorities for similar initiatives, though unfortunately this program is no longer accessible. The approximate cost to install automatic doors would be in the vicinity of \$7,000. However, the lack of external funding will not stop Council discussing the proposal with the DCC Committee soon and, if favourably considered, it will be included in 2020/21 Budget.

Q4. Snap Send Solve - does not appear to resolve issues as planned.

When the Snap Send Solve app was introduced as a mechanism for the community to report issues the app's utilisation was grossly underestimated. The sheer volume of Snap Send Solve requests received has become difficult to process and manage, particularly during periods of staff changeovers. It is planned to review the management of the app over the next few months and implement improved processes to ensure issues are at least acknowledged. Addressing issues received through the app depends on a number of variables to include:

- Budget consideration and/or implications;

- Asset management practices;
- Road maintenance and construction programs; and
- Parks & Gardens maintenance program.

Q5. Bird Sanctuary – repair required on the shade cloth, bins have no bottom and people put rubbish in which goes on the ground. Fence and signs need replacing.

The 2019/20 Budget includes an allocation to commence maintenance work and signage renewal along the Tin Dog Walk Trail to include the Bird Sanctuary. Although the fence looks unsightly, it is generally in good condition and is suitable for its function to deter access to the sewer dam. The Dowerin Workcamp were involved in the initial development of the sanctuary and maybe be agreeable to assist in carrying out maintenance. It is a preference to remove the shade cloth and carry out due diligence to identify possible alternatives to address screening, seating, signage and litter control. Costings will need to be presented to Council for consideration.

Q6. Red Cones – have been left outside of Chatfield residence for two years.

Q7. The appalling state of the footpath in the main street of Dowerin (eg, gaps in paving, slippery pavers, curb exposed).

The cones remain at this location as the footpath contains a trip hazard. Council has purchased a grinder to address the high-risk trip hazards found within the footpath network. Many of the trip hazards are caused by tree roots. The Workcamp will be undertaking this work and it is anticipated that works will commence by mid-March.

Council is aware of the poor conditions of the footpath network. Council has 7.7km of footpaths with a useful life of less than 50 years. Replacement costs for footpaths is \$985,000. In order to keep pace with asset renewal Council needs to spend approximately \$20,000 per annum. This does not include the construction of new paths to extend the footpath network.

Q8. Trees – reported in Woods Road and still not removed

Upon investigating this matter, it appears a loader has pushed the tree aside. The works crew have since cleared the debris away.

Q9. New Road Repair Truck – please explain to the community how this is to be used and when this will happen.

Current work practices include patching roads by hand. To obtain efficiencies, Council made the decision to purchase a Jetpatcher. The jet patcher will be utilised to patch roads (potholes and edges), sealing of re-stabilisation works and bitumen repairs. The Shire requires usage of the Jetpatcher on its aging and deteriorating sealed network, but budgets will determine the amount of usage.

The Jetpatcher contains a high-pressure vessel; therefore, the works crew need to be appropriately trained to ensure operation is carried out safely. Training was delayed due to the Christmas period and waiting for the return of the crew from annual leave. The accredited trainer arrives this week to facilitate appropriate training over 3 days.

Q10. Trees in the main street are self pruning. Surely the Shire could trim on a regular basis, as many lights are not visible due to the trees. Also, dangerous when branches drop, as well as causing excessive mess. This has been the case for the ten years I have lived here and been addressed several times, also many of the bins are rusting out on the bottom.

Council will need to engage an arborist to prune the gums in the main street as it is a specialised task to prune appropriately to ensure the trees are not damaged and limbs are not weakened. There is an allocation in the current budget to undertake this request. It should also be noted there are members of the community who would prefer the trees to be left as is.

It is acknowledged that the rubbish bins need replacing. This project will be a consideration for the 2020/21 Budget.

Q11. The purchase and disposal of Shire equipment that is hardly used (eg. Is the old bob cat still within the Shire? If so, why buy a new one and why isn't the odd one sold (if still here).

The Mustang bobcat is near its end of life and has being replaced with the skidsteer. It is planned to house the mustang at the Tip to carry out ongoing tip maintenance. Council has recently disposed of a low loader and dolly. Offers received for the 2009 Ford Ranger Utility are yet to be evaluated.

Q12. Since recycling has finished I the town is the TPW wool press still located in the recycling shed? If so, why hasn't it been sold?

Q13. Several businesses are participating in a recycling of cardboard project in conjunction with Avon Waste. Is the Shire participating in this venture. If not, why?

Theme	Our Natural Environment
Objective	Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management.
Outcome 1	Increased community education and awareness supports the preservation of Dowerin's natural environment.
Strategy N1	Work with environmental advocacy groups to deliver targeted education programs that support existing sustainability initiatives and encourages community ownership of the recycling program.
Action N1.1	<p>Facilitate and support the transfer of the recycling program management to a community group.</p> <p><i>Status:</i></p> <p><i>The original intent of the recycling shed was based on the ethos that the community would volunteer to sort through the recyclables and bale. Over time, volunteerism dropped, and the Shire was then picking up recyclables, sorting, baling and disposing. This unbudgeted service became onerous and costly.</i></p> <p><i>In late 2018, Council approached possible community groups to determine the appetite to take on the service to no avail.</i></p> <p><i>The current value and treatment of recyclables is of concern across the world. Until the Federal and State Governments set appropriate policy and put in place sustainable programs to drive and support the management of recyclables Council will not be offering a recyclable service other than the fortnightly recycle bin pick-up.</i></p> <p><i>The Shire is yet to confirm the ownership of the TWP press. It is unknown if it was donated or purchased for the purpose of the recycling project. If it is determined that the Shire owns the TWP press the retainment or disposal will be considered by Council.</i></p>
Additional Meeting Comment	It was advised that the TWP press was donated to the Shire by Mr Eric Emmott hence this would be followed up.
Action N1.2	<p>Support the rollout of the Container Deposit Scheme.</p> <p><i>Status:</i></p> <p><i>New WA policy will see the WA Container Deposit Scheme roll out from June 2020. Containers for Change allows consumers to take empty beverage containers covered by the scheme to a refund point to receive a refund of 10 cents. The container deposit scheme - Container for Change - starts on 2 June 2020. Containers for Change is run by WA Return Recycle Renew - a not for profit company responsible for establishing the collection network and managing its day to day operations. Upon scheme commencement, over 170 Containers for Change Refund Points will open across WA. Over 220 Refund Points will be open across the State by June 2021. The Minister is yet to</i></p>

	<p><i>formally announce the location of the Refund Pints.</i></p> <p><i>It is believed that the Dowerin Community Resource Centre, High School and Men's Shed have expressed an interest in managing a local Containers for Change.</i></p> <p><i>For further information visit www.containerforchange.com.au.</i></p>
Additional Meeting Comment	<p>It was confirmed that the Lil' Tigers had registered for the Containers for Change program.</p>

Q14. Security in town. Since lots of break ins, etc, over the last months, shouldn't the Shire be investing in helping of prevention of this? Ie. security in main street and back lanes.

The SCP does not identify security as a priority. Installation and management of appropriate CCTV is costly and while there is significant external funding available to install CCTV, the criteria is based on key priorities and WA Police crime statistics and identified hotspots. Although Dowerin's criminal incidents have increased of late, the number is not likely to warrant a successful grant application. Therefore, Council would need to cover the full cost of installation. In addition, consideration of ongoing monitoring of the CCTV and maintenance of the system is required; who monitors, who maintains the system, who replaces the system when required etc?

It should also be noted that Council is responsible for securing its own assets. Businesses and residents are responsible for appropriately securing their private property.

Q15. The gardens and gardening committee in my opinion are going a good job, but should consideration be given to making the town entrance more appealing?

Theme	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	Infrastructure is for purpose, responsibly managed and maintained.
Strategy I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets.
Action I1.3	<p>Develop and implement a Streetscaping Plan</p> <p><i>Status:</i></p> <p><i>The Draft Streetscaping Plan is nearly completed and will be presented to the Streetscaping Committee for feedback. The Plan will include the streetscaping of Stewart Street, DCC & SSA entrances and town entrances on Goldfields Road. The implementation of the Plan will be dependent on budget allocations and the success of attracting external funding. Depending on available funds, it could take 5 to 6 years to roll- out the Plan.</i></p>

Q16. My personal view is that the Shire Councillors, CEO and Leading Hand should go for a walk around the town together and have a look at some of the issues stated above.

The CEO and Manager Works & Assets drive and walk around town on a weekly basis. They are fully aware of asset conditions and the need for attention. Asset management is a holistic approach of managing infrastructure to include the financial and human resources required to manage assets, which comprises whole of life cycle and renewal costs. Due to the state of aging assets across the Shire it is imperative that a strategic approach is implemented to enable the 10-year programming schedule to be carried out.

Financial resources are limited, and we have a significant renewal gap. Bringing our assets to a suitable standard, for them to be functional and meet the needs of our community into the future is going to take patience and time.

Q17. Is the Lessor Hall getting any type of air conditioning? I think this should be done.

Theme	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	Infrastructure is for purpose, responsibly managed and maintained.
Strategy I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets.
Action I1.3	<p>Audit and review Council's facilities and assets</p> <p><i>Status:</i></p> <p><i>The replacement of the air-conditioning in the Lessor Hall is \$3,000 and is not factored in the 2019/20 Budget. This will be considered by Council. It is anticipated to complete the audit prior to June 2020 to ascertain the usage of facilities and spaces. This data will be assessed in conjunction with asset life-cycle costs to assist Council determine how to best manage its facilities and spaces.</i></p> <p><i>Town Hall (including Lessor Hall);</i></p> <ul style="list-style-type: none"> • <i>Condition assessment 3</i> • <i>Estimated remaining life 30 years</i> • <i>Approximate annual revenue \$4,000</i> • <i>Approximate annual operational expenditure \$21,000</i> • <i>Immediate maintenance and painting \$33,600</i>
Strategy I2	Develop a comprehensive asset management plan that prioritises assets and details a replacement and management schedule, that aligns to community needs.
Action I2.1	<p>Prepare a comprehensive Property Portfolio of Council's owned assets that includes 10-year replacement and management schedules.</p> <p><i>Status</i></p> <p><i>The Property Portfolio was completed in 2019 and the 10-year maintenance schedules will be reviewed as part of the 2020/21 Budget process.</i></p>

In addition to the above information, which was provided as a handout at the meeting, a document detailing the Asset Management Considerations for the Shire of Dowerin has been developed and was available to attendees at the meeting. A copy is included as an Attachment to these Minutes.

The other main points of discussion and questions raised included:

- Staff Employment
- Q. There is a perception that available jobs are not advertised locally and that no locals are being employed.
- A. Since August 2018 all vacancies have been advertised in the Despatch, on the Shire's website and Facebook page. The Avon Advocate was utilised for some recent recruitment due to the Despatch not being published throughout January 2020. Two locals recently commenced with the Shire and there are currently only two staff members who do not live locally.

There are strict recruitment practices for local government vacancies with the need to address selection criteria and for successful applicants to have the necessary attitude, skills, qualifications and knowledge to competently fulfil their role(s). The level of governance and compliance has dramatically increased in recent years and it is important the organisation is able to comply with its legislative requirements.

It is common across the local government sector for regular staff movements to occur at various times. It is believed the organisation currently has a strong team with a good, coherent culture. This can be demonstrated with the Shire recently achieving its best financial audit result in years, and the 2019 Compliance Audit Return achieving a 97% success rate.

The community can be assured there are dedicated staff working at the Shire of Dowerin and it would be nice for them to be made to feel welcome.

To assist with this, the Administration will be hosting a 'meet and greet' with staff on Tuesday 10 March 2020 in Council Chambers and members of the public are encouraged to attend.

Swimming Pool

- Q. The Shire was congratulated on recent refurbishment works at the Pool and the cost of providing the service was queried.
- A. Ongoing costs associated with the pool equate to approximately \$120,000 per year with a revenue generally around \$15,000-\$20,000 per annum.

It is acknowledged pools operated by local government will generally operate at a loss, however the provision of the service to the community is believed to provide other benefits in terms of safety, health and wellbeing and as a facility for social interaction.

The suggestion was made that with a lower or no admittance fee use of the facility may increase, however that would not have a beneficial impact to Council's revenue stream. In comparison to other local government pools, the cost of a season pass is relatively low.

The Shire is glad the community appreciate the works undertaken and hope that a great deal of fun and enjoyment can be gained by utilising the facility.

Note

Following the meeting and upon review of the above expenditure and revenue, it was identified that the operating costs were in fact around \$207,000 per annum with a revenue of around \$11,000. While the original figures listed above were what was discussed at the meeting, these corrected figures are included in the Minutes for clarification and the community's information.

Dowerin Short Stay

- Q. It was queried whether the Short Stay was operating at a profit.
- A. The short answer is, no. The cost of staying at the Short Stay almost covers the cost of providing the service in terms of normal operations. There are additional long term asset renewal costs which are not currently covered.

Unfortunately the facility was not painted properly originally with these works currently being completed by the Workcamp.

Light Vehicle Fleet Management & Asset Management

- Q. The Shire's recent changeover of light vehicles was queried with the type of vehicles, shop-local policy and private use raised as concerns.
- A. As a result of the cessation of the previous change-over of light vehicles arrangement (due to it no longer being offered by Ford dealerships) it was necessary to conduct a new procurement process. Local governments have access to fleet discounts under the State

CUAs and are not required to pay stamp duty on the purchase of light vehicles. Quotes were sourced and while Boekeman Machinery were offered the opportunity to quote initially and submitted a quote, a second quote was not sought to determine whether the pricing could be matched.

When considering the purchase arrangements, the purchase price, fleet discount, trade-in price and low or no maintenance costs are considered to reduce the cost per kilometer of operating the vehicle. Using this analysis identified that Toyota vehicles were able to provide the best value for money and lowest life-cycle costs to Council. In addition, the purchase of higher-end vehicles equates to a higher trade-in price on the resale.

Council recently adopted a Regional Price Preference Policy which entitles local businesses to a price preference of up to 10%. Details of the policy are available in the Policy Manual available on the Shire's website.

It is standard practice across the local government sector that executive management staff are entitled to unlimited private use of the local government owned vehicle during their term of employment. This is often restricted to use within the State and the spouse/partner of the employee is also entitled to drive the vehicle and be covered under the local government's insurance policy. This is the case at the Shire of Dowerin and the use of the vehicle provided with the position is detailed in the employee's contract of employment.

The Asset Management Considerations document provides additional information.

Road Network

The state of the Shire's road network generated a great deal of comment and Council is well aware of the maintenance and asset renewal gaps affecting all 181 roads within the district. It is an unfortunate reality that the Shire does not have the financial resources to keep pace with the level of maintenance required, with the Dowerin-Kalannie Road and Dowerin-Meckering Road being cases in point.

The exponential increase in the movement of grain freight, and the size/tonnage of the heavy vehicles used to transport the grain has dramatically increased the costs to local governments.

The Shire will be utilising traffic counters to determine the roads with the highest use and these roads would be given priority for maintenance works. The traffic counts could also be provided to the community so they are aware of the results.

The short winter and staff shortages have also meant that the construction program was not able to be fully completed as grading is reliant on the right seasonal weather conditions.

General Maintenance

Sewerage Network - Council has a Reserve for the purpose of sewer maintenance & renewals, with a current balance of approx. \$1.2million. The Shire recently purchased a high pressure Jetter to assist with the maintenance of the sewer system. The recent survey identified the areas and issues in the system to be addressed.

Faulty Street Lights - These should be reported to Western Power via their website (<https://my.westernpower.com.au/streetlight-issues/>) or by calling their faults line on 1800 622 008.

Visual Amenity of Private Property - the Shire has no authority to enforce property owners to maintain a certain level of visual amenity of their gardens, unless it is a fire hazard in breach of the *Bush Fires Act 1954*.

Recycling

Q. Is the recycling delivered to the Dowerin landfill site, or processed by Avon Waste as recycling.

- A. While there is no market for recyclables now and most recycling is taken to Avon Waste's facility in York for processing, if the recycling is contaminated it cannot be recycled and therefore becomes general waste.

It was suggested a public awareness campaign occur to inform the community of what can be recycled through the yellow top bins, although this information was included in the 2019/20 Information Booklet distributed with the rates notices & available from the Shire office. Another option may be for stickers to be placed on the bins.

As mentioned earlier, Lil' Tigers has registered an interest to be part of the Collection for Change program.

Dowerin Police

There are two new police officers being appointed in Dowerin who are currently based in Goomalling.

The Officer in Charge will be commencing mid-late March and the new officer will be starting in early March. Both are designated as Mobile Officers so they may be despatched as required to areas of need. Both officers are married with young families.

Council Connect &
CEO Connect
Subscriptions

These newsletters are published each week in the Despatch and are included on the Shire's website and Facebook page. For those members of the community who may not access these services, the newsletters can be provided to your Inbox by providing the Shire with your email address.

Interested people should contact the Shire Administration Office.

Closure

There being no further business the President thanked those in attendance and declared the meeting closed at 7.35pm.

4. STANDING ITEMS

4.1 Agency Updates

- DC
 - The draft Welfare Plan has been distributed, with input requested to ensure local contacts (shops, personnel etc) are accurate.
 - Training on the preparations for an evacuation centre will be conducted around May/June with SoD staff.
- DFES
 - Hopefully finished fire season so now getting back into the core business of looking after brigades.
 - It is hoped that training can be delivered to the brigades this year.
- DDHS
 - New staff members are settling in well.
 - In the early stages of investigating a PA system. The most likely scenario would be for a lockdown with the units being quite expensive.
- DEM
 - Staff changeover, Kahli has stepped down. A CEO is expected to be appointed over the coming months. Tiffany will be the main contact for the time being.
- DSJA
 - Nothing major to report.
 - Expecting to conduct free defibrillator & CPR training to community in the next month or so. Recent first aid training occurred with 4 participants, the next course will be run in April.
 - The Anglican Church has a new defibrillator installed external to the building (with 24/7 access), the DCC's unit has been moved & is now also external to the building (with 24/7 access). The units in the ambulances need replacing which will be occurring soon enabling another unit to be installed external to the DSJA building.
- SoD
 - The recent storm & rain event has caused damage to a number of gravel roads. It is anticipated a claim will be made for funding through the Disaster Recovery Funding Arrangements Western Australia (DRFAW-WA) (previously WANDRRA) program, though surrounding Councils are not likely to be applying. Estimated damage, mostly to the north of the Shire, is \$1million. Other than making the roads trafficable & safe work cannot be undertaken until a claim is approved.
 - The weather has also meant it is too wet to do a winter grade which affects the road maintenance program. Any roads not damaged will be maintenance graded in the coming weeks.
 - The road closure has been lifted but drivers are urged to drive to conditions as there are a number of wash outs, gutter & culvert damage etc.
 - The rain also caused the Rec Centre archive room to be flooded

4.2 Contacts & Resources Register Update

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

5. GENERAL BUSINESS

5.1 Northern Wheatbelt Emergency Management & Recovery Training Workshop & Exercise

Committee members were encouraged to attend the Northern Wheatbelt Emergency Management and Recovery Training Workshop and Exercise being held on Tuesday 10 March 2020 at the Dowerin Community Club. The workshop will cover:

- Intro to EM training – a refresher including ideas for functional LEMCs, LEMA 5-year reviews and ideas for exercising;
- What the capability framework is and how it assists with our EM requirements;
- Recovery awareness and what is new; and
- Recovery exercise.

RSVPs are due to Yvette today.

5.2 State Risk Project

The LEMC considered a date on which to conduct the joint project between the Shires of Dowerin, Dalwallinu, Victoria Plains & Wongan-Ballidu. The workshop will assess the risks of fire, storm and earthquake.

It is proposed to conduct the Project in Wongan Hills on Thursday 28 May. The other option suggested is 21 May, however as the other participants preferred 28 May the Dowerin LEMC also endorsed this date.

Stakeholders are encouraged to attend, though it was noted that seeding will be an issue as most members are also farmers & volunteers.

5.4 Fire Danger Rating Boards

Correspondence received from DFES was provided for committee members' information. One board is located on the west side of town on the Dowerin-Goomalling Road, though it is not a priority to replace the board in the near future.

5.5 WA Community Evacuation in Emergencies Guideline

The Guideline has been open for public consultation with the consultation period closing on Friday 28 February 2020. The matter was listed on the agenda should members have wanted to make a submission prior to the deadline.

5.6 Telstra Power Outage Fact Sheet

A fact sheet provided by Telstra on Power Outages was provided for committee members' information.

It was noted the matter is a major concern across the Wheatbelt with advocacy occurring at a State and Federal level, however the response from Telstra has been to advise users not to be reliant on one form of communication.

Minister Kelly addressed the Great Eastern Country Zone meeting last week advising that further delays were experienced to repairs due to Western Power & Telstra crews being centralised.

5.7 District Emergency Management Committee Quarterly Report

Yvette Grigg provided a report for the first quarter of 2020 which was distributed to members for their information.

5.8 Local Emergency Welfare Plan

The Plan for the Northam district was circulated to members for input and discussion.

This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements eg State Hazard Plan - Heatwave, State Hazard Plan - Fire, State Hazard Plan - Crash Emergency, State Hazard Plan - HAZMAT.

To make comment on the Plan please contact Jo Spadaccini, Wheatbelt District Emergency Services Officer, Department of Communities on joanne.spadaccini@communities.wa.gov.au or 0429 102 614.

The SoD will submit feedback by the end of the week, with other members requested to confirm contacts and personnel details where known. An updated version will then be distributed.

6. NEXT MEETING

Tuesday 5 May 2020 at the St John Ambulance building commencing at 11.00am.

7.	MEETING CLOSED
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There being no further business the A/Chair thanked those in attendance and closed the meeting at 11.39am.

