



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 October 2020
Commencing 2.00pm



ABN: 35 939 977 194

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NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 20 October 2020 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

11.30am	President & Council Discussion
12.00pm	Council Workshop (includes working lunch)
2.00pm	Council Meeting
4.30pm	Council IPR Consultation
6.30pm	Business Chatter IPR Consultation @ DCC

Rebecca McCall
Chief Executive Officer
15 October 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 20 October 2020



1. Official Opening / Obituaries

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 15 September 2020

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 7.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 15 September 2020, as presented in Attachment 7.1A, are a true and correct record of proceedings.

8.

Minutes of Committee Meeting(s) to be Received

Nil

9.

Announcements by the President Without Discussion

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:	14 October 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A - Financial Activity Statements	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Statement of Financial Activity to Council for the period ending 30 September 2020.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 10.1

That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report, as presented in Attachment 10.1A, for the period ending 30 September 2020.

10.2 List of Accounts Paid

Corporate & Community Services



Date:	8 October 2020
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 10.2A - List of Accounts Paid

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for September 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer
Cherie Delmage, Manager Corporate & Community Services
Jasmine Pietrocola, Accounts Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation - 10.2

That, in accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 10.2A, and as detailed below:

List of Accounts Paid - September 2020

EFT7995 to EFT8064	\$208,942.44
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Cheques 10840 to 10847	\$15,691.08
DD11062; NAB Credit Card; August 2020	\$5,693.03
DD11081; Puma Energy Fuel; August 2020	\$741.14
DD11053, 11058, 11068 & 11078; Superannuation	\$21,842.40
DD130870 & 130871; Bank Fees	\$844.00
Net Payroll; PPE 02 September 2020	\$65,807.18
Net Payroll; Interim Pay 08 September 2020	\$1,886.20
Net Payroll; PPE 16 September 2020	\$48,012.10
Net Payroll; PPE 30 September 2020	\$54,380.03
TOTAL	\$423,839.60

10.3 Recalcitrant Rates Debtors – September 2020

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	1 October 2020	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Sheldon Cox, Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.3A – Recalcitrant Rates Debtors	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for September 2020 details non-pensioner assessments, not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments that are holding a large debt.

Comment

Instalment reminders and final notices have been sent to all outstanding ratepayers, including those on special arrangements.

Those on special arrangements who have upheld payments have been sent a letter attached to the notice, stating the notice is for records purposes only.

Those on special arrangements who have not upheld payments have been sent a letter stating the arrangement has been removed and legal action has recommenced. The outstanding total for these is now due immediately and accruing interest daily.

Various properties are being considered for the 3-year rule, and discussions with rates officers from other local governments has taken place to find similar situations and experiences to gather advice on the best course of action.

Contact has also been made with some other ratepayers who have not been paying on either arrangement or instalments.

Consultation

Sheldon Cox, Rates Officer

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

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 Policy Manual Review – Policy 3.13 – Recruitment & Selection Policy

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 October 2020	
Location:	Not applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Fair Work Act 2009; Equal Employment Opportunity Act 1984; Sex Discrimination Act 1984; Racial Discrimination Act 1975; Disability Discrimination Act 1992</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.4A – Policy 3.13 – Recruitment & Selection Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 3.13 – Recruitment & Selection Policy to Council for rescission.

Background

Policy 3.13 – Recruitment & Selection Policy was adopted by Council in March 2014 and was reviewed in April 2018.

Staff have undertaken a further review of the Policy.

Comment

Management considers the policy surplus to requirements, as the principles that apply to a local government in respect of its employees are covered by legislation, as is fair work, discrimination and equal employment opportunity.

Further, the recruitment of employees is a function of the CEO therefore it is administrative and procedural in nature. The Officer's Recommendation therefore suggests the policy be rescinded.

Consultation

Senior Management Team

Policy Implications

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

Statutory Implications

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

“2.7. Role of council

(1) *The council –*

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

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

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

Section 5.40 of the *Local Government Act 1995* is also applicable and states:

“5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees –

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Risk Matrix Rating	Low (1)
Key Controls (in place)	Human Resource Management Framework
Action (Treatment)	Document Human Resource Management Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 10.4

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds Policy 3.13 - Recruitment and Selection Policy, as presented in Attachment 10.4A

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 2021 Ordinary Council Meeting Dates

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 September 2020	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Council Meetings	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the proposed dates for the 2021 Ordinary Council Meetings to Council for consideration and, if satisfactory, adoption.

Background

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

As such, the Shire of Dowerin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2021.

Comment

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

It should be noted that 2021 is an election year. Local Government Ordinary Elections are held on the third Saturday in October, being Saturday 16 October 2021. With the Ordinary Meeting of Council being held on the third Tuesday (Tuesday 19 October 2021) there will not be a need for a Special Meeting of Council to be called to swear in the Councillors-Elect.

Similarly, Easter 2021 is on Friday 2 April 2021 to Monday 5 April 2021 hence the Ordinary Council Meetings will not be affected.

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

Consultation

Nil

Policy Implications

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

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

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

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

Should Council wish to change the date or time of its Ordinary Council Meetings, the Policy will also require a review.

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

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

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

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

Risk Implications

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

Financial Implications

Funds are included in the 2020/21 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.1

That, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council resolves to conduct its 2021 Ordinary Meetings of Council, commencing at 2.00pm, on the following dates:

Tuesday 19 January 2021	Tuesday 20 July 2021
Tuesday 16 February 2021	Tuesday 17 August 2021
Tuesday 16 March 2021	Tuesday 21 September 2021
Tuesday 20 April 2021	Tuesday 19 October 2021
Tuesday 18 May 2021	Tuesday 16 November 2021
Tuesday 15 June 2021	Tuesday 21 December 2021

11.2 Shire of Dowerin Christmas/New Year Opening Hours

Governance & Compliance



Date:	11 September 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	Nil
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to close the Administration Office, Depot and Dowerin Home Care (DHC) Office over the Christmas/New Year period to Council for consideration and, if satisfactory, endorsement.

Background

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

Comment

The Christmas Day public holiday will be observed on Friday 25 December 2020 with the Boxing Day public holiday being observed on Monday 28 December 2020, meaning the Offices would be closed on both those days. The New Year's Day public holiday will be observed on Friday 1 January 2021 and again, the Offices would be closed on that day. There are three business days during that week which the Offices could be open.

However, to allow time for staff to spend Christmas and New Year with family or friends it is requested that the Offices close from 4.00pm on Wednesday 23 December 2020 to Friday 1 January 2021. The Offices will reopen as usual on Monday 4 January 2021.

2020 has been a challenging, unprecedented and unpredictable year. Whereas much as possible, with the closure, it is hoped that staff are able to get time away from work and to spend Christmas and New Year with family, friends and loved ones.

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

Consultation

Senior Management Team

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

Nil

Risk Implications

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

Financial Implications

Funds are included in the 2020/21 Budget to cover the costs of advertising and promoting the closure.

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are also contained within the 2020/21 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.2

That Council resolves to close the Administration Office, Depot and Dowerin Home Care Office for the Christmas/New Year period from 4.00pm on Wednesday 23 December 2020 to Friday 1

January 2021, reopening on Monday 4 January 2021, with the hours of operation and emergency contacts being advertised to the community.

11.3 Freedom of Information - Information Statement 2020/21

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	22 September 2020	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Information Management/Freedom of Information	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.3A - Information Statement 2020/21	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the reviewed Information Statement to Council for consideration and, if satisfactory, adoption.

Background

The *Freedom of Information Act 1992* (FOI Act) requires that agencies must prepare and publish an Information Statement which informs the public about the agency's operations, describes the types of documents that can be inspected, purchased or obtained with or without charge, and it also provides an outline of the Freedom of Information (FOI) process, including how to make an FOI application. It is a requirement to undertake an annual review of the Information Statement.

Council last considered its Information Statement at its November 2019 meeting (CMRef 0088).

As required by the FOI Act, a review of the Information Statement has been undertaken and the reviewed document is included as an Attachment.

Comment

There have been no major amendments to the Information Statement during this review, rather some aspects of the content have been 'fleshed out' a little more in order to provide more information to staff and applicants regarding the process, and to detail how FOI is managed and applicable at the Shire of Dowerin.

There are unfortunately some formatting issues in the document (page breaks etc) as a result of the tracked changes, however these will be resolved in the final document that is released for publication.

Consultation

Senior Management Team

Policy Implications

Nil

Statutory Implications

Section 94 of the FOI Act stipulates the information which must be included in an Information Statement and states:

“94. Term used: information statement

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —*

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency’s policy and the performance of the agency’s functions;*
- (d) a description of the kinds of documents that are usually held by the agency including —*
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) which kinds of documents can be purchased; and*
 - (iii) which kinds of documents can be obtained free of charge;*
- (e) a description of the agency’s arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) a description of the agency’s procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - (ii) the address or addresses at which access applications can be lodged;*
- (g) a description of the agency’s procedures for amending personal information in the documents of the agency under Part 3 including —*
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.”*

The Information Statement as presented complies with the above requirements.

Section 96 of the FOI Act stipulates that an agency is to review its Information Statement annually, and states:

“96. Information statement, each agency to publish annually

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act —*
 - (a) within 12 months after the commencement of this Act; and*
 - (b) at subsequent intervals of not more than 12 months.*

- (2) *In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.*
- (3) *In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.*
- (4) *A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.”*

In considering this Item, Council is complying with this requirement.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Document Management Processes
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Management Framework; Information Management Framework
Action (Treatment)	Document Information Management Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.3

That, in accordance with Sections 94 and 96 of the *Freedom of Information Act 1992*, Council adopts the reviewed Information Statement 2020/21, as presented in Attachment 11.3A.

11.4 Town Planning Scheme No. 2 – Local Planning Policies – Adoption

Governance & Compliance



Date:	30 September 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Planning & Development (Local Planning Schemes) Regulations 2015</i>
Sharepoint Reference:	Organisation/Governance/Council Policies Compliance/Development & Building/Planning Scheme/Local Planning Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.4A – Proposed Local Planning Policies

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

The last lot of policies to be reviewed are those relating to planning. At its August 2020 Meeting, Council considered the matter of the local planning policies and resolved (CMRef 0266):

“That:

- 1. In accordance with Section 2.27(2)(b) of the Local Government Act 1995 and Schedule 2, Part 2, Clause 4(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, Council prepares the following local planning policies:**
 - a. Outbuildings in Residential Areas, as presented in Attachment 11.4A;**
 - b. Second-hand Moveable Buildings, as presented in Attachment 11.4A; and**
 - c. Sea Containers and Similar Storage Containers, as presented in Attachment 11.4A; and**
- 2. In accordance with Schedule 2, Part 2, Clause 4(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, Council adopts for advertising purposes the local planning policies referenced in Part 1 a, b and c above in accordance with Clause 4(2) of the Planning and Development (Local Planning Schemes) Regulations 2015; and**
- 3. In accordance with Section 2.27(2)(b) of the Local Government Act 1995 and Schedule 2, Part 2, Clause 6(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, Council rescinds the Communication Structures Policy, as presented in Attachment 11.4B.”**

The policies were subsequently advertised in the Dowerin Despatch on 3 September 2020 as well as the Shire's website and Facebook page, with the statutory advertising period closing at 12.00pm on Tuesday 29 September 2020.

Comment

At the close of the statutory advertising process no public submissions had been received.

Council must now resolve:

1. To proceed with the policies without modification; or
2. To proceed with the policies with modification; or
3. Not to proceed with the policies.

The following comment was provided to Council at its August 2020 meeting and details the proposed amendments to the policies:

Policy	Comment
Sea Containers & Similar Storage Containers	<p>The use of sea containers, particularly in rural-residential areas, is becoming more common place in recent years with a number of local governments now allowing their use subject to certain conditions being met.</p> <p>Whereas previously the policy prohibited the use of sea containers in Residential, Commercial and Rural Townsite lots, the amendments to the Policy would enable that to occur, subject to Council approval. This enables Council to consider each application on its merits and apply conditions to the development approval (such as screening, painting or landscaping) where it sees fit.</p> <p>The amendments bring the policy into line with that of similar and/or surrounding Shire's regarding the use of sea containers and similar storage containers.</p>
Secondhand & Moveable Buildings	<p>This is a fairly major review, with many aspects of the policy expanded upon to provide clarity to both the applicant and staff in assessing applications.</p> <p>The increase of the bond amount takes into account the current costs of moving or "making good" a structure which has not be done in accordance with the policy or Council's planning approval. Those costs have increased significantly since the policy's original adoption.</p> <p>Similarly with the sea containers policy, it also enables Council to consider each application on its merits and apply conditions to the development approval where it sees fit.</p>
Outbuildings in Residential Areas	<p>This is a proposed new policy which provides guidance to staff on the approved sizes and dimensions of outbuildings (excluding garden sheds) in residential areas. The policy would enable staff to determine building applications for these structures under delegated authority without the need for presentation to Council where the proposed structure meets the criteria in the policy.</p> <p>Doing so will enable timely processing of such applications.</p>

It is believed these amendments are justified and bring the policies into line with current day standards, therefore the Officer's Recommendation is for Council to proceed with the policies without modification.

Should Council adopt the policies, local public notice will be required and the policies will need to be included on the Shire's website in accordance with Part 2, Division 2, Clauses 4 and 6 of the *Planning & Development (Local Planning Schemes) Regulations 2015*.

Consultation

Local Public Notice period 3 September 2020 to 29 September 2020

Council Meeting 18 August 2020
Council Workshop 21 July 2020
Senior Management Team
Executive & Governance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

“2.7. Role of council

(1) *The council –*

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

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

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

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

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

Part 2, Division 2, Clauses 3 to 5 of the *Planning & Development (Local Planning Schemes) Regulations 2015* is also applicable and states:

“Division 2 – Local planning policies

3. Local planning policies

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

(2) *A local planning policy –*

(a) *may apply generally or in respect of a particular class or classes of matters specified in the policy; and*

(b) *may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*

(3) *A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*

(4) *The local government may amend or repeal a local planning policy.*

- (5) *In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*

4. Procedure for making local planning policy

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows –*
- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –*
 - (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must –*
- (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to –*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government –*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

5. Procedure for amending local planning policy

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact

Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

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

Voting Requirements

Simple Majority Absolute Majority

Officer’s Recommendation – 11.4

That:

1. In accordance with Section 2.27(2)(b) of the *Local Government Act 1995* and Schedule 2, Part 2, Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council notes there were no public submissions received and resolves to proceed with the following local planning policies without modification:
 - a. Outbuildings in Residential Areas, as presented in Attachment 11.4A;
 - b. Second-hand Moveable Buildings, as presented in Attachment 11.4A; and
 - c. Sea Containers and Similar Storage Containers, as presented in Attachment 11.4A;
2. In accordance with Schedule 2, Part 2, Clauses 4(4) and 4(6) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council publishes local notice of the local planning policies referenced in Part 1 a, b and c above; and
3. In accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds the following policies from the 2007 Policy Manual as they have been superseded by Part 1 b and c above:
 - a. Secondhand Buildings (4/98); and
 - b. Sea Containers (3/07).

11.5 Local Law Review

Governance & Compliance



Date:	5 October 2020
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Helen Westcott, BHW Consulting Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Local Laws
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposal to formally commence the eight year review of a number of current local laws to Council for consideration and, if satisfactory, adoption.

Background

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

Section 3.16 of the Act requires that Council initiate the review following which it is to conduct local advertising detailing the local laws to be reviewed and inviting submissions within a period of 6 weeks (42 days). A copy of each local law is to be made available for inspection.

In developing the 2020/21 Budget, staff sought quotes from suitably qualified external consultants to assist with the review process. Following adoption of the Budget, BHW Consulting were appointed to assist in conducting the review.

Comment

The current list of local laws included in the review is as follows:

Name of Local Law	Date Adopted	Date Gazetted
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law Adopted by reference to the <i>Shire of Donnybrook/Balingup Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law</i>	16 October 2001	8 January 2002

Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) Bylaws (Local Laws)	17 June 1969	9 February 1970
Fencing Local Law 2008 Adopted by reference to the <i>Shire of Goomalling Local Law Relating to Fencing 2007</i>	16 September 2008	30 September 2008
Local Law (Standing Orders) 2001 Adopted by reference to the <i>Shire of Coolgardie Local Law Relating to Local Law (Standing Orders) 2000</i>	16 October 2001	8 January 2002

According to the Local Laws Register on the Department of Local Government, Sport and Cultural Industries website (accessed 4 October 2020) the Shire has several other local laws as follows:

1. Dogs Local Law 2018;
2. Health Local Law (gazetted 1998);
3. Local Government Property Local Law 2018; and
4. Parking and Parking Facilities Local Law 2018.

The local laws that were adopted and gazetted in 2018 are not required to be reviewed as it is less than 8 years since they were approved. The Health Local Law is not being reviewed as it is proposed to be repealed and replaced as part of the implementation of the new *Public Health Act 2016*.

In addition, the Local Laws Register lists two further local laws being the Damage to Streets Draft Model No. 1 and Removal and Disposal of Obstructing Animals or Vehicles. Research has shown that these two local laws were superseded when the current Act was enacted.

It is proposed that the Shire conduct a review in accordance with Section 3.16 of the Act of the following local laws:

1. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law;
2. Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) Bylaws (Local Laws);
3. Fencing Local Law 2008; and
4. Local Law (Standing Orders) 2001.

Section 3.16 of the Act outlines the process to be followed for a review of local laws. It is appropriate to point out that any outcomes from a review that result in amendments to an existing local law (or the repeal and replacement) outlined in this report must then be processed as though it was an amendment (or new local law) to the local law and formally adopted using the procedures outlined in Section 3.12 of the Act.

This, in effect, means there are two distinct processes to follow, the first being a review and the second being the implementation of the outcome of the review.

To commence the review process, the Shire is required to determine the local laws it wishes to review and approve local advertising, for a period of not less than 6 weeks, its intention to undertake the review.

During the advertising period BHW Consulting will undertake an examination of each local law to determine what amendments, if any, may be required to improve their effectiveness or whether a local law should be repealed and replaced.

Consultation

BHW Consulting
Senior Management Team
Executive & Governance Officer

The review process includes undertaking advertising seeking community comments on the local laws and, in particular, any views on deficiencies in their operation and whether some provisions need to be amended.

It is not necessary at this point to seek input from Government Agencies unless it is felt any of the agencies can add value to the process.

Policy Implications

Nil at this time.

Depending on the outcome of the review process, it may be that some policies will require a review or new policies may need to be developed and considered by Council.

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

“ 3.16. Periodic review of local laws

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that –*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required.”*

Risk Implications

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

Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

As mentioned above, the 2020/21 Budget includes an allocation for the conduct of the local law review at GL: 20552 GOV Other: Consultants – Regulation & Compliance.

It should be noted that this allocation includes costs associated with the review and the implementation of the outcome of the review, as well as advertising and gazettal costs associated with both processes within the review.

Voting Requirements

Simple Majority Absolute Majority


Officer’s Recommendation – 11.5

That, in accordance with Section 3.16 of the *Local Government Act 1995*, Council proceed with a review of its local laws and advertise the review of the following local laws:

- 1. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law;**
- 2. Dowerin and Minnivale Cemeteries (Reserves 16736 and 14985) Bylaws (Local Laws);**
- 3. Fencing Local Law 2008; and**
- 4. Local Law (Standing Orders) 2001.**

12. OFFICER'S REPORTS – WORKS AND ASSETS

12.1 Replacement of Existing 2003 Multi-tyre Roller

<h1>Works & Assets</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	13 October 2020	
Location:	Not applicable	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Technical/Asset Management/Asset Acquisition & Disposal	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 12.1A – Evaluation, Report, Loan Documentation & draft 10 Year Plant Replacement Program	

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This Item presents the quotations received for the replacement of the 2003 multi-tyred roller in accordance with the 2020/21 Budget to Council for consideration and, if satisfactory, adoption.

Background

The 2020/21 Budget includes an allocation for the changeover of Council's existing multi-tyre roller. In most cases, local governments are required to tender for supplies or contracts over \$250,000 in value. However, there is a regulatory exemption under the *Local Government (Functions & General) Regulations 1996*, where members can access WALGA's list of preferred suppliers without the need to independently tender, irrespective of the value of the purchase. The preferred supplier arrangement was established to combine the purchasing power of local governments to deliver both a financial saving and administrative efficiency to the sector.

Multi-tyre rollers use pneumatic-tyred wheels that overlap, providing a rolling, kneading action that compacts and seals the surface. With a lower compaction rate than a smooth drum roller with vibs, this type of compactor is used for most of the year as part of winter maintenance grading, road construction for compaction, water binding and bitumen surface sealing works along with shoulder maintenance and grading.

As a guide, the Institute of Public Works and Engineering Australia (IPWEA) specifies that the optimum replacement/changeover time for a multi-tyre roller is 10 years or 5,000 hours, whichever comes first. Council currently owns a 2003 Multi Pac multi-tyre roller with approximately 7,000 hours on the machine. The cost to hire the equivalent multi-tyre roller is approximately \$250 per day plus mobilisation costs. Below is a photo of Council's existing roller.



