



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held via electronic means
Tuesday 21 April 2020
Commencing 2.00pm





NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 21 April 2020 via electronic means. The format of the day will be:

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

Rebecca McCall
Chief Executive Officer
16 April 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 21 April 2020



1. Official Opening / Obituaries

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff

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

Members of the Public: Nil

Apologies:

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

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 17 March 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 17 March 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:	16 April 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2019-2020 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A - Financial Activity Statements	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

For Council to receive the Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 31 March 2020.

Background

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

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

Comment

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

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

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

Capital Acquisitions

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

Note 1 – Significant Accounting Policies

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

Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 - Net Current Funding Position - Statutory Requirement

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

Note 4 – Cash and Investments

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

Note 5 – Budget Amendments

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

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

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

Note 6 – Receivables

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

Note 7 - Cash Backed Reserves

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

Note 8 – Capital Disposals

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

Note 9- Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

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

Note 12 – Trust Funds

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

Note 13- Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*.

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation - 10.1

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

10.2 List of Accounts Paid

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	10 April 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Kathy Brigg, Accounts Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.2A - List of Accounts Paid	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, M CCS

Kathy Brigg, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with Council's adopted 2019/20 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 10.2

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

List of Accounts Paid - March 2020	
EFT7486 To EFT7583	\$319,401.91
DD10885, DD10905; Superannuation	\$13,075.88
Cheque 10780 to 10794	\$23,683.49
DD10894; NAB Credit Card; February 2020	\$5,658.52
DD10896; Puma Energy Fuel; February 2020	\$641.76
Net Payroll; PPE 04 March 2020	\$60,281.04
Net Payroll; PPE 18 March 2020	\$52,511.85
TOTAL	\$475,254.45

10.3 Recalcitrant Rates Debtors

Corporate & Community Services



Date:	1 April 2020
Location:	Nil
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Acting Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 10.3A - Recalcitrant Rates Debtors Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The recalcitrant rates debtors report for March 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.

Comment

No debt recovery action has been taken this month.

In the current climate most Councils have put a hold on debt recovery actions.

The Administration has taken the approach of issuing Final Notices to defaulting ratepayers but included a covering letter explaining that Council is aware of and sympathetic to the current situation.

On an individual case by case basis, ratepayers can request consideration of an existing or new payment arrangement on compassionate grounds if they are suffering financial hardship directly related to COVID19.

Consultation

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Associated of Rates Officers

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

Due to the current economic environment, there is a risk that ratepayers will not pay their outstanding rates and charges.

However, the Shire's ratepayers are mainly agricultural. As this is an essential service it is hoped that the impact on the bulk of Shire of Dowerin ratepayers will be minimal.

Financial Implications

It is estimated that \$72,717.44 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 COVID-19 – 2019/20 Budget Amendment for the Period Ending 31 March 2020

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	4 April 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As Above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Budgeting/2019-20 Budget	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.4A – Proposed Draft 2019/20 Amended Budget Review Attachment 10.4B – Correspondence from Premier & Minister for Local Government	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Item presents further amendments to the Amended 2019/20 Budget to Council for consideration and, if satisfactory, adoption.

Background

Since the legislated Annual 2019/20 Budget Review was adopted by Council at its February 2020 meeting (CMRef 0138), there have been several variations to both revenue and expenditure and it is considered good financial management and best practice to continue to adapt as the situation changes.

It was known at the time that additional amendments may occur due to the significant variations in the original budget along with changes to Financial Assistance Grants and in particular, our estimated carried forward.

These and many other financial variations were dealt with to bring the 2019/20 Budget to a balanced budget.

This review achieves the same result but requests additional unplanned expenditure as it is felt that the outcome of this review will provide long term benefit to the efficiency of the organisation.

A financial review has been prepared for Council consideration which incorporates reallocations to the budget required due to the COVID-19 pandemic State of Emergency situation.

On 11 March 2020 the World Health Organisation declared Coronavirus (COVID-19) as a pandemic.

On 20 March 2020 the Shire of Dowerin activated its Business Continuity Plan.

On 23 March 2020 the Western Australian Government declared a State of Emergency.