SHIRE OF DOWERIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2020**

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

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Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

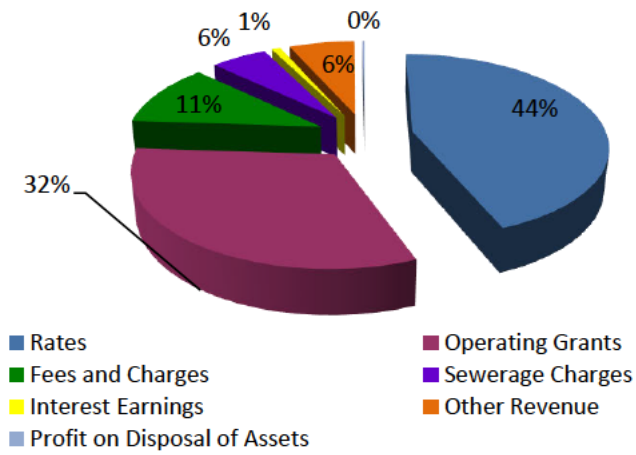
Note 11 Non operating Grants and Contributions

Note 12 Trust

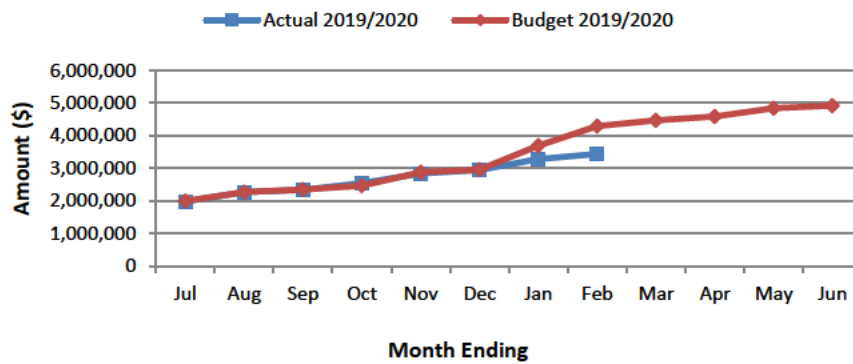
Note 13 Details of Capital Acquisitions

**SHIRE OF DOWERIN
Information Summary
For the Period Ended 29 February 2020**

Operating Income

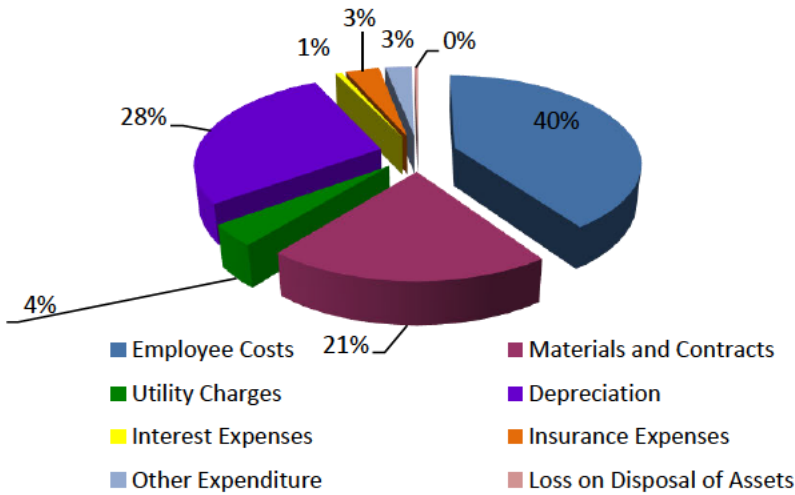


**Budget Operating Income -v- YTD Actual
Refer Note 2**

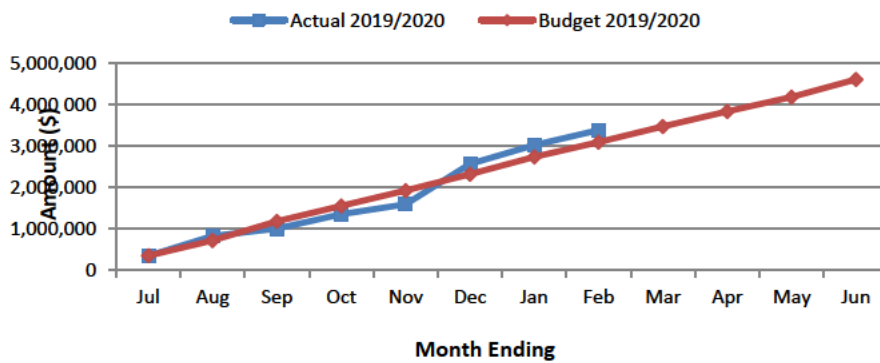


**SHIRE OF DOWERIN
Information Summary
For the Period Ended 29 February 2020**

Operating Expenditure



**Budget Operating Expenditure -v- YTD Actual
Refer Note 2**



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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 29 February 2020

	Note	Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	3	716,124	\$ 587,683	\$ 587,683	\$ 587,683	\$ 0	0%	
Revenue from operating activities								
Rates	9	1,352,400	1,356,400	1,356,400	1,355,698	(702)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,213,682	1,156,909	907,010	985,902	78,891	9%	⊖
Fees and Charges		489,662	519,162	385,844	338,786	(47,058)	(12%)	⊖
Sewerage Charges		156,000	156,000	156,000	168,495	12,495	8%	⊕
Interest Earnings		84,205	78,205	42,136	26,883	(15,254)	(36%)	⊖
Other Revenue		238,592	278,876	203,215	197,508	(5,707)	(3%)	
Profit on Disposal of Assets		80,050	47,286	14,286	5,786	(8,500)	(60%)	
		3,614,591	3,592,838	3,064,892	3,079,057	14,166		
Expenditure from operating activities								
Employee Costs		(1,825,508)	(1,844,453)	(1,240,682)	(1,364,275)	(123,593)	(10%)	⊖
Materials and Contracts		(1,223,490)	(1,021,271)	(667,910)	(695,225)	(27,315)	(4%)	
Utility Charges		(140,700)	(148,150)	(98,728)	(132,756)	(34,028)	(34%)	⊖
Depreciation on Non-Current Assets		(1,271,795)	(1,271,795)	(847,752)	(944,591)	(96,839)	(11%)	⊖
Interest Expenses		(51,162)	(46,162)	(27,045)	(22,564)	4,481	17%	
Insurance Expenses		(91,375)	(119,919)	(113,389)	(118,022)	(4,633)	(4%)	
Other Expenditure		(78,770)	(137,003)	(84,137)	(90,853)	(6,716)	(8%)	
Loss on Disposal of Assets		(9,000)	(18,274)	(10,274)	(11,839)	(1,565)	(15%)	
		(4,691,800)	(4,607,027)	(3,089,917)	(3,380,125)	(290,208)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	847,752	944,591	96,839	11%	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(29,012)	(4,012)	6,054	10,066	(251%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	(359)	(359)		
Movement in Accruals		0	0	0	(283)	(283)		
		1,200,745	1,242,783	843,740	950,002	106,262		
Amount attributable to operating activities		123,536	228,594	818,715	648,934	0	(169,780)	
Investing activities								
Non-operating grants & contributions	11	1,301,106	1,301,106	360,336	358,671	(1,665)	(0%)	
Proceeds from Disposal of Assets	8	576,000	320,496	99,223	99,223	0	0%	
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(91,010)	(33,208)	(36,010)	(2,802)	8%	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(926,944)	(220,868)	706,076	(76%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	0	(145)	(145)		
Infrastructure Assets - Other	13	(275,000)	(125,000)	(50,000)	(54,495)	(4,495)	9%	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(841,000)	(516,000)	(463,500)	(462,496)	1,004	(0%)	
Furniture and Equipment	13	(12,000)	(12,000)	(12,000)	(11,049)	951	(8%)	
Amount attributable to investing activities		(766,374)	(582,888)	(1,026,093)	(327,170)	698,923		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	12,567	12,567	0	0%	
Transfer from Reserves	7	281,716	131,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	(76,744)	(76,744)	0	0%	
Transfer to Reserves	7	(327,901)	(324,127)	(14,261)	(14,261)	0	0%	
Amount attributable to financing activities		(87,163)	(233,389)	(78,437)	(78,437)	0		
Closing Funding Surplus (Deficit)	3	(13,877)	0	301,867	831,010	0	529,143	175% ⊕

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 29 February 2020

	Note	Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	716,124	587,683	587,683	587,683	0	0%	
Revenue from operating activities								
Governance		0	0	0	323	323		
General Purpose Funding - Rates	9	1,352,400	1,356,400	1,356,400	1,355,698	(702)	(0%)	
General Purpose Funding - Other		890,060	855,688	636,158	621,909	(14,249)	(2%)	
Law, Order and Public Safety		61,922	59,922	45,223	48,506	3,283	7%	
Health		2,600	2,600	1,720	0	(1,720)	(100%)	
Education and Welfare		466,192	432,342	312,854	351,742	38,888	12%	⊕
Housing		178,812	168,812	90,536	89,999	(537)	(1%)	
Community Amenities		265,400	266,900	262,156	271,014	8,858	3%	
Recreation and Culture		80,450	85,590	70,774	65,253	(5,521)	(8%)	
Transport		160,350	155,586	149,650	145,188	(4,462)	(3%)	
Economic Services		76,905	127,405	92,264	103,937	11,673	13%	⊕
Other Property and Services		79,500	81,593	47,156	25,487	(21,669)	(46%)	⊖
		3,614,591	3,592,838	3,064,891	3,079,057	14,166		
Expenditure from operating activities								
Governance		(642,064)	(612,223)	(427,720)	(394,001)	33,719	8%	⊕
General Purpose Funding		(177,297)	(165,240)	(104,600)	(103,186)	1,414	1%	
Law, Order and Public Safety		(126,220)	(128,220)	(95,945)	(90,845)	5,100	5%	
Health		(54,836)	(47,836)	(15,208)	(10,288)	4,920	32%	
Education and Welfare		(489,908)	(453,085)	(296,944)	(317,043)	(20,099)	(7%)	⊖
Housing		(75,455)	(94,845)	(60,804)	(117,219)	(56,415)	(93%)	⊖
Community Amenities		(402,540)	(367,990)	(233,200)	(229,738)	3,462	1%	
Recreation and Culture		(977,970)	(1,023,350)	(693,516)	(732,610)	(39,094)	(6%)	⊖
Transport		(1,341,321)	(1,287,728)	(858,748)	(842,813)	15,935	2%	
Economic Services		(396,556)	(394,103)	(254,725)	(275,676)	(20,951)	(8%)	⊖
Other Property and Services		(7,633)	(32,407)	(48,507)	(266,707)	(218,200)	(450%)	⊖
		(4,691,800)	(4,607,027)	(3,089,917)	(3,380,125)	(290,208)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	847,752	944,591	96,839	11%	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(29,012)	(4,012)	6,054	10,066	(251%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	(359)	(359)		
Movement in Accruals		0	0	0	(283)	(283)		
		1,200,745	1,242,783	843,740	950,002	106,546	(13%)	
Amount attributable to operating activities		123,536	228,594	818,714	648,934	(169,497)		
Investing Activities								
Non-operating grants & Contributions	11	1,301,106	1,301,106	360,336	358,671	(1,665)	(0%)	
Proceeds from Disposal of Assets	8	576,000	320,496	99,223	99,223	0	0%	
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(91,010)	(33,208)	(36,010)	(2,802)	8%	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(926,944)	(220,868)	706,076	(76%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	0	(145)	(145)		
Infrastructure Assets - Other	13	(275,000)	(125,000)	(50,000)	(54,495)	(4,495)	9%	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(841,000)	(516,000)	(463,500)	(462,496)	1,004	(0%)	
Furniture and Equipment	13	(12,000)	(12,000)	(12,000)	(11,049)	951	(8%)	
Amount attributable to investing activities		(766,374)	(582,888)	(1,026,093)	(327,170)	698,923		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	12,567	12,567	0	0%	
Transfer from Reserves	7	281,716	131,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	(76,744)	(76,744)	0	0%	
Transfer to Reserves	7	(327,901)	(324,127)	(14,261)	(14,261)	0	0%	
Amount attributable to financing activities		(87,163)	(233,389)	(78,437)	(78,437)	0		
Closing Funding Surplus(Deficit)	3	(13,877)	0	301,867	831,010	529,426		

⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

(g) Trade and Other Receivables

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 uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Tools	5 to 15 years
Plant and equipment	
Roads and streets	not depreciated
Formation	50 years
Pavement	
Bridges	20 years
Kerbing	25 years
Footpaths	
Other Infrastructure	not depreciated
Parks & Ovals Infrastructure	50 years
Drainage Infrastructure	12 years
Wastewater infrastructure	

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 29 FEBRUARY 2020

STATUTORY REPORTING PROGRAMS

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

OBJECTIVE

GOVERNANCE

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

ACTIVITIES

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.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 2: 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 budget or greater.

⊕ More Revenue OR Less Expenditure

⊖ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing / Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	323				
General Purpose Funding - Rates	(702)	(0%)			
General Purpose Funding - Other	(14,249)	(2%)			
Law, Order and Public Safety	3,283	7%			
Health	(1,720)	(100%)			
Education and Welfare	38,888	12%	⊕	Timing	Relates to Dowerin Home Care Funding
Housing	(537)	(1%)			
Community Amenities	8,858	3%			
Recreation and Culture	(5,521)	(8%)			
Transport	(4,462)	(3%)			
Economic Services	11,673	13%	⊕	Timing	Short Stay Accommodation increase on YTD actuals
Other Property and Services	(21,669)	(46%)	⊖	Timing	Relates to allocation of PWOH, POC & Admin Allocations; currently under review
Operating Expense	\$	%			
Governance	33,719	8%	⊕	Timing	Admin Allocation adjustment required; consultant charges still to come
General Purpose Funding	1,414	1%			
Law, Order and Public Safety	5,100	5%			
Health	4,920	32%			
Education and Welfare	(20,099)	(7%)	⊖	Timing	Increase in DHC YTD Budget vs Actual; offset by increase in DHC revenue
Housing	(56,415)	(93%)	⊖	Timing	Building operations; depreciation incorrectly budgeted; allocations under review
Community Amenities	3,462	1%			
Recreation and Culture	(39,094)	(6%)	⊖	Permanent	Swimming pool overspend; to be reviewed; Events overspend is timing
Transport	15,935	2%			
Economic Services	(20,951)	(8%)	⊖	Permanent	Administration Allocations; to be reviewed; significant staff time utilised
Other Property and Services	(218,200)	(450%)	⊖	Timing	PWOH and POC are under recovered - transactions to be reviewed.
Operating activities excluded from budget					
Depreciation	(96,839)	11%	⊖	Timing	Depreciation rates to be reviewed
Adjust (Profit)/Loss on Asset Disposal	10,066	(251%)			
Movement in Leave Reserve	(359)				
Capital Revenues					
Grants, Subsidies and Contributions	(1,665)	(0%)			
Capital Expenses					<i>Refer to Note 13 For detail</i>
Land and Buildings	(2,802)	8%			
Infrastructure - Roads	706,076	(76%)	⊕	Timing	Major projects to be commenced
Infrastructure - Footpaths	(145)		⊕	Timing	Projects to be commenced
Infrastructure Assets - Other	(4,495)	9%	⊕	Timing	Projects to be commenced
Plant and Equipment	1,004	(0%)	⊕	Timing	Refer Note 13
Furniture and Equipment	951	(8%)			
Financing					
Proceeds from New Debentures	0				
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Advances to Community Groups	0				
Opening Funding Surplus(Deficit)	0	0%			

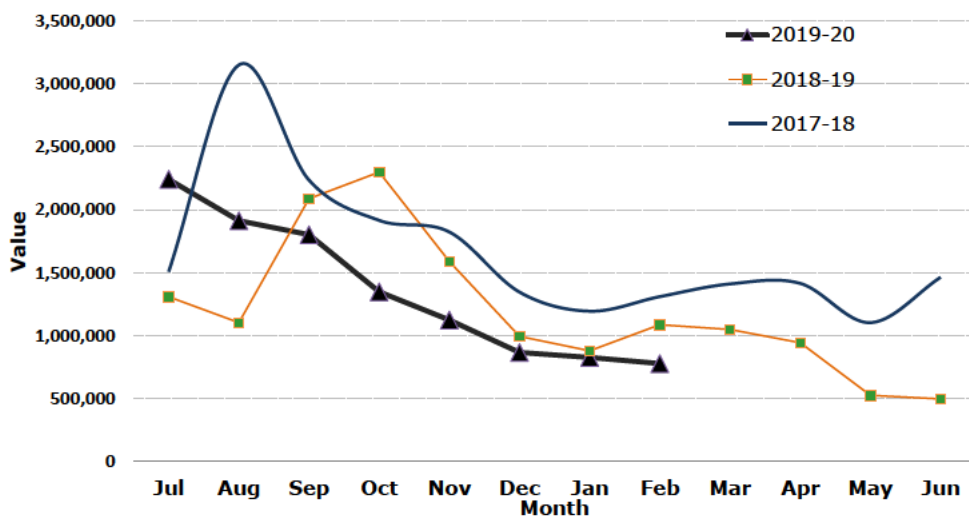
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2019	29 Feb 2020
		\$	\$
Current Assets			
Cash Unrestricted	2	843,768	1,019,024
Bonds and Deposits held	12	12,061	11,661
Cash Restricted - Conditions over Grants	11	0	
Cash Restricted	2	2,245,469	2,259,730
Receivables - Rates	6	75,356	158,021
Receivables - Other		145,141	41,985
Loans receivable; ATO		43,012	(79,112)
Inventories		11,163	7,338
		3,375,970	3,418,647
Less: Current Liabilities			
Payables		(357,423)	(154,941)
Bonds and Deposits held		(12,061)	(11,661)
Current Borrowings		(145,042)	(68,298)
Provisions		(217,392)	(217,392)
		(731,917)	(452,292)
Net Current Assets		2,644,053	2,966,355
Less: Cash Reserves	7	(2,245,469)	(2,259,730)
Less : Adjustment		179	
Plus: Current Borrowings included in Budget		132,290	68,113
Plus : Liabilities funded by Cash Backed Reserves		56,631	56,272
Net Current Funding Position		587,683	831,010

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves, and is excluded from this calculation

Unrestricted cash includes commitments to projects

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash on Hand (Floats)	700			700			
(b) Cash Deposits							
Municipal Bank Account	656,238			656,238	NAB	Variable	At Call
Cash Maximiser	373,853			373,853	NAB	Variable	At Call
Trust Bank Account			0		NAB	Variable	At Call
(c) Term Deposits							
95-525-1072		2,259,730		2,259,730	NAB	2.05%	08-Apr-20
	1,030,791	2,259,730	0	3,290,521			