Comment

At the close of submissions on 23 September 2020, six quotations were received from five suppliers. The confidential Attachment shows the assessment of each item of plant against the pre-determined specification inventory.

To assist in the evaluation and in addition to the qualitative criteria, the Manager Works & Assets and Construction Leading Hand travelled to Perth to inspect the multi-tyre rollers on offer. A copy of these results are included in the confidential Attachment.

If the Officer's Recommendation is endorsed by Council, the purchase will be funded via an approved loan through the Western Australian Treasury Corporation over a period of eight years.

A copy of the confidential loan repayments schedule is included in the Attachment, along with a Draft 10 Year Plant Replacement Program. It must be noted that the Draft Ten Year Plant Replacement Program is still being finalised and has included the proposed 2020/21 Budget purchases along with an additional \$45,000 in sundry depot plant purchases.

As it is possible some of the proposed 2020/21 plant purchases will be deferred, this will then move through to the next year and impact each year going forward.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets
Gavin Rickwood, Construction Leading Hand
Works Plant Operators

Policy Implications

This report complies in accordance with Council Policy 4.11 – Purchasing Policy:

“An exemption to publicly invite tenders may apply in the following instances:

- 1. The supply of goods or services is associated with a state of emergency;*
- 2. Where the contract is a renewal or extension of the terms of the original contract in certain circumstances related to a state of emergency;*
- 3. The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement;*
- 4. The purchase is from a Regional Local Government or another Local Government;*

5. *The purchase if from a pre-qualified supplier under a Panel established by the Shire of Dowerin; or*
6. *Any of the other exclusions under Regulation 11 of the Regulations apply.”*

Strategic Implications

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery
Outcome:	1
Reference:	I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 11(2)(b) of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

11. When tenders have to be publicly invited

(1A) *In this regulation –*

state of emergency declaration *has the meaning given in the Emergency Management Act 2005 section 3.*

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if –*

(a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

(aa) *the supply of the goods or services is associated with a state of emergency; or*

(b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

[(ba) *deleted*]

(c) *within the last 6 months –*

(i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*

(ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

(d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*

- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied –*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are –*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*

or
- (h) *the following apply –*
 - (i) *the goods or services are to be supplied by –*
 - (I) *a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or*
 - (II) *a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;*

and
 - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*

or
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where –*
 - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) *the original contract contains an option to renew or extend its term; and*
 - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*

or
- (ja) *the contract is a renewal or extension of the term of a contract (the **original contract**) where –*
 - (i) *the original contract is to expire within 3 months; and*

- (ii) *the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and*
 - (iii) *the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;*
 - or
 - (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*
 - (3) *For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if –*
 - (a) *the contract for the supply is entered into while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government; and*
 - (b) *the local government considers that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates.”*

Regulation 30(3) of the *Local Government (Functions & General) Regulations 1996* is also applicable and states:

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

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if –*
 - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
 - or
 - (b) *the land is disposed of to a body, whether incorporated or not –*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;*
 - or
 - (c) *the land is disposed of to –*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government;*
 - or
 - (d) *it is the leasing of land to an employee of the local government for use as the employee’s residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
 - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been –*

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

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Plant Asset Management Program
Action (Treatment)	Review Plant Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

The 2020/21 Budget includes a provision of \$170,000 (excluding GST) for the purchase of a multi-tyre roller and a trade-in of Council’s existing 2003 multi-tyre roller of \$10,000 (excluding GST).

If the Officer’s Recommendation is endorsed, the purchase will exceed the budget allocation by \$10,000 (excluding GST). This shortfall will be addressed in the 2020/21 Budget Review.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 12.1

That, in accordance with of the Regulation 11(2)(b) and Regulation 30(3) of the *Local Government (Functions & General) Regulations 1996*, Council:

- 1. Accepts the quote from Westrac Pty Ltd for the purchase of one new Caterpillar Multi-Tyre Roller (CW34) for \$179,000 excluding GST;**
- 2. Authorises the trade-in of Council's existing 2003 VP2000 Multi Pac Multi-tyre Roller, registration D-014, for \$10,000 excluding GST; and**
- 3. Approves the draw-down of approved Loan 103 from the Western Australian Treasury Corporation to proceed with the purchase of a new Multi-tyre Roller in accordance with the 2020/21 Budget.**

12.2 Purchase of New Steel Smooth Drum Roller

<h1>Works & Assets</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	13 October 2020	
Location:	Not applicable	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Technical/Asset Management/Asset Acquisition & Disposal	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 12.2A – Evaluation, Report, Loan Documentation & draft 10 Year Plant Replacement Program	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the quotations received for the purchase of a new steel drum roller in accordance with the 2020/21 Budget to Council for consideration and, if satisfactory, adoption.

Background

As per [Item 12.1](#) regarding the multi-tyre roller, quotations were sought through the Western Australian Local Government Association (WALGA) Preferred Supplier Panels. These panels are provided under the *Local Government (Function & General) Regulations 1996* which provides a tender exemption to Preferred Supplier Contracts. WALGA claim that most brands are represented and discounted prices can be obtained on machinery below market price.

A steel drum roller is used in road construction to create a hard, smooth and flat surface. This is achieved by combining pressure and vibration to compress and compact gravel, asphalt, rocks and sand to a required dry density percentage. They are commonly used and recommended for the purpose of construction and road works as a result of their achievable compaction rates.

The Institute of Public Works and Engineering Australia (IPWEA) states that the annual utilisation benchmark to justify the purchase of a smooth drum roller is 500 hours. Last financial year the Shire of Dowerin hired this type of machine through Mayday and Sherrin Plant Rentals to construct sections of the Dowerin-Koorda, Dowerin-Kalannie and Dowerin-Meckering Roads. The drum roller was rented at a total cost of \$38,755 inclusive of mobilisation excluding GST.

Road construction activities including gravel sheeting, reconstruction or rehabilitation works usually commence mid-September through to mid-April each year. This seven-month period for construction will require the use of a steel drum roller for compaction purposes during this time. The daily dry hire rate for a drum roller is around \$250 per day, which will equate to a total hire cost of \$32,500 plus any mobilisation costs.

Comment

At the close of submissions on 23 September 2020, eight quotations were received from seven suppliers for the purchase of a new smooth drum roller. The confidential Attachment shows the assessment of each item of plant against the pre-determined specification inventory.

To assist in the evaluation and in addition to the qualitative criteria, the Manager Works & Assets and Construction Leading Hand travelled to Perth to inspect the various steel drum rollers on offer. A copy of these results are included in the confidential Attachment.

If the Officer's Recommendation is endorsed by Council, the purchase will be funded via an approved loan through the Western Australian Treasury Corporation over a period of eight years.

A copy of the confidential loan repayments schedule is included in the Attachment, along with a Draft 10 Year Plant Replacement Program. It must be noted that the Draft Ten Year Plant Replacement Program is still being finalised and has included the proposed 2020/21 Budget purchases along with an additional \$45,000 in sundry depot plant purchases.

As it is possible some of the proposed 2020/21 plant purchases will be deferred, this will then move through to the next year and impact each year going forward.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets
Gavin Rickwood, Construction Leading Hand
Works Plant Operators

Policy Implications

This report complies in accordance with Council Policy 4.11 – Purchasing Policy:

“An exemption to publicly invite tenders may apply in the following instances:

- 1. The supply of goods or services is associated with a state of emergency;*
- 2. Where the contract is a renewal or extension of the terms of the original contract in certain circumstances related to a state of emergency;*
- 3. The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement;*
- 4. The purchase is from a Regional Local Government or another Local Government;*
- 5. The purchase is from a pre-qualified supplier under a Panel established by the Shire of Dowerin; or*
- 6. Any of the other exclusions under Regulation 11 of the Regulations apply.”*

Strategic Implications

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery
Outcome:	1
Reference:	I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 11(2)(b) of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

11. **When tenders have to be publicly invited**

(1A) *In this regulation –*

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if –*

(a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

(aa) *the supply of the goods or services is associated with a state of emergency; or*

(b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

[(ba) *deleted*]

(c) *within the last 6 months –*

(i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*

(ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

(d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*

(e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*

(ea) *the goods or services are to be supplied –*

(i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*

(ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or

(f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*

(g) *the goods to be supplied under the contract are –*

(i) *petrol or oil; or*

(ii) *any other liquid, or any gas, used for internal combustion engines;*

or

- (h) *the following apply –*
- (i) *the goods or services are to be supplied by –*
 - (I) *a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or*
 - (II) *a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;*
- and*
- (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*
- or*
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
 - (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where –*
 - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) *the original contract contains an option to renew or extend its term; and*
 - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or*
- (ja) *the contract is a renewal or extension of the term of a contract (the **original contract**) where –*
 - (i) *the original contract is to expire within 3 months; and*
 - (ii) *the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and*
 - (iii) *the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;*
- or*
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*
- (3) *For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if –*
- (a) *the contract for the supply is entered into while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government; and*
 - (b) *the local government considers that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates.”*

Risk Implications

Risk Profiling Theme

Asset Management Practices

Risk Category	Project Budget
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Plant Asset Management Program
Action (Treatment)	Review Plant Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

The 2020/21 Budget includes a provision of \$150,000 (excluding GST) for the purchase of a smooth steel drum roller. If the Officer's Recommendation is endorsed, the purchase will exceed the budget allocation by \$4,500 (excluding GST). This shortfall will be addressed in the 2020/21 Budget Review.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.2

That, in accordance with of the Regulation 11(2)(b) of the *Local Government (Functions & General) Regulations 1996*, Council:

- 1. Accepts the quote from Westrac Pty Ltd for the purchase of one new Caterpillar CS68B Smooth Steel Drum Roller for \$154,500 (excluding GST); and**
- 2. Approves the draw-down of approved Loan 104 from the Western Australian Treasury Corporation to proceed with the purchase of a new Smooth Steel Drum Roller in accordance with the 2020/21 Budget.**

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
Tuesday 15 September 2020



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17.	Matters Behind Closed Doors
18.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 15 September 2020



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 2.01pm. In opening the meeting, the President and Councillors will acknowledge the passing of Mr Robert Carr, Mr Brian Mann and Mr Robert Wilkins with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr BA Ward	Deputy President
Cr LH Holberton	
Cr AJ Metcalf	(From 2.47pm)
Cr JC Sewell	
Cr RI Trepp	

Staff:

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

Members of the Public: Mrs A Rackham, JP

Apologies: Cr LG Hagboom

Approved Leave of Absence: Nil

3. Election of the Deputy President

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

In accordance with Section 2.15 and Schedule 2.3 of the *Local Government Act 1995*, the President called for nominations for the position of Deputy President of the Council.

The following nominations were received:

- Councillor Robert Trepp
- Councillor Bev Ward

Councillor Trepp subsequently withdrew his nomination therefore, as there were no further nominations, Councillor Ward was unanimously elected to the position of Deputy President until the October 2021 Ordinary Local Government Elections.

4. Declaration by the Deputy President

Mrs Ann Rackham, JP witnessed the declaration of the Deputy President.

5. Public Question Time

Nil

6. Disclosure of Interest

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

7. Applications for Leave of Absence

Nil

8. Petitions and Presentations

Nil

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

9.1 Ordinary Council Meeting held on 18 August 2020

[Attachment 9.1A](#)

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 18 August 2020, as presented in Attachment 9.1A, are a true and correct record of proceedings.

Resolution

Moved: Cr Holberton Seconded: Cr Sewell

0267 That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 18 August 2020, as presented in Attachment 9.1A, are a true and correct record of proceedings, subject to the correction at Item 11.1 - Review of Representation from Councillor Metcalf requesting that all votes be recorded to Councillor Sewell.

CARRIED 5/0

Reason

Councillor Trepp and Councillor Sewell noted that they believed Councillor Sewell had requested the votes be recorded, as their votes were in the affirmative.

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

10.1 Road Verge Management Advisory Committee Meeting held on 18 August 2020

[Attachment 10.1A](#)

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton Seconded: Cr Trepp

0268 That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Road Verge Management Advisory Committee Meeting (unconfirmed) held on 18 August 2020, as presented in Attachment 10.1A.

CARRIED 5/0

11.	Announcements by the President Without Discussion
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The President acknowledged the service of Councillor Metcalf during his period as Deputy President and thanked him for his assistance and support. The President also congratulated Councillor Ward on her election to the position of Deputy President.

12. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

12.1 Financial Activity Statements

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 September 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Financial Activity Statements	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

Note 4 - Other Current Assets

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

Note 5 - Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 - Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 -Borrowings

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

Note 10 - Cash Backed Reserves

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

Note 11 - Other Current Liabilities

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

Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 - Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Trepp

Seconded: Cr Ward

0269 That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report, as presented in Attachment 12.1A, for the period ending 31 August 2020.

CARRIED 5/0

12.2 List of Accounts Paid

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 September 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Jasmine Pietrocola, Accounts Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - List of Accounts Paid	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for August 2020.

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Jasmine Pietrocola, Accounts Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Trepp

0270 That, in accordance with Regulations 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 12.2A, and as detailed below:

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

CARRIED 5/0

12.3 Recalcitrant Rates Debtors – August 2020

Corporate & Community Services



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for August 2020 details non-pensioner assessments, not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments that are holding a large debt.

Comment

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

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

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

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery
 Association of Rates Officers
 Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0271 That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 12.3A.

CARRIED 5/0

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

Corporate & Community Services



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

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

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

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

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

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

- (1) Subject to subsection (2) and any other written law, a local government may –
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) 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.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	Less than \$5,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0272 That, in accordance with Section 6.12(1)(c) of the *Local Government Act 1995*, Council:

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

CARRIED BY ABSOLUTE MAJORITY 5/0

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

Corporate & Community Services



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

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

Comment

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

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

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

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

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

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

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

Consultation

Council Workshop 18 August 2020

Dowerin Community Childcare Inc. Committee

Philippa Gardener, Project Manager, REED

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

Nil

Statutory Implications

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

“3.58. *Disposing of property*

(8) *In this section –*

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

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

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

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

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

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

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

(i) *describing the property concerned; and*

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

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

and

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

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Lifestyle

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

Outcome: 4

Reference: C6

Asset Management Plan

The AMP identifies renewals and capital upgrades for the premises.

Long Term Financial Plan

The LTFP identifies renewals and capital upgrades for the premises.

Risk Implications

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

Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

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

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0273 That, in accordance with Regulation 30(2)(b) of the *Local Government (Functions & General) Regulations 1996*, Council:

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

CARRIED 5/0

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

Corporate & Community Services



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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

Comment

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

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

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

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

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

Statutory Implications

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

“2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0274 That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds the following Policies, as presented in Attachment 12.6A, from the 2007 Policy Manual:

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

CARRIED 5/0

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

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Comment

5/97 Staff Cessation or Retirement Policy

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

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

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

Policy 3.14 – Recognising Council Service Policy

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

The following changes have been made for consideration:

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

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

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance

Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Trepp

0275

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

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

CARRIED 5/0

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Moved: Cr Sewell

Seconded: Cr Trepp

0276 That, in accordance with the Shire of Dowerin Standing Orders Local Law, Items 13 - Governance and Compliance be brought forward for consideration at this juncture.

CARRIED 5/0

Although Item 13.1 and Item 13.2 were considered at this juncture, for the purpose of the Minutes they remain listed in the numerical order of the Agenda. Refer to Page 41 and Page 45 for the respective resolutions of these Items.

12.8 Dowerin Events Management – Project Support Proposal

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

This Item was considered by Council at its August 2020 meeting where it resolved (CMRef 0262):

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

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

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

Moved: Andrew Todd

2nd Josh Ward CARRIED UNANIMOUSLY

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

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

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

Comment

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

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

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

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

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

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

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

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

Proposed Support Summary

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

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

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

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

Consultation

DEM:

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

Mark Holberton, Holberton Earthmoving

Les Vidovich, Manager Works & Assets

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I1

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

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

Financial Implications

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

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

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

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

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

	<ol style="list-style-type: none"> 2. Logo is to be maintained by DEM 3. DEM responsible for ongoing maintenance and repairs of East Gate 4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none"> 1. Project specifications provided to the Manager Works & Assets for approval, certification may be required 2. DEM responsible for ongoing maintenance and repairs 3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none"> 1. Ongoing maintenance and renewal of external painting the responsibility of DEM 2. Full cost of project to be covered by DEM

3.10pm – R McCall left the meeting.

3.12pm – R McCall entered the meeting.

Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

0280 That, in accordance with the *Local Government Act 1995*, Council supports the Project Support Proposal submitted by Dowerin Events Management (DEM), as presented in Attachment 12.8A, in accordance with the following conditions:

Project	Conditions
Motor Area Upgrade	<ol style="list-style-type: none"> 1. Site works are planned and prepared in liaison with the Manager Works & Assets 2. Site works are approved by the Manager Works & Assets 3. Site plan and works are presented to Council at a future Workshop 4. Drainage specifications and works approved by the Manager of Works & Assets 5. Costs incurred will be met by DEM 6. No cash contribution will be made by the Shire of Dowerin 7. DEM responsible for ongoing maintenance and renewal
Update of Power Boxes	<ol style="list-style-type: none"> 1. Liaison with the Manager Works & Assets to coordinate project with identified works (perimeter fence renewal and irrigation project) 2. Provision of certified completion of certificate of works from electrician 3. DEM responsible for ongoing maintenance and repairs 4. Full cost of project to be covered by DEM
East Gate Upgrade	<ol style="list-style-type: none"> 1. Painting of Dowerin Machinery Field Days logo across roadway is completed in liaison with the Manager Works & Assets

	<ol style="list-style-type: none"> 2. Logo is to be maintained by DEM 3. DEM responsible for ongoing maintenance and repairs of East Gate 4. Full cost of project to be covered by DEM
Hockey Oval Bridge	<ol style="list-style-type: none"> 1. Project specifications provided to the Manager Works & Assets for approval, certification may be required 2. DEM responsible for ongoing maintenance and repairs 3. Full cost of project to be covered by DEM
Field Day Office Exterior Painting	<ol style="list-style-type: none"> 1. Bricks are to be rendered prior to painting, or a coloured render be used 2. Ongoing maintenance and renewal of external painting the responsibility of DEM 3. Full cost of project to be covered by DEM

CARRIED 6/0

Reason

Council's commitment to the Dowerin GWN7 Machinery Fields Days in the past has largely been based on in-kind support to include equipment, plant and labour. Council is happy to continue with in-kind support, however due to Council's limited cash resources and other community infrastructure priorities it was resolved not to contribute cash to support Dowerin Events Management's infrastructure.

Although these Items 13.1 and 13.2 were brought forward for consideration by Council after Item 12.7 (Refer CMRef 0276), for the purpose of the Minutes they remain listed in the numerical order of the Agenda.

13. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

13.1 Policy Manual Review – Policy 2.2 - Risk Management Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 September 2020	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
SharePoint Reference:	Organisation/Governance/Council Policies/Policy Manual	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A - Policy 2.2 - Risk Management Policy	

Purpose of Report

Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

Consultation

Senior Management Group

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Ward

0277 That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts Policy 2.2 - Risk Management Policy, as presented in Attachment 13.1A.

CARRIED 5/0

13.2 NEWROC Memorandum of Understanding

Governance & Compliance



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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

The purpose for which NEWROC is established is to:

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

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

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

Comment

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

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

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

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

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

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

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

Consultation

NEWROC Strategy Day 23 June 2020

NEWROC Executive Meeting 28 July 2020

NEWROC Council Meeting 25 August 2020

Cr Darrel Hudson, Shire President (NEWROC Delegate)

Rebecca McCall, Chief Executive Officer (NEWROC Deputy Delegate)

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"9.49A. Execution of documents

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

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

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Holberton

- 0278 That, in accordance with Section 9.49A of the *Local Government Act 1995*, Council:
1. Endorses the North Eastern Wheatbelt Regional Organisation of Council's Memorandum of Understanding, as presented in Attachment 13.2A; and
 2. Authorises the President and Chief Executive Officer to sign the North Eastern Wheatbelt Regional Organisation of Council's Memorandum of Understanding, affixing Council's Common Seal.

CARRIED 5/0

2.47pm - Councillor Metcalf entered the meeting.

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Trepp

Seconded: Cr Ward

- 0279 That, in accordance with the Shire of Dowerin Standing Orders Local Law, Council returns to the numerical order of the Agenda by considering Item 12.8 at this juncture.

CARRIED 6/0

In accordance with the above resolution and CMRef 0276, Council considered Item 12.8 at this juncture. Refer to Pages 37-38 for the resolution of this Item.

14. OFFICER'S REPORTS – WORKS AND ASSETS

14.1 2021/22 Regional Road Group Submissions

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

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

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

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

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

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

Council is now requested to review and endorse these submissions.