On 27 March 2020 the Premier and Minister for Local Government addressed the local government sector and in the strongest possible terms expressed the following key points:

1. The pace of change associated with COVID-19 is incredibly fast;
2. This requires Councils to make quick decisions;
3. We are not in a 'business as usual' environment;
4. Clear that all energy and effort needs to be put into this pandemic;
5. Priorities around looking after our community's health;
6. Priorities on supporting our local economies;
7. Local government will play a critical role;
8. Premier asking Councils to fast track approvals (any approval that will result in economic development) such as building and planning approvals;
9. Asking Councils to keep workforces employed;
10. Use budgets to stimulate our local economy and create jobs; and
11. The State Government will be unable to support local government financially as it is committing all its available financial resources, and more, to fighting this issue.

Correspondence from the Premier of Western Australia and the Minister for Local Government outlining the above is included as an Attachment.

Comment

This Budget Review is not legislatively required but has been undertaken as best practice and with consideration of several significant occurrences since the 2019/20 Budget was reviewed in February 2020.

Since then, the Shire of Dowerin suffered \$2.6m in flood damage in February 2020 which was shortly followed by the COVID-19 pandemic.

The flood damage cost, whilst mostly reimbursed, severely impacts the immediate cash flow of the organisation as work must be undertaken and payments processed before claims can be made.

In regards to the pandemic, the Shire of Dowerin has been adapting on a daily basis as per guidance and directive received from both the Federal and State Government. This has involved considerable resources being taken away from day to day business.

Part of this budget review is to prepare the organisation for the 2020/21 financial year for which local governments have been strongly requested to give consideration to freezing revenue avenues and bringing forward capital expenditure using both Reserves and Loans.

GL: 30888 LOPS Other; Pandemic Income - proposed newly created account with an addition of \$5,000 to allow for any financial assistance provided related to the pandemic;

GL: 54681 LOPS Other; Emergency Reserve - transfer \$310,000 from Building Reserve to Emergency Reserve to cover cash flow during initial works/claim period and pandemic;

GL: 43381 S/POOL; Transfer to Reserve - transfer Municipal funds of \$20,000 to provide an allowance for Swimming Pool works;

GL: 52781 SEWER; Transfer from Reserve - transfer \$200,000 from Sewer Reserve to Emergency Reserve to cover cash flow during initial works/claim period and pandemic;

GL: 40881 LOPS Other; Transfer to Emergency Reserve - allocate \$500,000 to proposed new account to provide available cash flow to cover the recent flood damage that occurred in February 2020. It is proposed that this Reserve be ongoing to ensure the Shire has contingency funds during declared emergencies;

GL: 50881 LOPS Other; Transfer from Emergency Reserve - allocate \$500,000 to provide available cash flow to cover the recent flood damage that occurred in February 2020. It is proposed that this Reserve be ongoing to ensure the Shire has contingency funds during declared emergencies;

GL: 20888 LOPS Other; 2020 Pandemic Expenditure - proposed new account with an addition of \$50,000 to allow for expenditure related to the pandemic;

GL: 23816 ROAD MAINT; Gravel - Flood Damage - allocation of \$450,000 funds to cover cost of flood damage works;

GL: 52781 SEWER; Transfer from Reserve - transfer \$64,153 from Sewer Reserve to create proposed Information Technology Reserve;

GL: 45881 ADMIN O/HEADS; Transfer to Reserve - transfer \$64,153 to proposed Information Technology Reserve to enable expenditure on new modules;

GL: 55881; Transfer from Reserve - transfer \$35,000 from proposed Information Technology Reserve to enable expenditure on new modules;

GL: 25821 ADMIN O/HEADS; Information Technology - expenditure of \$35,000 to update and add new modules to the suite of IT Vision Synergy system to ensure that the Shire of Dowerin is working to capacity and meeting compliance;

GL: 33811 ROAD MAINT; Other Grants - Flood Damage - anticipated increase in revenue of \$150,000 with first claim due to be made in May 2020 and received in June 2020. These funds will be transferred back to the Emergency Reserve;

GL: 40881 LOPS Other; Emergency Reserve - transfer funds up to \$150,000 based on revenue received from first claim for 2020 flood damage;