Comments/Notes - Investments

The above balances are the funds held in bank accounts and on hand as at reporting date.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 5
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$			\$	\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)						(13,876)
			Opening Surplus(Deficit)		716,124	587,683		(128,441)	(142,317)
20428	MEMBERS - Election Expenses	OCM240919; 0043	Operating Expenses		(14,000)	(9,000)	5,000		(137,317)
20540	GOV Other; Advertising	OCM240919; 0043	Operating Expenses		0	(2,500)		(2,500)	(139,817)
25840	ADMIN O/HEADS; Advertising	OCM240919; 0043	Operating Expenses		0	(2,500)		(2,500)	(142,317)
30102	RATES; Interim Rates	OCM180220; 0138	Rates Levy		0	4,000	4,000		(138,317)
30103	RATES; Instalment Administration Fee	OCM180220; 0138	Operating Revenue		5,000	3,000		(2,000)	(140,317)
30110	RATES; Ex-Gratia Rates (CBH, etc.)	OCM180220; 0138	Operating Revenue		34,200	46,601	12,401		(127,916)
30112	RATES; Instalment Interest Received	OCM180220; 0138	Operating Revenue		1,000	4,000	3,000		(124,916)
20100	RATES; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(67,190)	(52,000)	15,190		(109,726)
20185	RATES; Legal Expenses	OCM180220; 0138	Operating Expenses		(5,000)	0	5,000		(104,726)
20114	RATES; Debt Collection Expenses	OCM180220; 0138	Operating Expenses		0	(8,000)		(8,000)	(112,726)
20311	GPF Other; Govt. Guarantee Fees	OCM180220; 0138	Operating Expenses		(5,000)	0	5,000		(107,726)
20312	GPF Other; Bank Fees and Charges	OCM180220; 0138	Operating Expenses		(10,000)	(15,133)		(5,133)	(112,859)
30311	GPF Other; Financial Assistance Grant - Roads	OCM180220; 0138	Operating Revenue		303,574	257,167		(46,407)	(159,266)
30310	GPF Other; Financial Assistance Grant - General	OCM180220; 0138	Operating Revenue		457,286	464,920	7,634		(151,632)
30346	GPF Other; Interest Earned - Municipal Funds	OCM180220; 0138	Operating Revenue		14,000	5,000		(9,000)	(160,632)
20428	MEMBERS - Election Expenses	OCM180220; 0138	Operating Expenses		(9,000)	(4,257)	4,743		(155,889)
20414	MEMBERS - Members Travel & Accommodation Expenses	OCM180220; 0138	Operating Expenses		(2,000)	0	2,000		(153,889)
20441	MEMBERS - Subscriptions & Publications	OCM180220; 0138	Operating Expenses		(22,000)	(30,000)		(8,000)	(161,889)
20452	MEMBERS - Consultants	OCM180220; 0138	Operating Expenses		(2,500)	0	2,500		(159,389)
20500	GOV Other; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(219,924)	(209,924)	10,000		(149,389)
20502	#NAME?	OCM180220; 0138	Operating Expenses		(6,000)	(2,631)	3,369		(146,020)
20530	GOV Other; Insurance	OCM180220; 0138	Operating Expenses		0	(7,271)		(7,271)	(153,291)
20552	GOV Other; Consultants - Regulation & Compliance	OCM180220; 0138	Operating Expenses		(68,000)	(48,000)	20,000		(133,291)
20787	ANIMAL; Other Expenditure	OCM180220; 0138	Operating Expenses		0	(2,000)		(2,000)	(135,291)
30721	ANIMAL; Animal Registration Fees	OCM180220; 0138	Operating Revenue		5,000	3,000		(2,000)	(137,291)
21423	HEALTH ADMIN; Contract EHO	OCM180220; 0138	Operating Expenses		(15,000)	(8,000)	7,000		(130,291)
28255	YOUTH; Programs	OCM180220; 0138	Operating Expenses		(47,150)	(15,000)	32,150		(98,141)
38200	YOUTH; Contributions & Donations	OCM180220; 0138	Operating Revenue		15,850	0		(15,850)	(113,991)
38210	YOUTH; Grant Funding	OCM180220; 0138	Operating Revenue		23,000	5,000		(18,000)	(131,991)
28102	CDCC; Employee Costs - Workers Comp Premiums	OCM180220; 0138	Operating Expenses		(2,148)	0	2,148		(129,843)
28188	CDCC; Building Operations	OCM180220; 0138	Operating Expenses		(9,025)	(6,000)	3,025		(126,818)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 5
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$			\$	\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)						(13,876)
			Opening Surplus(Deficit)		716,124	587,683		(128,441)	(142,317)
28189	CDCC; Building Maintenance	OCM180220; 0138	Operating Expenses		(7,800)	(5,000)	2,800		(124,018)
28003	DHC; Employee Costs - Uniforms	OCM180220; 0138	Operating Expenses		(3,300)	(1,300)	2,000		(122,018)
28004	DHC; Employee Costs - Training and Development	OCM180220; 0138	Operating Expenses		(3,000)	(5,000)		(2,000)	(124,018)
28009	DHC; Employee Costs - Travel and Accommodation	OCM180220; 0138	Operating Expenses		(5,500)	0	5,500		(118,518)
28010	DHC; Employee Costs - Motor Vehicle Expenses	OCM180220; 0138	Operating Expenses		(5,000)	(8,000)		(3,000)	(121,518)
28022	DHC; Telecommunications	OCM180220; 0138	Operating Expenses		0	(3,000)		(3,000)	(124,518)
28088	DHC; Building Operations	OCM180220; 0138	Operating Expenses		(6,700)	(12,000)		(5,300)	(129,818)
22264	OTHER ED & WEL; Seniors Programs	OCM180220; 0138	Operating Expenses		(4,000)	(1,500)	2,500		(127,318)
32320	STAFF HOUSE; Staff Rental Charges	OCM180220; 0138	Operating Revenue		35,000	25,000		(10,000)	(137,318)
22388	STAFF HOUSE; Staff House Building Operations	OCM180220; 0138	Operating Expenses		(7,400)	(35,000)		(27,600)	(164,918)
22389	STAFF HOUSE; Staff House Building Maintenance	OCM180220; 0138	Operating Expenses		(84,186)	(48,176)	36,010		(128,908)
42310	STAFF HOUSE; Building (Capital)	OCM180220; 0138	Capital Expenditure		0	(36,010)		(36,010)	(164,918)
22488	HOUSE OTHER; Building Operations	OCM180220; 0138	Operating Expenses		(7,200)	(35,000)		(27,800)	(192,718)
22512	REFUSE HOUSE; Waste Collection	OCM180220; 0138	Operating Expenses		(35,000)	(33,000)	2,000		(190,718)
22514	REFUSE HOUSE; Waste Recycling	OCM180220; 0138	Operating Expenses		(35,000)	(28,000)	7,000		(183,718)
32522	REFUSE HOUSE; Domestic Collection (Additional)	OCM180220; 0138	Operating Revenue		0	7,000	7,000		(176,718)
22600	SANIT OTHER; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(23,156)	(40,156)		(17,000)	(193,718)
22623	SANIT OTHER; General Tip Maintenance	OCM180220; 0138	Operating Expenses		(40,900)	(26,000)	14,900		(178,818)
32740	SEWER; Other Income	OCM180220; 0138	Operating Revenue		10,500	0		(10,500)	(189,318)
42730	SEWER; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(85,000)	(79,000)	6,000		(183,318)
22765	SEWER; Maintenance/Operations	OCM180220; 0138	Operating Expenses		(53,600)	(35,000)	18,600		(164,718)
23053	T/PLAN; Consultants	OCM180220; 0138	Operating Expenses		(44,000)	(24,000)	20,000		(144,718)
33120	COMM AMEN OTHER; Cemetery Fees - Burial	OCM180220; 0138	Operating Revenue		2,500	4,500	2,000		(142,718)
33121	COMM AMEN OTHER; Cemetery Fees - Monuments	OCM180220; 0138	Operating Revenue		0	3,000	3,000		(139,718)
23188	COMM AMEN OTHER; Public Conveniences Operations	OCM180220; 0138	Operating Expenses		(14,300)	(22,000)		(7,700)	(147,418)
23189	COMM AMEN OTHER; Public Conveniences Maintenance	OCM180220; 0138	Operating Expenses		(5,800)	(3,000)	2,800		(144,618)
23112	COMM AMEN OTHER; Cemetery Maintenance/Operations	OCM180220; 0138	Operating Expenses		(8,950)	(15,000)		(6,050)	(150,668)
23288	PUBLIC HALLS; Town Hall Operations	OCM180220; 0138	Operating Expenses		(18,000)	(21,000)		(3,000)	(153,668)
23289	PUBLIC HALLS; Town Hall Maintenance	OCM180220; 0138	Operating Expenses		(33,600)	(3,000)	30,600		(123,068)
23387	S/POOL; Other Expenses	OCM180220; 0138	Operating Expenses		(10,000)	(3,500)	6,500		(116,568)
33335	S/POOL; Other Income	OCM180220; 0138	Operating Revenue		0	6,500	6,500		(110,068)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 5
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$			\$	\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)						(13,876)
			Opening Surplus(Deficit)		716,124	587,683		(128,441)	(142,317)
23389	S/POOL; Building Maintenance	OCM180220; 0138	Operating Expenses		(3,800)	(57,000)		(53,200)	(163,268)
23367	S/POOL; Bowl/s Maintenance/Operations	OCM180220; 0138	Operating Expenses		(21,000)	(23,000)		(2,000)	(165,268)
23366	S/POOL; Grounds Maintenance/Operations	OCM180220; 0138	Operating Expenses		(11,300)	(20,000)	(8,700)		(173,968)
23488	OTHER REC & SPORT; Other Recreation Facilities Building Opera	OCM180220; 0138	Operating Expenses		(34,520)	(70,000)		(35,480)	(209,448)
53450	OTHER REC & SPORT; Proceeds on Disposal of Assets (Sale/Trac	OCM180220; 0138	Capital Revenue		89,000	0		(89,000)	(298,448)
43430	OTHER REC & SPORT; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(103,000)	0	103,000		(195,448)
53451	OTHER REC & SPORT; Realisation on Disposal of Assets (Book E	OCM180220; 0138	Non Cash Item		(89,000)	0			(195,448)
33490	OTHER REC & SPORT; Profit on Disposal of Assets	OCM180220; 0138	Non Cash Item	3,000	3,000	0			(195,448)
43480	OTHER REC & SPORT; Infrastructure Other (Capital)	OCM180220; 0138	Capital Expenditure		(150,000)	0	150,000		(45,448)
53481	OTHER REC & SPORT; Transfer from Reserve	OCM180220; 0138	Capital Revenue		157,000	7,000		(150,000)	(195,448)
23466	OTHER REC & SPORT; Town Oval Maintenance/Operations	OCM180220; 0138	Operating Expenses		(75,100)	(65,000)	10,100		(185,348)
23465	OTHER REC & SPORT; Parks & Gardens Maintenance/Operation	OCM180220; 0138	Operating Expenses		(94,500)	(66,000)	28,500		(156,848)
23491	OTHER REC & SPORT; Loss on Disposal of Assets	OCM180220; 0138	Non Cash Item	(1,000)	(1,000)	0			(156,848)
23617	OTHER CULTURE; Events	OCM180220; 0138	Operating Expenses		(48,300)	(76,000)		(27,700)	(184,548)
23643	OTHER CULTURE; Art Project	OCM180220; 0138	Operating Expenses		(8,000)	0	8,000		(176,548)
33600	OTHER CULTURE; Contributions & Donations	OCM180220; 0138	Operating Revenue		8,450	1,590		(6,860)	(183,408)
33601	OTHER CULTURE; Reimbursements	OCM180220; 0138	Operating Revenue		0	8,500	8,500		(174,908)
23888	ROAD MAINT; Depot Building Operations	OCM180220; 0138	Operating Expenses		(2,000)	(14,000)		(12,000)	(186,908)
23889	ROAD MAINT; Depot Building Maintenance	OCM180220; 0138	Operating Expenses		(1,900)	(4,000)		(2,100)	(189,008)
23818	ROAD MAINT; Footpath Maintenance	OCM180220; 0138	Operating Expenses		(30,000)	(8,000)	22,000		(167,008)
43930	PLANT; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(293,000)	(231,000)	62,000		(105,008)
53950	PLANT; Proceeds on Disposal of Assets (Sale/Trade)	OCM180220; 0138	Capital Revenue		15,000	11,364		(3,636)	(108,644)
33990	PLANT; Profit on Disposal of Assets	OCM180220; 0138	Non Cash Item	4,764	10,550	5,786			(108,644)
53951	PLANT; Realisation on Disposal of Assets (Book Entry)	OCM180220; 0138	Non Cash Item		(15,000)	(11,364)			(108,644)
43981	PLANT; Transfer to Reserve	OCM180220; 0138	Capital Expenditure		(84,000)	(80,227)	3,773		(104,871)
24265	AERODROMES; Airstrip & Grounds Maintenance/Operations	OCM180220; 0138	Operating Expenses		(2,000)	(4,500)		(2,500)	(107,371)
24100	DoT LICENSING; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(42,477)	(20,000)	22,477		(84,894)
24565	TOURISM; General Maintenance/Operations	OCM180220; 0138	Operating Expenses		(50,000)	(10,000)	40,000		(44,894)
24500	TOURISM; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(12,541)	(5,000)	7,541		(37,353)
34521	TOURISM; Short Term Accommodation Fees	OCM180220; 0138	Operating Revenue		76,500	105,000	28,500		(8,853)
24550	TOURISM; Short Stay Accommodation - Advertising & Promotio	OCM180220; 0138	Operating Expenses		(5,000)	(8,000)		(3,000)	(11,853)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 5
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$			\$	\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)						(13,876)
			Opening Surplus(Deficit)		716,124	587,683		(128,441)	(142,317)
24582	TOURISM; Short Stay Accommodation - Marketing & Promotion	OCM180220; 0138	Operating Expenses		(23,000)	0	23,000		11,147
24588	TOURISM; Building Operations	OCM180220; 0138	Operating Expenses		(57,230)	(113,000)		(55,770)	(44,623)
24589	TOURISM; Building Maintenance	OCM180220; 0138	Operating Expenses		(8,420)	(30,000)		(21,580)	(66,203)
24583	TOURISM; Short Stay Accommodation - Expensed Minor Asset	OCM180220; 0138	Operating Expenses		(10,000)	(7,500)	2,500		(63,703)
24651	BUILDING; Contract Building Services	OCM180220; 0138	Operating Expenses		(16,600)	(10,000)	6,600		(57,103)
34620	BUILDING; Fees & Charges	OCM180220; 0138	Operating Revenue		0	3,000	3,000		(54,103)
34635	BUILDING; Other Income	OCM180220; 0138	Operating Revenue		0	4,000	4,000		(50,103)
28400	COMM DEV; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(25,082)	(12,000)	13,082		(37,021)
34945	ECON SERV OTHER; Other Income	OCM180220; 0138	Operating Revenue		0	15,000	15,000		(22,021)
25200	PWOH; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(106,895)	(121,695)		(14,800)	(36,821)
25201	PWOH; Employee Costs - Superannuation	OCM180220; 0138	Operating Expenses		(86,500)	(79,000)	7,500		(29,321)
25202	PWOH; Employee Costs - Workers Comp Premiums	OCM180220; 0138	Operating Expenses		(18,186)	(21,670)		(3,484)	(32,805)
25204	PWOH; Employee Costs - Training & Development	OCM180220; 0138	Operating Expenses		(15,000)	(30,000)		(15,000)	(47,805)
25208	PWOH; Employee Costs - Other Employee Costs	OCM180220; 0138	Operating Expenses		(2,500)	(5,000)		(2,500)	(50,305)
25210	PWOH; Employee Costs - Motor Vehicle Expenses	OCM180220; 0138	Operating Expenses		(6,000)	(12,000)		(6,000)	(56,305)
25223	PWOH; Personal Leave	OCM180220; 0138	Operating Expenses		(30,288)	(35,288)		(5,000)	(61,305)
25225	PWOH; Public Holidays	OCM180220; 0138	Operating Expenses		(35,348)	(25,348)	10,000		(51,305)
25226	PWOH; Long Service Leave	OCM180220; 0138	Operating Expenses		0	(12,592)		(12,592)	(63,897)
25229	PWOH; Supervision	OCM180220; 0138	Operating Expenses		0	(15,000)		(15,000)	(78,897)
25230	PWOH; Insurances (Except Workers Comp)	OCM180220; 0138	Operating Expenses		0	(3,655)		(3,655)	(82,552)
25231	PWOH; OHS & Toolbox Meetings	OCM180220; 0138	Operating Expenses		0	(5,000)		(5,000)	(87,552)
45230	PWOH; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(100,000)	(46,000)	54,000		(33,552)
55250	PWOH; Proceeds on Disposal of Assets (Sale/Trade)	OCM180220; 0138	Capital Revenue		82,000	34,000		(48,000)	(81,552)
35290	PWOH; Profit on Disposal of Assets	OCM180220; 0138	Non Cash Item	20,000	28,500	8,500		0	(81,552)
55251	PWOH; Realisation on Disposal of Assets (Book Entry)	OCM180220; 0138	Non Cash Item		(82,000)	34,000		0	(81,552)
25331	POC; Internal Plant Repairs - Wages & O/Heads	OCM180220; 0138	Operating Expenses		0	(12,000)		(12,000)	(93,552)
25332	POC; External Parts & Repairs	OCM180220; 0138	Operating Expenses		(85,000)	(105,000)		(20,000)	(113,552)
25333	POC; Fuels & Oils	OCM180220; 0138	Operating Expenses		(130,000)	(120,000)	10,000		(103,552)
25334	POC; Tyres & Tubes	OCM180220; 0138	Operating Expenses		(30,000)	(10,000)	20,000		(83,552)
25337	POC; Insurance	OCM180220; 0138	Operating Expenses		(20,000)	(17,480)	2,520		(81,032)
35334	POC; Sale of Scrap	OCM180220; 0138	Operating Revenue		0	4,000	4,000		(77,032)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 5
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$			\$	\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)						(13,876)
			Opening Surplus(Deficit)		716,124	587,683		(128,441)	(142,317)
25800	ADMIN O/HEADS; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(316,800)	(326,800)		(10,000)	(87,032)
25802	ADMIN O/HEADS; Employee Costs - Workers Comp Premiums	OCM180220; 0138	Operating Expenses		(8,700)	(5,637)	3,063		(83,969)
25805	ADMIN O/HEADS; Employee Costs - Recruitment	OCM180220; 0138	Operating Expenses		(7,000)	(5,000)	2,000		(81,969)
25808	ADMIN O/HEADS; Employee Costs - Other Employee Expenses	OCM180220; 0138	Operating Expenses		(2,500)	(10,000)		(7,500)	(89,469)
25810	ADMIN O/HEADS; Employee Costs - Motor Vehicle Expenses	OCM180220; 0138	Operating Expenses		(2,500)	(10,000)		(7,500)	(96,969)
25816	ADMIN O/HEADS; Postage & Freight	OCM180220; 0138	Operating Expenses		(4,500)	(1,500)	3,000		(93,969)
25821	ADMIN O/HEADS; Information Technology	OCM180220; 0138	Operating Expenses		(86,000)	(66,000)	20,000		(73,969)
25830	ADMIN O/HEADS; Insurances (Except Building & Workers Comp)	OCM180220; 0138	Operating Expenses		(2,000)	(9,983)		(7,983)	(81,952)
25852	ADMIN O/HEADS; Consultants	OCM180220; 0138	Operating Expenses		(10,000)	(20,000)		(10,000)	(91,952)
25886	ADMIN O/HEADS; Expenses Minor Asset Purchases	OCM180220; 0138	Operating Expenses		(10,000)	(6,500)	3,500		(88,452)
35801	ADMIN O/HEADS; Reimbursements	OCM180220; 0138	Operating Revenue		0	2,000	2,000		(86,452)
25891	ADMIN O/HEADS; Loss on Disposal of Assets	OCM180220; 0138	Non Cash Item	10,274	0	(10,274)			(86,452)
35890	ADMIN O/HEADS; Profit on Disposal of Assets	OCM180220; 0138	Non Cash Item	5,000	5,000	0			(86,452)
35835	ADMIN O/HEADS; Other Administration Income	OCM180220; 0138	Operating Revenue		0	2,000	2,000		(84,452)
45830	ADMIN O/HEADS; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(260,000)	(160,000)	100,000		15,548
55850	ADMIN O/HEADS; Proceeds on Disposal of Assets (Sale/Trade)	OCM180220; 0138	Capital Revenue		250,000	135,132		(114,868)	(99,320)
55851	ADMIN O/HEADS; Realisation on Disposal of Assets (Book Entry)	OCM180220; 0138	Non Cash Item		(250,000)	(135,132)			(99,320)
35501	SALS & WAGES; Reimbursement - Workers Compensation	OCM180220; 0138	Operating Revenue		0	19,093	19,093		(80,227)
25293	PWOH; PWOH Allocated to Works & Services	OCM180220; 0138	Operating Expenses		534,074	599,605	65,531		(14,696)
23813	ROAD MAINT; Road Maintenance - Gravel	OCM180220; 0138	Operating Expenses		(632,248)	(606,532)	25,716		11,020
25394	POC; POC Allocated to Works & Services	OCM180220; 0138	Operating Expenses		297,500	286,480		(11,020)	0
25899	ADMIN O/HEADS; Administration Allocated	OCM180220; 0138	Operating Expenses		648,952	658,872	9,920		9,920
28499	COMM DEV; Administration Allocated	OCM180220; 0138	Operating Expenses		(14,565)	(24,485)		(9,920)	0
				42,038	(889,069)	(593,727)	1,236,586	(1,222,710)	0

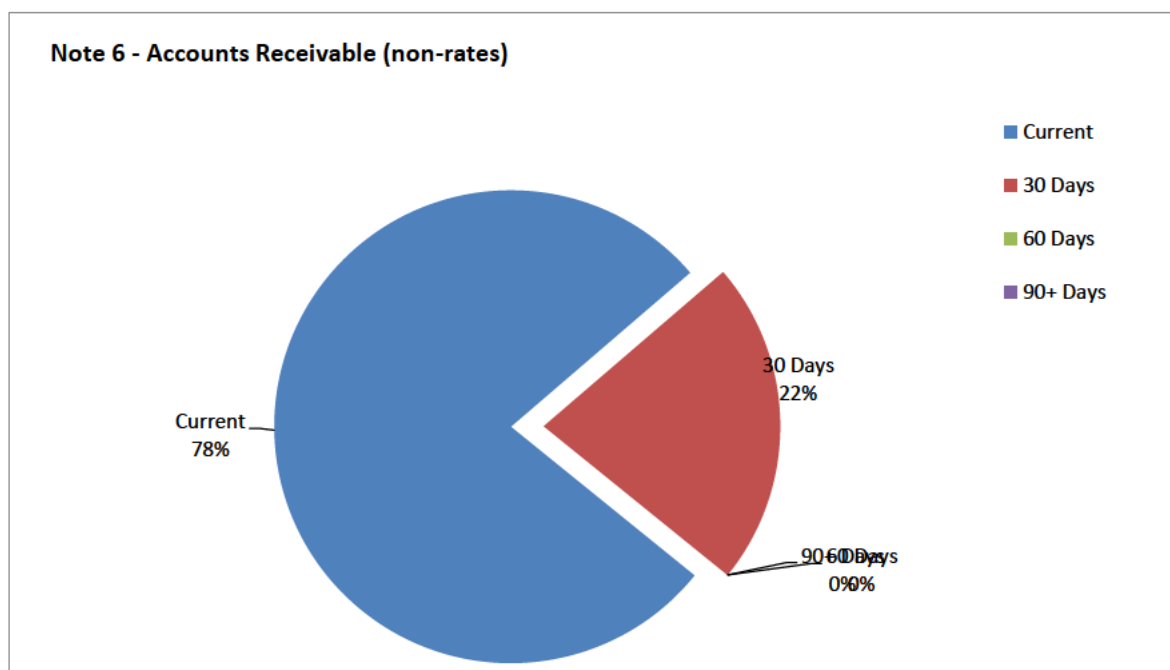
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 6: Receivables

Receivables - Rates Receivable	30 June 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	75,356	20,779
Levied this year	1,355,698	1,163,541
<u>Less Collections to date</u>	<u>(1,273,033)</u>	<u>(1,146,998)</u>
Equals Current Outstanding	158,021	37,323
Net Rates Collectable	158,021	37,323
% Collected	88.96%	96.85%

Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	605	172	0	0	777
Total 90+ outstanding					8,046
Total Unallocated Credits					(5,166)
Balance per Trial Balance					
Sundry Debtors					3,657
Total Receivables General Outstanding					3,657



Comments/Notes - Receivables General

90 days - Includes Coalcliffe Plant Hire

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	56,632	1,513	360	0		0		58,145	56,991
Plant Reserve	59,958	602	381	85,000		0		145,560	60,339
Sewerage Asset Preservation Reserve	1,256,174	11,466	7,978	50,000		(150,000)		1,167,640	1,264,153
Land & Building Reserve	449,364	2,007	2,854	150,000		(124,716)		476,655	452,218
Swimming Pool Reserve	186	5		0		0		191	186
Recreation Facilities Reserve	193,926	182	1,232	5,000		(7,000)		192,108	195,157
Community Housing Project Reserve	48,934	1,308	311	0		0		50,242	49,244
Economic Development Reserve	55,752	1,490	354	0		0		57,242	56,107
Bowling Green Replacement Reserve	85,312	280	542	12,000		0		97,592	85,854
Tennis Court Replacement Reserve	39,232	1,048	249	6,000		0		46,280	39,481
	2,245,469	19,901	14,261	308,000	0	(281,716)	0	2,291,654	2,259,730

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				Original Budget				Amended Budget			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	16 Anderson Str	Housing					37,000	70,000	33,000		37,000	70,000	33,000	
	18 Anderson Str	Housing					78,000	70,000		(8,000)	78,000	70,000		(8,000)
D013	Ford Ranger	Recreation & Culture					28,000	27,000		(1,000)	0	0		
D07	Ford Ranger	Recreation & Culture					28,000	28,000			0	0		
D008	Ford Ranger	Recreation & Culture					31,000	34,000	3,000		0	0		
D06	Low Loader	Transport	4,894	9,091	4,197		4,450	10,000	5,550		4,894	9,091	4,197	
	Dolly	Transport	684	2,273	1,589		0	5,000	5,000		684	2,273	1,589	
D002	Ford Ranger; MWA	Other Prop & Services					43,000	48,000	5,000		0	0		
D002	Ford Ranger; MWA	Other Prop & Services					30,500	34,000	3,500		30,500	34,000	3,500	
D0	Ford Everest; CEO	Other Prop & Services	49,099	42,727		(6,372)	45,000	50,000	5,000		49,099	42,727		(6,372)
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000		0	0		
D4	Ford Everest; MCCA	Other Prop & Services	46,307	42,405		(3,902)	45,000	50,000	5,000		46,307	42,405		(3,902)
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000		45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000		0	0		
2010-001	Utility Ford Ranger	Road Plant Purchases		2,727	2,727		0	0	0		0	0	0	0
			100,984	99,223	8,513	(10,274)	504,950	576,000	80,050	(9,000)	291,484	320,496	47,286	(18,274)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.100790	136	1,352,119	136,280	3,088	861	140,229	136,282	0	0	136,282
GRV - Commercial/Industrial	0.100790	15	256,474	25,850	0	0	25,850	25,851	0	0	25,851
GRV - Town Rural	0.100790	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV - Other Towns	0.100790	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
UV - Rural Farmland	0.008400	229	126,018,500	1,058,555	48	65	1,058,668	1,058,933	0	0	1,058,933
Sub-Totals		400	127,799,369	1,238,049	3,136	926	1,242,111	1,238,430	0	0	1,238,430
Minimum Rates											
	\$										
GRV - Residential	770	39		30,030	0	0	30,030	30,030	0	0	30,030
GRV - Commercial/Industrial	770	18		13,860	0	0	13,860	13,860	0	0	13,860
GRV - Town Rural	770	15		11,550	0	0	11,550	11,550	0	0	11,550
GRV - Other Towns	225	20		4,500	0	0	4,500	4,500	0	0	4,500
UV - Rural Farmland	770	61		46,970	0	0	46,970	46,970	0	0	46,970
UV - Commercial/Industrial	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Town Rural	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Mining Tenement	225	4		900	(382)	0	518	900	0	0	900
Sub-Totals		165	0	113,970	(382)	0	113,588	113,970	0	0	113,970
		565	127,799,369	1,352,019	2,753	926	1,355,698	1,352,400	0	0	1,352,400
Concession							0				0
Amount from General Rates							1,355,698	1,352,400			1,352,400
Ex-Gratia Rates							46,601	34,200			34,200
Totals							1,402,299	1,386,600			1,386,600

Note 10 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	Budget New Loans	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget
				\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 97; Community Club	218,830			34,651	70,011	184,179	148,819	4,475	8,242
Loan 101; Pool	200,000			9,172	17,428	190,828	182,572	1,800	5,871
DEM; Loan 102; Swimming Pool		50,000	0	0	0	0	0	0	0
Economic Services									
Loan 99; Short Stay Accommodation	711,693		-	15,411	31,066	696,282	680,627	11,174	22,111
DEM; Loan 103; Entry Statements		37,500	0	0	0	0	0	0	0
Self Supporting Loans									
Loan 98; Dowerin Events	12,567			12,567	12,567	0	0	204	204
Housing									
Loan 100; GROH housing loan	275,144			4,942	9,973	270,202	265,171	4,911	9,734
	1,418,234	87,500	0	76,744	141,045	1,341,490	1,277,189	22,564	46,162

Self Supporting Loan Principal 12,567

Self Supporting Loan Principal received 12,567

Description of Debentures:	Expiry date	Original Loan
Loan 97 - Ten Year Term	10.06.22	637,000
Loan 98 - Five Year Term	14.11.19	117,000
Loan 99 - Twenty Year Term	04.10.36	785,250
Loan 100 - Twenty Year Term	02.10.38	280,000
Loan 101 - Ten Year Term	30.06.29	200,000

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 11: Grants & Contributions

	Annual Budget	YTD Budget (a)	YTD Actual Revenue (b)	YTD Variance (b)-(a)
		\$	\$	\$
General Purpose Funding				
OP Grants Commission - General Purpose	457,286	348,690	348,690	0
OP Grants Commission - Roads	303,574	192,875	192,875	0
Law, Order and Public Safety				
OP DFES Grant - Bush Fire Brigade	51,422	38,567	38,998	431
Health				
OP YOUTH; Contributions & Donations	15,850	0	0	0
OP YOUTH; Grant Funding	23,000	5,000	5,000	0
OP DHC; Contributions & Donations	500	328	136	(192)
OP DHC; Federal Grant Funding; DoH	209,000	156,750	160,367	3,617
OP DHC; WAHACC; State Grant Funding; DoH	12,800	8,528	9,426	898
OP DHC; Home Care Package Funding; Federal; DoH	66,750	50,064	75,351	25,287
Education & Welfare				
OP Education & Welfare	0	0	0	0
Recreation and Culture				
OP OTHER CULTURE; Contributions & Donations	8,450	1,590	1,590	0
CAP OTHER REC & SPORT; Contributions & Donations	2,500	1,664	0	(1,664)
OP OTHER CULTURE; Grants - Events	24,600	24,600	22,800	(1,800)
OP OTHER REC & SPORT; Other Income	0	0	369	369
Transport				
OP ROAD MAINT; Direct Road Grant (MRWA)	132,000	132,000	132,025	25
OP ROAD MAINT; Street Lighting Subsidy	2,800	1,864	0	(1,864)
CAP ROAD CONST; Regional Road Group Grants (MRWA)	328,748	131,500	131,499	(1)
CAP ROAD CONST; Roads to Recovery Grants (R2R)	346,928	0	0	0
CAP ROAD CONST; Other Grants - Roads/Streets	35,000	7,000	7,000	0
CAP ROAD CONST; Other Grants - Commodity Routes	550,430	220,172	220,172	0
Economic Services				
CAP TOURISM; Grants & Contributions	37,500	0	0	0
TOTALS	2,609,138	1,321,192	1,346,299	25,107
SUMMARY				
OP Operating	1,308,032	960,856	987,628	26,772
CAP Non-operating	1,301,106	360,336	358,671	(1,665)
	2,609,138	1,321,192	1,346,299	25,107

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 12 (a): Trust Fund

Description	Opening Balance	Amount	Amount	Closing Balance
	01 Jul 2019	Received	Paid	29 Feb 2020
	\$	\$	\$	\$
Trust Fund	0	0	0	0
	0	0	0	0

Trust funds were reclassified to 'Bonds & Deposits Held' and transferred to Restricted Cash (held in Municipal) as at the 30 June 2019. Fund holds as 'Bonds & Deposits' are summarised as follows:

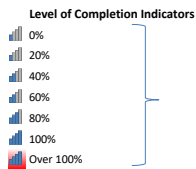
Note 12 (b): Bonds & Deposits Held

Description	Opening Balance	Amount	Amount	Closing Balance
	01 Jul 2019	Received	Paid	29 Feb 2020
	\$	\$	\$	\$
Housing Bonds	3,180	0	(400)	2,780
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,523	0	0	2,523
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	320	(320)	0
Yellow Ribbon	247	0	0	247
	12,061	320	(720)	11,661

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 13: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget					Strategic Reference / Comment
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance	
			\$	\$	\$	\$			\$	\$	
<i>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</i>											
Buildings											
Staff House; Building (Capital)	42310	Housing			36,010	0	36,010	36,010	33,208	(2,802)	Timing
Administration Office Roof Replacement	45810	Other Property & Services			0	55,000	55,000	55,000	0	0	
Buildings Total			0	0	36,010	55,000	91,010	91,010	33,208	(2,802)	
Plant & Equipment											
Jetta	42730	Community Amenities			78,829	85,000	79,000	79,000	79,000	171	
4x2 Utility; D013	PE197	Recreation & Culture			0	31,000	0	0	0	0	
4x2 Utility; D07	PE198	Recreation & Culture			0	34,000	0	0	0	0	
4x4 Utility; D008	PE199	Recreation & Culture			0	38,000	0	0	0	0	
Jet Patcher	43930	Transport			143,902	200,000	149,000	149,000	149,000	5,098	
Tag Trailer (currently Low Loader); D06	PE192	Transport			37,300	45,000	37,000	37,000	37,000	(300)	
Road Stabiliser; Additional Plant Item	PE193	Transport			50,329	48,000	45,000	45,000	45,000	(5,329)	
4x4 Utility; D02	45230	Other Property & Services			45,682	100,000	46,000	46,000	46,000	318	
Ford Everest; CEO; D0; 2 x Changeovers	45830	Other Property & Services			58,955	104,000	60,000	60,000	60,000	1,045	
Ford Everest; MCCS; D4	PE195	Other Property & Services			47,500	52,000	47,500	47,500	47,500	0	
Ford Everest; MCCS; D4; 2 x Changeovers	PE200	Other Property & Services			0	104,000	52,500	52,500	0	0	
Plant & Equipment Total			0	0	462,496	841,000	516,000	516,000	463,500	1,004	
Furniture & Equipment											
Gymnasium Equipment	43420	Recreation & Culture			11,049	12,000	12,000	12,000	12,000	951	
Furniture & Equipment Total			0	0	11,049	12,000	12,000	12,000	12,000	951	
Infrastructure - Roads											
Dowerin-Kalannie Road; Reconstruct	RTR193	Transport			0	346,928	346,928	346,928	231,264	231,264	Timing
Dowerin-Kalannie Road; Reconstruct	RRG0182	Transport			39,546	327,110	327,110	327,110	218,056	178,510	Timing
Dowerin-Meckering Road; Stabilise Patches & Reseal	RRG0183	Transport			4,089	0	0	0	0	(4,089)	Review misallocation
Dowerin-Meckering Road; Stabilise	RRG192	Transport			0	166,012	166,012	166,012	110,664	110,664	Timing
Dowerin-Koordaa Road; Reconstruct	CRF0025	Transport			177,109	550,430	550,430	550,430	366,960	189,851	Timing
Stewart Street	R181	Transport			124	0	0	0	0	(124)	
Roads Total			0	0	220,868	1,390,480	1,390,480	1,390,480	926,944	706,076	
Infrastructure - Footpaths											
Fraser Street Footpath	FRA001	Transport			145	70,000	70,000	70,000	0	(145)	Review misallocation
Infrastructure - Footpaths TOTAL			0	0	145	70,000	70,000	70,000	0	(145)	
Infrastructure - Other											
Swimming Pool Refurbishment Continued	43380	Recreation & Culture			54,387	50,000	50,000	50,000	50,000	(4,387)	
Town Oval Reticulation Upgrade (Inc Dam)	TOR001	Recreation & Culture			108	150,000	0	0	0	(108)	Review misallocation
Entrance/Streetscape Project; SSA & DCC	SSA001	Economic Services			0	75,000	75,000	75,000	0	0	
Infrastructure -Other Total			0	0	54,495	275,000	125,000	125,000	50,000	(4,495)	
Capital Expenditure Total			0	0	785,064	2,643,480	2,204,490	2,204,490	1,485,652	700,588	



YTD Actual to Annual Budget
or budget highlighted in red.