Comment

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

The following is a breakdown of the submissions made:

Dowerin-Meckering Road (SLK 11.36 to 13.44)

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

Dowerin-Meckering Road (SLK 13.82 to 16.13)

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

Koombekine North Road - (SLK 2.28 to 4.45)

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

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

Consultation

Les Vidovich, Manager Works & Assets

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

MRWA Representatives

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

“2.7. *Role of council*

(1) *The council –*

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

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

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

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

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

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Roads Asset Management Program
Action (Treatment)	Review Asset Management Plan
Risk Rating (after treatment)	Adequate

Financial Implications

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0281

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

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

CARRIED 6/0

14.2 NEWROC - Investigation into Regional Waste Services

Works & Assets



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

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

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

Comment

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

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

These options centred on:

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

3. Working together to attract external funding.

The presented options included:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

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

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

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

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

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

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

RESOLUTION

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

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

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 5/1

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

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

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

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

Consultation

NEWROC Member Councils

Cr Darrel Hudson, Shire President (NEWROC Delegate)

Rebecca McCall, Chief Executive Officer (NEWROC Deputy Delegate)

Les Vidovich, Manager Works & Assets

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

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

Resolution

Moved: Cr Metcalf

Seconded: Cr Ward

0282 That Council advise the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) that it supports the proposal for NEWROC to further investigate its preferred Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection to progress the Regional Waste Services project.

CARRIED 6/0

Reason

Council noted that there were two options within Option 4, with its preferred option being the weekly collection rather than fortnightly.

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

There being no further business the President thanked those in attendance and declared the meeting closed at 3.35pm.

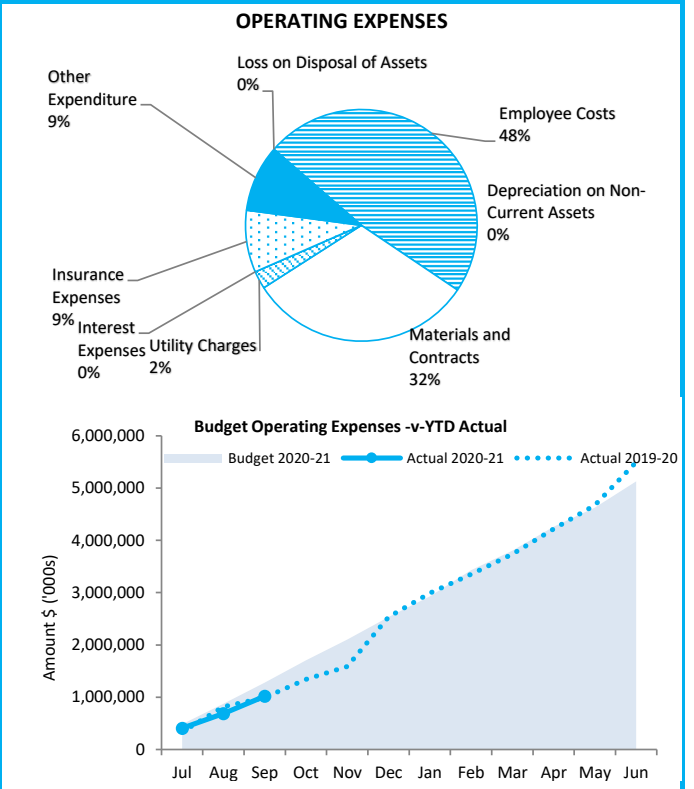
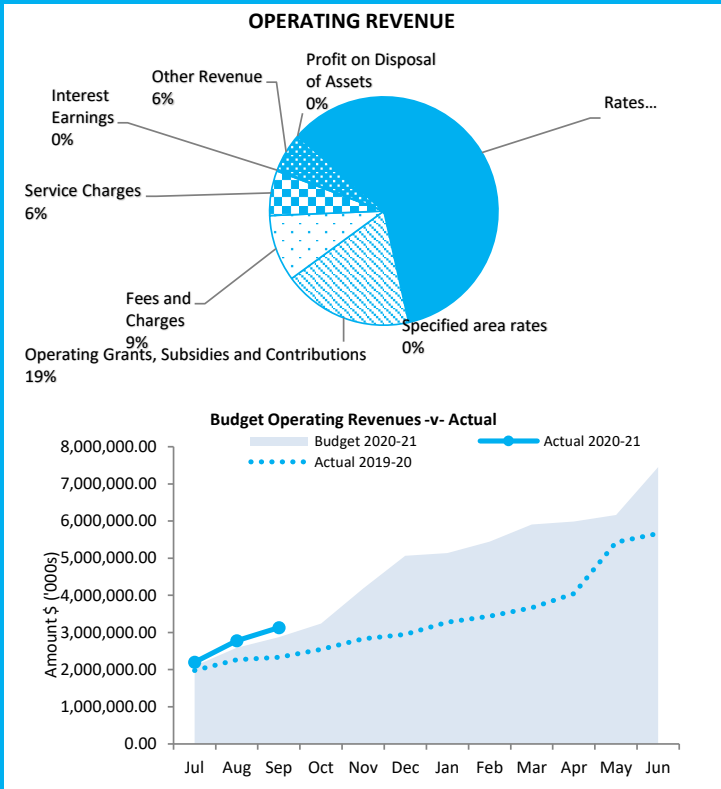
SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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

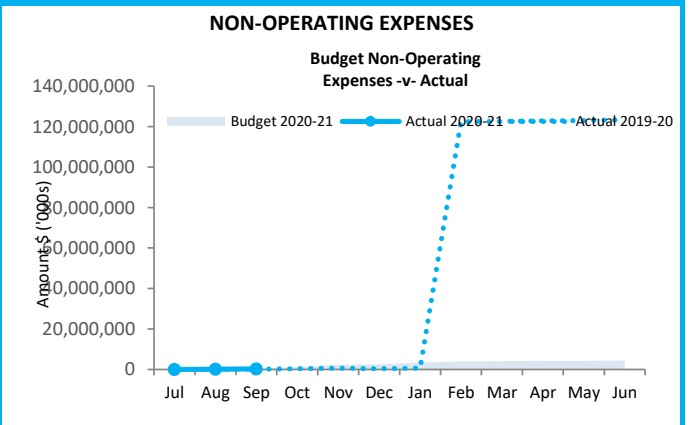
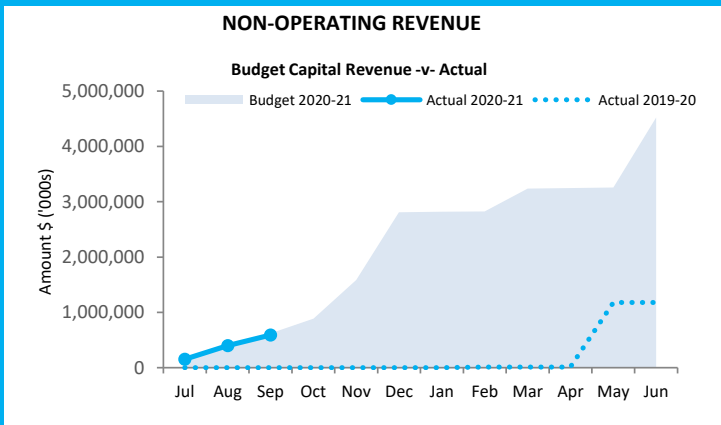
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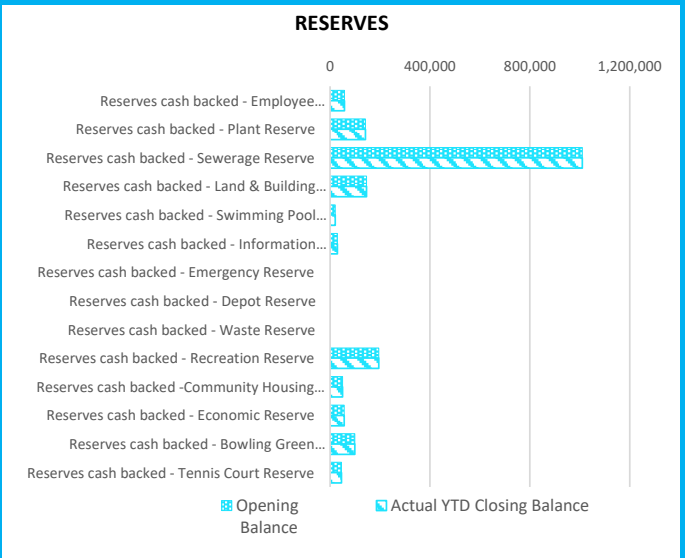
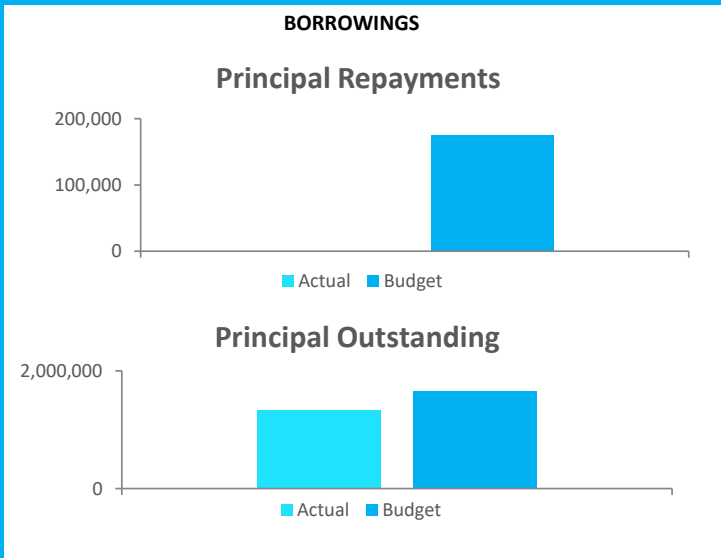
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.94 M	\$0.94 M	\$0.99 M	\$0.04 M
Closing	\$0.00 M	\$2.63 M	\$2.35 M	(\$0.28 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
	\$4.35 M	
Unrestricted Cash	\$2.50 M	57.5%
Restricted Cash	\$1.85 M	42.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
	\$0.04 M	
Trade Payables	\$0.00 M	
Over 30 Days		1.6%
Over 90 Days		1%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
	\$0.06 M	
Rates Receivable	\$0.42 M	71.9%
Trade Receivable	\$0.06 M	
Over 30 Days		24.4%
Over 90 Days		20.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.23 M)	\$1.30 M	\$1.29 M	(\$0.01 M)

Refer to Statement of Financial Activity

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

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.42 M	
YTD Budget	\$0.44 M	(4.9%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.21 M	
YTD Budget	\$0.18 M	20.7%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.80 M)	\$0.39 M	\$0.08 M	(\$0.31 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.23 M	
Adopted Budget	\$0.38 M	(39.9%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.29 M	
Adopted Budget	\$5.00 M	(94.3%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
	\$	% Received
YTD Actual	\$0.59 M	
Adopted Budget	\$3.82 M	(84.6%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.02 M
Principal due	\$1.33 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$1.85 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	941,147	941,147	985,363	44,216	4.70%	
Revenue from operating activities							
Governance		500	0	27	27	0.00%	
General purpose funding		2,201,760	1,593,107	1,587,018	(6,089)	(0.38%)	
Law, order and public safety		36,000	2,244	1,613	(631)	(28.12%)	
Health		2,600	645	894	249	38.60%	
Education and welfare		463,365	136,831	154,356	17,525	12.81%	▲
Housing		231,547	36,624	14,853	(21,771)	(59.44%)	▼
Community amenities		275,100	246,790	237,040	(9,750)	(3.95%)	
Recreation and culture		58,400	16,469	10,954	(5,515)	(33.49%)	
Transport		157,272	143,921	140,054	(3,867)	(2.69%)	
Economic services		131,405	32,844	53,877	21,033	64.04%	▲
Other property and services		73,620	41,638	110,400	68,762	165.14%	▲
		3,631,569	2,251,113	2,311,086	59,973		
Expenditure from operating activities							
Governance		(432,792)	(119,909)	(96,075)	23,834	19.88%	▲
General purpose funding		(196,631)	(49,140)	(43,112)	6,028	12.27%	
Law, order and public safety		(141,949)	(36,899)	(18,915)	17,984	48.74%	▲
Health		(55,047)	(7,503)	(5,951)	1,552	20.69%	
Education and welfare		(502,343)	(125,888)	(212,642)	(86,754)	(68.91%)	▼
Housing		(227,199)	(56,726)	(29,892)	26,834	47.30%	▲
Community amenities		(427,885)	(106,839)	(80,124)	26,715	25.00%	▲
Recreation and culture		(921,353)	(219,906)	(115,244)	104,662	47.59%	▲
Transport		(1,735,368)	(363,779)	(249,644)	114,135	31.37%	▲
Economic services		(471,073)	(117,673)	(89,871)	27,802	23.63%	▲
Other property and services		(17,292)	(77,975)	(77,343)	632	0.81%	
		(5,128,932)	(1,282,237)	(1,018,813)	263,424		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	332,913	(2,732)	(335,645)	(100.82%)	▼
Amount attributable to operating activities		(229,965)	1,301,789	1,289,541	(12,248)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,820,864	623,165	590,222	(32,943)	(5.29%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(454,556)			
<i>Net Non- Operating grants recongnised as revenue</i>	13	3,820,864	623,165	135,666			
Proceeds from disposal of assets	7	382,000	197,000	229,591	32,591	16.54%	▲
Payments for property, plant and equipment and infrastructure	8	(5,003,185)	(434,025)	(286,110)	147,915	34.08%	▲
Amount attributable to investing activities		(800,320)	386,141	79,146	(306,995)		
Financing Activities							
Proceeds from new debentures	9	508,000	0	0	0	0.00%	
Transfer from reserves	10	193,333	0	0	0	0.00%	
Repayment of debentures	9	(174,553)	0	0	0	0.00%	
Transfer to reserves	10	(437,642)	0	0	0	0.00%	
Amount attributable to financing activities		89,138	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	2,629,077	2,354,050	(275,027)		

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

BY NATURE OR TYPE

	Ref Note	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		Adopted Budget				
		\$	\$	\$	\$	%
Opening funding surplus / (deficit)	1(c)	941,147	941,147	985,363	44,216	4.70%
Revenue from operating activities						
Rates	6	1,363,298	1,360,608	1,361,348	740	0.05%
Other rates	6	36,852	36,852	46,601	9,749	26.45%
Operating grants, subsidies and contributions	12	1,280,232	438,909	417,467	(21,442)	(4.89%)
Fees and charges		412,150	176,654	213,286	36,632	20.74% ▲
Service charges		166,000	148,499	143,798	(4,701)	(3.17%)
Interest earnings		37,205	4,300	5,088	788	18.33%
Other revenue		243,365	83,440	123,499	40,059	48.01% ▲
Profit on disposal of assets	7	92,467	1,851	0	(1,851)	(100.00%)
		3,631,569	2,251,113	2,311,087	59,974	
Expenditure from operating activities						
Employee costs		(1,829,973)	(479,537)	(489,433)	(9,896)	(2.06%)
Materials and contracts		(1,514,958)	(313,712)	(321,032)	(7,320)	(2.33%)
Utility charges		(158,230)	(39,474)	(25,395)	14,079	35.67% ▲
Depreciation on non-current assets		(1,333,450)	(333,315)	0	333,315	100.00% ▲
Interest expenses		(41,760)	(10,435)	0	10,435	100.00% ▲
Insurance expenses		(113,750)	(71,749)	(88,205)	(16,456)	(22.94%) ▼
Other expenditure		(131,017)	(32,566)	(94,749)	(62,183)	(190.94%) ▼
Loss on disposal of assets	7	(5,794)	(1,449)	0	1,449	100.00%
		(5,128,932)	(1,282,237)	(1,018,814)	263,423	
Non-cash amounts excluded from operating activities	1(a)	1,267,398	332,913	(2,732)	(335,645)	(100.82%) ▼
Amount attributable to operating activities		(229,965)	1,301,789	1,289,541	(12,248)	
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	13	3,820,864	623,165	590,222	(32,943)	(5.29%)
Less Unspent Non-Operating Grants represented as Contract Liabilities	13			(454,556)		
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	623,165	135,666		
Proceeds from disposal of assets	7	382,000	197,000	229,591	32,591	16.54% ▲
Payments for property, plant and equipment and infrastructure	8	(5,003,185)	(434,025)	(286,110)	147,915	34.08% ▲
Amount attributable to investing activities		(800,320)	386,141	79,146	(306,995)	
Financing Activities						
Proceeds from new debentures	9	508,000	0	0	0	0.00%
Transfer from reserves	10	193,333	0	0	0	0.00%
Payments for principal portion of lease liabilities		0	0	0	0	0.00%
Repayment of debentures	9	(174,553)	0	0	0	0.00%
Transfer to reserves	10	(437,642)	0	0	0	0.00%
Amount attributable to financing activities		89,138	0	0	0	
Closing funding surplus / (deficit)	1(c)	0	2,629,077	2,354,050	(275,027)	

KEY INFORMATION

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

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

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	7	(92,467)	(1,851)	0
Less: Movement in liabilities associated with restricted cash		20,621	0	0
Movement in pensioner deferred rates (non-current)		0	0	(2,732)
Add: Loss on asset disposals	7	5,794	1,449	0
Add: Depreciation on assets		1,333,450	333,315	0
Total non-cash items excluded from operating activities		1,267,398	332,913	(2,732)

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 30 September 2019	Year to Date 30 September 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,849,679)	(2,245,469)	(1,849,679)
Add: Borrowings	9	177,553	145,042	177,553
Add: Provisions funded by Reserve	11	57,464	56,632	57,464
Total adjustments to net current assets		(1,614,662)	(2,043,795)	(1,614,662)

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

Current assets				
Cash and cash equivalents	2	2,812,391	2,746,772	4,352,175
Rates receivables	3	93,176	1,362,378	422,165
Receivables	3	258,496	638,420	59,243
Stock on Hand	4	3,049	18,041	2,845
Total Current Assets		3,167,112	4,765,611	4,836,428
Less: Current liabilities				
Payables	5	(190,127)	(118,387)	(36,200)
Borrowings	9	(177,553)	(145,042)	(177,553)
Contract liabilities (Unspent portion of grants)	13	0	0	(454,556)
Provisions	11	(199,407)	(217,391)	(199,407)
Total Current Liabilities		(567,087)	(480,820)	(867,716)
		2,600,025	4,284,791	3,968,712
Less: Total adjustments to net current assets	1(b)	(1,614,662)	(2,043,795)	(1,614,662)
Closing funding surplus / (deficit)		985,363	2,240,996	2,354,050

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	700		700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,401,724		2,401,724	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,361		100,361	0	NAB	0.05%	At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost	0	1,851,072	1,851,072	0	NAB	0.55%	26.12.20
Total		2,502,785	1,851,072	4,353,857	0			
Comprising								
Cash and cash equivalents		2,502,785	0	2,502,785	0			
Financial assets at amortised cost		0	1,851,072	1,851,072	0			
		2,502,785	1,851,072	4,353,857	0			

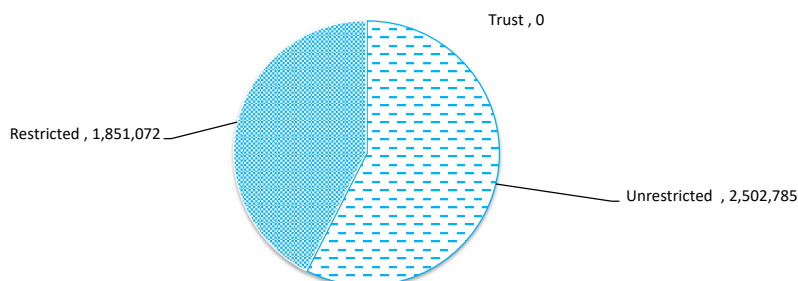
KEY INFORMATION

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

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2020	30 Sep 2020
	\$	\$
Opening arrears previous years	75,356	93,176
Levied this year	1,361,347	1,407,949
Less - collections to date	(1,343,527)	(1,078,960)
Equals current outstanding	93,176	422,165
Net rates collectable	93,176	422,165
% Collected	93.5%	71.9%

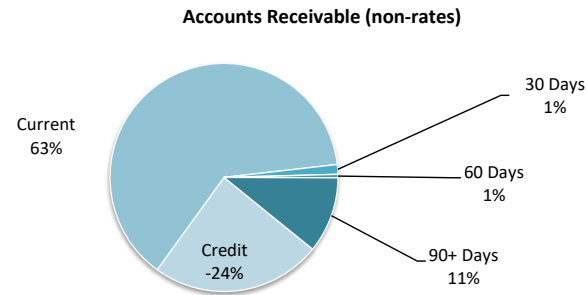
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(15,611)	40,877	892	314	6,969	33,441
Percentage	(46.7%)	122.2%	2.7%	0.9%	20.8%	
Balance per trial balance						
Sundry receivable	0	33,441	0	0	0	33,441
GST receivable	0	(36,519)	0	0	0	(36,519)
Allowance for impairment of receivables	0	(2,574)	0	0	0	(2,574)
Sewerage Rates Outstanding	0	47,494	0	0	0	47,494
Rubbish Rates Outstanding	0	33,934	0	0	0	33,934
Payments In Advance	0	0	0	0	0	0
Emergency Services Levy	0	(16,533)	0	0	0	(16,533)
Loans Club/Institutions - Current	0	0	0	0	0	0
Total receivables general outstanding						59,243