GL: 23812 ROAD MAINT; Road Maintenance - Sealed - transfer funds of \$164,374 from reallocation of Roads to Recovery and Regional Road Group funding to provide additional funding for Road Maintenance Expenditure;

GL: 43746 ROAD CONST; Sealed - Regional Road Group - reduce own funds expenditure of \$164,374 from own funds contribution and fund from reallocated Roads to Recovery Projects;

GL: 43743 ROAD CONST; Sealed - Roads to Recovery - reallocate expenditure of \$346,928 to the following Roads to Recovery Projects;

RTR193; Dowerin-Kalannie Road - allocate \$109,037 to Dowerin-Kalannie Road SLK 10.33 to SLK 10.52 / SLK 18.18 to SLK 18.81 / SLK 19.40 to SLK 19.90 Three separate sections to reconstruct failed sections of road;

RTR183; Dowerin-Meckering Road - allocate \$55,337 to Dowerin-Meckering Road SLK 4.53 To SLK 9.20 Stabilize bitumen failures and reseal;

RTR183; Dowerin-Meckering Road - allocate \$76,928 to Dowerin-Meckering Road SLK 9.20 to SLK 11.00; Stabilize bitumen failures and reseal;

RTR023; Koorda-Wongan Hills Road - allocate \$105,626 to Koorda-Wongan Hills Road SLK 8.45 to SLK 6.00 Re-gravelling, job has been shortened to suit the reduction in the budget;

GL: 45810 ADMIN O/HEADS Building (Capital) Office Roof Refurbishment - increase in revenue of \$55,000 as project deferred due to lack of resources; offset by nil transfer of \$55,000 from Building Reserve;

GL: 54681 BUILDING; Transfer from Reserves - project deferred due to lack of resources; offset by nil expenditure of \$55,000 as above;

GL: 45830 ADMIN O/HEADS; Plant & Equipment (Capital) - decrease in expenditure of \$53,000 due to sale of MCCA's Toyota Hilux being deferred due to recent change in market conditions, offset by Job Number: PE200;

GL: 55850 ADMIN O/HEADS; Proceeds on Disposal of Assets (Sale/Trade) - loss of revenue of \$50,000 due to sale of MCCA's Toyota Hilux being deferred due to recent change in market conditions, offset GL: 45830;

GL: 40381 GPF Other; Transfer Interest to Reserve - reduction in cost of \$30,000 due to less interest being received related to market conditions, offset by GL: 30345;

GL: 30345 GPF; Interest Earned - Reserve Funds - less interest revenue of \$30,000 being received, offset by GL: 40381;

GL: 34102 DoT LICENSING; Transport Licensing Commissions - reduction in revenue of \$5,000 due to reduction in services;

GL: 55250 PWOH; Proceeds on Disposal of Assets (Sale/Trade) - reduction in revenue of \$5,000 from sale of vehicle Registration No. D02 due to change in market;

GL: 25332 POC; External Parts & Repairs - increase in expenditure of \$25,000 to cover additional required services;

GL: 25387 POC; Other Expenses - reduction in expenditure of \$5,000 due to no minimal requirement;

GL: 25805 ADMIN O/HEADS; Employee Costs - Recruitment - reduction in expenditure of \$4,000 due to no requirement for MCCA's relocation;

GL: 35501 SALS & WAGES; Reimbursement - Workers Compensation - increase in revenue of \$8,000 due to higher claims;

GL: 35635 UNCLASS; Unclassified Income – increase in revenue of \$26,500 due to unbudgeted receipts including Water Corporation refund; and

GL: 334400 OTHER REC & SPORT; Contributions & Donations Building Maintenance – reduction in revenue of \$6,500 due to loss of anticipated income.

Consultation

Senior Management Team

Megan Shirt, Consultant

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.4 and 6.26(2)(g) of the *Local Government Act 1995* is applicable.

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

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

(2A) *The review of an annual budget for a financial year must –*

(a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*

(b) *consider the local government’s financial position as at the date of the review; and*

(c) *review the outcomes for the end of that financial year that are forecast in the budget.*

(2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

(3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

Since the COVID-19 pandemic, a number of legislative changes have been made to Regulations enabling local government to adapt and respond quickly to the changing situation and to ensure the health and safety of their communities. These changes include:

Local Government (Financial Management) Regulation 1996

The purpose of these amendments is to increase the flexibility of the local government sector to access funding in a timelier manner to respond to the State of Emergency Declaration under the *Emergency Management Act 2005*.