**Shire of Dowerin
List of Payments for February 2020**

Chq/EFT	Date	Name	Description	Amount
EFT7450	06/02/2020	Northam Betta Home Living	DHC - Teco Air Con Portabel, Omega Altise Air Con Portable - A. Bergeron	1298.00
EFT7451	12/02/2020	Avon Waste	Rubbish Collection - Recycling & Waste - January 2020	2514.50
EFT7452	12/02/2020	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Recovery	88.00
EFT7453	12/02/2020	Access Office Industries	Furniture - Hutch, Table x 1 + Freight	1006.39
EFT7454	12/02/2020	Boekeman Machinery	D1444 - 12 month Service as per service schedule	2866.01
EFT7455	12/02/2020	BOC Limited	Oxygen & Acetylene Cylinder Rental 29/12/19 to 28/01/20	43.01
EFT7456	12/02/2020	Bunnings Group Limited	Rec Centre - 23 Packs Hanwood Weathered Oak Vinyl Planks	2277.00
EFT7457	12/02/2020	Betta Roads Pty Ltd	Dow-Kalannie Rd - Soil Testing	1331.00
EFT7458	12/02/2020	Beacon Central Community Resource Centre	Hire of Inflatable Movie Screen, Projector & Speakers	250.00
EFT7459	12/02/2020	Commercial Hotel Dowerin	Council Refreshments	114.00
EFT7460	12/02/2020	Contract Aquatic Services	Pool Operational Services - February 2020	16307.50
EFT7461	12/02/2020	Dowerin Bakery And News	Catering for Council Lunch 21 January 2020	118.29
EFT7462	12/02/2020	Dowerin Engineering Works	D003 - Repairs to Side Tipper	2647.10
EFT7463	12/02/2020	Dowerin Community Resource Centre	LIBRARIES - Provision of Library Services. Quarterly payments	1250.00
EFT7464	12/02/2020	Landgate	Rural UV Interim Valuation Shared	67.85
EFT7465	12/02/2020	Dowerin & Districts Farm Shed	Cemetery Toilets - 2 x Doors	2697.05
EFT7466	12/02/2020	Dowerin Gourmet Butchershop	Meat supplies for Australia Day 2020 - 13kgs BBQ Sausages, 13 kg Bacon	430.50
EFT7467	12/02/2020	Dowerin Community Club	Christmas Party Dinner - 30 People	840.00
EFT7468	12/02/2020	Damian'S Plumbing	Rec Centre - Empty two Grease Traps	330.00
EFT7469	12/02/2020	Green, Vanessa	Reimbursement - V. Green - Gift Box, USB-C cable for CEO & MCCA	38.90
EFT7470	12/02/2020	Imprint Plastic	Councillor Name Badges x 8	143.00
EFT7471	12/02/2020	PR & DF Inman	Rates Refund for A197 (Previously incorrectly allocated to Donald Inman)	2945.69
EFT7472	12/02/2020	JK Williams & Co	4 O'Loghlen St - Repairs to Air Conditioner	362.63
EFT7473	12/02/2020	Marketforce	Annual Electors Meeting Local Public Notice/ Credit Note 30249 Early payment	318.87
EFT7474	12/02/2020	Market Creations	Managed Service Agreement, Trend Micro, Remote Management & Monitoring	2502.39
EFT7475	12/02/2020	Macquarie Bank Limited	IT Hardware as per quote #2291- 3 Year Lease - Laptop & Docking Station, 3 x Desktops, 2 x Monitors,	933.19
EFT7476	12/02/2020	Shire Of Northam	Advertising for Tender - AROC Rubbish Services	2128.18
EFT7477	12/02/2020	Northam & District Glass Service	D00 - Replace Windscreen. Insurance Claim	1258.00
EFT7478	12/02/2020	Ixom Operations Pty Ltd	Chlorine Service Fee - 01/01/2020 to 31/01/2020	84.57
EFT7479	12/02/2020	Workwear Group Pty Ltd	Cargo Pants x 3. S. Jones	179.97



Shire of Dowerin List of Payments for February 2020

EFT7480	12/02/2020 Quick Corporate Australia Pty Ltd	DHC - Single Serve Biscuits	112.53
EFT7481	12/02/2020 Rural Ranger Services	Ranger Services - 09/01/20 to 29/01/20	262.15
EFT7482	12/02/2020 Resonline Pty Ltd	Room Manager - SSA - December 2019	440.00
EFT7483	12/02/2020 Tin Dog General Store	Provisions for Breakfast for Australia Day	225.30
EFT7484	12/02/2020 Valley Ford Northam Hyundai	D00 - Service	390.00
EFT7485	12/02/2020 WA Country Chemist	DHC - Molicare Prem Mobile 6D XL x 4 / MLE Rollator D/Lux L/Brake Blu - D. Ahrens	501.55
10776	Cancelled	Cancelled	0.00
10777	12/02/2020 Synergy	Electricity Usage & Charges Streetlighting	2406.10
10778	12/02/2020 Telstra	Phone Usage & Charges to 27/01/2020 Mobiles	954.99
10779	12/02/2020 Water Corporation	Water Usage & Charges to 10/02/20	29506.32
DD10876.1	21/02/2020 Puma Energy	Fuel Usage - January 2020	1818.74
DD10871.1	04/01/2020 NAB Business Visa	Credit Card Payments - February 2020	3307.08
DD10866.1	05/02/2020 WA Super	Superannuation contributions	3641.29
DD10866.2	05/02/2020 AMG Superannuation	Superannuation contributions	203.14
DD10866.3	05/02/2020 Rest Superannuation	Superannuation contributions	202.16
DD10866.4	05/02/2020 Prime Super	Superannuation contributions	89.58
DD10866.5	05/02/2020 MLC Super Fund	Superannuation contributions	386.43
DD10866.6	05/02/2020 Cbus	Superannuation contributions	191.87
DD10866.7	05/02/2020 Health Employees Super	Superannuation contributions	167.39
DD10866.8	05/02/2020 Hostplus	Superannuation contributions	73.32
DD10866.9	05/02/2020 Fiducian Portfolio Services Limited	Superannuation contributions	81.11
DD10881.1	19/02/2020 WA Super	Superannuation contributions	4037.58
DD10881.2	19/02/2020 Hesta Superannuation	Superannuation contributions	110.51
DD10881.3	19/02/2020 AMG Superannuation	Superannuation contributions	203.14
DD10881.4	19/02/2020 Rest Superannuation	Superannuation contributions	202.16
DD10881.5	19/02/2020 Prime Super	Superannuation contributions	154.72
DD10881.6	19/02/2020 AMP Superannuation Saving Trust	Superannuation contributions	138.32
DD10881.7	19/02/2020 MLC Super Fund	Superannuation contributions	380.12
DD10881.8	19/02/2020 Cbus	Superannuation contributions	191.87
DD10881.9	19/02/2020 Health Employees Super	Superannuation contributions	146.21
DD10866.10	05/02/2020 Australian Super	Superannuation contributions	219.65
DD10866.11	05/02/2020 Care Super	Superannuation contributions	139.62



Shire of Dowerin List of Payments for February 2020

DD10866.12	05/02/2020	Asgard Super	Superannuation contributions	158.32
DD10881.10	19/02/2020	Hostplus	Superannuation contributions	70.63
DD10881.11	19/02/2020	Fiducian Portfolio Services Limited	Superannuation contributions	66.43
DD10881.12	19/02/2020	Australian Super	Superannuation contributions	1020.01
DD10881.13	19/02/2020	Care Super	Superannuation contributions	139.62
DD10881.14	19/02/2020	Asgard Super	Superannuation contributions	103.46
130862	25/02/2020	Bank Fee	Bank Fee - Connect Fee	29.49
130862	28/02/2020	Bank Fee	Bank Fee	45.80
130862	28/02/2020	Bank Fee	Bank Fee - BPAY	33.17
130862	28/02/2020	Bank Fee	Bank Fee - Merch Fee	110.52
130862	05/02/2020	Bank Fee	Bank Fee	5.00
				100038.99
\$	49,303.12	EFT7450 to EFT7485		
\$	12,518.66	Superannuation Payments		
\$	32,867.41	Cheque 10776 to 10779 - 10776 Cancelled		
\$	3,307.08	Direct Debit 10871.1: Credit Card Payment: January 2020		
\$	1,818.74	Direct Debit 10876: Puma Energy: Fuel: January 2020		
	223.98	Direct Debit 130862 - Bank Fees		
\$	100,038.99	Total Payments for February 2020		
	\$49,733.25	PPE 05 February 2020 - Childcare Recouped		
	\$58,137.19	PPE 19 February 2020 - Childcare Recouped		
	\$107,870.44			
\$	207,909.43	Total Payments for January 2020 including payroll x 2		

SHIRE OF DOWERIN

APPROVED FOR
PAYMENT

[Signature]

Date: 4/03/2020
Voucher: 482
Chq: DD

Amount in words: Five Thousand Six Hundred and Fifty Eight Dollars and Fifty Two cents

\$ 5,658.52

Dr to: Shfie of Dowerin - NAB Business Visa *DSG*

APPROVED FOR
PAYMENT

[Signature]

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.

APPROVED FOR
PAYMENT

[Signature]

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
30/01/2020	23387	ProAm Australia - Pool - Pace Clock Mechanism	\$ 26.00	\$ 294.58
3/02/2020	20427	Apple - iAnnotate4 -Councillor iPads	\$ 1.36	\$ 14.99
7/02/2020	FEV013	Sanity - Movies for Movie Night	\$ 3.27	\$ 35.93
11/02/2020	23387	Aquacooler - 1 x M Series Water Cooler	\$ 124.36	\$ 1,368.00
17/02/2020	25821	Adobe Acropro Subs	\$ 2.00	\$ 21.99
18/02/2020	BOP068	Waterfords IGA - SSA - Pegs, Cable Ties, Fabric Softener	\$ 1.61	\$ 17.69
18/02/2020	20520	Data for CEO iPad	\$ 6.36	\$ 70.00
19/02/2020	BMT029	Valspar Midland - 18 O'Loghlen - Roller Bucket, Paint Tray	\$ 3.34	\$ 36.74
19/02/2020	23886	Officeworks - Whiteboard, Magnets, Eraser, Markers + Postage	\$ 52.42	\$ 632.48
20/02/2020	25815	My Deal - Tender Box	\$ 3.36	\$ 36.99
25/02/2020	25338	Set of Aluminium Numeral Stencils	\$ 17.30	\$ 190.30
25/02/2020	25338	Seton - Linemarker Paint for Kerbs	\$ 17.76	\$ 179.44
25/02/2020	24583	Kmart - SSA - Replacement Glasses, Teatowels, Storage Bags	\$ 14.76	\$ 162.40
26/02/2020	42730	Permit for Jetter Trailer to Wyal for Re-Inspection	\$ -	\$ 22.50
28/02/2020	20312	Card Fee - R. McCall	\$ -	\$ 9.00
3/02/2020	P708.260.590	Vibe Toodyay - Fuel D4	\$ 7.11	\$ 78.22
6/02/2020	25816	Australia Post - Pastage Stamps	\$ 30.00	\$ 330.00
14/02/2020	P708	Vibe Toodyay - Fuel D4	\$ 6.45	\$ 70.91
17/02/2020	P708	Coles Express - Fuel D4	\$ 8.20	\$ 90.16
21/02/2020	P708	Dowerin Roadhouse - Fuel D4	\$ 6.02	\$ 66.26
21/02/2020	25809	Quest Innaloo - Accom - Trelis Training - K. Hathaway	\$ 88.95	\$ 978.55
25/02/2020	P708	Dowerin Roadhouse - Fuel D4	\$ 5.68	\$ 62.50
27/02/2020	P708	Dowerin Roadhouse - Fuel D4	\$ 4.33	\$ 47.59
28/02/2020	20312	Card Fee - C. Delmage	\$ -	\$ 9.00
30/01/2020	P708.260.590	Avon Valley Nissan - Service for D4	\$ 29.33	\$ 322.62
3/02/2020	P707.260.590	Puma Energy - Fuel D02	\$ 7.55	\$ 83.00
6/02/2020	42730	Permit for Jetter Trailer to Inspection	\$ -	\$ 22.50
6/02/2020	P707.260.590	Avon Valley Nissan - Service for D02	\$ 29.33	\$ 322.62
10/02/2020	25231	Goom Farm Shed - Water Bottles	\$ 6.54	\$ 71.90
28/02/2020	20312	Card Fee - G. Brigg	\$ -	\$ 9.00
28/02/2020	20312	Bank Fee	\$ -	\$ 0.66
TOTAL			\$ 503.39	\$ 5,658.52

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 January 2020 to 28 February 2020

Company Account No:



Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$3,307.08 DR
Payments and other credits	\$3,307.08 CR
Purchases, cash advances and other debits	\$5,630.86 DR
Interest and other charges	\$27.66 DR
Closing Balance	\$5,658.52 DR

YOUR DIRECT DEBIT PAYMENT OF \$5,658.52 WILL BE CHARGED TO ACCOUNT [REDACTED] ON 05/03/2020 AS PER OUR AGREEMENT.

059/21/01/M03468/S010230/020459

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Feb 2020	\$3,307.08 CR	DIRECT DEBIT PAYMENT	74557040031
17 Feb 2020	\$0.66	NAB INTNL TRAN FEE - (SC)	74557040048
Total for this Period:	\$3,306.42 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



Billor 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	\$0.00	\$3,084.03	\$9.00	\$3,093.03
██████████7	MR GLEN CHRISTOPHER	\$5,000	\$0.00	\$822.64	\$9.00	\$831.64
██████████	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$1,724.19	\$9.00	\$1,733.19
██████████	BILLING ACCOUNT	\$0	\$3,307.08 CR	\$0.00	\$0.66 DR	\$3,306.42 CR
			\$3,307.08 CR	\$5,630.86 DR	\$27.66 DR	\$2,351.44 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



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)

Voucher 482

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
Account No: [REDACTED]
Statement Period: 29 January 2020 to 28 February 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
30 Jan 2020	\$294.58 ✓	<i>Prod Am Aust</i> NLSMALLNOMI 0397965000 23387	<i>Face Clock Mechanism - Pool</i>				74766180029
3 Feb 2020	\$14.99 ✓	APPLE.COMBILL SYDNEY 20427	<i>Apple - iAnnotate4</i>				74564450031
7 Feb 2020	\$35.93 ✓	SANITY WEB STORE MILPERRA fev013	<i>Movies for Movie Night</i>				74564450037
11 Feb 2020	\$1,368.00 ✓	SP * AQUACOOLER SHAILER PARK 23387	<i>1x M Series Water Cooler</i>				74617630042
17 Feb 2020	\$21.99 ✓	ADOBE ACROPRO SUBS 1800614863 25821	<i>Adobe - Acropro Subs</i>				74313190047
18 Feb 2020	\$17.69 ✓	WATERFORDS SUPA IGA KARAWARA BOP068	<i>SSA - Pegs, Cable Ties, Fibre Soft</i>				74940520048
18 Feb 2020	\$70.00	TELSTRA MELBOURNE 20520	<i>Data for Be's iPad</i>				02151388974
19 Feb 2020	\$36.74 ✓	VALSPAR MIDLAND MIDLAND BmT029	<i>180L - Roller Bucket, Paint Tray</i>				74564450049
19 Feb 2020	\$632.48 ✓	OFWKS ONLINE BENTLEIGH 03 23886.05	<i>Whiteboard, Magneto, Eraser, Markers + Postage</i>				74363960050
20 Feb 2020	\$36.99 ✓	MY DEAL COM AU MELBOURNE 25815	<i>Tender Box</i>				04171930668
25 Feb 2020	\$190.30 ✓	PAYPAL *STENCILPLAC 4029357733 25338.05	<i>Set Aluminium Numeral Stencils</i>				74766180055

Continued next page

059/21/01/M03468/S010231/020461

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
25 Feb 2020	\$179.44 ✓	SETON GREYSTANCES 25338	Line Marker Paint - Kerbs				74798060055
25 Feb 2020	\$162.40	KMART ONLINE 03 24583	SSA - Replace items, Glasses, Teatowels, Storage bags				74363960056
26 Feb 2020	\$22.50	SHIRE DOWERIN DOWERIN 42730	Permit - Jettel Trailer to Hyal for Re-Inspection				02182402168
28 Feb 2020	\$9.00	CARD FEE 20312	Card Fee				74557040059
Total for this period	\$3,093.03		Totals				

Employee declaration

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

Cardholder signature:

Rebecca McCall

Date:

9/3/20



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: [REDACTED]
Statement Period: 29 January 2020 to 28 February 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 Feb 2020	\$78.22 ✓	VIBE TOODYAY ROAD GIDGEGANNUP P708	Fuel D4				74564450034
6 Feb 2020	\$330.00 ✓	POST DOWERIN LPO DO DOWERIN 25816	Postage Stamps				74813840036
14 Feb 2020	\$70.91 ✓	VIBE TOODYAY ROAD GIDGEGANNUP P708	Fuel D4				74564450044
17 Feb 2020	\$90.16 ✓	COLES EXPRESS 6904 BERTRAM P708	Fuel D4				74363960047
21 Feb 2020	\$66.26 ✓	DOWERIN ROADHOUSE DOWERIN P708	Fuel D4				74564720051
21 Feb 2020	\$978.55 ✓	QUEST INNALOO INNALOO 25809	Accom - Tielis Training - K. Hathaway				04220622788
25 Feb 2020	\$62.50 ✓	DOWERIN ROADHOUSE DOWERIN P708	Fuel D4				74564720055
27 Feb 2020	\$47.59 ✓	DOWERIN ROADHOUSE DOWERIN P708	Fuel D4				74564720057
28 Feb 2020	\$9.00 ✓	CARD FEE 20312	Card Fee				74557040059
Total for this period	\$1,733.19		Totals				

059/21/01/M03468/S010233/020465

Employee declaration

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

Cardholder signature: Date: 9/3/20



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 GLEN CHRISTOPHER BRIGG
Account No: [REDACTED]
Statement Period: 29 January 2020 to 28 February 2020
Cardholder Limit: \$5,000

Transaction record for: MR GLEN CHRISTOPHER BRIGG

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Jan 2020	\$322.62 ✓	AVN NORTHAM PTY LTD NORTHAM P708/260	Service D4				74940520029
3 Feb 2020	\$83.00 ✓	PUMA ENERGY EL CABAL WOOROLOO P708/1	Fuel 002				74564450034
6 Feb 2020	\$22.50 ✓	SHIRE DOWERIN DOWERIN 42730	Permit for Jetter Trailers to Inspection				04120915884
6 Feb 2020	\$322.62 ✓	AVN NORTHAM PTY LTD NORTHAM P708/260	Service 002				74940520036
10 Feb 2020	\$71.90 ✓	GOOMALLING FARM SHED GOOMALLING 25231	Farm Shed - Goom - Water Bottles				74564560038
28 Feb 2020	\$9.00 ✓	CARD FEE 20312	Card Fee				74557040059
Total for this period	\$831.64		Totals				

Employee declaration

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

Cardholder signature: _____

Glen Brigg

Date: _____

9/3/20

059/21/01/M03468/S010232/020463

**Recalcitrant Rates Debtors
As at 29 February 2020**

Assessment	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments
A1016	1,977.37	1,627.44	1,766.81	1,560.74	6,932.36	Assessment currently under review to determine if further legal action costs is economical
A1171			719.36	73.39	792.75	Mining Tenement that holder believes he should not have to pay.
A225	1,707.50	2,210.33	9,195.12	998.14	14,111.09	Assessment currently under review to determine if further legal action costs is economical
A229			190.00	88.37	278.37	Report with Council to seek Minister Approval to make assessment exempt from Rates & Charges.
A247		294.22	345.83	383.60	1,023.65	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A248		294.22	345.83	383.67	1,023.72	Pending outcome of other properties owned by Ratepayer, which are mortgagee possession.
A249		194.22	344.43	374.24	912.89	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A277		278.22	345.57	382.11	1,005.90	Attempt to contact ratepayer on 18/2/20. No response to email or phone call.
A283			1,669.18	805.39	2,474.57	Son is handling fathers affairs. Attempt to contact Son on 18/2/20. No response to email or phone call.
A380	7,109.37	2,625.90	5,347.67	5,010.40	20,093.34	Assessment currently under review to determine if further legal action costs is economical
A512	8,101.64	4,336.27	4,020.63	4,495.22	20,953.76	Assessment currently under review to determine if further legal action costs is economical
A90		703.77	957.27	1,050.41	2,711.45	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A950	674.05	938.01	1,569.60	1,348.27	4,529.93	Assessment currently under review to determine if further legal action costs is economical
	19,569.93	13,502.60	26,817.30	16,953.95	76,843.78	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Dowerin - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No major trading undertakings are planned	Vanessa Green
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No major land transactions occurred or are planned	Vanessa Green
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Vanessa Green
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Vanessa Green
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Vanessa Green



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No committees have delegated authority	Vanessa Green
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A	No committees have delegated authority	Vanessa Green
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A	No committees have delegated authority	Vanessa Green
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No committees have delegated authority	Vanessa Green
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A	No committees have delegated authority	Vanessa Green
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Vanessa Green
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Vanessa Green
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Vanessa Green
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Vanessa Green
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Vanessa Green
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Vanessa Green
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	Delegations Register reviewed and adopted June 2019 (Item 11.3)	Vanessa Green
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Vanessa Green

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Vanessa Green



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	N/A	Where an interest was declared the member left the room and did not seek Council's permission to participate in the matter	Vanessa Green
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	No	CEO Performance Appraisal Item to November 2019 Meeting - the CEO made a disclosure of direct financial interest by completing the relevant declaration form and reporting the interest in the report presented to Council, however the minute secretary did not include this disclosure in the Minutes	Vanessa Green
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	The CEO did not receive a gift from a donor who then required a report to be presented or provided to Council	Vanessa Green
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	This scenario did not arise during the reporting period	Vanessa Green
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Vanessa Green
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Vanessa Green
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Vanessa Green
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Vanessa Green
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Vanessa Green
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Vanessa Green
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Vanessa Green



No	Reference	Question	Response	Comments	Respondent
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Vanessa Green
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Vanessa Green
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Vanessa Green
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	N/A	This scenario did not arise during the reporting period	Vanessa Green
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	CEO Performance Appraisal - a direct financial interest was declared in the report	Vanessa Green
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Vanessa Green
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Vanessa Green

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes		Vanessa Green
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Vanessa Green



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	A register exists however no gifts were received/declared by candidates during the election process	Vanessa Green
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	A register exists however as no gifts have been received/declared by candidates during this and previous elections processes, there are no forms to remove	Vanessa Green

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	October 2019 (CMRef 0060)	Vanessa Green
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	Audit & Risk Committee does not have delegated authority	Vanessa Green
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	Audit completed 19 December 2019	Vanessa Green
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	Received on 19 December 2019	Vanessa Green
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes	Actions taken are detailed in the Management Comment of the auditor's report	Vanessa Green



No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A	No significant matters were raised	Vanessa Green
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	No significant matters were identified hence no report was required to be provided to the Minister or published on the website	Vanessa Green
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	N/A	Auditor appointed by the Office of the Auditor General	Vanessa Green