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days



Other current assets	Opening Balance 1 July 2020	Asset Increase/(Decrease)	Closing Balance 30 September 2020
	\$	\$	\$
Inventory			
Stock On Hand	3,049	(204)	2,845
Total other current assets	3,049	(204)	2,845
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

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

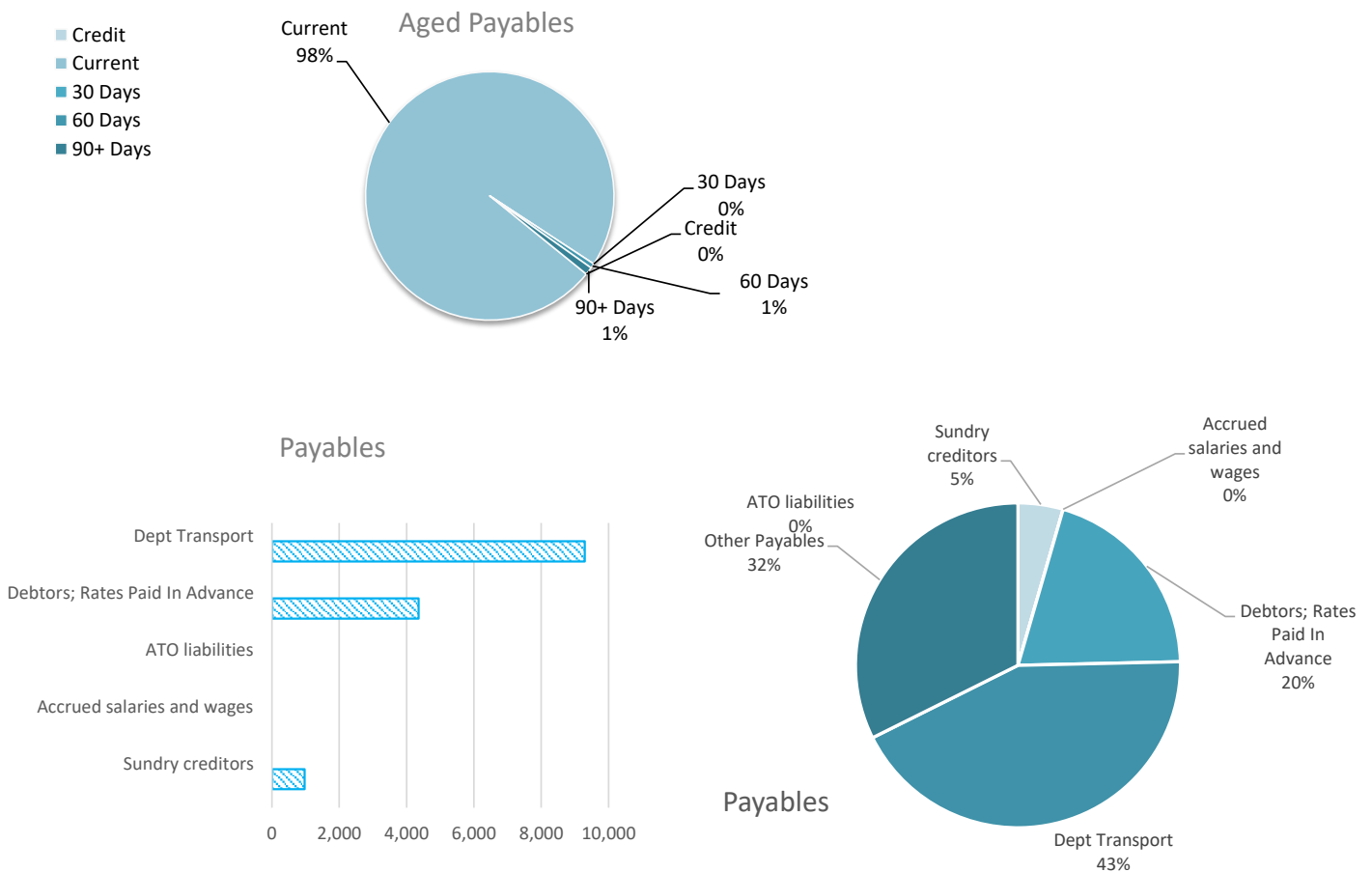
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	35,619	0	220	361	36,200
Percentage	0%	98.4%	0%	0.6%	1%	
Balance per trial balance						
Sundry creditors	0	389	0	220	361	970
Accrued salaries and wages		0				0
ATO liabilities		0				0
Debtors; Rates Paid In Advance		4,356				4,356
Dept Transport		9,294				9,294
Other Payables		6,993				6,993
Payroll Creditors		(4,976)				(4,976)
Gst Payable		0				0
Accrued Loan Interest		7,902				7,902
Bonds & Deposits Held - Cl		11,661				11,661
Total payables general outstanding						36,200

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



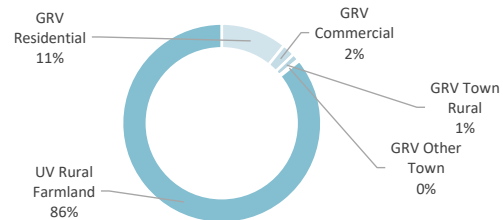
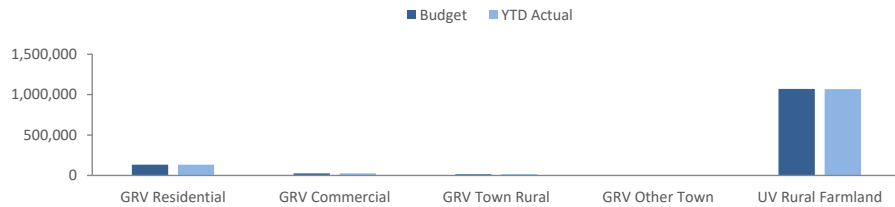
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

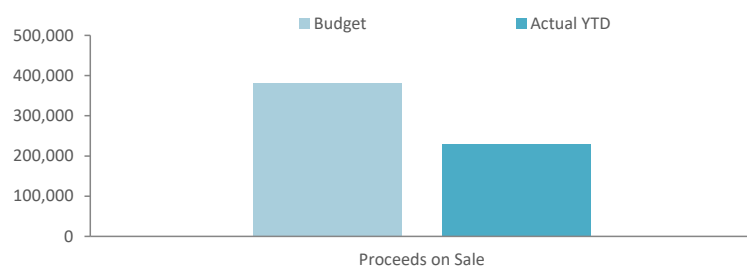
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10079	137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

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	16 Anderson Street	55,367	92,000	36,633	0	0	90,614	0	0
	18 Anderson Street*	56,586	105,000	48,414	0	0	99,886	0	0
	Plant and equipment								
	Transport								
	Roller Multi Pack VP2400	12,588	10,000	0	(2,588)	0	0	0	0
	Ford Ranger Single Cab Ute D07	25,209	25,000	0	(209)	0	0	0	0
	Ford Ranger Single Cab Ute D002	20,997	18,000	0	(2,997)	0	0	0	0
	Other property and services								
	Toyota Hilux; MWA	38,925	40,000	1,075	0	0	0	0	0
	Toyota Prado; CEO	47,518	50,000	2,482	0	0	0	0	0
	Toyota Hilux; MCCS	38,137	42,000	3,863	0	0	39,091	0	0
		295,327	382,000	92,467	(5,794)	0	229,591	0	0



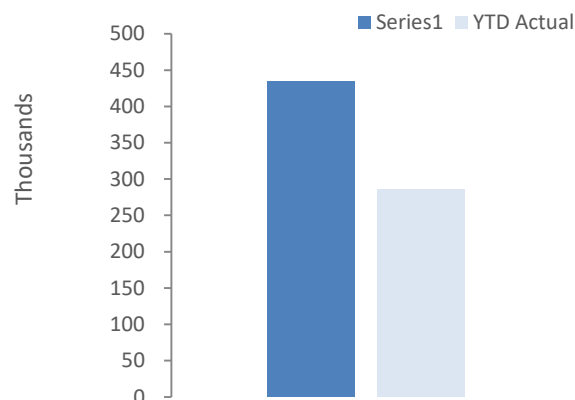
Disposal of Assets via the Asset Register to create Profit/Loss, will transact once the Asset register is finalised for FY20.

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

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	134,328	4,500	2,583	(1,917)
Plant and equipment	830,000	70,000	97,985	27,985
Infrastructure - roads	3,445,857	330,525	172,593	(157,932)
Infrastructure - footpaths	52,000	0	0	0
Infrastructure - other	541,000	29,000	12,949	(16,051)
Payments for Capital Acquisitions	5,003,185	434,025	286,110	(147,915)
Total Capital Acquisitions	5,003,185	434,025	286,110	(147,915)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,820,864	623,165	590,222	(32,943)
Borrowings	508,000	0	0	0
Other (disposals & C/Fwd)	382,000	197,000	229,591	32,591
Cash backed reserves				
Reserves cash backed - Recreation Reserve	193,333	0	0	0
Contribution - operations	98,988	(386,140)	(533,703)	(147,563)
Capital funding total	5,003,185	434,025	286,110	(147,915)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



30/06/2021

30/09/2020

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land and Buildings					
BC042	Dowerin Town Hall; Archive Room; Line & Paint	8,000	0	2,583	(2,583)
BC042A	Town Hall (Lessor) Air Conditioning	4,500	4,500	0	4,500
BC044	Dowerin Rec Centre & Gym; External Roof	11,828	0	0	0
BC001A	Administration Office Roof Replacement	60,000	0	0	0
OC012	Short Stay Accommodation Caravan Bay Extension	50,000	0	0	0
Total		134,328	4,500	2,583	1,917
Plant & Equipment					
PE100	Diesel Fuel Bowser; Shire Depot	15,000	15,000	0	15,000
PE101	Smooth Drum Roller	150,000	0	0	0
PE102	Multi Tyred Roller	170,000	0	0	0
PE103	Low Loader	85,000	0	0	0
PE109	Modifications to D004 Mitsubishi Ute	15,000	0	0	0
PE110	Loader Cat 938H - Repairs	55,000	55,000	48,885	6,115
PE111	Side Tipper	103,000	0	0	0
PE104	Utility Tipper 4x2 Parks & Gardens	35,000	0	0	0
PE105	Dual Cab 4x2 Team Leader	42,000	0	0	0
PE108	Light Vehicle Purchase; Manager Works & Assets	50,000	0	49,100	(49,100)
PE106	Light Vehicle; CEO	60,000	0	0	0
PE107	Light Vehicle; MCCC	50,000	0	0	0
Total		830,000	70,000	97,985	(27,985)
Infrastructure - Roads					
RRG0182	Dowerin-Kalannie Road; Reconstruct failed sections	81,391	81,391	15,536	65,855
RRG003	Koombekine North Road	384,000	53,000	13,943	39,057
RRG182	Dowerin Kalannie Road; Stabilise Patches & Reseal	188,650	0	9	(9)
R2R023	Koorda-Wonga Road R2R	245,640	164,640	104,358	60,282
R2R025	Dowerin Koorda Road	87,000	0	0	0
R2R009	Old Koorda Road R2R	143,988	0	1,818	(1,818)
R2R015	Hindmarsh Back Road R2R	102,040	0	0	0
R2R004	Hindmarsh Road R2R	118,840	0	0	0
R2R046	Sanders Road R2R	147,600	0	0	0
R2R003	Koombekine North Road R2R	162,750	0	0	0
RFD142	Amery South Road	3,253	0	0	0
RFD008	Amery-Benjabbering Road	64,280	0	0	0
RFD001	Cunderdin-Minnivale Road	163,687	0	0	0
RFD182	Dowerin-Kalannie Road	278,188	0	0	0
RFD025	Dowerin-Koorda Road	205,275	0	0	0
RFD011	Fifty Four Gate West Road	51,098	0	0	0
RFD003	Koombekine North Road	230,246	0	0	0
RFD042	McHugh Road	140,559	0	0	0
RFD009	Old Koorda Road	118,376	0	0	0
RFD016	Pickering Road	28,507	0	0	0
RFD005	Rabbit Proof Fence Road	170,465	0	0	0
RFD018	Spark Road	40,185	0	0	0
RFD129	Thomas Road	66,237	0	0	0
RFD019	Uberin Road	151,148	0	0	0
RFD076	Wilkins Road	40,960	0	0	0
RFD032	Windsor Road	31,494	31,494	0	31,494
RTR183	Dowerin-Meckering Road; Roads To Recovery	0	0	36,927	(36,927)
Total		3,445,857	330,525	172,593	157,932
Infrastructure - Footpaths					
FC096	Footpath Jackson Street (Renewal) & Cottrell Street (New)	25,000	0	0	0
FC096A	Jackson Street (renewa) to include tree scaping	25,000	0	0	0
FC095	Hilda Street Renewal	2,000	0	0	0
Total		52,000	0	0	0
Infrastructure - Other					
OC002	Waste Facility Perimeter Fencing	12,000	0	0	0
OC003	Town Oval Reticulation Upgrade (Inc Dam)	290,000	0	0	0
OC004	Entrance/Streetscape Project; SSA & DCC	55,000	0	0	0
OC007	Main Street Improvements	60,000	0	243	(243)
OC008	Street Lighting LED Upgrade	10,000	0	0	0
OC009	Pioneer Pathway Project Includes Tin Dog Replica	35,000	0	3,360	(3,360)
OC010	Bird Hide Refurbishment & Tin Dog Walk	9,000	9,000	0	9,000
OC011	Internet Connectivity Upgrade Administration & Depot	20,000	20,000	9,346	10,654
OC013	Oval Perimeter Fence Extension	50,000	0	0	0
Total		541,000	29,000	12,949	16,051
TOTALS		5,003,185	434,025	286,110	147,915

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Government Regional Officer Housing	100	265,171	0	0	0	10,332	265,171	254,839	9,467	9,375
Recreation and culture										
Dowerin Community Club	97	148,819	0	0	0	72,904	148,819	75,915	0	5,349
Dowerin Swimming Pool	101	181,574	0	0	0	18,759	181,574	162,815	0	3,184
DEM Interest Free Swimming Pool Loan	102	50,000	0	0	0	10,000	50,000	40,000	0	
Transport										
Multi Tyre Roller	103	0	0	170,000	0	10,197	0	159,803	0	926
Smooth Drum Tyre Roller	104	0	0	150,000	0	9,022	0	140,978	0	793
Low Loader	105	0	0	85,000	0	5,113	0	79,887	0	450
Side Tipper	106	0	0	103,000	0	6,178	0	96,822	0	561
Economic services										
Short Stay Accommodation	99	680,628	0	0	0	32,048	680,628	648,580	10,686	21,122

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
C/Fwd Balance		1,326,192	0	508,000	0	174,553	1,326,192	1,659,639	20,152	41,760
Total		1,326,192	0	508,000	0	174,553	1,326,192	1,659,639	20,152	41,760
Current borrowings		174,553					177,553			
Non-current borrowings		1,151,639					1,148,639			
		1,326,192					1,326,192			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

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

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

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

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 September 2020
		\$	\$	\$	\$
Provisions					
Annual leave		120,075	0	0	120,075
Long service leave		79,332	0	0	79,332
Total Provisions		199,407	0	0	199,407
Total other current assets		199,407	0	0	199,407
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GPF Other; Financial Assistance Grant - General	457,286	114,322	110,267
GPF Other; Financial Assistance Grant - Roads	303,574	75,894	62,249
Law, order, public safety			
LOPS Other; ESL Grants	27,000	0	0
Education and welfare			
OTHER ED & WEL; Grants, Contributions & Subsidies	2,000	498	0
DHC; Federal Grant Funding; DoH	215,000	53,750	54,797
DHC; WAHACC; State Grant Funding; DoH	10,000	2,499	1,368
DHC; Home Care Package Funding; Federal; DoH	100,000	50,000	52,206
YOUTH; Grant Funding	16,000	0	0
Recreation and culture			
OTHER REC & SPORT; Other Income	0	0	1,249
OTHER CULTURE; Grants - Events	9,900	2,475	0
Transport			
ROAD MAINT; Direct Road Grant (MRWA)	139,472	139,472	135,330
	1,280,232	438,909	417,467

	Non operating grants, subsidies and contributions revenue				
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
General purpose funding					
Gpf Other; Grant Funding - Other	383,000	200,000	191,873		(191,873)
Recreation and culture					
Other Rec & Sport; Grants & Subsidies	96,666	24,165	0		0
Transport					
Road Const; Regional Road Group Grants (Mrwa)	425,382	153,000	152,709	29,489	(123,220)
Road Const; Roads To Recovery Grants (R2R)	1,007,858	246,000	245,640	106,176	(139,464)
Road Const; Other Grants - Roads/Streets	288,000	0	0		0
Road Const; Other Grants - Flood Damage	1,619,958	0	0		0
	3,820,864	623,165	590,222	135,665	(454,556)

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Education and welfare	17,525	12.81%	▲ Timing	DCCC reimbursements are \$17k higher than ytd budget. These will be offset by higher expenditure.
Housing	(21,771)	(59.44%)	▼ Timing	Rental income is higher than ytd budget. Short stay accommodation revenue is \$25k higher than budget.
Economic services	21,033	64.04%	▲ Timing	Fuel tax credits and sundry reimbursements are higher than budget.
Other property and services	68,762	165.14%	▲ Permanent	
Expenditure from operating activities				
Governance	23,834	19.88%	▲ Timing	Members expenses (predominantly subscriptions and publications) are \$21k lower than ytd budget. Lower asset register depreciation of \$15k to be posted after finalisation of 2019/2020 Audit
Law, order and public safety	17,984	48.74%	▲ Timing	
Education and welfare	(86,754)	(68.91%)	▼ Permanent	Home care expenses are higher than ytd budget. Lower asset register depreciation of \$30k to be posted after finalisation of 2019/2020 Audit
Housing	26,834	47.30%	▲ Timing	Lower asset register depreciation of \$19k to be posted after finalisation of 2019/2020 Audit
Community amenities	26,715	25.00%	▲ Timing	
Recreation and culture	104,662	47.59%	▲ Timing	YTD Depreciation of \$92k has not been processed pending finalisation of the FY20 Audit and asset rollover.
Transport	114,135	31.37%	▲ Timing	YTD depreciation of \$119k not expensed pending finalisation of the Annual Financial report. Lower asset register depreciation of \$17k to be posted after finalisation of 2019/2020 Audit. \$10k lower admin allocations.
Economic services	27,802	23.63%	▲ Timing	
Investing activities				
Proceeds from disposal of assets	32,591	16.54%	▲ Timing	Refer to Note 7 for detail
Payments for property, plant and equipment and infrastructure	147,915	34.08%	▲ Timing	Capital works are in progress.