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	19 November 2013 Item 9.1.2. Plan covered the period 2013-2015	Vanessa Green
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	26 February 2019 Item 10.1.8	Vanessa Green
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	27 March 2018 Item 10.1.9	Vanessa Green
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	Review is not due until March 2020	Vanessa Green
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	May 2018 Item 10.2.3	Vanessa Green
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	May 2018 Item 10.2.3	Vanessa Green
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	May 2019 Item 10.1.5	Vanessa Green



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	A recruitment process for the CEO was not required during the reporting period	Vanessa Green
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	No	Manager Corporate & Community Services position advertised 16 March 2019 in West Australian, on Seek & LG Assist, however the advertisement did not comply with Reg18A(2) (d) as it did not contain the duration of the proposed contract	Vanessa Green
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A	A recruitment process for the CEO was not required during the reporting period	Vanessa Green
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A	A recruitment process for the CEO was not required during the reporting period	Vanessa Green
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	Yes	Manager Corporate & Community Services position appointed May 2019 (Item 13.1.2)	Vanessa Green



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A	CEO is complaints officer	Vanessa Green
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	A register exists however no complaints have been made during the reporting period	Vanessa Green
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Vanessa Green
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Vanessa Green
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Vanessa Green
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Vanessa Green



Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	November 2019 (CMRef 0082)	Vanessa Green
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	November 2019 (CMRef 0083)	Vanessa Green
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	2017/18 Annual Report Item 19 Page 36 presented to AEM on 5 February 2019. 2018/19 AEM scheduled for 18 February 2020	Vanessa Green
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes	Submitted on 25 September 2019	Vanessa Green

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Vanessa Green
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	Yes		Vanessa Green
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes	T2019-01 Farm Weekly 24 January 2019, T2019-02 West Australian 1 February 2019	Vanessa Green



No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Vanessa Green
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A	No information was required to be varied	Vanessa Green
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Vanessa Green
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A	No tenders were not submitted at the place and within the time specified in the invitation to tender	Vanessa Green
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Vanessa Green
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Vanessa Green
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Vanessa Green
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A	No expressions of interest were called during the reporting period	Vanessa Green
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A	No expressions of interest were called during the reporting period	Vanessa Green
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A	No expressions of interest were called during the reporting period	Vanessa Green
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	No expressions of interest were called during the reporting period	Vanessa Green
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	Policy 4.11 Purchasing Policy	Vanessa Green



No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	Yes	West Australian 1 February 2019	Vanessa Green
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	Yes		Vanessa Green
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	Yes		Vanessa Green
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	No information was required to be varied	Vanessa Green
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	No tenders were not submitted at the place and within the time specified in the invitation to tender	Vanessa Green
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Vanessa Green
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	No	Amount of consideration for each received tender as required by Reg24AG (2) was not included	Vanessa Green
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	Yes		Vanessa Green
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A	The Regional Price Preference Policy had not been adopted at the time of the tender (Tender February 2019, Policy adopted November 2019)	Vanessa Green
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	Policy adopted November 2019 (CMRef 0085)	Vanessa Green



No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Vanessa Green
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Vanessa Green

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Dowerin

Signed CEO, Dowerin



Business Continuity Plan

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1.0 KEY CONTACTS

Contact List - Internal

Person	Position	Mobile No.	Responsibilities Incident Response (IR) Team Leader
Rebecca McCall	Chief Executive Officer	0417 449 451	IT Team Leader
Cherie Delmage	Manager Corporate & Community Services	0406 659 119	IR Team Member
Glen Brigg	Manager Works & Services	0429 311 160	IR Team Member
Bianca Zampogna	Works Administration Officer		IR Team Member
Vanessa Green	Executive & Governance Officer	0484 919 306	IR Team Member
Sam Williams	Community Development Officer		IR Team Member
Lisa Begley	Dowerin Home Care Coordinator		IR Team Member
Kyara Hathaway	Fire Warden – Shire Administration Office		IR Team Member
Mal Smith	Fire Warden – Depot		IR Team Member
Carol Braddon	Fire Warden – Dowerin Home Care		IR Team Member
Cr Darrel Hudson	Shire President	0428 311 063	Shire President

Contact List - External

Key Contacts	Contact Numbers/s
Police & Emergency Services	000
Dowerin Police Station	9631 1100
Ambulance	000
St John Ambulance Dowerin	9631 1906
Goomalling Medical Surgery	9629 1166
Goomalling Hospital	9629 0100
Wyalkatchem Hospital	9692 1222
Wyalkatchem Doctor Surgery	9681 1140
Insurance Company – LGIS	9483 8888
Key Suppliers / Locksmith – Swan Locks	9328 3141
Electrician - Joelectrics	0419 963 624

Plumber - Damien's	9622 2490 / 0418 959 039
Water & Sewerage - Water Corporation	13 13 75
Electricity - Western Power	13 13 51
Telephone - Telstra	13 20 00 / 13 29 99
IT Support - Market Creations	9920 8555
Primary Business System Software - IT Vision	9315 7000
Primary Business System Software - SharePoint - SOS	0438 925 883
Internet Service Provider - Telstra	6224 9829 / 1800 730 062 Opt 1
WA Local Government Association	9213 2000
ABC Radio - Midwest & Wheatbelt	9923 4111 (Northam 1215AM)
Department of Transport Licensing	6551 6568 / 1800 354 928
State Records Office	9427 3600
Bank/Building Society - National Bank	9690 2505
Accountant (Auditor) - OAG / AMD	6557 7500 / 9780 7555
Waste Collection - Avon Waste	9641 1318
Lawyer - Norton Rose Fulbright Australia	6212 3245 / 0407 722 752

2.0 INTRODUCTION AND OBJECTIVES

The purpose of developing a Business Continuity Plan (BCP) is to ensure the capability of the Shire of Dowerin to continue to deliver its services at an acceptable level following a disruptive incident or disaster.

A disaster is defined as a serious disruption of the functioning of the Shire of Dowerin causing widespread human, economic or environmental loss or disturbance. Such disasters include incidents like fire, flood, storm or earthquake.

A BCP uses measures such as alternative premises and other facilities to ensure that a business can continue operations and if not, restore operations as quickly as possible after a calamity.

The objectives of this plan enable the Shire to:

1. Ensure we are prepared prior to an event
2. Define prioritise and re-establish critical business functions as quickly and efficiently as possible;
3. Follow a systematic plan for the management of any incident or disaster;
4. Detail the immediate response to minimise damage or loss during a critical incident;
5. Minimise the effect of an incident on the community, staff and Council; and
6. Review and update this plan on a regular basis.

The Shire recognises that some events may exceed the capacity of routine management methods and structure. The BCP aims to provide a mechanism for the development of contingent capacity and logical plans that will enable management to focus on maintaining and resuming the Shire's most critical functions; whilst working in a practical way toward eventual restoration of operations and ensuring unaffected operations are able to continue.

This BCP reinforces, and is reinforced by, the Shire's Risk Management Framework and Risk Management Policy.

This BCP will be located on the Shire website www.dowerin.wa.gov.au and SharePoint to ensure it is always available. Copies will also be placed in the Chief Executive Officer's vehicle, all Managers' vehicles and the fireproof strong room within the Shire Administration Office.

3.0 BUSINESS CONTINUITY PRIORITIES

Priority	Critical Activities	Recovery Time Objective - O Maximum Tolerable Period of Disruption - X				
		1 day	3 days	5 days	10 days	20 days
1	Phone Calls (Receiving)	X				
1	Manage Admin/Cleaning OSH Issues & Incidents	X				
1	Manage Works OSH Issues & Incidents	X				
1	Complaint Handling - Urgent	X				
1	Shire Building Maintenance	X				
1	Cemetery	X				
1	Prioritised Reactive Road, Footpath & Drainage Maintenance	X				
1	Front Counter Assistance	X				
2	Banking		X			
2	Receipting Money & Invoices		X			
2	Building Applications			O	X	
2	Payroll		O	X		
2	Print Communications (Despatch, Newsletters, Flyers)			X		
3	Waste Disposal			X		
3	Private Works (communicate delay)		X			
3	Generation & Signing of Urgent Creditor Cheques				O	X
4	Receipting through Synergy				X	
4	Record Keeping/Archives				X	
4	Council Meetings				X	

4.0 CRITICAL BUSINESS FUNCTIONS

4.1 Community Services

Service Area	Function	RTO
Corporate	Communications & media management	1
Corporate	Maintenance of Shire website	1
Community	Dowerin Home Care – provision of meals & critical health services to clients	1

4.2 Corporate Services

Service Area	Function	RTO
Finance	Accounts Payable (Creditors)	5
Finance	Accounts Receivable (Debtors)	10
Finance	Banking & Taxation	1
Finance	Licencing	2
Finance	Payroll	1
Corporate	Cemetery reservations & internments	5
Corporate	Customer complaints	3
Corporate	Customer enquiries	3
Corporate	Records management	3
Ranger Services	Animal control	1

4.3 Governance Services

Service Area	Function	RTO
Governance	Elected Member liaison & support	1
Governance	Cleaning of facilities	3
Building Services	Bush Fire Brigades response & support	1
Environmental Health	Food premises inspections	1
Environmental Health	Respond to environmental health issues	1
Building / Environmental Health	Temporary accommodation approvals	1

4.4 Works & Asset Services

Service Area	Function	RTO
Building Services	Reactive building maintenance	1
Environmental Health	Sewerage management	1
Environmental Health	Water quality monitoring	1
Environmental Health	Waste collection	1
Parks & Gardens	Playground inspections	2
Parks & Gardens	Sportsground maintenance	10
Works	Reactive maintenance	1
Works	Storm & disaster response	1
Works	Fleet servicing & maintenance	5
Works	Landfill operations	5
Works	Road safety assessments	1

5.0 DEFERRED FUNCTIONS & SERVICE DELIVERY

5.1 Community Services

Service Area	Function
Community Development	Community events and activities
Governance	Civic functions & receptions
Finance/Community Development	Grant management
Community	Dowerin Home Care – provision of all non-life threatening services

5.2 Corporate Services

Service Area	Function
Corporate	DoT vehicle licensing & registration
Corporate	WAPOL licencing & registration (firearms)
Corporate	Facility hire
Corporate	Insurance management
Corporate	Records management
Finance	Rates calculation & collection

5.3 Governance Services

Service Area	Function
Governance	Advocacy
Building Services	Demolition licence assessment
Building Services	Issue building licence assessment
Building Services	Private building licence assessment
Building Services	Private swimming pool inspections
Environmental Health	Food premises approvals & registration
Environmental Health	Liquor licence approvals
Environmental Health	Lodging house inspections
Environmental Health	Pest control
Environmental Health	Public buildings, accommodation approvals & registration
Environmental Health	Trade/stallholders permits
Planning Services	Business & community signage approvals
Planning Services	Municipal Heritage Inventory management
Planning Services	Subdivision proposals
Planning Services	Town Planning Scheme management
Planning Services	Private Scheme amendment requests
Planning Services	Process & issue development & planning approvals
Planning Services	Provide advice on town planning matters

5.4 Works & Asset Services

Service Area	Function
Asset Management	Asset management planning & maintenance
Asset Management	Building inspections
Asset Management	Building maintenance program
Parks & Gardens	Cemetery maintenance
Parks & Gardens	Town maintenance
Parks & Gardens	Park & Reserve maintenance
Parks & Gardens	Playground installations & maintenance
Parks & Gardens	Weed control
Road Construction & Maintenance	Construction & maintenance program
Road Construction & Maintenance	Crossover inspection & approval
Road Construction & Maintenance	School bus stop / routes maintenance
Works	Abandoned vehicles
Works	Clearing permits
Works	Fleet purchasing
Works	Heavy haulage permits
Works	Private works
Works	Road name and street numbering
Works	Survey, design & layout of drainage, footpaths & roads
Works	Traffic management

6.0 DISASTER RECOVERY CENTRE

6.1 Town Hall & Lesser Hall

In the event of relocation, the current infrastructure at the Town Hall & Lesser Hall would be sufficient to support allocated staff and business operations, noting that IT access and phones would have to be purchased to enable access.

There is a small kitchenette, sufficient rest room facilities and ample car parking.

It should be noted however, there are no generator facilities on site hence these would have to be hired in.

6.2 Dowerin Community Club

In the event of relocation, the current infrastructure at the Dowerin Community Club would be sufficient to support the allocated staff and business operations. Telephone line availability is limited, therefore some reliance on mobile communications will be required.

Accommodation, power outlets, computer data points and desk/table space is sufficient for short term relocation as well as kitchen/cool room facilities and rest rooms. Excellent car parking is available.

The Dowerin Community Club is also most suitable as a public evacuation centre without impinging on the above. Access for persons with disabilities is not an issue.

It should be noted however, there are no generator facilities on site hence these would have to be hired in.

6.3 Dowerin Community Resource Centre

Although not suitable or appropriate as a Disaster Recovery Centre, it is noted that the Dowerin Community Resource Centre has wifi access and conferencing facilities which may be utilised in the event that business operations are being delivered from the Town or Lesser Hall or the Dowerin Community Club.

7.0 TESTING THE PLAN

As the Council changes over time it is essential to ensure that the current procedures of before, during and after a disaster remain relevant and effective.

The Management Recovery Team should conduct a structured walkthrough every 12 months, which will involve a review of the BCP.

Every 24 months a physical test should be performed, testing the external sites and resources that are relied upon in the case of a disaster. The occurrence of particular events also requires a test or review of the BCP to be carried out, such as:

1. changes made to the emergency procedures;
2. a new business operation is introduced;
3. changes made to the Council's organisational structure;
4. a disaster situation is managed and business processes restored.

Performing regular tests will examine and ensure the Shire is capable of responding to and managing an emergency situation.

To ensure the testing of the BCP is undertaken, the outlined tasks will be incorporated in the Shire of Dowerin's Risk Management Governance Framework and risk profile reporting tool.

8.0 INCIDENT RESPONSE PLANS

The following incident response plans present the Incident Response Team hierarchy that shall be employed in the event of an emergency. If under extreme circumstances the Chief Executive Officer or any member of the senior management team is disabled, then the team will consist of all the remaining available senior management.

The plans are not exhaustive, as any major incident will require more detailed and potential long-term considerations, however the plans below provide a structured response to major incidents that are of the highest threat to service provision and Shire operations.

8.1 Loss of Administration Office

Types of incidents include fire, flood and earthquake.

TASK 1 - Immediate Response		
This task provides the necessary command and control to enable the Shire of Dowerin's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.		
Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Fire Warden(s) Shire President (media liaison)
Recovery Procedure	Incident Response Team Leader/Fire Warden to undertake the following steps: <ol style="list-style-type: none"> 1. Ensure site has been evacuated and all personnel are accounted for 2. Secure site and prevent access 3. Contact Emergency Services and Police 4. Identify any injuries and render assistance 5. Engage Incident Response Team 6. Undertake an initial assessment of damage and risks 7. Call Telstra and arrange the diversion of phone lines to existing Shire mobiles 8. Team Leader determines time frame to switch to disaster recovery site 	
Recovery Time Objective	Time frame for this activity is within 24 hours of the incident	
Recovery Location	Primary Site:	Town Hall &/or Lesser Hall
	Secondary Site:	Dowerin Community Club
Resource Requirements	<ol style="list-style-type: none"> 1. Mobile phones 2. iPads & laptops 3. Personnel 	
Other Considerations	<ol style="list-style-type: none"> 1. Secure the affected area as necessary 2. Restrict access to the building/site 3. Liaise with Emergency Services and Police 4. Inform Local Government Insurance Services (LGIS) 5. Inform Elected Members and employees 6. Liaise with Shire President to make a press release 7. Inform community where possible 	

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery Site and commence the planning for restoration of services in the short and longer term.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Executive & Governance Officer Community Development Officer Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site – Manager Corporate & Community Services <ol style="list-style-type: none"> a. Layout workspace utilising tables and chairs from the Town &/or Lesser Hall b. Source telephones, establish communications and arrange to have calls directed to landline c. Allocate staff to customer service and disaster recovery assistance d. Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. e. Contact IT Vision & Shire’s IT supplier (Market Creations) f. Recover backups g. Cancel all forward bookings of the Town &/or Lesser Hall. 2. Assess damage and undertake salvage operations – CEO <ol style="list-style-type: none"> a. Undertake initial assessment of salvageable materials, items and records, etc. b. Contact staff to remove items to the salvage site (Depot) 3. Co-ordinate all communications, media and elected members, insurers and general co-ordination of recovery process – CEO <ol style="list-style-type: none"> a. Liaise with Shire President to issue a media statement b. Co-ordinate meetings of Incident Response team c. Authorise all immediate purchasing requirements d. Liaise with Shire’s insurers e. Oversee Assessment and recovery 	
Recovery Time Objective	The aim of the Recovery Plan is to achieve this task within 72 hours	
Resource Requirements	<ol style="list-style-type: none"> 1. Office furniture & stationery 2. Administration staff 3. IT hardware & software 4. Communications (landline & internet) 	

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Executive & Governance Officer Community Development Officer Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site for full operations in the medium to longer term – Manager Corporate & Community Services <ol style="list-style-type: none"> a. Recover data to pre disaster state b. Bring all records up to date c. Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary d. Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation. 2. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – CEO <ol style="list-style-type: none"> a. Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council. 3. Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – CEO <ol style="list-style-type: none"> a. Oversee assessment and recovery b. Co-ordinate meetings of Incident Response Team c. Oversee planning for medium term operation from Disaster Recovery Site (6-12 months) 	
Recovery Time Objective	4 weeks	
Resource Requirements	<ol style="list-style-type: none"> 1. IT contractors 2. Additional infrastructure as identified 3. Contractors to clean up disaster site 	

TASK 4 - Long term Recovery Plan and relocation to permanent Shire Office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operations from the permanent Shire Office building.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Executive & Governance Officer Works Administration Officer Working Group appointed by Council
Recovery Procedure	Undertake the following steps (CEO) : <ol style="list-style-type: none">1. Establish working group to:<ol style="list-style-type: none">a. Review operations for location of new premisesb. Undertake design and tendering processesc. Oversee construction of new premisesd. Oversee commissioning of new premises2. Present review findings to Council for decision3. Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises4. Issue tenders, appoint contractor(s) and commence construction5. Commission new premises and commence operations from new building	
Recovery Time Objective	From the commencement of this task, 4 weeks after the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire Office within 12 months	
Resource Requirements	<ol style="list-style-type: none">1. Planning assistance2. Consultants/architects3. Builders & contractors	

8.2 Complete IT Hardware Failure

TASK		
This task provides the necessary steps to recover the Shire's IT system as a result of complete failure resulting in replacement of the IT system		
Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Executive & Governance Officer Records Officer(s) IT Provider(s)
Recovery Procedure	Undertake the following steps: <ol style="list-style-type: none"> 1. Assess severity of outage through the Shire's IT provider(s) and determine likely outage time 2. Seek quotations and place orders for replacement components 3. Contact Shire's insurers and Police if necessary 4. Inform Council, community and business contacts (ie banks, creditors and contractors) of potential delays in providing services 5. Set up and install new hardware. Install all software and restore from backups 6. Reconcile and rebuild all data 	
Recovery Time Objective	2 to 4 weeks	
Resource Requirements	IT suppliers (hardware/software, Synergy Soft, Department of Transport, SharePoint, etc.)	

8.3 Loss of Depot Buildings

Types of incidents include fire, flood and earthquake.

TASK 1 - Immediate Response		
This task provides the necessary command and control to enable the Shire of Dowerin's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.		
Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Works & Assets Works Administration Officer Fire Warden(s) Shire President (media liaison)
Recovery Procedure	Incident Response Team Leader/Fire Warden to undertake the following steps: <ol style="list-style-type: none"> 1. Ensure site has been evacuated and all personnel are accounted for 2. Secure site and prevent access 3. Contact Emergency Services and Police 4. Identify any injuries and render assistance 5. Engage Incident Response Team 6. Undertake an initial assessment of damage and risks 7. Team Leader determines time frame to switch to disaster recovery site 	
Recovery Time Objective	Time frame for this activity is within 24 hours of the incident	
Recovery Location	Primary Site:	Main Depot (Cnr Cottrell St & Memorial Ave)
	Secondary Site:	Lower Depot (Cnr Cottrell, Stewart & Couper Sts)
	Back up Site:	Ram Shed at Field Days site
Note: Due to the location of the Main Depot and the Lower Depot, depending on the nature of the disaster, it is possible for each location to be the Primary and Secondary Site for the other. Should both Depots be damaged in the same disaster (ie earthquake) the Ram Shed would be the identified Recovery Location.		
Resource Requirements	<ol style="list-style-type: none"> 1. Mobile phones 2. Personnel 3. Ablutions (may need to be hired in) 4. Fuel (may need to be ordered in) 	
Other Considerations	<ol style="list-style-type: none"> 1. Secure the affected area as necessary 2. Restrict access to the building/site 3. Liaise with Emergency Services and Police 4. Inform Local Government Insurance Services (LGIS) 5. Inform Elected Members and employees 6. Liaise with Shire President to make a press release 7. Inform community where possible 	

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery Site and commence the planning for restoration of services in the short and longer term.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Works & Assets Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site – Manager Works & Assets <ol style="list-style-type: none"> a. Establish appropriate temporary depot site at appropriate Recovery Location b. Administration function to resume from Shire office c. Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. 2. Assess damage and undertaken salvage operations – Manager Works & Assets, CEO <ol style="list-style-type: none"> a. Undertake initial assessment of salvageable materials, items and records, etc. b. Engage staff to remove items to appropriate Recovery Location 3. Co-ordinate all communications, media and Elected Members, insurers and general co-ordination of recovery process – CEO <ol style="list-style-type: none"> a. Liaise with Shire President to issue a media statement b. Oversee assessment and recovery c. Co-ordinate meetings of Incident Response team d. Authorise all immediate purchasing requirements e. Liaise with Shire’s insurers. 	
Recovery Location	Primary Site:	Main Depot (Cnr Cottrell St & Memorial Ave)
	Secondary Site:	Lower Depot (Cnr Cottrell, Stewart & Couper Sts)
	Back up Site:	Ram Shed at Field Days site
Recovery Time Objective	The aim of the Recovery Plan is to achieve this task within 72 hours	
Resource Requirements	<ol style="list-style-type: none"> 1. Works staff 2. Plant & equipment 3. Ablutions (may need to be hired in) 4. Fuel (fuel and storage options may need to be hired in) 	

TASK 3 - Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Works & Assets Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site for full operations in the medium to longer term - Manager Works & Assets <ol style="list-style-type: none"> a. Establish appropriate temporary depot site at appropriate Recovery Location b. Administration function to resume from Shire office (or alternate site) c. Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary d. Liaise with CEO to establish necessary equipment and infrastructure requirements to provide full operations from recovery site. 2. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild - Manager Works & Assets, CEO <ol style="list-style-type: none"> a. Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council. 3. Co-ordinate all communications, media and Elected Members, insurers and general co-ordination of recovery process - CEO <ol style="list-style-type: none"> a. Oversee assessment and recovery b. Co-ordinate meetings of Incident Response Team c. Oversee planning for medium term operation from Disaster Recovery Site (6-12 months) 	
Recovery Location	Primary Site:	Main Depot (Cnr Cottrell St & Memorial Ave)
	Secondary Site:	Lower Depot (Cnr Cottrell, Stewart & Couper Sts)
	Back up Site:	Ram Shed at Field Days site
Recovery Time Objective	4 weeks	
Resource Requirements	<ol style="list-style-type: none"> 1. Additional infrastructure, plant & equipment as identified 2. Contractors to clean up disaster site 	

TASK 4 - Long term Recovery Plan and relocation to permanent Shire Depot

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operations from the permanent Shire Depot.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Works & Assets Works Administration Officer Working Group appointed by Council
Recovery Procedure	Undertake the following steps (CEO, Manager Works & Assets) : <ol style="list-style-type: none">1. Establish working group to:<ol style="list-style-type: none">a. Review operations for location of new premisesb. Undertake design and tendering processesc. Oversee construction of new premisesd. Oversee commissioning of new premises2. Present review findings to Council for decision3. Appoint engineers and other necessary assistance to design, specify and document new premises4. Issue tenders, appoint contractor(s) and commence construction5. Commission new premises and commence operations	
Recovery Time Objective	From the commencement of this task, 4 weeks after the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire Depot within 12 months	
Resource Requirements	<ol style="list-style-type: none">1. Planning assistance2. Consultants/engineers3. Builders & contractors	

8.4 Loss of Dowerin Home Care Office

Types of incidents include fire, flood and earthquake.