Shire of Dowerin
List of Payments For The Period Ending 30 September 2020

Last EFT No: EFT7994

Chq/EFT	Date	Name	Description	Amount
EFT7995	02/09/2020	Ashlee Banks	Gym - Purchase of Awards/Gifts for Gym Challenge - Gym Towels, Massage Balls & Ribbon	\$ 25.25
EFT7996	02/09/2020	Commercial Hotel Dowerin	HCP Purchase - 7x Meals per week @ \$15/meal 26 August 2020 - Mr F. Robb (covered by Funding)	\$ 105.00
EFT7997	02/09/2020	Creative Spaces	Pioneer Pathway Project - 50% of Design & Project Management Fees	\$ 2,142.25
EFT7998	02/09/2020	Grants Empire	Grant Writer - WA Reconnect Grant Application - Active Spaces Upgrade - Payment 2 of 2	\$ 990.00
EFT7999	02/09/2020	Holberton Earthmoving	R2R Koorda-Wongan Road - Cartage - Side Tipper 34 Hours	\$ 6,360.75
EFT8001	02/09/2020	Elaine Podmore	CHSP - Provision of DHC Volunteer Driver Assistance - Client Pick Up from Wyalkatchem, travel to Perth for 10am Appointment at SCGH & Return	\$ 30.00
EFT8002	02/09/2020	Riccardo Ruggieri	Reimbursement; Town Hall - Sprayer Garden Nylex 5L Shoulder & Acid Hydrochloric Bundall 5L	\$ 42.25
EFT8003	08/09/2020	Baptistcare WA Limited	HCP - Client Cessation - Transfer Unspent Home Care Funds to New Provider (Covered by Funding)	\$ 22,666.79
EFT8004	08/09/2020	Country Mile Home Care Pty Ltd	HCP - Client Cessation - Transfer Unspent Home Care Funds to New Provider (Covered by Funding)	\$ 34,079.48
EFT8005	09/09/2020	Avon Waste	REFUSE - Rubbish Collection - Waste & Recycling to 28 August 2020	\$ 2,411.88
EFT8006	09/09/2020	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Recovery	\$ 55.00
EFT8007	09/09/2020	Australian Tax Office	BAS - August 2020	\$ 7,540.00
EFT8008	09/09/2020	Boekeman Machinery	Light Vehicle Purchase - Manager of Works & Assets Vehicle Less Net Equity from Trade In	\$ 11,809.71
EFT8009	09/09/2020	BOC Limited	Oxygen & Acetylene Cylinder Rental 29 July to 28 August 2020	\$ 43.69
EFT8010	09/09/2020	Commercial Hotel Dowerin	HCP Purchase - 7x Meals per week @ \$15/meal 3 September 2020 - Mr F. Robb (Covered by Funding)	\$ 105.00
EFT8011	09/09/2020	Country Copiers	Expensed Minor Asset Purchase - Canon Photocopier IRA DX C3730 - DEM Office	\$ 6,723.03
EFT8012	09/09/2020	Construction Training Fund	CTF Levy - Pass on Fees on Behalf of Resident	\$ 97.13
EFT8013	09/09/2020	C & F Building Approvals	Provision of Building Services (SA01-2020) - 3.75 Hours Consultancy Fee & Certificate of Design Compliance (for Dowerin Resident)	\$ 398.75
EFT8014	09/09/2020	Dowerin Engineering Works	Mustang Skid Steer Loader - Remove Hose & Fit New Hose	\$ 2,058.79
EFT8015	09/09/2020	Landgate	Rural UV Interim Valuation Shared 27 June to 24 July 2020	\$ 128.19
EFT8016	09/09/2020	Dowerin Despatch	August Despatch Advertising	\$ 235.00
EFT8017	09/09/2020	Dowerin Roadhouse	Catering - Business Sundowner 18 August 2020	\$ 490.00
EFT8018	09/09/2020	Executive Media	Advertising - Caravanning Australia Edition 2 - 2020	\$ 950.00
EFT8019	09/09/2020	Holberton Earthmoving	Koorda-Wongan Road - Semi Side Tipper - 39.5 Hours	\$ 10,227.75
EFT8020	09/09/2020	JK Williams & Co	Town Hall - Pine Moulding	\$ 104.87
EFT8021	09/09/2020	Luptons Liquid Waste	Pump Liquid Waste from RV Area on Stewart Street - 200 L	\$ 440.00
EFT8022	09/09/2020	Mikaylah Roberts	Reimbursement - Pre Employment Medical	\$ 110.00
EFT8023	09/09/2020	Market Creations	18x Trend Micro Software, 15x Management & Monitoring Tools, Monthly Preventative Maintenance & 14x Managed Service Agreements	\$ 3,186.37
EFT8024	09/09/2020	Jamie Newton	Airstrip Windsock - Weld & Brace Swivel Arm and Replace Chains & 'D' Shackles - 3 Hours Labour	\$ 180.00
EFT8025	09/09/2020	Ixom Operations Pty Ltd	Swimming Pool - 2x 70kg Chlorine & Service Fee - August	\$ 84.57
EFT8026	09/09/2020	R B Motors Pty Ltd	D002 Ford Ranger - 95,000km Service	\$ 602.58
EFT8027	09/09/2020	Rural Ranger Services	Ranger Services August 2020	\$ 735.60
EFT8028	09/09/2020	Resonline Pty Ltd	SSA - Room Manager August 2020	\$ 220.00
EFT8029	09/09/2020	Goomalling Medical Surgery	Workers Compensation Surgery Consultation - Level A/B Service S. Jones - Reimbursed	\$ 78.90
EFT8030	09/09/2020	Toll IPEC Pty Ltd	Freight - Rates Information Booklets, Library, Corsign & Flashing for Dowerin Community Childcare	\$ 222.87
EFT8031	09/09/2020	Ralph Thaxter	D043 Dulevo Sweeper - 1188.49 Hours Service - Labour, Parts & Repairs	\$ 979.96
EFT8032	09/09/2020	IT Vision	Admin - Altus Payroll Purchase & Implementation	\$ 8,957.03
EFT8033	09/09/2020	Rebecca Windsor	Gym Inductions - 1 @ \$20 per Induction	\$ 20.00
EFT8034	15/09/2020	Alchemy Technology	DHC IT - 0.4 Hours of Remote Consult to Complete Statements	\$ 60.10
EFT8035	15/09/2020	Commercial Hotel Dowerin	HCP Purchase - 7x Meals per week @ \$15/meal 9 September 2020 - Mr F. Robb (Covered by Funding)	\$ 105.00
EFT8036	15/09/2020	Dowerin Tyre And Exhaust	D0 CEO Vehicle - Repairs to Tyre Puncture	\$ 60.00
EFT8038	23/09/2020	Nicolas Moniodis	Rates refund for assessment A982 J,Z,N,D MONIODIS 196 BANNISTER ROAD	\$ 100.00
EFT8039	23/09/2020	Avon Waste	REFUSE - Rubbish Collection - Waste & Recycling to 11 September 2020	\$ 2,409.74
EFT8040	23/09/2020	Wayne John Armistead	Reimbursement - Pre-Employment Medical	\$ 250.00
EFT8041	23/09/2020	Boekeman Machinery	Minor Asset Purchase - Eurospand 500kg Steel Spreader & 12 Month Warranty	\$ 1,320.00
EFT8042	23/09/2020	Commercial Hotel Dowerin	Gift of appreciation for Jamie Newton & Chris Meakins for assisting in the move of Rusty	\$ 222.00
EFT8043	23/09/2020	Corsign WA	50x Traffic Cones 710mm with Reflective Sleeve	\$ 797.50
EFT8044	23/09/2020	Dowerin Bakery and News	NEWROC Catering 25 August 2020 & WALGA Catering 26 August 2020	\$ 355.75
EFT8045	23/09/2020	Dowerin Engineering Works	Free Roller Repairs - Parts & Labour	\$ 4,751.45
EFT8046	23/09/2020	Department of Justice - Public Trustee	Bond Repayment - Unit D, 11 Hilda Street	\$ 360.00
EFT8047	23/09/2020	Daves Tree Service	Tree Pruning - Centenary Park & Museum	\$ 1,000.00
EFT8048	23/09/2020	Fuel Distributors Of Wa Pty Ltd	Depot - 14,000L Diesel Fuel	\$ 13,887.58
EFT8049	23/09/2020	G & C Glass	Town Hall - Replace window and beading	\$ 385.00
EFT8050	23/09/2020	Joelectrics	Rec Centre Changerooms - Put Lights on Timers & Remove 2x Light Switches	\$ 703.64
EFT8051	23/09/2020	Justin Begley	HCP Purchase - Return Funds to Care Recipient (Reimbursement)	\$ 2,114.94
EFT8052	23/09/2020	LGIS Risk Management	Risk Coordinator Program 2019/2020 - 1st Instalment	\$ 6,923.40
EFT8053	23/09/2020	Local Government Professional	CEO Registration to Executive Leadership Program	\$ 2,320.00
EFT8054	23/09/2020	Lilypad VA	Wheatbelt Heritage Railway - Graphic Design Services - Design of Wheatbelt Heritage Rail Discovery Brochure	\$ 350.00
EFT8055	23/09/2020	Macquarie Bank Limited	Equipment Charges - Computer Hardware Rent 1 October to 31 Decemeber 2020	\$ 933.19



Shire of Dowerin
List of Payments For The Period Ending 30 Septemeber 2020

EFT8056	23/09/2020	Office of The National Rail Safety Regulator	Wheatbelt Heritage Railway - Annual Regulatory Fees 2020 - 2021	\$ 92.00
EFT8057	23/09/2020	Perth Laundry Equipment	SSA - Rental of Washing Machine & Dryer 22 Septemeber to 21 October 2020	\$ 419.46
EFT8058	23/09/2020	Quairading Earthmoving	R2R Koorda-Wongan Road - Push Up 14,000 cubic metres of Gravel, Mobilisation & Caterpillar Hire to	\$ 41,525.00
EFT8059	23/09/2020	5Rivers Plumbing & Gas	4 O'Loughlan St - Reconnect evap drain line	\$ 186.17
EFT8060	23/09/2020	Safe Avon Valley	Impound Fees - 1 Cat @ \$20/night for 3 Nights	\$ 60.00
EFT8061	23/09/2020	Toodyay Express	Town Hall - Pick Up Supplies from John's Building Supplies	\$ 275.00
EFT8062	23/09/2020	Tin Dog General Store	Provisions for September Council Meeting	\$ 66.80
EFT8063	23/09/2020	Wesfarmers Kleenheat Gas	Short Stay Accommodation - LPG Delivery 287.2 L	\$ 233.78
EFT8064	23/09/2020	Westrac Equipment	Cat Loader - 16x Loader Teeth - Part No. IU-3252	\$ 1,036.50
				\$ 208,942.44

Last Cheque No: 10839

10840	09/09/2020	LGRCEU	Payroll deductions	\$ 41.00
10841	09/09/2020	Synergy	Electricity Usage & Supply Charges 25 July to 24 August 2020 - Street Lighting	\$ 4,257.45
10842	09/09/2020	Telstra	Telephone/Data Usage & Service Charges to 10 September - Admin, Dowerin Home Care, Licensing,	\$ 1,360.66
10843	15/09/2020	Department of Mines, Industry Regulation & Safety	Building Services Levy Remittance August 2020	\$ 56.65
10844	23/09/2020	RO & DA Sutherland	Rates refund for assessment A938 RO & DA SUTHERLAND PO BOX 173	\$ 2,718.80
10845	23/09/2020	Shire of Dowerin	Petty Cash Reimbursement	\$ 186.55
10846	23/09/2020	Synergy	Electricity Usage & Service Charges 15 July 2020 to 11 September 2020 - Administration Office	\$ 6,381.57
10847	23/09/2020	Telstra	Telephone and Data Usage & Charges to 26 September 2020 - Fire Shed Data, MCCS, CEO & MAW	\$ 688.40
				\$ 15,691.08

Last Direct Debit No: 11048

DD11062.1	03/09/2020	Shire of Dowerin - Visa Card Payments	NAB Business Visa - August 2020	\$ 5,693.03
DD11081.1	22/08/2020	Puma Energy	Fuel Usage - August 2020 & Oil	\$ 741.14
DD11053.1	02/09/2020	WA Super	Payroll deductions	\$ 4,447.25
DD11053.2	02/09/2020	REST Superannuation	Superannuation contributions	\$ 445.18
DD11053.3	02/09/2020	Prime Super	Superannuation contributions	\$ 222.59
DD11053.4	02/09/2020	AMP Superannuation Saving Trust	Superannuation contributions	\$ 222.59
DD11053.5	02/09/2020	Australian Super	Superannuation contributions	\$ 341.13
DD11053.6	02/09/2020	MLC Super Fund	Superannuation contributions	\$ 455.57
DD11053.7	02/09/2020	Cbus	Superannuation contributions	\$ 211.29
DD11053.8	02/09/2020	Health Employees Super	Superannuation contributions	\$ 859.26
DD11053.9	02/09/2020	Hostplus	Superannuation contributions	\$ 388.63
DD11058.1	08/09/2020	Health Employees Super	Superannuation contributions	\$ 59.09
DD11058.2	08/09/2020	Hostplus	Superannuation contributions	\$ 32.90
DD11058.3	08/09/2020	WA Super	Superannuation contributions	\$ 41.68
DD11058.4	08/09/2020	Australian Super	Superannuation contributions	\$ 46.85
DD11068.1	16/09/2020	WA Super	Payroll deductions	\$ 4,024.39
DD11068.2	16/09/2020	AMP Superannuation Saving Trust	Superannuation contributions	\$ 222.59
DD11068.3	16/09/2020	Australian Super	Superannuation contributions	\$ 333.73
DD11068.4	16/09/2020	MLC Super Fund	Superannuation contributions	\$ 433.41
DD11068.5	16/09/2020	Cbus	Superannuation contributions	\$ 211.29
DD11068.6	16/09/2020	Fiducian Portfolio Services Limited	Superannuation contributions	\$ 111.56
DD11068.7	16/09/2020	Australian Super	Superannuation contributions	\$ 147.68
DD11068.8	16/09/2020	Care Super	Superannuation contributions	\$ 170.74
DD11068.9	16/09/2020	Asgard Super	Superannuation contributions	\$ 53.30
DD11078.1	30/09/2020	WA Super	Payroll deductions	\$ 4,003.98
DD11078.2	30/09/2020	AMP Superannuation Saving Trust	Superannuation contributions	\$ 222.59
DD11078.3	30/09/2020	Australian Super	Superannuation contributions	\$ 366.76
DD11078.4	30/09/2020	MLC Super Fund	Superannuation contributions	\$ 1,019.20
DD11078.5	30/09/2020	Cbus	Superannuation contributions	\$ 211.29
DD11078.6	30/09/2020	Fiducian Portfolio Services Limited	Superannuation contributions	\$ 112.77
DD11078.7	30/09/2020	Australian Super	Superannuation contributions	\$ 182.26
DD11078.8	30/09/2020	Care Super	Superannuation contributions	\$ 203.67
DD11078.9	30/09/2020	Asgard Super	Superannuation contributions	\$ 65.52
DD11053.10	02/09/2020	Australian Catholic Superannuation & Retirement	Superannuation contributions	\$ 82.31
DD11053.11	02/09/2020	Fiducian Portfolio Services Limited	Superannuation contributions	\$ 78.03
DD11053.12	02/09/2020	Australian Super	Superannuation contributions	\$ 293.91
DD11053.13	02/09/2020	Care Super	Superannuation contributions	\$ 169.52
DD11068.10	16/09/2020	Rest Superannuation	Superannuation contributions	\$ 445.18
DD11068.11	16/09/2020	Prime Super	Superannuation contributions	\$ 222.59
DD11078.10	30/09/2020	REST Superannuation	Superannuation contributions	\$ 452.84
DD11078.11	30/09/2020	Prime Super	Superannuation contributions	\$ 227.28
130870	01/09/2020	BF - Bank Fee	BANK FEE	\$ 600.94
130871	30/09/2020	BF - Bank Fee	BANK FEE	\$ 150.97
130871	30/09/2020	BF - Bank Fee	BANK FEE	\$ 57.60
130871	28/09/2020	BF - Bank Fee	BANK FEE	\$ 34.49
				\$ 21,842.40

\$ 253,754.09

\$ 208,942.44 EFT7995 to EFT8064



Shire of Dowerin
List of Payments For The Period Ending 30 Septemeber 2020

\$	15,691.08	Cheque 10840 to 10847
\$	5,693.03	Direct Debit 11062: Credit Card Payment: August 2020
\$	741.14	Direct Debit 11081: Puma Energy: Fuel: August 2020
\$	21,842.40	Superannuation Payments
\$	844.00	Direct Debit 130870 & 130871: Bank Fees
\$	253,754.09	
\$	65,807.18	PPE 02 September 2020 - Wages of Child Care Reimbursed & Dowerin Home Care Funded
\$	1,886.20	Interim Pay 08 September 2020 - Wages of Child Care Reimbursed
\$	48,012.10	PPE 16 September 2020 - Wages of Dowerin Home Care Funded
\$	54,380.03	PPE 30 September 2020 - Wages of Dowerin Home Care Funded
\$	170,085.51	
\$	423,839.60	Total Payments for September 2020 Including Payroll x2

SHIRE OF DOWERIN

Date: 5.10.2020
Voucher: 545
Chq: DD

Amount in words: Two Thousand Nine Hundred and Thirty Two Dollars and Sixty Four Cents

\$ 2,932.64

Dr to. D89 - Shire of Dowerin NAB Business Visa

MUNICIPAL FUND

CEO

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

APPROVED
PAID

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
31.08.2020	P712.266.610	Dept of Transport; 1TVA004 JPAPAS Boxtop - License Renewal	\$ 0.80	\$ 19.15
4.09.2020	23687	Dowerin Butcher; Gym Challenge - Provisions for Awards Night	\$ -	\$ 47.98
4.09.2020	25804	WALGA; Local Government Forum on Information Services	\$ 3.64	\$ 40.00
7.09.2020	23687	General Store ; Gym Challenge - Provisions for Awards Night	\$ 0.80	\$ 17.77
9.09.2020	25820	Telstra; EGO Work Mobile - Data Recharge	\$ -	\$ 100.00
9.09.2020	20429	Telstra; President's iPad - Data Recharge	\$ -	\$ 150.00
9.09.2020	24565	Telstra; SSA Booking iPad - Data Recharge	\$ -	\$ 150.00
10.09.2020	24582	Vista Print; Print & Ship Wheatbelt Heritage Rail Brochures	\$ 20.25	\$ 222.70
14.09.2020	20445	IGA; Thank You Gift - JP at September Council Meeting	\$ 3.64	\$ 40.00
17.09.2020	25821	Adobe Pro DC; Monthly Software Subscription	\$ 2.00	\$ 21.99
22.09.2020	25803	NNT Workwear; CEO Corporate Uniform Order - Refund/Return	-\$ 37.50	\$ (412.50)
28.09.2020	20312	NAB; Visa Card Fee - R. McCall	\$ -	\$ 9.00
1.09.2020	P708.261.514	Dunnings Toodyay; Fuel - D4 MCCA Vehicle	\$ 1.82	\$ 20.00
4.09.2020	P708.260.590	O'Brien Glass; Repair Crack on Windscreen - D4 MCCA Vehicle	\$ 13.99	\$ 153.90
16.09.2020	P713.261.514	Dowerin Roadhouse; Fuel - D02 MWA Vehicle	\$ 5.78	\$ 63.55
16.09.2020	24539	Dowerin LPO; SSA & Wheatbelt Heritage Rail Brochures - Postage to Surrounding Shires	\$ 5.55	\$ 61.00
22.09.2020	BMT042.250.560	Wattyl Paint; Town Hall - 50L Paint & 3pk Rollers	\$ 55.94	\$ 615.31
24.09.2020	20412	WALGA; Breakfast with Paul Hasleby - 2x Registrations	\$ 16.36	\$ 180.00
28.09.2020	20312	NAB; Visa Card Fee - C. Delmage	\$ -	\$ 9.00
4.09.2020	P707.261.514	BP Baldivis; Fuel - D02 MWA Vehicle	\$ 6.46	\$ 71.03
7.09.2020	25221	JB HiFi; MWA Phone - iPhone Cover	\$ 4.09	\$ 44.95
7.09.2020	BMT074.250.595	Bunnings; Dowerin Community Club - Pool Safety Gate	\$ 8.09	\$ 89.00
7.09.2020	22487	Good Guys; 26 O'Loughlen Street - Electric Oven	\$ -	\$ 548.00
10.09.2020	P713.261.514	Coles Express Ellenbrook ; Fuel - D02 MWA Vehicle	\$ 5.92	\$ 65.14
10.09.2020	BMT074.250.595	John's Building; Community Club - Ceiling Tiles	\$ 12.54	\$ 137.94
14.09.2020	P708.261.514	Coles Express Middle Swan; Fuel - D4 MCCA Vehicle	\$ 6.83	\$ 75.18
18.09.2020	BMT074.250.560	Wattyl Paint; Community Club - 3L Paint & Enamel Thinner	\$ 14.36	\$ 157.96
	BMT042.250.560	Wattyl Paint; Town Hall - 2x Brushes & 4L Paint	\$ 8.18	\$ 89.98
21.09.2020	P713.261.514	Coles Express Bertrum; Fuel - D02 MWA Vehicle	\$ 6.33	\$ 69.59
28.09.2020	P708.261.514	Vibe Gidgegannup; Fuel - D4 MCCA Vehicle	\$ 5.33	\$ 58.68
28.09.2020	20312	NAB; Visa Card Fee - L. Vidovich	\$ -	\$ 9.00
28.09.2020	20312	NAB; Bank Fees	\$ -	\$ 7.34
TOTAL \$			\$ 171.21	\$ 2,932.64

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

CERTIFIED SPECIAL EMERGENCY PAYMENT

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 August 2020 to 28 September 2020
Company Account No: [REDACTED]
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$5,693.03 DR
Payments and other credits	\$6,105.53 CR
Purchases, cash advances and other debits	\$3,310.80 DR
Interest and other charges	\$34.34 DR
Closing Balance	\$2,932.64 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,932.64 WILL BE
CHARGED TO ACCOUNT [REDACTED] ON
05/10/2020 AS PER OUR AGREEMENT.**

272/04/17/M10231/S017875/035749

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Sep 2020	\$5,693.03 CR	DIRECT DEBIT PAYMENT	74557040246
10 Sep 2020	\$6.68	NAB INTNL TRAN FEE - (SC)	74557040254
17 Sep 2020	\$0.66	NAB INTNL TRAN FEE - (SC)	74557040261
Total for this Period:	\$5,685.69 CR		



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



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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
██████████4	MRS REBECCA LOUISE M	\$10,000	\$412.50	\$809.59	\$9.00	\$406.09
██████████	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$1,093.76	\$9.00	\$1,102.76
4██████████	MR LES JOHN VIDOVICH	\$5,000	\$0.00	\$1,407.45	\$9.00	\$1,416.45
██████████	BILLING ACCOUNT	\$0	\$5,693.03 CR	\$0.00	\$7.34 DR	\$5,685.69 CR
			\$6,105.53 CR	\$3,310.80 DR	\$34.34 DR	\$2,760.39 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

272/04/17/M10231/S017875/035750

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
 Account No: XXXXXXXXXX
 Statement Period: 29 August 2020 to 28 September 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
31 Aug 2020	\$19.15	DEPARTMENT OF TRANSPOR PERTH	ITVA004 JPAPAS Boxtop - Vehicle License Renewal			PT12.266.610	74940520241
4 Sep 2020	\$47.98	DowerinGourmetButcher Dowerin	Gym Challenge - Items for Grazing Table			23687	74249230248
4 Sep 2020	\$40.00	WA LOCAL GOVERNMENT WEST LEEDERVI	Local Government Forum on Information Services			25804	74940520247
7 Sep 2020	\$17.77	TIN DOG GENERAL STOR DOWERIN	Gym Challenge - Items for Grazing Table			23687	74564720248
9 Sep 2020	\$100.00	TELSTRA MELBOURNE	EGO Work Mobile - Data Recharge			25820	02151594988
9 Sep 2020	\$150.00	TELSTRA MELBOURNE	Presidents i Pad - Data Recharge			20429	03121918126
9 Sep 2020	\$150.00	TELSTRA MELBOURNE	SSA Booking i Pad - Data Recharge			24565	03122297720
10 Sep 2020	\$222.70	VISTAPRINT 800-721-6214	Wheatbelt Heritage Rail Brochures - Print + Shipping			24582	74697550254

Continued next page


272104/17/M10232/S017876/1035751

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
14 Sep 2020	\$40.00	WATERFORDS SUPA IGA KARAWARA	Thank you Gift - JP at September Council Meeting			20445	74940520256
17 Sep 2020	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC; Monthly Software Subscription			25821	74313190260
22 Sep 2020	\$412.50 CR	THE WORKWEAR GROUP PORT MELBOURN	CEO Corporate Uniform Order - Return/Refund			25803	74564720265
28 Sep 2020	\$9.00	CARD FEE	NAB Visa Card Fee			20312	74557040272
Total for this period	\$406.09		Totals				

Employee declaration

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

Cardholder signature: 

Date: 8/10/20

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: XXXXXXXXXX
 Statement Period: 29 August 2020 to 28 September 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
1 Sep 2020	\$20.00	DUNNINGS TOODYAY JUN TOODYAY	Fuel - DA MCCS vehicle			P708-261-514	74564450245
4 Sep 2020	\$153.90	O'BRIEN GLASS INDUSTRI PADSTOW	Repair Crack on windscreen - DA MCCS vehicle			P708-260-590	74940520247
16 Sep 2020	\$63.55	DOWERIN ROADHOUSE DOWERIN	Fuel - D02 MWA Vehicle			P713-261-514	74564720259
16 Sep 2020	\$61.00	POST DOWERIN LPO DO DOWERIN	SSA+ Wheatbelt Heritage Rail Brochures - Postage			24539	74813840259
22 Sep 2020	\$615.31	VALSPAR MIDLAND MIDLAND	Town Hall - SOL Paint + Spk Rollers			BMT042-250-560	74564450265
24 Sep 2020	\$180.00	WA LOCAL GOVERNMENT WEST LEEDERVI	Breakfast with Paul Hasleby - 2x Registrations			20412	74940520267
28 Sep 2020	\$9.00	CARD FEE	NAB VISA Card Fee			20312	74557040272
Total for this period	\$1,102.76		Totals				

Employee declaration

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

Cardholder signature: XXXXXXXXXX

091020

Date: _____

8/10/20

272/04/17/M10232/S017877/1035753

Cardholder Details

Cardholder Name: MR LES JOHN VIDOVICH
 Account No: [REDACTED]
 Statement Period: 29 August 2020 to 28 September 2020
 Cardholder Limit: \$5,000

Transaction record for: MR LES JOHN VIDOVICH

272/04/17/M10232/S017878/1035755

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Sep 2020	\$71.03	BP BALDIVIS NB7375 BALDIVIS	Fuel- DO2 MWA Vehicle			P707-261-514	04194166687
7 Sep 2020	\$44.95	JB HI FI MIDLAND CEN MIDLAND	MWA Phone- iPhone Cover			25221	74564450251
7 Sep 2020	\$89.00	BUNNINGS 318000 MIDLAND	Community Club- Pool Safety Gate			BMT074-250-595	74940520250
7 Sep 2020	\$548.00	THE GOOD GUYS MIDLAND	26 O'Loughlin Street- Electric Oven			22487	74564450251
10 Sep 2020	\$65.14	COLES EXPRESS 2156 ELLENBROOK	Fuel- DO2 MWA Vehicle			P713-261-514	74363960254
10 Sep 2020	\$137.94	JOHNS BUILDING SUPPLIE WELSHPOOL	Community Club- Ceiling Tiles			BMT074-250-595	74940520253
14 Sep 2020	\$75.18	COLES EXPRESS 6915 MIDDLE SWAN	Fuel- DA MCCS Vehicle			P708-261-514	74363960258
18 Sep 2020	\$247.94	VALSPAR MIDLAND MIDLAND	Community Club+ Town Hall- Paint, Brushes+Thinner			BMT074-250-595	74564450261
21 Sep 2020	\$69.59	COLES EXPRESS 6904 BERTRAM	Fuel- DO2 MWA Vehicle			P713-261-514	74363960265
28 Sep 2020	\$58.68	VIBE TOODYAY ROAD GIDGEGANNUP	Fuel- DA MCCS Vehicle			P708-261-514	74564450272
28 Sep 2020	\$9.00	CARD FEE	NAB Visa Card Fee			20312	74557040272
Total for this period	\$1,416.45		Totals				

Employee declaration

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

Cardholder signature: [REDACTED] Date: _____

Overdue Rates as at 3/8/2020

Assessment	Property Address	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments as at 3/9/2020
A1016	NAMBLING ROAD DOWERIN WA 6461	3,604.81	1,766.81	1,647.41	972.50	7,991.53	NOD has been issued. We can now continue or withhold legal action. No contact details for ratepayer, so I recommend legal action.
A225	4 DOWALL STREET MINNIVALE WA 6	3,917.83	9,195.12	1,067.67	404.00	14,584.62	AMPAC advised Council may commence the 3 year rule to either attempt to sell, transfer to council or transfer to crown. Recommend transferring it to Council, then making it non-rateable.
A229	LOT 58 DOWALL STREET MINNIVALE		190.00	89.92	86.07	365.99	Property is already non-rateable. Doubt we will be recovering any of the rates amounts. Recommend transferring into Council or Crown.
A247	3 DOWALL STREET MINNIVALE WA 6	294.22	345.83	401.24	333.07	1,374.36	Notices have been issued to owner because Lawyers no longer interested. Owner advised property is selling, but has been this way for months.
A248	LOT 38 DOWALL STREET MINNIVALE	294.22	345.83	401.31	333.07	1,374.43	Emailed owner very strongly advising to contact us or pay immediately, or legal action will recommence.
A249	LOT 40 DOWALL STREET MINNIVALE	194.22	344.43	390.00	330.51	1,259.16	Emailed owner very strongly advising to contact us or pay immediately, or legal action will recommence.
A283	1 BORGWARD STREET MINNIVALE WA		1,669.18	837.42	724.27	3,230.87	Elderly gentlemen, with son handling affairs. Debt Recovery on hold. Going to contact AMPAC to follow up and take debt recovery off hold.
A380	38 COTTRELL STREET DOWERIN WA	9,735.27	5,347.67	5,238.55	1,483.10	21,804.59	Spoke to ██████ at AMPAC As the debt is now over \$20,000 and the property is vacant Land she recommends that the following action be taken. 1) Get a Property Valuation. Provide details that indicate the property is not worth anything. 2) If this valuation works out to be below \$10,000 send the report to AMPAC and they will provide details to support an agenda item to Council to approve starting the 3 year rule to get property transferred into Councils name. There will be no need for PSSO. 3) Estimated cost is > \$3000 < \$5000
A451	36 GOLDFIELDS ROAD DOWERIN WA	15,841.41		1,570.00	1,676.87	19,088.28	Prior years were being deferred. All owners now deceased and deferment status removed. Settlement of estate is currently in dispute. 20/21 rates notice was RTS.
A474	3 STACY STREET DOWERIN 6461			2,359.53	2,301.56	4,661.09	No payments made regardless of legal action. Will follow up with AMPAC to see their progress.
A479	5 STACY STREET DOWERIN 6461			914.07	875.28	1,789.35	No payments made regardless of legal action. Will follow up with AMPAC to see their progress.
A494	LOT 222 GOLDFIELDS ROAD DOWERIN	1,015.85	1,289.92	1,432.50	968.02	4,706.29	Defaulted on payment arrangements, I recommended restarting legal action with AMPAC, who advised we can restart as soon as payer defaulted.
A512	26 STACY STREET DOWERIN 6461	12,437.91	4,020.63	4,746.14	2,185.43	23,390.11	AMPAC advise. ██████ - As the previous PSSO was returned due to the mortgagee being in possession we would need to re-active the PSSO and attempt to sell as the mortgagee has since discharged the mortgage, failing an unsuccessful auction the Shire would need to look at 3 year.

Overdue Rates as at 3/8/2020

Assessment	Property Address	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments as at 3/9/2020
A529	43 EAST STREET DOWERIN 6461	1,787.43	1,783.05	1,651.22	1,361.05	6,582.75	Defaulted on payment arrangements, I will look at restarting legal action with AMPAC. Already contacted to advise they need to start paying again. No payments received. Actions taken will be based on lowest costs.
A819	2431 DOWERIN-KALANNIE ROAD EJA			268.16	881.78	1,149.94	Emailed owner very strongly advising to contact us or pay immediately, or legal action will commence as they have defaulted on payment arrangement.
		49,123.17	26,298.47	23,015.14	14,916.58	113,353.36	

POLICY NUMBER	-	3.13
POLICY SUBJECT	-	3.13 Recruitment and Selection Policy
DATE ADOPTED	-	18 March 2014
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	24 April 2018

Objective

To ensure that the recruitment and selection of employees is transparent, equitable and upholds the values of the organisation and ensures legislative requirements are met.

Policy

The Shire is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Effective employee selection and the subsequent management of employees are critical to the success of the Shire's and the provision of services to the community. This success depends on the Shire's ability to identify, attract and develop employees.

The Shire is committed to an effective and professional method of selecting employees that is consistent with organisational values.

The Shire aims to attract and appoint highly skilled and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the Chief Executive Officer will aim to ensure the best person for the job is appointed.

Equal Employment Opportunity

Selection to positions within the Shire is based on the principles of appointment and merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds such as:

1. Race, colour, national or ethnic origin or nationality;
2. Gender, sexual preference, marital status, pregnancy, status as parent or carer;
3. Religious or political belief or activity, industrial activity;
4. Age, physical features, disability, medical records; and
5. Personal association with a person who is identified by reference to any of the listed attributes.

Recruitment Authorisation

To ensure alignment with the Shire's strategic goals and budget allocations, new positions identified must be authorised by the Chief Executive Officer.

Vacancies created by a resignation are not automatically filled. The supervisor will need to review the position to determine if it is still required and if so, whether any changes are required to ensure the best strategic alignment and most effective use of limited staffing

resources. This review must be presented to the Chief Executive Officer for consideration prior to recruitment progressing.

Encouragement to Existing Employees to Apply for Vacancies

The Shire is committed to fostering the process of developing and promoting existing employees where possible and the Shire will provide every opportunity for employees to advance and develop to their full potential. Internal applicants are encouraged to consider positions where they can meet the selection criteria.

Confidentiality

All enquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.

Conflicts of Interest

No person shall be appointed, other than by a merit selection process, where such a person is directly related to an employee of the Shire or where some other conflict of interest may exist.

Family and other close personal relationships as well as business relationships must be declared by prospective members of recruitment panels in relation to candidates. The panel will collectively determine if the potential for the perception of a conflict of interest is too great for the member to remain on the panel.

Recruitment Strategy

The most appropriate strategy for recruitment will be adopted to ensure the timely and effective use of resources and to maximise the successful performance of the role for the Shire. Whilst the Shire is committed to providing opportunities for existing employees to apply for vacancies, the recruitment mix (advertisements, internal applications, external applications etc), will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs. At the discretion of the Chief Executive Officer, vacant positions may be filled by:

1. An internal recruitment process;
2. An external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
3. By direct selection.

Probationary Period

All new employees may be appointed subject to a probationary period to be determined by the recruitment and selection panel.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented in an open and transparent manner.

Managers and Supervisors

Managers and Supervisors have responsibility to ensure employees are aware of this policy and actively promote professional development of staff as part of this policy.

Related Documentation

Recruitment & Selection Procedure

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995 - Section 5.40

Fair Work Act 2009

Equal Employment Opportunity Act 1984

Sex Discrimination Act 1984

Racial Discrimination Act 1975

Disability Discrimination Act 1992

Related Delegation

Nil



Information Statement

2020/21

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1.0 INTRODUCTION

This Information Statement is published by the Shire of Dowerin in accordance with the requirements of the Western Australian *Freedom of Information Act 1992* (FOI Act).

~~The Information Statement contains an overview of the structure and functions of the Shire of Dowerin, including a summary of how these functions affect members of the public and also describes avenues available to the public to obtain information held by the Shire.~~

~~The Information Statement outlines the types of documents that can be inspected, purchased or obtained with and without charge, and the range of collated information reports available. The Information Statement includes information on:~~

- ~~• The structure and functions of the Shire;~~
- ~~• Decision-making functions;~~
- ~~• Description of the kinds of documents generated and held by the Shire and which documents may be viewed, purchased or obtained free of charge;~~
- ~~• How to access documents and personal information held by the Shire;~~
- ~~• How to amend personal information in documents held by the Shire.~~

The Information Statement also provides an outline of the Freedom of Information (FOI) process including how to make an FOI application.

The intention and objectives of the FOI Act is to:

- Confer upon persons a general right of access to information held by agencies; ~~and~~
- Confer upon individuals a right to apply to an agency for an amendment of personal information to ensure that it is accurate, complete, up to date and not misleading;
- Enable the public to participate more effectively in the governing of the State; and
- Make the persons and bodies that are responsible for State and Local Government more accountable to the public.

Further information can be provided by contacting the Freedom of Information Coordinator via:

Shire of Dowerin
PO Box 111 / 13 Cottrell Street
DOWERIN WA 6461

P: 08 9631 1202
E: dowshire@dowerin.wa.gov.au

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2.0 OUR MISSION – COMMUNITY VISION AND VALUES

Identified during the public engagement process for the development of the Strategic Community Plan, the Dowerin community adopted the following as its Vision Statement:

DOWERIN WILL BE A THRIVING AND GROWING RURAL COMMUNITY WHICH OFFERS LIFESTYLE CHOICE FOR ALL GENERATIONS, IS PROGRESSIVE IN ENVIRONMENTAL MANAGEMENT AND IS A PREFERRED LOCATION FOR BUSINESS DEVELOPMENT.

In delivering this Vision for the community the Shire of Dowerin recognises the following Community Values:



The Shire's priorities are described by five key result areas below:



3.0 STRUCTURE AND FUNCTIONS OF THE SHIRE OF DOWERIN

3.1 Constitution and Enabling Legislation

The Shire of Dowerin is a municipality constituted under Section 2.5 of the *Local Government Act 1995* to provide for the good governance of the district.

3.2 Major Functions and Powers

The Shire of Dowerin Council is elected to provide strategic direction and policy formation. Council policies and guidelines act as a guide for the Shire's stance on various issues.

The Shire of Dowerin provides for the good governance of the community in its district, including legislative and executive functions. The services of the Shire of Dowerin are available to all customers, free from any form of discrimination. The functions and activities of the Shire of Dowerin (including those contracted out to other businesses or organisations) can be broadly described as:

Function	Brief Description
Community Development	The function of arranging, promoting and conducting programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services, youth and community engagement.
Community Services	The function of providing, operating or contracting services to assist local residents and the community, <u>such as aged care services.</u> Services include aged care and child care facilities.
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire of Dowerin's operation.
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire of Dowerin.
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the Shire.
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, etc. covered by the <i>Building Act 2011</i> and the Building Code of Australia.
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushland and threatened species.
Financial Management	The function of managing the Shire of Dowerin's financial resources.
Governance	The function of managing the election of Council representatives, the boundaries of the Shire of Dowerin, and the terms and conditions for Councillors. Includes the function of managing the relationship between the Council and other governments. The function is also responsible for ensuring Council meets its compliance and regulatory requirements specifically in relation to the <i>Local Government Act 1995</i> and subsequent legislation.
Grants & Subsidies	The function of managing financial payments to the Shire of Dowerin from the Federal and State Governments and other agencies for specific purposes. Related to the function of Financial Management.
Heritage	The function of identifying and managing the Shire's historical buildings to ensure these assets are properly maintained.
Information Management	The function of managing the Shire of Dowerin's information resources. Includes storage, retrieval, archiving, processing and communication of all information in any format.
Information Technology	The function of acquiring and managing communications, software, hardware and databases to support the business operations of the Shire of Dowerin.

Function	Brief Description
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Shire's regulatory roles <u>and includes local laws.</u>
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves either owned or controlled and managed by the Shire.
Personnel	The function of managing the conditions of employment and administration of personnel-employees at the Shire of Dowerin including contractors, consultants and volunteers.
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant, vehicles, and other equipment. Does not include the acquisition of information technology and telecommunications.
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the <i>Health Act 1971</i> , health codes, standards and regulations.
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Risk Management	The function of managing and reducing the risk of loss of Shire of Dowerin's properties and equipment and risks to personnel.
Roads	The provision of road construction and maintenance of roads and associated street services to property owners within the district.
Sewerage & Drainage	The function of designing, constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.
Waste Management	The function of providing services to ratepayers for the removal of solid waste, destruction and waste reduction.

4.0 LEGISLATION ADMINISTERED

The Shire of Dowerin is wholly or partly responsible for administering the following legislation (as well as any subsequent sub-legislation and/or regulations):

LEGISLATION & ASSOCIATED REGULATIONS	PURPOSE
<i>Building Act 2011</i>	An Act to provide permits for building work and demolition work; standards for the construction and demolition of buildings and incidental structures; and the use and maintenance of, and requirements in relation to, existing buildings and incidental structures.
Building Code of Australia	A series of Codes prescribing building standards throughout Australia.
<i>Bush Fires Act 1954</i>	An Act to make better provision for diminishing the danger resulting from bush fires, and for the prevention, control and extinguishment of bush fires.
<i>Caravan Parks and Camping Grounds Act 1995</i>	An Act to provide for the regulation of caravanning and camping, to control and license caravan parks and camping grounds, and to provide for standards in respect of caravans.
<i>Cat Act 2011</i>	An Act to control the ownership and keeping of cats, and the obligation and rights of persons in relation to the ownership and keeping of cats.
<i>Cemeteries Act 1986</i>	An Act to provide for the declaration and management of cemeteries, the establishment, constitution and functions of Cemetery Boards, and the licensing of Funeral Directors and the regulations of burials
<i>Control of Vehicles (Off-Road Areas) Act 1978</i>	An Act to prohibit the use of vehicles in certain places, to make provision as to the use of vehicles otherwise than on a road, to provide for areas where the use of off-road vehicles shall be permitted, and for the registration of off-road vehicles.
<i>Disability Services Act 1993</i>	An Act for the establishment of the Disability Services Commission and the Ministerial Advisory Council for Disability Services, for the furtherance of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives, and for the resolution of complaints by such people.
<i>Dividing Fences Act 1961</i>	An Act relating to the construction and repair of dividing fences between certain lands.
<i>Dog Act 1976</i>	An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto.
<i>Environmental Protection Act 1986</i>	An Act to provide an Environmental Protection Authority, for prevention, control and abatement of environmental pollution, for the conservation, preservation, protection enhancement and management of the environment.