TASK 1 - Immediate Response		
This task provides the necessary command and control to enable the Shire of Dowerin's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.		
Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Dowerin Home Care Coordinator Fire Warden(s) Shire President (media liaison)
Recovery Procedure	Incident Response Team Leader/Fire Warden to undertake the following steps: <ol style="list-style-type: none"> 1. Ensure site has been evacuated and all personnel are accounted for 2. Secure site and prevent access 3. Contact Emergency Services and Police 4. Identify any injuries and render assistance 5. Engage Incident Response Team 6. Undertake an initial assessment of damage and risks 7. Call Telstra and arrange the diversion of phone lines to existing Shire mobiles 8. Team Leader determines time frame to switch to disaster recovery site 	
Recovery Time Objective	Time frame for this activity is within 24 hours of the incident	
Recovery Location	Primary Site:	Shire Administration Office
	Secondary Site:	Town &/or Lesser Hall
Resource Requirements	<ol style="list-style-type: none"> 1. Mobile phones 2. iPads & laptops 3. Personnel 	
Other Considerations	<ol style="list-style-type: none"> 1. Secure the affected area as necessary 2. Restrict access to the building/site 3. Liaise with Emergency Services and Police 4. Inform Local Government Insurance Services (LGIS) 5. Inform Elected Members and employees 6. Liaise with Shire President to make a press release 7. Inform community where possible 	

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery Site and commence the planning for restoration of services in the short and longer term.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Dowerin Home Care Coordinator Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site – Manager Corporate & Community Services <ol style="list-style-type: none"> a. Layout workspace utilising Council Chambers b. Source telephones, establish communications and arrange to have calls directed to landline c. Allocate staff to customer service and disaster recovery assistance d. Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. e. Contact IT Vision & Shire’s IT supplier (Market Creations) f. Recover backups 2. Assess damage and undertake salvage operations – CEO, Manager Works & Assets, Manager Corporate & Community Services <ol style="list-style-type: none"> a. Undertake initial assessment of salvageable materials, items and records, etc. b. Contact staff to remove items to the salvage site (Depot) 3. Co-ordinate all communications, media and Elected Members, insurers and general co-ordination of recovery process – CEO <ol style="list-style-type: none"> a. Liaise with Shire President to issue a media statement b. Co-ordinate meetings of Incident Response team c. Authorise all immediate purchasing requirements d. Liaise with Shire’s insurers e. Oversee Assessment and recovery f. Contact Dowerin Home Care clients 	
Recovery Time Objective	The aim of the Recovery Plan is to achieve this task within 72 hours	
Resource Requirements	<ol style="list-style-type: none"> 1. Office furniture & stationery 2. Administration staff 3. IT hardware & software 4. Communications (landline & internet) 	

TASK 3 - Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Dowerin Home Care Coordinator Works Administration Officer
Recovery Procedure	<p>Undertake the following steps:</p> <ol style="list-style-type: none"> 1. Establish the disaster recovery site for full operations in the medium to longer term - Manager Corporate & Community Services <ol style="list-style-type: none"> a. Recover data to pre disaster state b. Bring all records up to date c. Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary d. Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation. 2. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild - CEO, Manager Corporate & Community Services, Manager Works & Assets, Dowerin Home Care Coordinator <ol style="list-style-type: none"> a. Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council. 3. Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process - CEO <ol style="list-style-type: none"> d. Oversee assessment and recovery e. Co-ordinate meetings of Incident Response Team f. Oversee planning for medium term operation from Disaster Recovery Site (6-12 months) 	
Recovery Time Objective	4 weeks	
Resource Requirements	<ol style="list-style-type: none"> 1. IT contractors 2. Additional infrastructure as identified 3. Contractors to clean up disaster site 	

TASK 4 - Long term Recovery Plan and relocation to permanent Shire Office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operations from the permanent Shire Office building.

Incident Response Team	Team Leader:	Chief Executive Officer
	Team Members:	Manager Corporate & Community Services Manager Works & Assets Dowerin Home Care Coordinator Works Administration Officer Working Group appointed by Council
Recovery Procedure	Undertake the following steps (CEO) : <ol style="list-style-type: none">1. Establish working group to:<ol style="list-style-type: none">a. Review operations for location of new premisesb. Undertake design and tendering processesc. Oversee construction of new premisesd. Oversee commissioning of new premises2. Present review findings to Council for decision3. Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises4. Issue tenders, appoint contractor(s) and commence construction5. Commission new premises and commence operations from new building	
Recovery Time Objective	From the commencement of this task, 4 weeks after the incident, it is the target to have all Shire functions permanently operating from the rebuilt Dowerin Home Care Office within 12 months	
Resource Requirements	<ol style="list-style-type: none">1. Planning assistance2. Consultants/architects3. Builders & contractors	

9.0 IMMEDIATE RESPONSE CHECKLIST

INCIDENT RESPONSE	√	ACTIONS TAKEN
Have you: • assessed the severity of the incident?	<input type="checkbox"/>	
• evacuated the site if necessary?	<input type="checkbox"/>	
• accounted for everyone?	<input type="checkbox"/>	
• identified any injuries to persons?	<input type="checkbox"/>	
• contacted Emergency Services?	<input type="checkbox"/>	
• implemented your Incident Response Plan?	<input type="checkbox"/>	
• started an Event Log?	<input type="checkbox"/>	
• activated staff members and resources?	<input type="checkbox"/>	
• appointed a spokesperson?	<input type="checkbox"/>	
• gained more information as a priority?	<input type="checkbox"/>	
• briefed team members on incident?	<input type="checkbox"/>	
• allocated specific roles and responsibilities?	<input type="checkbox"/>	
• identified any damage?	<input type="checkbox"/>	
• identified critical activities that have been disrupted?	<input type="checkbox"/>	
• kept staff informed?	<input type="checkbox"/>	
• contacted key stakeholders?	<input type="checkbox"/>	
• understood and complied with any regulatory/compliance requirements?	<input type="checkbox"/>	
• initiated media/public relations response?	<input type="checkbox"/>	

10.0 INCIDENT RECOVERY CHECKLIST

INCIDENT RESPONSE	√	ACTIONS
Now that the crisis is over have you: <ul style="list-style-type: none"> refocused efforts towards recovery? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> deactivated staff members and resources as necessary? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> continued to gather information about the situation as it affects you? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> assessed your current financial position? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> reviewed cash requirements to restore operations? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> contacted your insurance broker/company? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> developed financial goals and timeframes for recovery? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> kept staff informed? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> kept key stakeholders informed? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> identified information requirements and sourced the information? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> set priorities and recovery options? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> updated the Recovery Plan? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> captured lessons learnt from your individual, team and business recovery? 	<input type="checkbox"/>	

11.0 EVACUATION PROCEDURES

Relevant procedures and plans have been developed and are displayed in accordance with Council's OSH policy and procedures in positions easily accessible to staff and customers.

12.0 EMERGENCY KIT

In the event of evacuation or damage to the Administration Office, Works Depot, or The Dowerin Home Care and relocation of the unit to a Disaster Recovery Site, two emergency kits have been made up.

The kits are located at:

1. The Administration Office, in the fire proof strong room;
2. The Dowerin Home Care Office, in the Coordinator's office; and
3. The Depot, in the office.

The Works Administration Officer is responsible for annually checking and updating the kits.

The items and documents included in the emergency kit are:

Documents:

1. Business Continuity Plan incorporating contact lists;
2. List of staff names and contact numbers;
3. Councillor contact details;
4. Copy of Shire templates and forms (on a USB)
5. Basic stationery;
6. One ream of Council Letterhead;
7. Box of envelopes; and
8. Local Dowerin phone directory.

13.0 REVIEW & MAINTAIN

It is critical that this plan is regularly reviewed to ensure that it remains relevant, accurate and useful. The CEO is responsible for reviewing and maintaining the plan including annual updating of all the contact and insurance lists. This maintenance is a key factor in the successful implementation of the plan during an emergency.

The plan should use staff titles rather than names and any organisational structure changes must be reviewed with the plan.

After an event it is important to assess the performance of the plan, highlighting what was handled well and what could be improved upon next time.

Each workplace fire warden will develop an evacuation process which will be laminated and displayed clearly for staff and visitors to access.

14.0 LGIS INSURANCE POLICIES

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
<i>LGIS Property Business Interruption</i>	<i>Business interruption due to: Section 1 Event occurring – insured risks of physical loss, destruction or damage to property not specifically excluded in the policy wording</i>	<i>As per LGIS Property Protection Policy Wording VO1.2017 – Exclusions To All Sections (pages 26-34) Policy Excess \$1,000</i>	<i>LGIS – Sandra Clohessey (9483 8865) Policy No 000115</i>	<i>30 June Annually</i>	<i>Annually</i>
<i>Motor Vehicle</i>	<i>All motor vehicles and trailers Section 1 Loss or damage to vehicles as per Interest Insured. Current market value at the time of loss or damage or sum insured value specified in the Declaration of vehicles, whichever is the lesser, but limited per council to \$20,000,000 any one event. Section 2 Cover for Third Party Liability \$35,000,000 but limited to \$5,000,000 for any dangerous goods carrying vehicles, for all claims arising from the one accident or series of accidents resulting from the one original cause (as defined in this section of the policy).</i>	<i>As per ZU12208 JLT Local Authorities Policy Wording V5 – Exclusions Applicable To All Sections, Exclusions – Section1 & Exclusions – Section 2 Policy Excess \$300</i>	<i>LGIS – Sandra Clohessey (9483 8865) Policy No 63 4012190 VFT</i>	<i>30 June Annually</i>	<i>Annually</i>
<i>Personal Accident</i>	<i>The Mayor, President, Chairperson, Elected Members, Councillors, Commissioners. Voluntary Workers Children involved in Council authorised excursions.</i>	<i>The insurance being provided under this policy shall only apply whilst a Covered Person is engaged in work as an elected member or voluntary worker, provided that such</i>	<i>LGIS – Sandra Clohessey (9483 8865) Policy No 93130510</i>	<i>30 June Annually</i>	<i>Annually</i>

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
	<i>Members of any Committees and Trusts established by the Insured Other Persons where the Insured is required to provide coverage whilst such persons are engaged in any Government Labour Market, Training, Work Experience or Job Creation Projects.</i>	<i>work is authorised by the Policyholder, including necessary direct travel to and from such work on behalf of the Policyholder. As per Chubb 16PDSVW03 Voluntary Workers Insurance Policy Wording – General Exclusions Applicable To The Policy (page 25) Any Excesses which may apply</i>			
LGIS Liability	Section A <i>Public Liability - \$600 Million any one occurrence Products Liability - \$600 Million any one occurrence and in the aggregate any one period of protection</i> Section B <i>Professional Indemnity any one occurrence and in the aggregate any one period of protection</i>	<i>As per LGIS Liability Protection Policy Wording Version 17 dated June 2019 – Exclusions (pages 10-15) Any Excesses which may apply</i>	<i>LGIS – Sandra Clohessey (9483 8865) Policy No 000115</i>	<i>30 June Annually</i>	<i>Annually</i>
LGIS WorkCare	Workers Compensation <i>Coverage is granted to The Member in accordance with the Workers Compensation and Injury Management Act (1981)(as amended) including Unlimited Common Law</i> Journey Accident Cover <i>The cover extends to include accidents that occur whilst a worker is travelling directly to and from his/her workplace where the Workers Compensation and Injury Management Act (1981)(as amended) does not provide cover Death & Capital Benefits:</i>	<i>As per LGIS WorkCare Protection June09 – Nil Exclusions & Chubb Journey Accident Insurance Policy Wording 16PDSJA03 – General Exclusions Applicable To The Policy (page 25)</i>	<i>LGIS – Sandra Clohessey (9483 8865) Policy No 000591</i>	<i>30 June Annually</i>	<i>Annually</i>

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
	\$300,000 Weekly Benefits: 100% up to \$2,500 Nil Excess				
LGIS Property Buildings - Shire office	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess \$1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually
LGIS Property Contents - Shire office	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess \$1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually
LGIS Property Building - Depot	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess 1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually
LGIS Property Contents - Depot	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess \$1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually
LGIS Property Building - Dowerin Home Care	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess \$1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually
LGIS Property Contents - Dowerin Home Care	As per Policy Wording	As per LGIS Property Protection Policy Wording VO1.2017 - Exclusions To All Sections (pages 26-34) Policy Excess \$1,000	LGIS - Sandra Clohessey (9483 8865) Policy No 000115	30 June Annually	Annually

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Crime	<p>Loss must be a direct financial loss sustained by The Member anywhere in the world in connection with a single act or series of related continuous or repeated acts of:</p> <ul style="list-style-type: none"> a) an internal crime; or b) an external crime; or c) a theft; or d) physical loss or damage \$500,000 	<p>As per LGIS Liability Scheme providing protection for the first \$50,000 any one loss, subject to CHUBB Elite 11 fraud Protector Commercial Crime Insurance Policy (ed.AU 11/13) - What Is Not Covered (page 8) Policy Excess \$1,000</p>	<p>LGIS - Sandra Clohessey (9483 8865) Policy No 05CH005846</p>	30 June Annually	Annually

15.0 BUSINESS IMPACT ANALYSIS

As part of the Business Continuity Plan the Shire has undertaken a Business Impact Analysis which will use the information in the Risk Management Plan to assess the identified risks and impacts in relation to critical activities of the Shire operations and determine basic recovery requirements.

Critical Business Activity

The following table lists the critical business activities that must be performed to ensure the Shire's business continues to operate effectively.

General Risk Area 1

Finance and Accounting

Payroll

Environmental Health

General Risk Area 2

Road Construction and Maintenance

Public Conveniences

Waste Management

Critical Business Activity	Description	Priority	Impact of loss <i>(losses in terms of financial, staffing, loss of reputation etc.)</i>	RTO <i>(critical period before business losses occur)</i>
General Risk Area 1	<p>All critical activities to manage Council's key administrative and governance processes:</p> <ul style="list-style-type: none"> • Finance and Accounting • Payroll • Environmental Health 	High	<ul style="list-style-type: none"> • Staffing numbers will not change however there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • The urgent re-establishment of these critical needs may result in Council breaching various statutory and service requirements • There will be a minor impact on customer services which may temporarily reflect upon Council poorly • The re-establishment of the service will depend on many alternate suppliers, such as IT and Communication suppliers, electricity and software providers. 	72 hours

Critical Business Activity	Description	Priority	Impact of loss <i>(losses in terms of financial, staffing, loss of reputation etc.)</i>	RTO <i>(critical period before business losses occur)</i>
General Risk Area 2	All critical activities to manage Council's on ground, engineering and maintenance services: <ul style="list-style-type: none"> • Road construction and maintenance • Public conveniences 	High	<ul style="list-style-type: none"> • Re-establishment/incremental costs: <ul style="list-style-type: none"> ◦ Machinery at hire rates ◦ Public conveniences - no impact • Staffing numbers will not change, however there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • There will be minor impact on customer services which may temporarily reflect upon Council poorly • The urgent re-establishment of these critical needs may result in Council temporarily breaching various statutory and service requirements 	72 hours

16.0 GLOSSARY

This table provides a consistent and commonly agreed set of definitions for terms used in this Plan.

Business Continuity Planning	A process that helps develop a plan document to manage the risk to a business, ensuring that it can operate to the extent required in the event of a crisis/disaster.
Business Continuity Plan	A document containing all the information required to ensure the business is able to resume critical business activities should a crisis/disaster occur.
Business Continuity Management	Provides for the availability of processes and resources in order to ensure than continued achievement of critical objectives.
Critical Business Functions	Those functions essential to deliver outputs and achievement of business objectives.
Disaster	<p>Any event which prevents the Shire from carrying on its usual operations at the normal place of work for more than the predefined Maximum Acceptable Outage (MAO) periods.</p> <p>A disaster may include:</p> <ol style="list-style-type: none"> 1. Natural disaster 2. Accidental hazards 3. Hostile acts 4. Wilful or malicious damage 5. System/equipment failure 6. Loss or destruction of vital records or information 7. Loss or lack of critical support functions 8. Loss of key personnel
Disaster Recovery	Activities and procedures designed to return the organisation to an acceptable condition following a disaster.
Maximum Acceptable Outage (MAO)	The maximum period of time that critical business operations at an acceptable level during and following a disaster.
Recovery Time Objective (RTO)	The time from which a crisis/disaster is declared to the time that the critical business functions must be fully operational in order to avoid serious loss.
System Failure	When the delivered service no longer complies with the specifications, the latter being an agreed description of the system's expected function and/or service. This definition applies to both hardware and software systems. Faults or bugs in a hardware or a software component cause errors.

System Error

Is defined as that part of the system which is liable to lead to subsequent failure, and an error affecting the service is an indication that a failure occurs or has occurred. If the system comprises of multiple components, errors can lead to a component failure. As various components in the system interact, failure of one component might introduce one or more faults in another.

Shire of Dowerin Risk Dashboard Report - March 2020

<u>Asset Management Practices</u>			Risk	Control
			Moderate	Adequate
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.				
Actions	Due Date	Responsibility		
Revaluation of Road Assets	Completed	MWA		
Update RAMM with Revaluation Data	Completed	MWA		
Link Building Maintenance Schedule to AMP	Dec-20	MWA / MCCS		
Review Asset Management Plan	Dec-20	SMT		
Develop Inspection Schedule for Asset Classes	Completed	MWA / TWC		
Review LTFP and Link to AMP	Feb-21	MCCS / MWA / CEO		
Review Fuel Stock Control System	May-20	MWA / MCCS		

<u>Business & Community Disruption</u>			Risk	Control
			Moderate	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).				
Actions	Due Date	Responsibility		
Annual LEM Exercise Undertaken	Apr-20	CEO		
Finalise Draft Business Continuity Plan	Apr-20	CEO		
Business Continuity Plan Drill to be Undertaken Annually	Jul-20	CEO / MCCS		
Develop IT Disaster Recovery Plan	Dec-20	MCCS		
Fire Breaks Inspected and Enforced Annually	Completed	MCCS		
Fire Fighting Equipment Maintained and Serviced	Completed	MWA		
Wardens (Internal) - Training of New Wardens	Jun-20	SMT		
Admin Generator Maintained and Serviced	Completed	MWA		
Develop Facility Risk Management Plan	Dec-21	CEO / MCCS		

<u>Failure to fulfil Compliance Requirements (Statutory and Regulatory)</u>			Risk	Control
			Moderate	Adequate
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions	Due Date	Responsibility		
Document Governance Framework	Jun-20	CEO / EGO		
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT / EGO		
Review Councillor Induction Manual	Completed	EGO		
Review Human Resource Management System	Ongoing	CEO / MCCS		
Review Information Management System	Dec-20	MCCS		

<u>Document Management Processes</u>			Risk	Control
			Moderate	Adequate
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.				
Actions	Due Date	Responsibility		
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS		
Document Information Management Framework	Jun-20	CSRO		
Information Management Staff Training	Ongoing	MCCS		
Review Record Keeping Plan	Jun-21	MCCS		

<u>Employment Practices</u>			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Develop a Health and Wellbeing Program	Jun-20	SMT		
Implement Strategies Identified in the Workforce Plan	Ongoing	SMT		
Document Human Resource Management Framework	Jun-20	SMT		
Training Needs Analysis and Training Register	May-20	CEO / CSRO		
Review Staff Induction Process	Completed	MCCS		
Conduct Annual Performance Reviews	Apr-20	SMT		
Conduct Drivers License Checks	Completed	MCCS		

<u>Engagement Practices</u>			Risk	Control
			Moderate	Adequate
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.				
Actions	Due Date	Responsibility		
Review and Document Complaints Handling Process	Jun-20	CEO / MCCS		
Develop a Community Engagement Policy Framework	Jun-20	SMT / CDO		
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO		
Develop Process For Customer Response Requests	Jun-20	MCCS		
Develop Complaint Register	Jun-20	MCCS		

<u>Environment Management</u>			Risk	Control
			Moderate	Adequate
Inadequate prevention, identification, enforcement and management of environmental issues.				
Actions	Due Date	Responsibility		
Review Waste Water Management Program	Dec-20	MWA		
Develop Waste Management Plan	Jun-21	MWA		
Complete Audit of Sewerage System	Completed	MWA		
Address Compliance of Waste Management	Ongoing	MWA		
Address Compliance of Waste Water Re-Use	Jun-21	MWA		

<u>Errors, Omissions & Delays</u>			Risk	Control
			Low	Adequate
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.				
Actions	Due Date	Responsibility		
Review Code of Conduct	Jun-20	CEO / EGO		
Overall Control Ratings:	Ongoing	CEO / MCCS		
Centralise Checklists, Controls and Procedures	Dec-20	CEO / MCCS		
Review Customer Service Request Process to include Snap Send Solve	Apr-20	MCCS		

<u>External Theft & Fraud (Including Cyber)</u>			Risk	Control
			Low	Adequate
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).				
Actions	Due Date	Responsibility		
Review Access Controls to Include Key Register	Jun-20	SMT		
Photographic Record of Assets	Jun-20	MWA / TWC		
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS		
Review Security and Storage of Records	Dec-21	MCCS		
Document Financial Management System	Ongoing	MCCS		

Shire of Dowerin Risk Dashboard Report - March 2020

Management of Facilities / Venues / Events			Risk	Control
			Low	Adequate
Failure to effectively manage the day to day operations of facilities, venues and / or events.				
Actions	Due Date	Responsibility		
Develop Event Management Framework	Jun-20	CDO		
Develop Recreational Reserves Management System	Dec-20	MCCS / MWA		
Create Inspection and Maintenance Schedules for Event Equipment	Jun-20	CDO		
Undertake Community Facilities Review	Jun-20	CEO / CDO		
Public Buildings Inspected for Compliance	Dec-20	MWA		
Residual Risk Rating				

IT or Communication Systems and Infrastructure			Risk	Control
			Moderate	Adequate
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.				
Actions	Due Date	Responsibility		
Develop IT Disaster Recovery Plan	Dec-20	MCCS		
Review IT Management Service Level Agreement	Jun-20	MCCS		
Document IT Infrastructure Replacement Program	Jul-20	MCCS		
Install Advanced Email Protection	Jun-20	MCCS		
Develop Secure Password Policy	Jun-20	MCCS		
Develop Acceptable Internet Use Policy	Jun-20	MCCS		
Residual Risk Rating				

Misconduct			Risk	Control
			Low	Adequate
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.				
Actions	Due Date	Responsibility		
Review and Document Organisations Controls & Systems	Dec-20	CEO / MCCS		
Centralise Checklists, Controls and Procedures	Dec-20	CEO / MCCS		
Review Fuel Stick Control and Process	Mar-20	MCCS / MWA		
Present Regulation 17 Review to Audit & Risk Committee	Dec-19	CEO / MCCS		
Review Purchasing Policy & Procurement Process	May-20	MCCS		
Review Socla Media Policy	Mar-20	EGO		
Review Code of Conduct	Jun-20	CEO / EGO		
Conduct Drivers License Checks	Completed	MCCS / MWA		
Residual Risk Rating				

Project / Change Management			Risk	Control
			Low	Adequate
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.				
Actions	Due Date	Responsibility		
Develop Project Management Methodology and Framework	Dec-20	MCCS		
Develop Communication and Engagement Framework	Jun-20	CEO / CDO		
#REF!	#REF!			
Residual Risk Rating				

Safety and Security Practices			Risk	Control
			Low	Adequate
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.				
Actions	Due Date	Responsibility		
Review Hazard Register	Jun-20	MWA / TWC		
Complete Staff Training Register	Jun-20	SMT		
Conduct Quarterly Workplace Inspections	May-20	MWA / TWC		
Finalise Safe Work Method Statements (SWMS) Library	Dec-20	MWA / TWC		
Assess Shire Building and Facility Safety and Security	Dec-20	MWA / TWC		
Develop Isolated Worker Management Protocol	Dec-20	MWA / TWC		
Re-Establish OSH Committee	May-20	MWA / TWC		
Develop Emergency in Facilities Management Plan	Jun-21	CEO		
Review Contractor Inductions and Register	Jun-20	MWA / TWC		
Residual Risk Rating				

Supplier / Contract Management			Risk	Control
			Moderate	Adequate
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.				
Actions	Due Date	Responsibility		
Review Purchasing Policy	May-20	CEO / MCCS		
Develop Standardised Contracts	Ongoing	MCCS		
Document Financial Controls	Ongoing	MCCS		
Develop Appropriate Financial Reporting Tools	Ongoing	CEO / MCCS		
Develop Centralised Contract Management System	Ongoing	SMT		
Residual Risk Rating				

Measures of Consequence (V.2 - May 2019 - DRAFT FOR COUNCIL CONSIDERATION)

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, 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-compliance	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%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

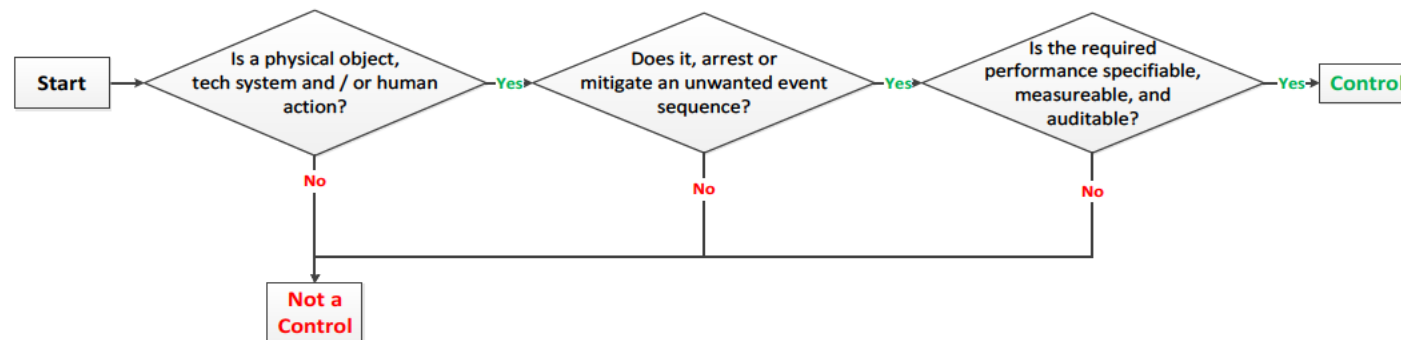
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Asset Management Practices

Mar-20

Risk Context

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning (capital renewal plan).