LEGISLATION & ASSOCIATED REGULATIONS	PURPOSE
<i>Equal Opportunity Act 1984</i>	An Act to ensure equal employment opportunity for everyone.
<i>Fire Brigades Act 1942</i>	An Act to consolidate and amend the law relating to the prevention and extinguishing of fires, the confining and ending of hazardous material incidents and the protection of life and property from fire, hazardous material incidents and accidents
<i>Food Act 2002</i>	An Act providing for the safety and suitability of food for human consumption.
<i>Freedom of Information Act 1992</i>	An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.
<i>Health Act 1911</i>	An Act to consolidate and amend the law relating to Public Health.
<i>Heritage of Western Australia Act 1990</i>	An Act to provide for, and to encourage, the conservation of places which have significance to the cultural heritage in the State, and to establish the Heritage Council of Western Australia.
<i>Interpretation Act 1984</i>	An Act to define terminology found in many other Acts and Regulations.
<i>Justices Act 1902</i>	An Act to consolidate and amend the Laws relating to Justices of the Peace and their Powers and Authorities.
<i>Land Administration Act 1997</i>	An Act to consolidate and reform the law about Crown land and the compulsory acquisition of land generally.
<i>Library Board of Western Australia Act 1951</i>	An Act relating to the operation of public libraries.
<i>Litter Act 1979</i>	An Act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA).
<i>Liquor Licensing Act 1988</i>	An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor.
<i>Local Government Act 1995</i>	An Act to provide for a system of local government in Western Australia.
<i>Local Government (Miscellaneous Provisions) Act 1960</i>	An Act to deal with certain matters concerning local government.
<i>Main Roads Act 1930</i>	An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads.
<i>Occupational Safety and Health Act 1984</i>	An Act to promote and improve standards for occupational health, safety and welfare and to coordinate the administration of the laws relating to occupational safety and health.
<i>Planning and Development Act 2005</i>	An Act to provide for a system of land use planning and development in the State.
<i>Public Health Act 2016</i>	An Act to provide a flexible and proactive framework for the regulation of public health.
<i>Rates and Charges (Rebates and Deferments) Act 1992</i>	An Act to permit administrative authorities to allow rebates on, or the deferral of

LEGISLATION & ASSOCIATED REGULATIONS	PURPOSE
	payment of, certain amounts payable by way of rates or charges by pensioners and other eligible persons.
<i>Residential Tenancies Act</i>	An Act to regulate the relationship of lessors and tenants under residential tenancy agreements.
<i>Road Traffic Act 1974</i>	An Act to consolidate and amend the law relating to road traffic.
<i>Strata Titles Act 1985</i>	An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto.
<i>State Records Act 2000</i>	An Act to provide for the keeping of State records.
<i>Telecommunications Act 1997</i>	An Act about telecommunications.
<i>Tobacco Products Control Act 2006</i>	An Act to regulate the sale and promotion of tobacco products.
<i>Valuation of Land Act 1978</i>	An Act to provide for the Valuation of Land.
<i>Waste Avoidance and Resource Recovery Act 2007</i>	An Act to provide for waste avoidance and resource recovery, establish the Waste Authority, provide for waste services by local governments, and provide for levies on waste.
<i>Workers Compensation and Assistance Act 1981</i>	An act to amend and consolidate the law relating to compensation for, and the rehabilitation of workers suffering disability by accident or disease in the course of their employment. Regulations, By-laws and local laws made under the foregoing.

The Shire of Dowerin is wholly responsible for administering the following Local Laws:

- Activities on Thoroughfares;
- Dowerin and Minnivale Cemeteries;
- Dogs;
- Fencing;
- Fire Break;
- Health;
- Local Government Property;
- Parking and Parking Facilities;
- Standing Orders; and
- Waste.

Other Legislation Affecting the Shire of Dowerin

The following legislation (as well as any subsequent sub-legislation and/or regulations) may also affect the functions and operations of the Shire of Dowerin:

LEGISLATION & ASSOCIATED REGULATIONS	PURPOSE
<i>Aboriginal Heritage Act 1972</i>	An Act to make provision for the preservation on behalf of the community of places and objects customarily used by or traditional to the original inhabitants of Australia or their descendants.
<i>Builders Registration Act 1939</i>	An Act relating to the qualifications and registration of builders; to constitute a board in relation thereto and to establish a tribunal with jurisdiction in respect of certain building disputes.
<i>Industrial Relations Act 1979 (WA)</i>	An Act to consolidate and amend the law relating to the prevention and resolution of conflict in respect of industrial matters, the

LEGISLATION & ASSOCIATED REGULATIONS	PURPOSE
	mutual rights and duties of employers and employees, and the rights and duties of organisations of employers and employees.
<i>Native Title Act 1993</i>	An Act about native title in relation to land or waters.

Copies of the above legislation is available from:

State Law Publisher
 10 William Street
 PERTH 6000
 P: 08 9321 7688
 W: www.slp.wa.gov.au

5.0 STRUCTURE AND FUNCTION OF THE SHIRE OF DOWERIN

5.1 Council

The Council consists of eight Councillors, including the Shire President and Deputy Shire President who are both elected by the Councillors. The Shire President and Councillors act in a voluntary capacity, receiving sitting fees in accordance with the *Local Government Act 1995* and determinations made by the State Administrative Tribunal.

Each Councillor serves for a term of four years. Elections for half the Council are held every two years.

The role of Council is to:

- Direct and control the Shire's affairs;
- Be responsible for the performance of the Shire's function;
- Oversee the allocation of the Shire's finances and resources;
- Determine the Shire's policy; and
- Provide strategic direction.

The role of the President is to:

- Preside at Council meetings;
- Provide leadership and guidance to the community;
- Carry out civic and ceremonial duties on behalf of the Shire;
- Speak on behalf of the Shire;
- Perform such functions as specified in the *Local Government Act 1995* or other written laws; and
- Liaise with the CEO on the Shire's affairs and the performance of its functions.

The Deputy Shire President carries out these functions when the Shire President is unavailable.

The role of a Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and Council;
- Participate in the local government's decision-making processes at Council and Committee meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Council establishes policies and guidelines for the management of the district and makes all decisions in this regard, unless authority has been delegated in accordance with the *Local Government Act 1995*.

Decisions of Council are made at Council Meetings. Unless otherwise advertised, Ordinary Meetings of Council are held on the third Tuesday of each month in Council Chambers at the Shire Administration Office, 13 Cottrell Street, Dowerin.

Members of the public are welcome to attend and may ask questions during Public Question Time, make a deputation on any agenda item, or present a public statement relating to a matter that is not listed on the agenda.

When considering recommendations, either from a Committee meeting or presented in an Officer's report, Council may:

- Accept the recommendation put forward and adopt it en bloc without further debate/discussion;
- Withdraw a particular item for further discussion or modification or propose another course of action be taken; or

- Defer making a decision on the item pending further consideration/discussion at an appropriate meeting.

Further information about the Councillors and their contact details is available on our website at www.dowerin.wa.gov.au.

5.2 Shire Administration

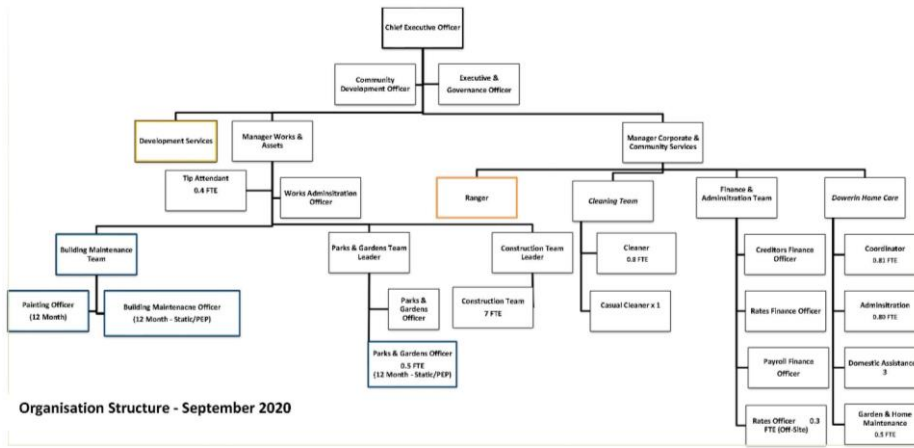
The Shire Administration undertakes the operational activities related to Council decisions. All operations are carried out in accordance with Council Policy, and decisions made by Officers are in accordance with delegated authority or authority otherwise provided by the legislation.

The Chief Executive Officer (CEO) is appointed by Council and is responsible for the day to day management of the Administration's functions and all staff related matters.

The role of the CEO is to:

- advise Council in relation to the functions of the Shire;
- ensure that advice and information is available to Council so that informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the Shire;
- liaise with the President on the local government’s affairs and the performance of the Shire’s functions;
- speak on behalf of the Shire if the President agrees;
- be responsible for the employment, management supervision, direction and dismissal of employees;
- ensure that records and documents of the Shire are properly kept; and
- perform any other function specified or delegated by Council.

The Organisational Chart for the Shire of Dowerin is detailed below:



5.3 Key Community Services and Facilities

- Community Resource Centre (including Library services);
- Dowerin Home Care (Commonwealth Home Support Programme); and
- Lil Tigers Early Learning Centre.

6.0 DECISION-MAKING FUNCTIONS AFFECTING THE PUBLIC

6.1 Council

Meetings of Council are held to make all decisions concerning the municipal district, other than those delegated, as authorised by the *Local Government Act 1995* and other legislation as appropriate. Decisions are generally made after considering recommendations from Officers and/or Committees unless a Special Meeting of Council has been called to consider a specific issue.

6.2 Council Committees and Delegations

Committees meet to consider issues which are under their area of operation as identified in their Terms of Reference, which are available on the Shire's website www.dowerin.wa.gov.au. These committees may comprise Councillors and external representatives.

Council has appointed the following committees:

- Audit and Risk Committee;
- Dowerin Bush Fire Advisory Committee;
- Dowerin Local Emergency Management Committee;
- Australia Day Honours Committee; and
- Road Verge Management Advisory Committee.

Of the above Committees, only the Audit and Risk Committee has delegated authority (Refer Delegation 1.1) which relates to the duties of a local government with respect to audits.

Council also has delegates on the following external committees:

- North Eastern Regional Organisation of Councils (NEWROC)
- Goomalling Medical Surgery Advisory Committee;
- Kellerberrin Regional Road Group;
- Rural Water Council and
- Dowerin Events Management.

6.3 Delegated Authority

In addition to the legislated functions of the CEO, and in order to ensure the efficient management of Council activities, authority has been delegated to the Audit and Risk Committee, the CEO and other Officers to make decisions of an operational nature in accordance with Council policies and specific matters by resolution of Council.

These delegations are identified in the Delegations Register which is required to be reviewed by Council annually. The Register is available on the Shire's website: www.dowerin.wa.gov.au.

7.0 PUBLIC PARTICIPATION

Electors, ratepayers and residents of the Shire of Dowerin have a number of opportunities to be involved in the decision-making processes of Council. Details of the various public participation opportunities are outlined below.

7.1 Public Question Time at Council Meetings

Members of the public are permitted under the *Local Government Act 1995* to address Council at its Ordinary Meetings on any subject within Council's jurisdiction. In order to make an address to Council it is preferred a person gives written notice of their intention to do so, to enable an appropriate response to be provided at the meeting.

The rules governing Public Question Time are outlined in the Shire of Dowerin Standing Orders Local Law which is available via the Shire's website: www.dowerin.wa.gov.au.

Public Question Time is restricted to electors of the Shire unless Council, by resolution, decides otherwise.

7.2 Petitions

Written petitions can be presented to Council on any subject within Council's jurisdiction. Council will receive each petition and may refer it to the Administration for research and advice before making a decision.

7.3 Electors' Meetings

Electors have an opportunity to give their opinions on any issue at either the Annual Meeting of Electors or a Special Meetings of Electors.

6.3.1 Annual Meeting of Electors

An Annual Meeting of Electors is to be held at least once in each financial year, at a time appointed by Council for the following purposes:

- receiving the Annual Report;
- Special Business of which notice has been given; and
- General Business.

6.3.2 Special Meeting of Electors

A Special Meeting of Electors occurs if written notice in the prescribed form (Form 1) is submitted to the President and signed by either 100 eligible electors or 5% of the number of electors, requesting that a meeting be held on a particular matter.

The Standing Orders Local Law specifies that special meetings are called to consider special business which is to be notified when calling the meeting. No business shall be transacted at a special meeting other than that for which the special meeting has been called.

7.4 Written Requests

Any member of the public may write to the Shire of Dowerin at any time on any matter. Any matter raised will be considered by Administration and/or Council and a decision and response provided.

Correspondence should be sent to:

Chief Executive Officer
Shire of Dowerin
PO Box 111
DOWERIN WA 6461
Or by email to dowshire@dowerin.wa.gov.au

7.5 Councillors

Electors are able to vote every second year for Councillors in the Dowerin District Ward to represent them in the decision-making functions of Council. Councillors are elected for four year terms. Electors may contact Councillors to discuss any issues relevant to Council.

Contact information for the Councillors is available via the Shire's website: www.dowerin.wa.gov.au.

7.6 Community Engagement

Council may consult residents on any issue that is currently under consideration. Other than direct consultation, or via its website, Council may notify residents of issues by advertising in local papers, calling public meetings, or surveys. Under each of these methods electors, ratepayers and residents are able to provide input and lodge objections and are provided with guidelines for doing so.

7.7 Notice and Advertising

In many instances the Shire of Dowerin is required by the *Local Government Act 1995* to provide notice of its intention to take a particular course of action or decision. In other instances, the Shire will advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to comment or object.

Current notices are maintained via the Shire of Dowerin's website (www.dowerin.wa.gov.au), placed in the [Dowerin](#) Despatch and on our Facebook page. Should you have regular dealings with [the Shire](#) it is strongly recommended that you monitor these notices.

Please note that for the Shire of Dowerin:

- Local public notice is given by advertising the notice in the [Dowerin](#) Despatch and/or Avon Advocate newspapers, as well as displaying the notice on the display boards in the Shire Administration Office and outside the Dowerin CRC, [and online](#).
- State-wide public notice is given by advertising the notice in the West Australian newspaper as well as displaying the notice on the display boards in the Shire Administration Office and outside the Dowerin CRC, [and online](#).

8.0 DOCUMENTS HELD BY THE SHIRE OF DOWERIN

Council maintains records regarding its operational activities according to legislative requirements. The Shire creates and stores records during the performance of its functions.

Below are broad categories of the types of documents held by the Shire and are to be considered as a guide only:

- Audit reports;
- Business plans;
- Compliance documents, including standard operating procedures and plans;
- Finance and accounting documents;
- General correspondence;
- Human resources documents and contracts;
- Incident reports;
- Industrial agreements;
- Land based documents relating to roads, developments, subdivisions, building permits, storm water drainage, and other similar types of work;
- Memorandums of understanding, contracts, deeds, leases and agreements;
- Minutes, agendas, notice papers and reports of meetings;
- Records relating to the administrative operations of the Shire;
- Research reports;
- Strategy and policy documents; and/or
- Submissions to other government agencies and authorities.

For the purposes of the FOI Act, there are two categories of documents held by the Shire of Dowerin. These can be broadly categorised as those available for inspection or purchase outside the constraints of the FOI Act and those which through their content, must be held confidentially with public access considered only through the provisions of the FOI Act.

The following schedule categorises documents that are available for inspection only and documents that are available on the website:

DOCUMENT DESCRIPTION	INSPECTION ONLY	WEBSITE
Access and Inclusion Plan		✓
Agendas of Council and Committee Meetings (excluding any confidential items)		✓
Annual Budget		✓
Annual Report		✓
Annual and Primary Returns	✓	
Annual Electors Meeting Agenda and Minutes		✓
Annual Financial Statements		✓
Burials Register	✓	
Building Approvals and Plans (only with the written consent from the property owner)	✓	
Business Plans for any Major Undertakings		✓
Code of Conduct		✓
Complaints and Minor Breaches Register		✓
Corporate Business Plan		✓
Customer Service Charter		✓
Delegations Register		✓
Election Candidates Details and Profiles (in an election year)		✓
Electoral Gift Register		✓
Electoral Roll for the District	✓	
Firebreak Notice		✓
Financial Interest Register		✓
Gift and Travel Contributions Register		✓
Information Statement		✓
Local Emergency Management Plan		✓
Local Laws		✓
Long Term Financial Plan		✓

Map of the District		✓
Model Standards for CEO Recruitment, Performance and Termination		✓
Municipal Heritage Inventory	✗	✗
News and Events		✓
Owners and Occupiers Electoral Roll	✓	✗
Policy Manual		✓
Proposed Local Laws		✓
Rates Record (ownership details only)	✓	
Record Keeping Plan		✓
Schedule of Fees and Charges		✓
Strategic Community Plan		✓
Tender Register	✓	
Town Planning Scheme		✓
Training Register for Councillors		✓
		✗

Access to information that is not otherwise listed as available may need to be accessed by way of an application under the FOI Act.

Charges may be applicable for copies of documents. Applicable charges are listed in this document and in the Schedule of Fees and Charges [available from the Shire's website www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au).

9.0 THE OPERATION OF FOI IN THE SHIRE OF DOWERIN

The Shire of Dowerin aims to make information available promptly and at the least possible cost. The Shire is to administer the FOI Act in a way that:

- assists the public to obtain access to documents;
- allows access to documents to be obtained promptly and at the lowest reasonable costs; and
- assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the FOI Act provides for a general right of access to documents it also recognizes that some documents require protection. These exemptions are listed in Schedule 1 of the FOI Act and include:

- personal information;
- information concerning trade secrets;
- other commercially valuable information;
- legal advice; or
- any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

A full list of exemptions can be viewed via the Office of the Information Commissioner's website at www.oic.wa.gov.au.

Under the provisions of the FOI Act, applications can be made to:

- gain access to a document(s);
- amend personal information; or
- review a previous FOI decision regarding access to or amendment of a document(s).

Access can be requested by way of inspection, a copy of a document, a copy of an audio or video tape, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Dowerin is unable to grant access in the form requested, access may be given in a different form.

The Shire is mindful of its obligations and the FOI Act provides a general right of access to documents. If possible, the Shire will initially try to provide access to documents outside of the FOI process.

9.1 Making an FOI Application

If you are considering making an application for access to documents, we encourage you to first make contact with the FOI Coordinator (via the contact details below) who will ensure that advice is provided to help you to make a valid application. Documents potentially may be made available without having to make an application under the FOI Act.

As specified in the FOI Act, an application:

- must be in writing;
- give enough information to enable the requested document(s) to be identified;
- give an Australian address to which notices and correspondence can be sent;
- be accompanied by the prescribed application fee; and
- give any other information or details required under the Regulations.

Applications can be lodged at the Shire:

By post – address to:

Freedom of Information Coordinator
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

In person – visit:

Administration Office
13 Cottrell Street
DOWERIN WA 6461

By email – address to:

Freedom of Information Coordinator
dowshire@dowerin.wa.gov.au

Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

The right to apply is not affected by any reasons a person may have to obtain access.

9.2 Notice of Decision

The FOI Coordinator and the CEO of the Shire of Dowerin are authorised to make decisions regarding FOI applications.

The FOI Coordinator, as soon as possible but in any case, within 45 (calendar) days of receipt of a valid FOI request, must provide the applicant with a notice of decision which will include:

- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- The reason why a document is considered exempt or the fact that access is given to an edited document;
- If access is refused, the reason for claiming the document is exempt; and
- Information on the rights of review and the procedures to be followed to exercise those rights.

9.3 Refusal of Access and Right of Review

The most frequent reasons for refusal to provide access to information include:

1. Personal Information

Information that would reveal personal information about an individual (i.e. their name, contact details, signature etc) may be exempt under Schedule 1 Clause 3 of the FOI Act.

The Glossary, Schedule 2 of the FOI Act states that:

Personal information means information or an opinion, whether true or not, and whether recorded on a material form or not, about an individual, whether living or dead –

- Whose identity is apparent or can reasonable be ascertained from the information or opinion; or
- Who can be identified by reference to an identification number or other identifying particular such as a finger print, retina print or body sample.

2. Commercial Information

Information that would reveal trade secrets, information of a commercial value (i.e. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (i.e. debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the FOI Act.

3. Deliberative Process

Information that would reveal a decision made during a deliberative process closed to the public (i.e. confidential Council meeting or matter discussed Behind Closed

Doors at a Council or Committee meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act.

4. Legal Professional Privilege

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the FOI Act.

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an **internal review** by the Shire. The internal review will be carried out by a person, not being the original decision-maker, from the start of the decision-making process.

If applicants disagree with the result of the internal review, they can apply to the Office of the Information Commissioner for an external review. Applicants will be advised of the procedure to request an external review when the internal review notice of decision is issued.

9.3.1 Internal Review

An application for internal review must be lodged with the Shire within 30 (calendar) days after being given the written notice of decision, and must:

- Be in writing;
- Provide particulars of the decision to be reviewed; and
- Give an address in Australia to which notices and correspondence can be sent.

There is no lodgement fee for an application for internal review and there is no charge for dealing with an internal review request. The outcome for an application for internal review may result in a confirmation, variation or reversal of the initial decision under review.

You will be advised of the outcome of an internal review within 15 (calendar) days.