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include;

Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of formal or appropriate scheduling (maintenance /
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Key Controls	Type	Last Reviewed	Rating
Roads Maintenance Program	Preventative	Jun-19	Adequate
Road Asset Management Program (RAMM)	Preventative	Jun-19	Adequate
Fleet and Plant Maintenance Program	Preventative	Jun-19	Adequate
Building Maintenance Program	Preventative	Jun-19	Adequate
Recreation Facilities Maintenance Program	Preventative		Not Rated
Asset Management Plan	Preventative	Jun-18	Inadequate
Plant Replacement Program	Preventative	Jun-19	Adequate
Sewerage Maintenance Program	Preventative	Oct-19	Adequate
Stock Control Systems (Fuel)	Preventative	Jun-19	Inadequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Revaluation of Road Assets	Completed	MWA
Update RAMM with Revaluation Data	Completed	MWA
Link Building Maintenance Schedule to AMP	Dec-20	MWA / MCCA
Review Asset Management Plan	Dec-20	SMT
Develop Inspection Schedule for Asset Classes	Completed	MWA / TWC
Review LTFP and Link to AMP	Feb-21	MCCA / MWA / CEO
Review Fuel Stock Control System	May-20	MWA / MCCA

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Asset Renewal Funding Ratio	Lagging	Between 95% and 105%
Asset Consumption Ratio	Lagging	Between 60% and 75%
Asset Sustainability Ratio	Lagging	Between 90% and 110%
Loss of Time Due to Resource Factors	Lagging	No Target Identified
Accidents and / or Damage to Property	Lagging	No Target Identified

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community Disruption

Mar-20

Risk Context

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include;

Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic Factors
Epidemic / Pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure

Key Controls	Type	Last Reviewed	Rating
Local Emergency Management Arrangements (LEMA)	Preventative	Oct-19	Adequate
Business Continuity Plan	Preventative	In Draft	Adequate
Bushfire Risk Management Framework	Preventative	Jun-19	Effective
Facility Risk Management Plan - to be developed	Preventative		Not Rated
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Annual LEM Exercise Undertaken	Apr-20	CEO
Finalise Draft Business Continuity Plan	Apr-20	CEO
Business Continuity Plan Drill to be Undertaken Annually	Jul-20	CEO / M CCS
Develop IT Disaster Recovery Plan	Dec-20	M CCS
Fire Breaks Inspected and Enforced Annually	Completed	M CCS
Fire Fighting Equipment Maintained and Serviced	Completed	M WA
Wardens (Internal) - Training of New Wardens	Jun-20	S MT
Admin Generator Maintained and Serviced	Completed	M WA
Develop Facility Risk Management Plan	Dec-21	CEO / M CCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Service Interruption / Reputation	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Missed LEMC Committee Meetings	Leading	Nil meetings missed
Number of Firebreak Infringements Issued	Lagging	Less than 5 per annum
LEM Annual Exerise Undertaken	Leading	1 per annum
BCP Annual Exerise Undertaken	Leading	1 per annum

Comments

Reviewed by Management Team - March 2020
 Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Failure to fulfil Compliance Requirements and Regulatory) (Statutory Mar-20

Risk Context

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.

It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices).

Potential causes include;

Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping/ failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

Key Controls	Type	Last Reviewed	Rating
Governance Management Framework	Preventative	Ongoing	Adequate
Information Management System	Preventative	Unknown	Adequate
Human Resource Management Framework	Preventative	Mar-19	Adequate
Advised Monitoring (WALGA Subscriptions, Gazettes)	Preventative	May-19	Adequate
Governance Calendar	Preventative	Ongoing	Adequate
Council & Staff Inductions	Preventative	Nov-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Document Governance Framework	Jun-20	CEO / EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	SMT / EGO
Review Councillor Induction Manual	Completed	EGO
Review Human Resource Management System	Ongoing	CEO / M CCS
Review Information Management System	Dec-20	M CCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Compliance / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Financial and Performance Audit Qualifications	Lagging	Qualified Audit
Compliance Audit Return	Lagging	Completed As Per Statutory Requirements
Financial Management System Review (every 3 years)	Lagging	Completed As Per Statutory Requirements
CEO Regulation 17 Review	Lagging	Completed As Per Statutory Requirements

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes

Mar-20

Risk Context

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

This includes:

- Contact lists.
- Procedural documents, personnel files, complaints.
- Applications, proposals or documents.
- Contracts.
- Forms or requests.

Potential causes include;

Incompatible systems	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed

Key Controls	Type	Last Reviewed	Rating
Information Management Framework	Preventative		Adequate
Governance Management Framework	Preventative		Adequate
Recordkeeping Plan	Preventative	Mar-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Jun-20	MCCS
Document Information Management Framework	Jun-20	CSRO
Information Management Staff Training	Ongoing	MCCS
Review Record Keeping Plan	Jun-21	MCCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Compliance / Reputation	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	

Indicators	Type	Target
Information Management Framework	Leading	Developed and Implemented
Archive Room Compliance	Leading	Investigated and Costed
Archives	Leading	Recorded & Destroyed (as appropriate)
Record Keeping Plan Completed	Leading	Commence Review July 2020

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Employment Practices

Mar-20

Risk Context

Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).

This includes:

- Not having appropriately qualified or experienced people in the right roles.
- Insufficient staff numbers to achieve objectives.
- Breaching employee regulations.
- Discrimination, harassment & bullying in the workplace.
- Poor employee wellbeing (causing stress).
- Key person dependencies without effective succession planning in place.
- Industrial activity.

Potential causes include;

Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Key Controls	Type	Last Reviewed	Rating
Workforce Plan	Preventative	May-19	Effective
Human Resource Management Framework	Preventative	May-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop a Health and Wellbeing Program	Jun-20	SMT
Implement Strategies Identified in the Workforce Plan	Ongoing	SMT
Document Human Resource Management Framework	Jun-20	SMT
Training Needs Analysis and Training Register	May-20	CEO / CSRO
Review Staff Induction Process	Completed	MCCS
Conduct Drivers License Checks	Completed	MCCS
Conduct Annual Performance Reviews	Apr-20	SMT

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Compliance / Health / Reputational / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Training Program (% Completed)	Leading	90% Per Annum
Absenteeism (% of Personal and Unpaid Leave)	Lagging	Target Not Identified
Employee Turnover (% Turnover Rate)	Lagging	Equal to or Below Industry Standard
Performance Reviews (% Completed)	Leading	100% Per Annum
Workers Compensation Claims	Lagging	Target Not Identified

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Engagement Practices

Mar-20

Risk Context

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

For example;

- Following up on any access & inclusion issues
- Infrastructure Projects
- Local planning initiatives
- Strategic planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include;

Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups

Key Controls	Type	Last Reviewed	Rating
Community & Engagement Framework	Preventative		Not Rated
Complaint Handling Process	Preventative	Unknown	Adequate
Community Satisfaction Survey	Detective		Not Rated
Customer Service Charter	Preventative	Sep-19	Adequate

Overall Control Ratings: **Adequate**

Actions (Treatments)	Due Date	Responsibility
Review and Document Complaints Handling Process	Jun-20	CEO / MCCS
Develop a Community Engagement Policy Framework	Jun-20	SMT / CDO
Conduct Community Satisfaction Survey	Jun-20	CEO / CDO
Develop Process For Customer Response Requests	Jun-20	MCCS
Develop Complaint Register	Jun-20	MCCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	<i>Minor (2)</i>
	Likelihood:	<i>Likely (4)</i>
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Number of Complaints From The Community Not Responded To		Target Not Identified
Community Satisfaction Survey - Overall Scorecard Result		65% Satisfaction
Meeting Requirements of Customer Service Charter		Target Not Identified

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Environment Management

Mar-20

Risk Context

Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed & mosquito / Vector control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include;

Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)

Key Controls	Type	Last Reviewed	Rating
Road Engineering Policy	Preventative		Adequate
Sewerage Management Plan	Preventative	Oct-18	Not Rated
Waste Water Management Program	Preventative		Adequate
Contaminated Sites Register	Preventative	Nov-19	Adequate
Waste Management Plan	Preventative	Dec-20	Not Rated
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Waste Water Management Program	Dec-20	MWA
Develop Waste Management Plan	Jun-21	MWA
Complete Audit of Sewerage System	Completed	MWA
Address Compliance of Waste Management	Ongoing	MWA
Address Compliance of Waste Water Re-Use	Jun-21	MWA

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Environment / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Compliant Waste Return	Lagging	100%
Satisfactory Water Sampling For Water Re-Use	Lagging	100%

Comments

Reviewed by Management Team - March 2020

Errors, Omissions & Delays

Mar-20

Risk Context

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Examples include;

- Incorrect planning, development, building, community safety and Emergency Management advice
- Incorrect health or environmental advice
- Inconsistent messages or responses from Customer Service Staff
- Any advice that is not consistent with legislative requirements or local laws.
- Human error
- Inaccurate recording, maintenance, testing or reconciliation of data.
- Inaccurate data being used for management decision-making and reporting.
- Delays in service to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include;

Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Unrealistic expectations from community, council or management	Health issues
Poor use of check sheets / FAQ's	Lack of understanding

Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	Inadequate
Complaints Register	Preventative	Nov-19	Adequate
Complaints Process	Recovery	Nov-19	Adequate
Councillor Information Bulletin	Preventative	Nov-19	Adequate
Customer Service Charter	Preventative	Nov-19	Adequate
Delegations & Register	Preventative	Nov-19	Adequate
Electronic Records - Sharepoint	Recovery	Nov-19	Adequate
External Communications (website, news articles)	Preventative	Nov-19	Adequate
External Consultants (ie. legal)	Preventative	Nov-19	Adequate
Customer Service Request Procedure	Preventative	Nov-19	Adequate
File Note/Documentation	Preventative	Nov-19	Adequate
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	Adequate
Performance Reviews	Preventative	Nov-19	Adequate
Qualified Building, Health & Planning Officers	Preventative	Nov-19	Adequate
Segregation of Duties (financial control)	Preventative	Nov-19	Adequate
Staff Inductions	Preventative	Nov-19	Adequate
Staff Training (formal & on-the-job)	Preventative	Nov-19	Effective
Council Motions Register	Preventative	Nov-19	Adequate
Workforce Plan	Preventative	Nov-19	Adequate

Overall Control Ratings: **Adequate**

Actions (Treatments)

Actions (Treatments)	Due Date	Responsibility
Review Code of Conduct	Jun-20	CEO / EGO

Review and Document Organisations Controls and Systems	Ongoing	CEO / MCCS
Centralise Checklists, Controls and Procedures	Dec-20	CEO / MCCS
Review Customer Service Request Process to include Snap Send Solve	Apr-20	MCCS
Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation / Compliance	Consequence:	Moderate (3)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	
	Low	
Indicators	Type	Target
Legal Claims	Lagging	0
Number of Complaints Regarding Errors, Omissions or Delays	Lagging	0
Referral to SAT/Ombudsman/Public Sector Commission	Lagging	0
Number of Complaints to Local Government Standards Panel	Lagging	0
External Audit Qualification	Lagging	95%
Staff Training Target Met	Leading	90%
Comments		
Reviewed by Management Team - March 2020		
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.		

External Theft & Fraud (Including Cyber)

Mar-20

Risk Context

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

For the purposes of;

-Fraud: benefit or gain by deceit

-Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems

-Theft: stealing of data, assets or information

Potential causes include;

Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	Adequate
Equipment Storage and Access Controls	Preventative	Unknown	Adequate
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	Adequate
Information Management System	Preventative	Unknown	Adequate
Financial Management System	Preventative	Sep-19	Adequate

Overall Control Ratings: Adequate

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	Jun-20	SMT
Photographic Record of Assets	Jun-20	MWA / TWC
Implement Quarterly Schedule For Changing Passwords	Ongoing	MCCS
Review Security and Storage of Records	Dec-21	MCCS
Document Financial Management System	Ongoing	MCCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial / Property	Consequence:	Minor (2)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Low

Indicators	Type	Target
Number of Cyber Breaches	Lagging	0
Number of Incidents of Theft or Fraud	Leading	0
Passwords Changed Quarterly	Leading	100% Changed
Tracking of Building and Facility Access	Leading	No Target Identified

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Management of Facilities / Venues / Events

Mar-20

Risk Context

Failure to effectively manage the day to day operations of facilities, venues and / or events.

This includes;

- Inadequate procedures in place to manage quality or availability.
- Poor crowd control
- Ineffective signage
- Booking issues
- Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility)
- Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Potential causes include;

Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	Not Rated
Building Maintenance Program	Preventative	May-19	Adequate
Facility / Venue Booking System	Preventative	May-19	Adequate
Reserves Management System	Preventative	May-19	Not Rated
Asset Management Plan	Preventative	May-19	Adequate
Statutory Public Building Compliance Program	Preventative	Jun-20	Not Rated

Overall Control Ratings: Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Event Mangement Framework	Jun-20	CDO
Develop Recreational Reserves Management System	Dec-20	MCCS / MWA
Create Inspection and Maintenance Schedules for Event Equipment	Jun-20	CDO
Undertake Community Facilities Review	Jun-20	CEO / CDO
Public Buildings Inspected for Compliance	Dec-20	MWA

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Unlikely (2)
	Overall Risk Ratings:	Low

Indicators	Type	Target
Number of Injuries / Incidents at Events	Leading	0
Number of Injuries / Incidents at Facilities	Leading	0
Customer Satisfaction Survey - Events & Facilities	Lagging	65% Satisfaction
Compliance of Events and Facilities	Leading	90%

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and Infrastructure

Mar-20

Risk Context

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Examples include failures or disruptions caused by:

-Hardware or software

-Networks

-Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

-Configuration management

-Performance monitoring

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include;

Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

Key Controls	Type	Last Reviewed	Rating
IT Infrastructure Replacement Program	Preventative		Adequate
IT Management Service Level Agreement	Detective	Early 2018	Adequate
IT Managed Service Agreement Monthly Report	Detective	Monthly	Adequate
IT Disaster Recovery Plan	Recovery		Not Rated

Overall Control Ratings: **Adequate**

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Dec-20	MCCS
Review IT Management Service Level Agreement	Jun-20	MCCS
Document IT Infrastructure Replacement Program	Dec-20	MCCS
Install Advanced Email Protection	Jul-20	MCCS
Develop Secure Password Policy	Jun-20	MCCS
Develop Acceptable Internet Use Policy	Jun-20	MCCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Service Disruption / Financial	Consequence:	Major (4)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

Indicators	Type	Target
Number of Cyber Breaches	Lagging	0
IT Replacement Program	Leading	On Target
Number of System Downtime	Lagging	No Target Identified
Management of System Access	Leading	Documented

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Risk Context

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Inappropriate use of plant, equipment or machinery
- Inappropriate use of social media.
- Inappropriate behaviour at work.
- Purposeful sabotage

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays.

Potential causes include;

Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating
Delegations Register	Preventative	Jun-19	Adequate
Staff Recruitment Process (includes Police Clearance)	Preventative	Feb-19	Adequate
Staff Inductions	Preventative	Feb-19	Adequate
External Audits	Preventative	Dec-19	Adequate
Annual Drivers Licence Checks	Preventative	Nov-19	Adequate
Social Media Policy	Preventative	Dec-17	Adequate
Segregation of Duties (Financial)	Preventative	Ongoing	Adequate
General Financial Transactions Policy	Preventative	Jun-18	Adequate
Delegation Control - Synergy	Preventative	Ongoing	Adequate
Financial Interests Returns Declarations	Preventative	Ongoing	Adequate
Primary and Annual Returns Process	Preventative	Ongoing	Adequate
Procurement Delegation Control - Synergy	Preventative	Ongoing	Adequate
Cash Handling Policy and Procedures	Preventative	Feb-19	Adequate
Corporate Credit Card Policy	Preventative	May-19	Adequate
Delegated Authority for Procurement	Preventative	Nov-19	Adequate
Elected Member Training Plan	Preventative	Ongoing	Adequate
Audit & Risk Committee	Preventative	Nov-19	Adequate
IT Security Access Register (Profiles & Passwords)	Preventative	Monthly	Adequate
Purchasing Policy & Procurement Process	Preventative	Jun-18	Adequate
Tender Procurement Process	Preventative	Unknown	Adequate
Financial Management Systems Review	Preventative	Sep-19	Adequate
Regulation 17 Review	Preventative	Dec-19	Adequate

Code of Conduct	Preventative	Apr-17	Adequate
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Overall Control Ratings:		Adequate
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Actions (Treatments)	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Dec-20	CEO / MCCS
Centralise Checklists, Controls and Procedures	Dec-20	CEO / MCCS
Review Fuel Stock Control and Process	May-20	MCCS / MWA
Present Regulation 17 Review to Audit & Risk Committee	Completed	CEO
Review Purchasing Policy & Procurement Process	May-20	MCCS
Review Social Media Policy - Adopted December 2017	Mar-20	EGO
Review Code of Conduct	Jun-20	CEO / EGO
Conduct Drivers Licence Check	Completed	MCCS/MWA

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation / Finance	Consequence:	Major (4)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	

Indicators	Type	Target
Audit Notifications	Lagging	0
Disregarding or Manipulating Procurement Process	Leading	0
Breaches of Code of Conduct	Lagging	0
Internal & External Complaints	Lagging	0
Adherence to Internal Controls	Leading	0

Comments
Reviewed by Management Team - March 2020
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Risk Context

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

This includes:

- Inadequate change management framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Inadequate handover process

This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Potential causes include;

Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	Type	Last Reviewed	Rating
Project Management Methodology and Framework	Preventative		Not Rated
Communication and Engagement Framework	Preventative		Not Rated
Risk Management Framework	Detective	Oct-19	Adequate
Financial Management Framework	Preventative	Mar-17	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-20	MCCS
Develop Communication and Engagement Framework	Jun-20	CEO / CDO

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial / Reputational / Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Low

Indicators	Type	Target
Minimisation of Project Variations	Lagging	90%
Achievement of Project Deadlines / Milestones	Leading	90%

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Safety and Security Practices

Mar-20

Risk Context

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Potential causes include;

Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	Adequate
OSH Management Framework	Preventative	May-17	Adequate
Human Resource Management Framework	Preventative		Adequate
Governance Management Framework	Preventative		Adequate
Facility Risk Management Plan	Preventative		Not Rated
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Jun-20	MWA / TWC
Complete Staff Training Register	Jun-20	SMT
Conduct Quarterly Workplace Inspections	May-20	MWA / TWC
Finalise Safe Work Method Statements (SWMS) Library	Dec-20	MWA / TWC
Assess Shire Building and Facility Safety and Security	Dec-20	MWA / TWC
Develop Isolated Worker Management Protocol	Dec-20	MWA / TWC
Re-Establish OSH Committee	May-20	MWA / TWC
Develop Emergency in Facilities Management Plan	Jun-21	CEO
Conduct Annual BCP and LEMC Drills	Jun-20	CEO
Review Contractor Inductions and Register	Jun-20	MWA / TWC

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Low

Indicators	Type	Target
Reporting of Safety Breaches	Leading	100%
Failed Safety Inspections	Leading	Target Not Identified
Lost Time Injuries Per Quarter	Lagging	Target Not Identified
Near Misses Per Quarter	Leading	Target Not Identified
Workers Compensation Claims Per Quarter	Leading	Target Not Identified
Safety Audit Result % (Every Three Years)	Leading	Target Not Identified
Reporting and Management of Incidents	Leading	Target Not Identified

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Supplier / Contract Management

Mar-20

Risk Context

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

This also includes:

- Concentration issues (contracts awarded to one supplier)
- Vendor sustainability

Potential causes include;

Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	Type	Last Reviewed	Rating
Annual Budget	Preventative	Jul-19	Adequate
Financial Management Framework	Preventative	Mar-17	Adequate
Access to independent Advice (WALGALawyers) & Fee Review	Preventative	Sep-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Purchasing Policy	May-20	MCCS
Develop Standardised Contracts	Ongoing	CEO / MCCS
Document Financial Controls	Ongoing	MCCS
Develop Appropriate Financial Reporting Tools	Ongoing	MCCS
Develop Centralised Contract Management System	Ongoing	CEO / MCCS

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Service Interruption / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	

Indicators	Type	Target
Contracts Reviewed And Maintained	Leading	90%
Number of Expired Contracts Not Yet Renewed	Lagging	90%

Comments

Reviewed by Management Team - March 2020

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.



Integrated Planning and Reporting
Quarterly Monitoring Review
February 2020

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Introduction

This four-year Corporate Business Plan 2018-2022 aligns with the strategic initiatives identified in the Strategic Community Plan 2018-2028, reflecting our commitment to fulfilling the community's vision, goals and aspirations.

Some of the actions in the Plan are a continuation of previous initiatives. Others are newly identified after the review of the Strategic Community Plan in 2017.

All our actions are responsibly resourced, with revenue streams, expenditure, staff and time requirements accounted for in our Long Term Financial Plan, Asset Management Plan and Workforce Plan.

Our Integrated Planning and Reporting Framework

The Integrated Planning Framework introduced by the Department of Local Government provided the focus for the development of our strategic planning framework.

The goal of the framework is to integrate and align Council's strategies, plans and programs with identified community objectives, ensuring transparency and accountability through engagement and reporting processes.

Strategic Community Plan

The Strategic Community Plan is the primary forward planning document reflecting the vision, values, aspirations and objectives of the community. The Strategic Community Plan is a roadmap for the future and is designed to guide the Shire of Dowerin.

While some of the objectives are beyond the scope of Council, the Shire of Dowerin is committed to advocate, inform, partner with and share the responsibility for the achievement of these objectives. A major review of the Strategic Community Plan will take place in 2022 to ensure it remains relevant.

Corporate Business Plan

The Corporate Business Plan details the programs and services Council will undertake over a 4-year period to achieve the objectives of the Strategic Community Plan. The Corporate Business Plan is a fixed term document providing direction and a road map for Council to achieve the strategies identified in the Strategic Community Plan. It is an internal business planning document identifying key priorities for the next 4 years.

Under the guidelines, it is essential that the Corporate Business Plan is for a minimum of 4 years.

Informing Strategies

The Shire of Dowerin's informing strategies outline the delivery of the commitments identified in the Corporate Business Plan. The key informing strategies include:

Long Term Financial Plan

This 10-year rolling plan will assist the Shire to set priorities in accordance with its financial resources, through the allowance of key assumption-based analysis. This allows the organisation to make decisions in a financially sustainable manner.

Asset Management Plan

This plan provides guidance on service provision and whole of life cycle asset management to support the Shire's financial sustainability and key service levels.

Workforce Plan

The plan identifies the workforce requirements and strategies for current and future operations, ensuring the needs and limitations to support the delivery of the Corporate Business Plan are met.

Monitoring and Review

Monitoring and regular review of the plans is undertaken to ensure actions are met and achievements can be measured and evaluated.

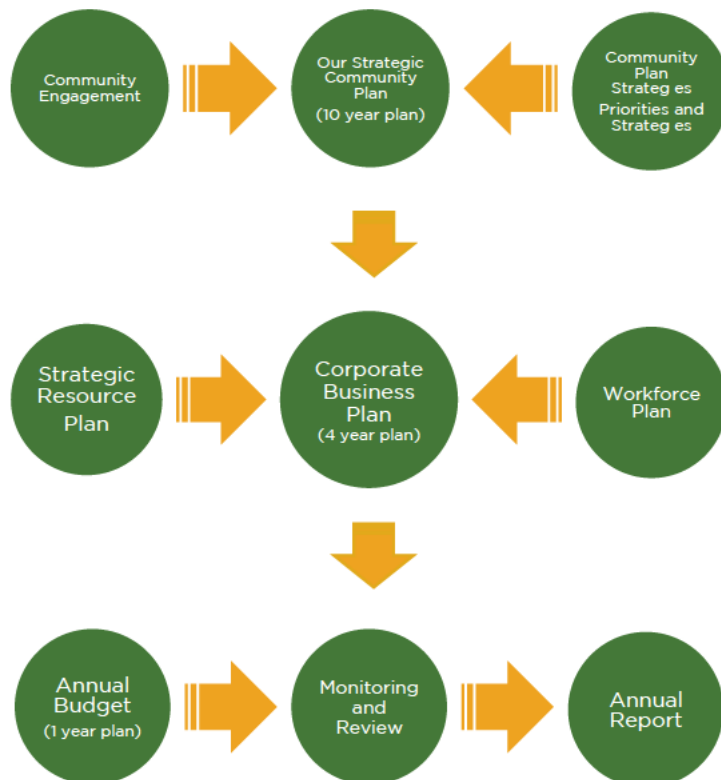
Annual Budget

Driven by the Corporate Business Plan, the Annual Budget is a detailed short-term financial statement for the following financial year and reflects all aspects of the Corporate Business Plan actions and operations for the year. The Annual Budget sets out how the resources will be allocated over the twelve-month period.

Annual Report

The Annual Report, produced at the end of every financial year, is a report of our achievements during the previous twelve-month period beginning 1 July and ending 30 June. It contains an overview of the Strategic Community Plan and the Corporate Business Plan and information about the actions, achievements and budget performance.