The address for lodgement of an internal review is:

By post – address to:

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

In person – visit:

Administration Office
13 Cottrell Street
DOWERIN WA 6461

By email – address to:

Chief Executive Officer
dowshire@dowerin.wa.gov.au

9.3.2 External Review

If you are not satisfied with the decision of the internal review, you have the right to lodge a complaint with the Information Commissioner seeking an external review of that decision.

You are required to lodge your complaint with the Information Commissioner's office within 60 (calendar) days of receiving the notice of decision of the internal review.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached to it a copy of the notice of decision; and
- Give an address in Australia to which notices and correspondence can be sent.

There is no charge for lodging a complaint with the Information Commissioner's office.

The address of the Information Commissioner is:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
Perth WA 6000

[Country Callers 1800 621 244](tel:1800621244)

Should you have any further queries or require any further information about your review rights, you may contact the Office of the Information Commissioner on (08) [6551 7888](tel:65517888).

9.4 FOI Procedures for the Amendment of Personal Information

Under the FOI Act, staff, ratepayers and the general public may apply to have personal information about themselves held by the Shire amended if they believe it is incomplete, incorrect, out of date or misleading. Requests to have documents amended should be directed in writing to the FOI Coordinator. Receipt of an application must be acknowledged in writing by the FOI Coordinator.

The decision to allow or refuse amendment of personal information is to be made by the FOI Coordinator in consultation with the CEO, depending on the nature of the request.

In accordance with Section 49(2) of the FOI Act, the Shire is required to give the applicant written notice of its decision within 30 (calendar) days. The notice is to give details of the approved amendment(s) or a statement of reason for the decision to refuse amendment of the personal information.

A simple name and/or address change is handled through our usual process, upon completion of a Change of Contact Details form and/or supply of proof of change and is not subject to the FOI process.

The only records of a personal nature held by the Shire of Dowerin relate to staff. Any person concerned that any records maintained by the Shire may contain personal information about themselves that may require amendment, can write or contact the:

Freedom of Information Coordinator
 Shire of Dowerin
 13 Cottrell Street / PO Box 111
 DOWERIN WA 6461

P: 08 9631 1202
 E: dowshire@dowerin.wa.gov.au

9.5 FOI Charges

Details of fees and charges are listed below and must be paid in full prior to access to non-exempt documents being permitted. Whilst the \$30 application fee is mandatory, the additional charges are applied at the Shire's discretion and will usually only be required if the application is large and requires extensive amounts of staff time. These charges are in accordance with the charges specified in the *Freedom of Information Regulations 1993*.

TYPE OF FOI REQUEST	CHARGE APPLICABLE
Personal Information <u>about the applicant</u>	No fee
Amending personal information	No fee
Application fee for non-personal information	\$30
Charge for time taken by staff dealing with the application (per hour or pro rata)	\$30 per hour
Charge for access time supervised by staff (per hour or pro rata) (plus the additional cost to the agency for any special arrangements (eg hire of facilities or equipment))	\$30 per hour
Charges for photocopying (per copy)	20c
Charges for staff time photocopying (per hour or pro rata)	\$30 per hour
Charge for time taken by staff transcribing information from a tape or other device	\$30 per hour
Charge for duplicating a tape, film or computer information	Actual cost
Charge for delivery, packaging and postage	Actual cost
Internal Review	Nil
<u>Advance deposit that may be required in respect of estimated charges</u>	<u>25%</u>
<u>Further advance deposit that may be required to meet the charges for dealing with the application</u>	<u>75%</u>

9.5.1 Estimate

If charges are to be applied, an estimate of charges will be sent to the applicant before any work is undertaken. Work on the application will only begin once the estimate has been accepted and paid. If the applicant is not satisfied with the estimate they are welcome to discuss the scope of the application with the FOI Coordinator in an effort to reduce the charges. Alternatively, the applicant may contact the Office of the Information Commissioner to request a review.

9.5.2 Deposit

A deposit of 25% of the estimated charge may be requested. A further advance deposit of up to 75% of the fee may be required should it be considered necessary to meet the charges for dealing with the application. The imposition of this charge is entirely at the discretion of the Shire of Dowerin.

9.5.3 Financial Hardship

The Regulations of the FOI Act provide that the applicable charge will be reduced by 25% for an applicant who is:

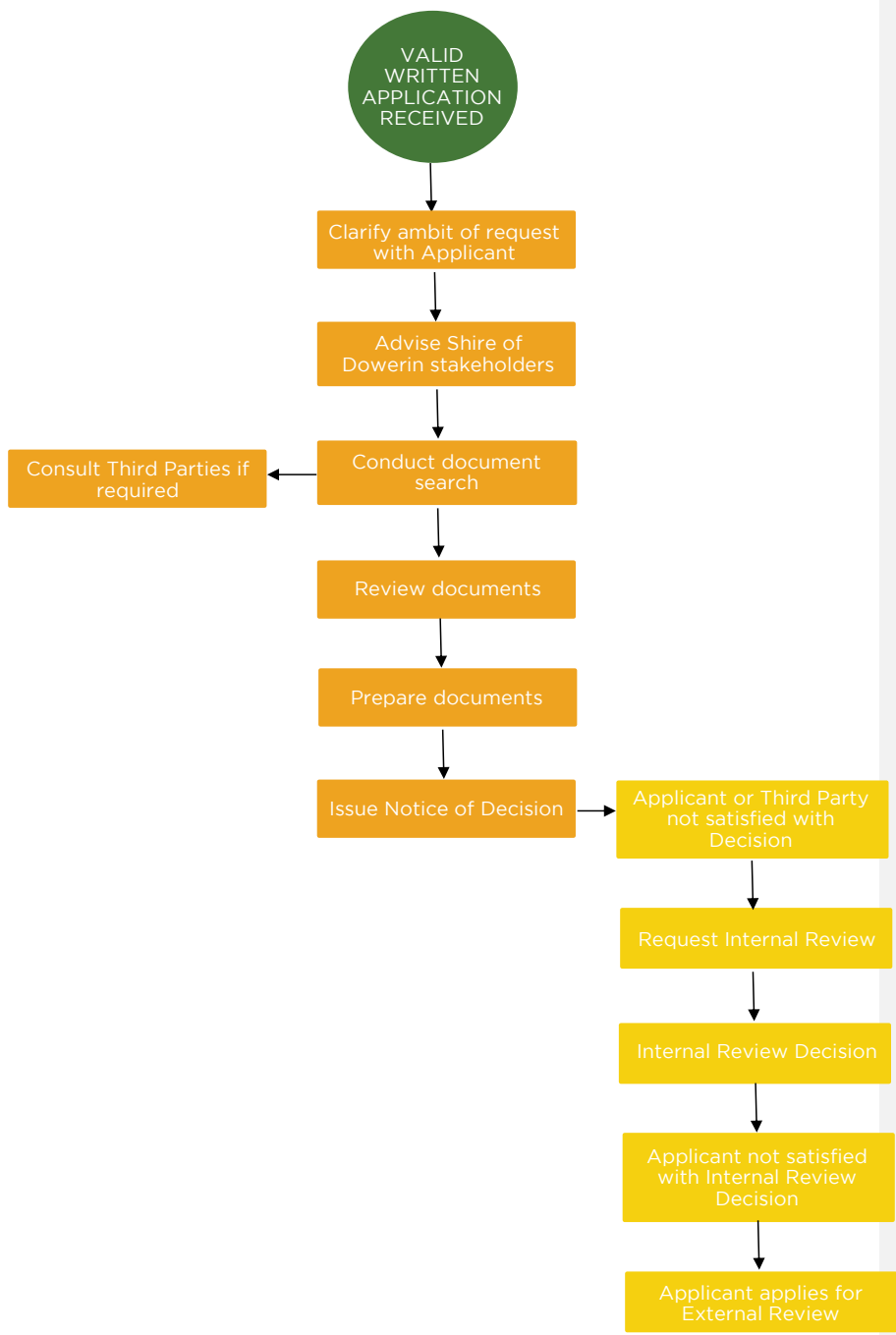
- Impecunious (financially disadvantaged) in the opinion of the Shire there is financial hardship; or

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- The holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*.

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9.6 FOI Process – Flowchart





SHIRE OF
DOWERIN
TIN DOG TERRITORY

Contact us

Shire of Dowerin
9631 1202

dowshire@dowerin.wa.gov.au
www.dowerin.wa.gov.au

POLICY NUMBER	-
POLICY SUBJECT	- <u>Communication Structures Sea Containers and Similar Storage Containers</u>
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	-

Objective

The objectives of this Policy are to control the use and placement of sea containers, or other similar structures in the townsites of the Shire of Dowerin such that an acceptable standard of development is achieved and that the structure does not adversely affect the amenity of the area.

Policy

~~1.~~ All sea containers and other similar structures proposed to be located within the ~~townsites of the~~ Shire of Dowerin require ~~a Development planning Application to be submitted for assessment and approval the planning consent and a building license from by~~ Council prior to ~~their placement on land locating a sea container on-site with the exception of sea containers located on General Industry and Rural zones.~~

~~1.2.~~ This policy is based on sea containers up to 6 metres (20 feet) in length for Residential, Townsite, Commercial, Light Industry and Rural Residential zones and up to 12 metres (40 feet) in length for General Industry and Rural zones. Container(s) larger than this may need to satisfy additional requirements.

~~2.3.~~ Sea containers and other similar structures used for temporary storage during the conduct of building works will be exempt from these requirements, provided that the following criteria are achieved:

- a) The structure is only being used for the secure storage of materials, plant, machinery or building equipment on a building site;
- b) The building site has a current ~~Development planning A~~ approval and/or ~~B~~ building planning ~~licence~~ permit;
- c) Construction works are actively being undertaken on the site and do not lapse for any period greater than ~~30-60~~ days;
- d) The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines;
- e) The structure may not be permitted on the building site for a period longer than 6 months, unless the special approval of Council is obtained; and
- f) The structure is removed from the building site ~~immediately at~~ following the completion of the building works.

~~3.~~ In determining applications for the placement of sea containers, Council shall have regard to the following designation of use symbols and prohibitions for certain zones and Reserve land in townsites of the Shire of Dowerin, made in accordance with Shire of Dowerin Town Planning Scheme No. 1:

Residential 1	Prohibited
Commercial	Prohibited
Tourist zone	"PS"
Light Industry zone	"P"
General Industry zone	"P"
Rural Residential	"PS"
Rural Townsite	Prohibited

“P” – Permitted

“PS” – not permitted unless special approval is given by Council subject to conditions being complied with

4. In determining applications for the placement of sea containers, Council will require the following information be provided by the applicant:
 - a) The necessary application for ~~planning consent~~ Development Approval and Building license Permit application forms;
 - b) A scaled site plan and elevation showing the proposed location of the structure in relation to boundary setbacks, natural features and existing buildings;
 - c) A written submission detailing the proposed works to be undertaken to improve the visual amenity of the structure;
 - ~~e) Any elevation drawings considered appropriate;~~ and
 - e)d) Payment of the relevant application fees.
5. As sea containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Residential, Shop or Office Commercial zones will not be supported unless the structure is for temporary building site works, as described in clause 2.
6. All sea containers and other similar structures shall comply with the following design and location criteria:
 - a) The structure is to in good condition prior to location upon any property.
 - ~~a)b) structure shall be suitably screen and should be~~ located so it has low visibility from any road and/or adjoining property, observing all setback requirements contained in Council’s Local Town Planning Scheme No. 1 2.
 - ~~b)c) The structure should be located behind existing buildings and/or screening vegetation and not be located in front of the established or proposed building line.~~
 - ~~e)d) The structure must be painted in a colour to blend with adjacent buildings or in an earth tone to blend with the natural landscape and vegetation.~~
 - ~~d)e) Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) so as to conceal its appearance as a sea container.~~
 - ~~e)f) No more than one sea container or similar storage structure will be permitted on a property in a Residential or Rural Residential zones.~~
 - ~~f)g) Sea containers or similar structures are to be used for storage purposes only and shall not be used for habitation purposes, unless it can be demonstrated that the proposal meets the provisions of the Building Code of Australia and will not detrimentally impact the amenity of the locality where the development is to be situated.~~
 - ~~g) Sea containers or similar structures may not be made permanent fixtures on the land except on properties zoned “General Industry” or “Light Industry”.~~
 - h) The structure shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.
 - i) The structure shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
 - j) The structure is not to be located over septic tanks and/or leach drains or utilities.
 - i)k) Council may require additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container, particularly as a result of a complaint made against the sea container.
7. Council reserves the right to approve the siting of a sea container or other similar structure on a property for a fixed period of time. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval.

8. Council reserves the right to revoke any approval for the siting of a sea container or other similar structure on a property where it is compromising the amenity of an area or impacts on public safety.
 9. Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.
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Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all procurement activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

[*Planning and Development Act 2005*](#)

[*Planning and Development \(local planning schemes\) Regulations 2015*](#)

Related Delegation

DL

POLICY NUMBER	-
POLICY SUBJECT	- Secondhand & Moveable Buildings
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	-

Objective

The objectives of this Policy are to:

1. maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire;
 2. ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality;
 3. ensure that the moveable buildings established within the Shire do not use materials considered by Council to be unacceptable (eg. asbestos);
 4. avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas; and
 5. prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.
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Definitions

A *PERMANENT* building is generally not designed to be moved and includes the following:

1. *'Site Built'* structures are built on location as new permanent structures. They are of traditional appearance with pitched or skillion roofs and a typical house layout, designed to accommodate families.
2. *'Relocated'* dwellings are structures that have previously been constructed on a site elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A *MOVEABLE* building is generally any structure capable of being transported from one location to another. There are two basic types as follows:

1. *'Transportable'* structures are those designed and constructed at a location other than where they are intended to be established. For example dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
2. *'Donga Type'* structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.

Policy

This policy does not refer to new transportable dwellings and will only apply to secondhand buildings. Generally Council is not in favour of the use of secondhand buildings, especially in the townsite areas, however Council will consider each application on its merits.

The Council shall not permit the establishment, occupation or erection of *donga type* structures for residential purposes within a Townsite boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement, and may justify the use of such structures. In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.

The Council will only permit *donga type* structures for uses *other than* residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.

The Council will only permit *site built* and *relocated* structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.

Application Requirements

4. An application for building approval for a secondhand dwelling shall only be considered by Council if it is to be erected on a “residential”, “**rural residential**” or “rural” zoned lot considered acceptable by Council.

The building must first be inspected at its existing (original) location by the Shire’s Building Surveyor. If the building is located in an isolated locality or different Local Authority a charge based on time and distance will be made at the proponents expense.

All applications to develop a transportable or relocated dwelling within the Shire of Dowerin shall include the following information:

1. An Application for Development Approval and the payment of the required planning fees;
2. Details of where the transported or relocated dwelling is to be removed from;
3. Detailed plans of the subject building and a comprehensive site plan indicating the proposed location of the building;
4. Recent photographs not less than 3 months old of every external elevation of the proposed dwelling which shall clearly indicate the building’s current design and condition;
5. Certification from a practicing Structural Engineer stating that the structure is safe and suitable for relocation, appropriate for the condition of the Shire of Dowerin and is structurally sound;
6. Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia;
7. Specification on the works to be undertaken to the building including any modifications and additions to the dwelling and the materials and colours to be used;
8. Details of how it is proposed to transport and re-erect the building; and
9. A detailed timeframe for the relocation of the proposed dwelling and any proposed works.

Minimum Design Requirements

The approval of transported or relocated dwellings will only be considered if the following design standards can be achieved:

1. The dwelling has a minimum floor area of not less than 100m²;
2. The roof shall have a minimum pitch of 15°;
3. The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing; and
4. The external finishes, bulk, scale and design of the house are such that it will not have a detrimental impact upon the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation or for any other purpose, such material shall be removed prior to the building being transported within or into the Shire.

A transported or relocated dwelling will only be approved if certification is received from a practicing Structural Engineer that states the dwelling is structurally sound, is suitable for transport and is appropriate for the conditions of the Shire. This inspection shall occur at the proponent's expense.

Approvals and Bonds

As part of the Development Approval of a transported or relocated dwelling, the Council may impose conditions that require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas etc.

The approval of a transportable or relocated dwelling will require the lodgement of a cash bond to the value of \$15,000 prior to the issue of a building permit. This bond will be used to remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Development Approval or any conditions of the Building Permit as well as providing the surety for the completion of the moveable building to a standard acceptable to the Council.

A signed statutory declaration outlining a bonding agreement is to be entered into by the owner/s prior to issue of a building permit. The agreement is to outline a staged repayment of the performance bond, as follows:

Stage One (Return of 25% of Bond)

1. Dwelling correctly positioned on site, as per approved site plan (setback correct etc) in accordance with the Development Approval;
2. Dwelling is correctly stumped and site filled, drained and graded satisfactorily, such as it is structurally adequate in accordance with the Engineer's certification; and
3. Dwelling is to lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

Stage Two (Return of second 25% of Bond)

1. All gutters, fascia and downpipe work completed;
2. All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
3. All external surfaces to be painted to a tradesman like standard in accordance with the Development & Building Approvals (including wall, doors, window surrounds, sills etc).

Stage Three (Return of remaining 50% on Bond)

1. Compliance with all conditions of Development Approval;
2. Approved effluent disposal system installed. System has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
3. Completion and certification of all electrical work;

4. Completion and certification of all plumbing work;
5. All wet area tiling completed in accordance with the Building Code of Australia;
6. Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc); and
7. Building has reached practical completion stage.

Note: The agreement is to clearly state that should Stage One and Two completion not be reached within 120 days of the building's placement on site or Stage Three completion not reached within 12 months of the issue of a building license, then the bond monies are to be forfeited to the Shire of Dowerin and the building removed from the site.

Amendment & Other Legislation

The provisions of this policy shall not excuse compliance with any other legislation, policy or requirement that may apply to the proposed development.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

~~2.~~

~~3. Transportable 'donga' type structures will not be considered for a Building Permit unless they are of good structural standard as determined by the Building Surveyor, treated to eliminate any evidence of manufacturers or other commercial markings or colour strips etc and are provided with a pitched roof of not less than 15°.~~

~~4. After payment of the fee and completion of the inspection a report will be presented to Council for consideration.~~

~~5. Following approval in principle by Council the proponent shall submit the normal plans and specifications for a "Special" Building Permit with a maximum time frame for completion of the building work of 6 months.~~

~~6. A bond of \$2,000 is to be lodged with Council as a "Condition" of Building Permit issue. On completion of the building work within the timeframe of the Special Building Permit the bond will be returned following application.~~

~~7. The secondhand house shall not be moved from its original site or enter the Shire of Dowerin unless or until the Special Building Permit has been formally issued.~~

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all procurement activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Related Delegation

DL

POLICY NUMBER	-
POLICY SUBJECT	- Outbuildings in Residential Areas
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	-

Objective

The objectives of this Policy are to:

1. control the size and height of outbuildings in residential areas;
 2. ensure that outbuildings are not visually intrusive to neighbouring properties or adjoining public spaces; and
 3. ensure that the construction of an outbuilding does not detract from the general aesthetics and amenity of the residential area.
-

Policy

Definitions

'*Outbuilding*' is an enclosed non-habitable structure that is detached from any dwelling, but is NOT a:

1. '*Garage*' is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling;
2. '*Verandah*' is a roofed open platform attached to a dwelling;
3. '*Patio*' is an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling;
4. '*Gazebo*' is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.

'*Setback*' is the horizontal distance between a wall at any point and an adjacent Lot boundary, measured at right angles (90 degrees) to the building.

'*R Codes*' is a State Planning Policy made under Section 26 of the *Planning and Development Act 2005*. This policy is cited as State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes). The purpose of the R-Codes is to provide a comprehensive basis for the control of residential development throughout Western Australia.

Application

This Policy applies to new residential outbuildings on land in the district of Dowerin where the R-Codes apply.

Outbuildings

Applications not meeting this development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Dowerin:

1. Outbuildings that comply with the Residential Design Codes Deemed-to-comply Requirements; OR
2. Comply with the Building Code of Australia;
 1. Are constructed of new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practising Structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed to ensure they do not detract from the visual amenity of the area;
 2. Are not attached to a dwelling;
 3. Are not habitable;
 4. Are not within the primary street setback area;
 5. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;
 6. Are setback in accordance with the requirements of the Residential Design Codes; and
 7. Are of size or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in the table below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council for planning consent:

LOT AREA (m ²)	MAXIMUM SINGLE OUTBUILDING (m ²)	TOTAL OUTBUILDINGS (m ²)	MAXIMUM WALL HEIGHT (m)	MAXIMUM RIDGE HEIGHT (m)
500 - 749	46	62	2.4	3.6
750 - 999	73	97	3.0	3.6
1000 - 1249	94	125	3.0	3.6
1250 - 1699	117	156	3.0	3.9
1700 - 2049	130	202	3.0	3.9
2050 - 2999	143	262	3.3	4.2
3000 - 5000	157	375	3.6	4.5

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all procurement activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure
Local Government Act 1995

Related Delegation

Nil