The diagram below depicts the components that make up the Shire of Dowerin's Integrated Planning and Reporting Framework. It shows the integration between the plans and the influences of the informing strategies. The intent of the Integrated Planning and Reporting Framework is to ensure the priorities and services provided by the Shire of Dowerin are aligned with our community needs and aspirations. The informing strategies consider available resources to deliver the best possible outcomes for the community.



Measuring Our Achievements and Progress

The Corporate Business Plan is reviewed annually, in conjunction with the annual budget deliberation process, with quarterly reporting on operational progress, ensuring the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor the progress of initiatives to deliver on the strategic aspirations detailed in the Strategic Community Plan. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments. Reporting to Council and the community on the performance and achievement of the Corporate Business Plan will be provided through quarterly reports and the Annual Report.

Definitions

For each Key Action to be completed, the Corporate Business Plan indicates in the following pages in which year (over the next four years) completion is expected to occur. In some cases, the Key Action is an ongoing one which is to be actioned every year. The following symbols indicate this information:

- To Be Completed
- ↻ Ongoing
- ✓ Completed
- In Progress
- ✘ Not Commenced
- Scheduled
- Ω Project on Hold

Our Actions Linked to the Strategic Community Plan 2018-2028

Theme		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 1					
More people, particularly young people and families, live and stay in Dowerin					
No	Strategy	Priority		Our Role	
C1	Actively promote Dowerin as a vibrant, family friendly community with quality and diverse amenities and services	1		Facilitate	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C1.1	Continue to support the Dowerin Home Care Service	↻	↻		
C1.2	Develop and implement an annual Community Development Plan	➤	➤		
C1.3	Develop and implement a Dowerin Marketing Plan	➤	➤	●	
Comment: Development of a Dowerin Marketing Plan will be finalised by May					
Outcome 2					
Sustainable management through greater collaboration and innovative governance models					
No	Strategy	Priority		Our Role	
C2	Establish a 'volunteer register' which documents volunteering capacity and provides a measurable value to volunteering in Dowerin	2		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C2.1	Continue to maintain the Dowerin Home Care Volunteer Register	↻	↻		
C2.2	Develop and maintain a community volunteer register	➤	➤		
Comment: Volunteer register requires reviewing to integrate the Dowerin Home Care Volunteer Register					
No	Strategy	Priority		Our Role	
C3	Investigate best practice in shared governance arrangements for volunteer groups to support a more sustainable volunteer base	2		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C3.1	Facilitate best-practice governance training for community groups	➤	➤	●	
Comment:					

Shire of Dowerin is providing financial support to Dowerin Community Club Incorporated to engage a consultant to assist with its governance framework.

Outcome 3
A friendly and welcoming community that all residents and visitors participate and have pride in

No	Strategy	Priority		Our Role	
C4	Targeted engagement of all sectors of the community, recognising cultural diversity	1		Direct Delivery Facilitate	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C4.1	Develop, implement and monitor a Communication and Engagement Framework	✘	✘		●

Comment:
 The Communication and Engagement Framework will be finalised by August

No	Strategy	Priority		Our Role	
C5	Provide an annual program of events that incorporates activities and opportunities	1		Direct Delivery Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C5.1	Develop and implement an annual Community Development Plan	➤	➤		

Comment:
 Implementation of the 2019/2020 Community Development Plan is in progress

Outcome 4
Better access to quality and diverse education and training opportunities

No	Strategy	Priority		Our Role	
C6	Continued support of the educational institutions in Dowerin and, in partnership with the Dowerin Senior High School, identify and integrate senior high school options.	1		Advocate Facilitate	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C6.1	Continued provision of HR and payroll support for Lil' Tigers Early Years Centre	☺	☺		
C6.2	Continued provision of a facility to support Lil' Tigers Early Years Centre	☺	☺		
C6.3	Support agencies and community groups to implement youth initiatives	☺	☺		
C6.4	Support agencies, businesses and community organisations to advocate for increased educational services	☐	☐		

Comment:

A grant application was successful to implement the Youth Publication Project in partnership with Dowerin Youth Inc and Dowerin Community Resource Centre; a project plan for Youth Art in 2020 will be finalised in March; C6.4 scheduled for 2020/2021.

No	Strategy	Priority		Our Role	
C7	Collaborate with the Community Resource Centre to deliver training and development opportunities aligned to community needs and advocate for local businesses to support apprenticeships and further educational opportunities	1 & 2		Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C7.1	Investigate opportunities and partnership to develop a community traineeship program	x	U		●

Comment:
Currently in discussions with Directions regarding trainee programs

Outcome 5
Services provision meets the varying needs of different sectors of the Dowerin community

No	Strategy	Priority		Our Role	
C8	Create an 'Aged Friendly Community Plan' identifying infrastructure and service delivery requirements and continue to support the Dowerin Home Care service as a priority	4		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C8.1	Develop and implement an 'Aged Friendly Community Plan'	<input type="checkbox"/>	<input type="checkbox"/>		
C8.2	Continue to support the Dowerin Home Care Service	U	U		

Comment:
Development and implementation of the Aged Friendly Community Plan is scheduled for 2020/2021.

No	Strategy	Priority		Our Role	
C9	Support the Dowerin District High School Youth Leadership Group to provide youth led and informed social and development opportunities and experiences for young people	1 & 5		Direct Delivery Facilitate Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
C9.1	Develop and implement a Strategic Youth Plan	x	x		●

Comment:
Youth engagement will commence in April 2020, identified outcomes will be included in the Strategic Youth Plan

Theme	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							
Infrastructure is fit for purpose, responsibly managed and maintained							
No	Strategy	Priority		Our Role			
I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets	1		Direct Delivery			
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020		
I1.1	Facility and Spaces audit and review completed	x	x	●			
I1.2	Develop a Facility and Spaces Plan and implement identified strategies	x	x		●		
I1.3	Develop and implement a Streetscaping Plan	➤	➤				
<p>Comment:</p> <p>The Facility and Spaces audit and review commenced in April 2020, this delay will impact on the completion date of the Facility and Spaces Plan; resource shortages have also hindered the completion of the Streetscaping Plan</p>							
No	Strategy	Priority		Our Role			
I2	Develop a comprehensive asset management plan that prioritises assets and details a replacement and management schedule, that aligns to community needs	1		Direct Delivery			
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020		
I2.1	Prepare a comprehensive Property Portfolio of Council's owned assets that includes 10-year replacement and management schedules	➤	➤				
I2.2	Review the Asset Management Plan	➤	➤				
<p>Comment:</p> <p>It is aimed to complete the review of the Asset Management Plan in December 2020</p>							
Outcome 2							
Housing meets existing community need and facilities in-migration of families and workers							
No	Strategy	Priority		Our Role			
I3	Undertake a housing needs analysis to identify specific housing requirements and opportunities to address gaps in the market	1		Direct Delivery			
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020		
I3.1	Complete a Housing Needs Analysis	□	□				

Comment: Housing Needs Analysis scheduled for 2020/2021					
No	Strategy	Priority		Our Role	
I4	Investigate and implement appropriate housing investment models for Dowerin	4		Direct Delivery Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
I4.1	Implement the Avon Well Housing Project	Ω	Ω	●	
I4.2	Identify a sustainable housing model to improve the quality of housing in Dowerin	□	□		
Comment: Council made the decision to put the Avon Well Housing Project on hold during the 2019/20 Budget deliberations due to budget restraints and the current lack of demand for independent living units; Key Action I4.2 is scheduled for 2021/2022					

Theme		Our Economy			
Objective		<i>A strong and growing local economy supported by new industry development aligned to identified economic opportunity</i>			
Outcome 1 Available, well-marketed and appropriately provisioned commercial and industrial land entices new business establishment					
No	Strategy	Priority		Our Role	
E1	Develop a Sub-Regional Industrial Land Prospectus to attract new business	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E1.1	Develop a business and industry investment prospectus	✘	✘		
E1.2	Develop and implement a Dowerin Marketing Plan	✘	➤	●	
Comment: Development of a business and industry investment prospectus is scheduled for 2020/2021					
Outcome 2 Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes					
No	Strategy	Priority		Our Role	
E2	Undertake a tourism asset and opportunity review to clearly identify target markets, tourism trends and opportunities for Dowerin to better promote offerings; encourage and support local businesses to better cater for visitors and tourists	1		Direct Delivery	

No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E2.1	Undertake a tourism audit to include attractions, services and signage	➤	➤	●	
E2.2	Prepare and implement a Strategic Tourism Plan	□	□		
Comment: The development of the Strategic Tourism Plan is scheduled for 2020/2021					
No	Strategy	Priority		Our Role	
E3	Continued involvement in regional tourism marketing campaigns and targeted marketing of the Dowerin Short Stay Accommodation precinct	1		Direct Delivery Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E3.1	Continue to be an active member of Pioneers Pathways and Wheatbelt Way and support the development of the products	↻	↻		
E3.2	Review the Dowerin Short Stay Accommodation management model and implement identified initiatives and opportunities	✘	➤		●
E3.3	Develop and implement a Dowerin Short Stay Accommodation marketing plan	➤	➤		
E3.4	Develop imagery inventory to enable marketing content	➤	➤		
Comment: Review of the Dowerin Short Stay Accommodation management model has commenced					
No	Strategy	Priority		Our Role	
E4	Maintain the Wheatbelt Rail Heritage precinct as a static display whilst exploring opportunities for the transfer of ownership to private enterprise or a community group	1		Facilitate Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E4.1	Establish a Wheatbelt Rail Heritage working group and support identified initiatives to promote the precinct	➤	➤	●	
E4.2	Facilitate the transfer of ownership of the locomotives and rolling stock	➤	●		
E4.3	Facilitate the transfer of management of the Wheatbelt Rail Heritage Museum to an appropriate entity	✘	✓	●	
Comment: The Shire of Dowerin supports two annual events held at the Minnivale Wheatbelt Heritage Rail Discovery Centre; transfer of ownership of the locomotives and rolling stock is finalised					
Outcome 3 New industry and strengthened existing industry supports economic growth and local employment generation					

No	Strategy	Priority		Our Role	
E5	Complete a local economic development and incentivisation plan that focuses on business development and identifies industry opportunities and actions to capitalise on prospects	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E5.1	Develop and implement a Strategic Economic Plan	<input type="checkbox"/>	<input type="checkbox"/>		

Comment:
Development of the Strategic Economic Plan is scheduled for 2020/2021.

No	Strategy	Priority		Our Role	
E6	Local businesses are supported to thrive through continued membership and promotion of the Wheatbelt Business Network; and development of a local business development strategy	1		Advocacy Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
E6.1	Facilitate the re-activation of the Dowerin Business Association	➤	➤		
E6.2	Advocate for increased local participation of the Wheatbelt Business Network	✘	✘	●	
E6.3	Facilitate the development of business development strategies and support local businesses with the implementation of identified initiatives	<input type="checkbox"/>	<input type="checkbox"/>		

Comment:
The Shire of Dowerin has undertaken the secretarial role of the Dowerin Business Association to support the re-activation of the organisation; at present there is not an appetite for the Dowerin business community to engage with the Wheatbelt Business Network; it is envisaged that once the Dowerin Business Association is re-activated, the Shire can work with the members to identify strategies and support the implementation of identified initiatives

Theme	Our Natural Environment				
Objective	<i>Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management</i>				
Outcome 1					
Increased community education and awareness supports the preservation of Dowerin's natural environment					
No	Strategy	Priority		Our Role	
N1	Work with environmental advocacy groups to deliver targeted education programs that support existing sustainability initiatives and encourages community ownership of recycling program	1		Partner	

No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N1.1	Facilitate and support the transfer of recycling program management to a community group	➤	➤		
N1.2	Support the rollout of the Container Deposit Scheme	➤	➤		
N1.3	Support recycling awareness campaigns	✘	✘		
Comment: Lil' Tigers registered for the Container Deposit Scheme; the Dowerin CRC is involved in recycling					
No	Strategy	Priority		Our Role	
N2	Investigate opportunities for local level support from an environmental officer specifically exploring the reinstatement of a dedicated NRM Officer and formalise an arrangement with Wheatbelt Natural Resource Management	3		Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N2.1	Explore opportunities to reinstate an NRM Officer in collaboration with neighbouring Shires	☐	☐		
N2.2	Investigate opportunities to formalise an agreement with Wheatbelt Natural Resource Management to advocate for a greater resource allocation for the Shire of Dowerin	☐	☐		
Comment: The above Key Actions are scheduled for 2020/2021					
Outcome 2 Sustainable practices are researched and entrenched in areas such as waste management, water management and renewable energy production					
No	Strategy	Priority		Our Role	
N3	Large scale renewable energy production investigated for development potential in collaboration with neighbouring Shires	1		Advocate	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N3.1	Investigate opportunities for renewable energy development	✘	✘		
Comment: Opportunities not yet presented					

No	Strategy	Priority		Our Role	
N4	Develop a long-term plan for waste management that considers infrastructure, site management and resourcing requirements to include the investigation of local processing of recycled materials	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N4.1	Develop and implement a Strategic Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Comment: Development of the Strategic Waste Management Plan is scheduled for 2020/2021					
No	Strategy	Priority		Our Role	
N5	Integrate water management planning with land use planning focusing on; improved water harvesting, storage and use; water quality and salinity management	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N5.1	Develop and implement a Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Comment: Development of the Water Management Plan is scheduled for 2020/2021					
Outcome 3 Sustainable infrastructure design and maintenance minimises environmental impact					
No	Strategy	Priority		Our Role	
N6	Sustainable maintenance of parks, ovals, public spaces and infrastructure through planning for water harvesting, storage and use and renewable energy installations to reduce electricity consumption	1 & 2		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N6.1	Identify and action water use reduction, recovery and re-use initiatives	➤	➤		
N6.2	Identify opportunities to initiate renewable energy installations	↻	↻		
Comment: Oval Irrigation Project deferred, waiting on announcement of funding submission; renewable energy opportunities are available, however require investment from Council; costings of options will be presented to Council during the 2020/21 Budget deliberations					

No	Strategy	Priority		Our Role	
N7	Information packs and referrals to relevant associations for new infrastructure development include specifications for responsibly sourced and energy efficient materials and design features	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
N7.1	Provide appropriate environment friendly products and design information on the Shire of Dowerin's website	✘	✘	●	
Comment: Nil					

Theme		Our Leaders			
Objective		<i>A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to involving community needs</i>			
Outcome 1 A community that is engaged and involved because of collaborative decision making and transparent communication					
No	Strategy	Priority		Our Role	
L1	Specific volunteer groups and individuals are targeted for involvement in community projects that align to their areas of interest and expertise	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L1.1	Continue to facilitate and support identified project committees and working groups focusing on community priorities	↻	↻		
Comment: In the last quarter the Shire of Dowerin has: <ul style="list-style-type: none"> 1. Partnered with the Dowerin Community Club Committee to engage a contractor to facilitate the development of policies and procedures; 2. Supported Wheatbelt Agcare; 3. Supported infant swimming lessons by opening the pool outside prescribed opening hours; 4. Supported the Dowerin Companion Club through waiving bus hire fees; 5. Provided VacSwim access to the pool outside of normal pool opening hours; 6. Contributed towards the purchase and installation of bollards at the Dowerin Community Club; 7. Provided the Dowerin District High School with access to the swimming pool for swimming carnival and in-term swimming lessons outside prescribed opening hours; and 					

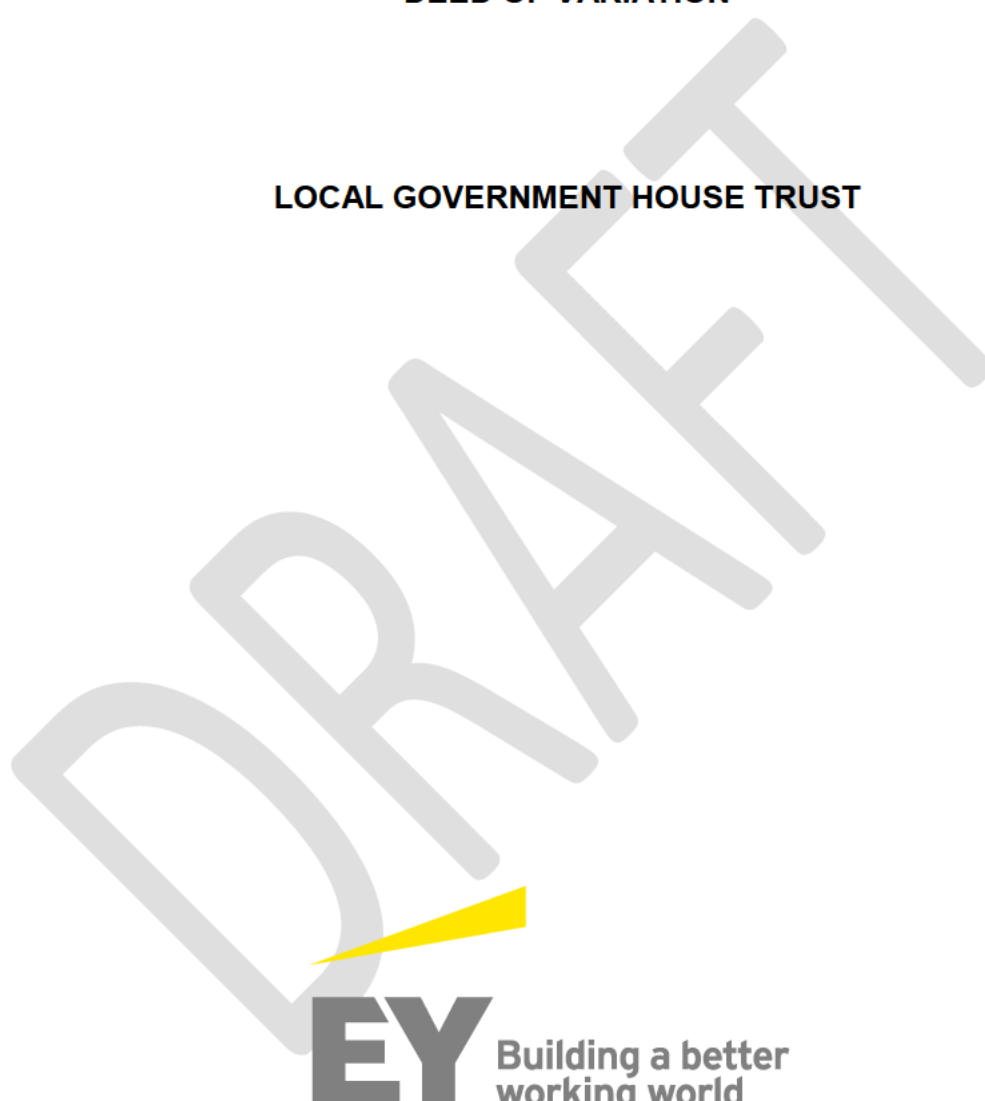
8. Hosted the annual Christmas Festival, Australia Day Breakfast and Sunset Cinema (Thank a Volunteer) event.					
No	Strategy	Priority		Our Role	
L2	Communication between the Shire and community is multi-faceted and includes electronic and print media as well as in-person engagement	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L2.1	Develop, implement and monitor a Communication and Engagement Framework	x	x	●	
Comment: Development of the Communication and Engagement Framework scheduled for May 2020					
Outcome 2 Through effective planning, service delivery meets community needs and assets are managed to optimise life cycle costs					
No	Strategy	Priority		Our Role	
L3	Develop an asset management plan and long-term financial plan consistent with identified community priorities for asset renewal and service delivery	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L3.1	Conduct a comprehensive service delivery review	➤	➤		
L3.2	Develop a suite of service delivery plans and strategies	x	x		
L3.3	Integrate service delivery strategies into the asset management plan and long-term financial plan	x	x		
L3.4	Conduct a facility audit and develop a master plan for future facility usage	x	x		
Comment: Resource restraints has postponed: 1. Advancement of the service delivery reviews; 2. Development of service delivery plans and strategies; and 3. Commencement of the Facility and Spaces audit and review.					
No	Strategy	Priority		Our Role	
L4	Efficient and proactive service provision and planning that adapts to meet changing community needs as identified through regular community health checks	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L4.1	Monitor and review IPR Suite of Plans	➤	➤		

L4.2	Conduct biennial Community Satisfaction Surveys	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Comment: IPR Framework & Plan adopted; planning for the Community Satisfaction Survey will commence in June 2020					
Outcome 3 Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs					
No	Strategy	Priority		Our Role	
L5	Continual review and revision of Council policy, procedures and governance frameworks to ensure responsible, efficient and effective service delivery	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L5.1	Ensure policies, procedures and practice are effective, transparent and aligned with corporate functions and service delivery	☺	☺		
L5.2	Monitor and review the Shire of Dowerin's Risk Management Framework and Profiling Tool	☺	☺		
L5.3	Continue to provide prudent financial controls and compliance systems	☺	☺		
Comment: Quarterly reviews of the Risk Profiling Tool is now in place					
No	Strategy	Priority		Our Role	
L6	Integrated planning evolves and adapts to meet the changing context for Dowerin	1		Direct Delivery	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L6.1	Review IPR Framework	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
L6.2	Monitor and review IPR Suite of Plans	➤	➤		
Comment: IPR Framework mini-review due to commence in March 2020; quarterly monitoring of the Corporate Business Plan now in place.					
No	Strategy	Priority		Our Role	
L7	Continue to advocate for and create partnerships that will benefit the Dowerin community through ongoing collaboration with neighbouring Shires and active participation in regional, state and national alliances	1		Direct Delivery Partner	
No	Key Actions	Nov 2019	Feb 2020	May 2020	Aug 2020
L7.1	Continue to progress regional collaboration by participating in Avon Regional Organisation of Councils strategies and similar regional partnerships	☺	☺		

L7.2	Work collaboratively with relevant State agencies to plan for future service and infrastructure needs	U	U		
<p>Comment: AROC Regional Waste Tender evaluation process completed, contract yet to be signed</p>					

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. SEVERABILITY

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. FURTHER ASSURANCES

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. COSTS

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. RATIFICATION AND CONFIRMATION

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

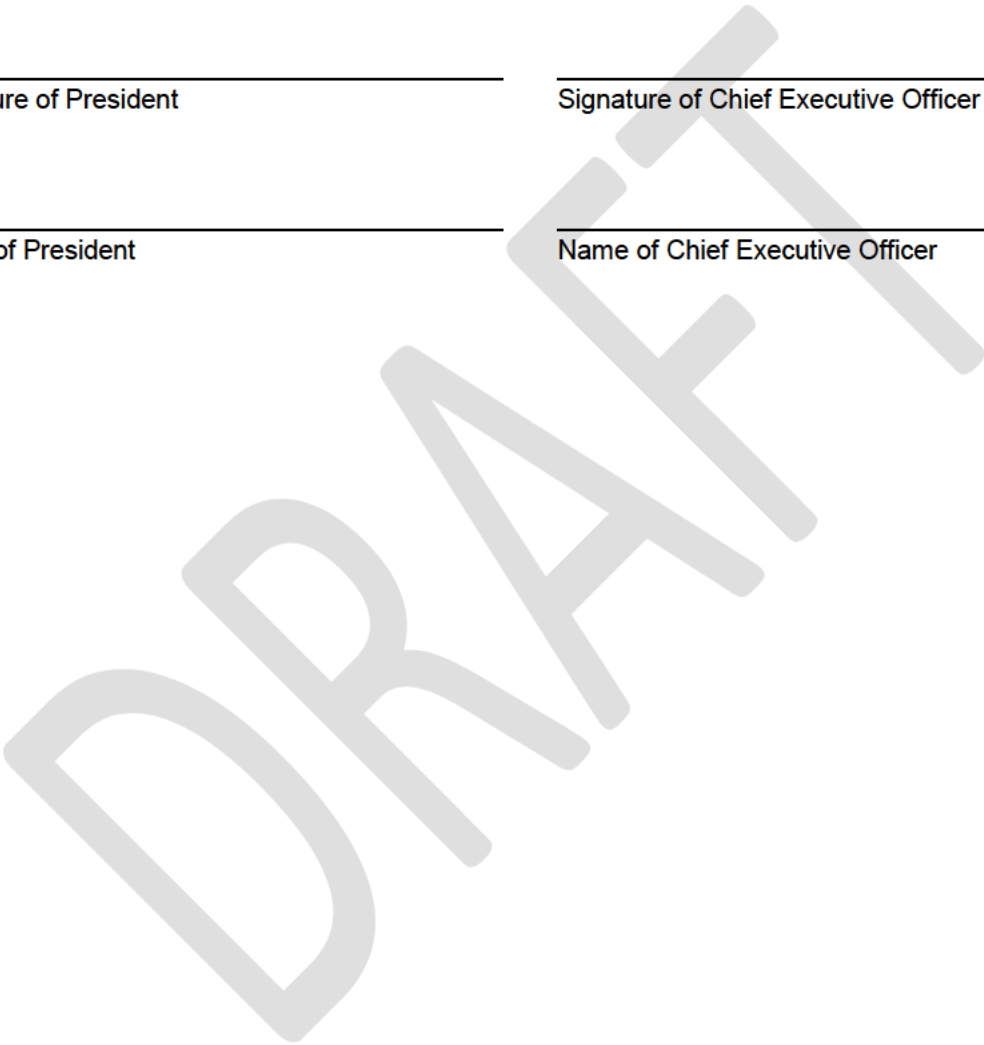
**THE COMMON SEAL of WESTERN)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)**

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer



demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
 - (i) to borrow and raise moneys from; or
 - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.