Regulation 18 contains exemptions from the requirement for a local government to give local public notice of a change of 'use of money' set aside in a Reserve Account (this currently requires one month's public notice). During a state of emergency in a local government district or part of a district, a further exemption is being provided to allow the local government to change the 'use of money' required to address a need arising from the hazard or from the impact or consequences of the hazard to which the state of emergency declaration relates. This decision, and the reasons for it, must be recorded in the formal minutes of Council.

Regulation 20 contains exemptions from the requirement for a local government to give local public notice of a 'power to borrow' under Section 6.20 of the *Local Government Act 1995*. An additional exemption from the period for giving local public notice is provided if the decision is made while a state of emergency declaration is in force and the local government considers that the borrowing is required to address a need arising from the hazard (in this case COVID-19) or from the impact or consequences of the hazard. Once again, this decision, and the reasons for it, must be recorded in the formal Council minutes.

Regulation 21 provides further flexibility to a local government to re-purpose money borrowed, but not spent, to address a hazard or the impact or consequences of the hazard. This is tied to the declaration of a state of emergency and has the effect of exempting the local government from providing local public notice before they can access the funds for the new purpose. Once again, this decision, and the reasons for it, must be recorded in the Council minutes.

Local Government (Functions & General) Regulations 1996

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment made to Regulation 11(1) increases the threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments were encouraged to update their purchasing policy ([see Item 11.2](#)) to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000, local governments should ensure that quotations are requested in writing and offers are received in writing. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited.

The first exemption, in new Regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in Regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in Regulation 11(2)(jab) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in Regulation 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses. The exemption will now reflect the fact that the Chamber of Commerce and Industry administers the Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

Risk Implications

Nil

Financial Implications

The subsequent review will incorporate Budget amendments which will impact in accordance with the schedule provided.

Otherwise, there are no foreseeable Financial Implications as the net result is a balanced budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 10.4

That, pursuant to Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council adopts the Amended Annual 2019/20 Budget Review for the period ending 31 March 2020, as presented in Attachment 10.4A.

10.5 COVID-19 – Proposed Hardship Policy

Corporate & Community Services



Date:	16 April 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 10.5A – Proposed COVID-19 Hardship Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposed COVID-19 Hardship Policy to Council for consideration, and if satisfactory, adoption.

Background

In light of the current COVID-19 state of emergency, it is expected that the financial strain on businesses and individuals within our community will be significant.

A Hardship Policy has been developed, using the WALGA model policy as its basis, to ensure those within our community experiencing financial hardship can be dealt with in a fair and equitable manner.

Comment

It is not Council's intention to cause hardship to members of our community who have been disadvantaged during the COVID-19 crisis.

The Policy is intended to ensure that Council offers fair, equitable, consistent and dignified support to those suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Consultation

Senior Management Team

Policy Implications

The Policy Manuals will be updated accordingly, should Council resolve to adopt the proposed 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

There will be financial risks relating to the impact of a loss in revenue and reputational risks associated with Council not, or being perceived to not, adequately support its local businesses and ratepayers.

Financial Implications

The effects of COVID-19 will have a significant and lasting financial impact on the Shire of Dowerin. A budget review is presented to this meeting ([Refer Item 10.4](#)), while the 2020/21 Budget development is also underway.

While the exact financial impact relating to the implementation of this Policy is unknown, as it depends on the individual circumstances of the business or ratepayer in applying for hardship, the costs could be significant.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 10.5

That, pursuant to Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts the Hardship Policy, as presented in Attachment 10.5A.

10.6 Policy Manual Review – Proposed Community Bus Policy

Corporate & Community Services



Date:	16 April 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 10.6A – Proposed Community Bus Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Item presents the proposed Community Bus Policy to Council for consideration, and if satisfactory, adoption.

Background

In continuing to rescind policies from the 2007 Policy Manual the Community Bus Policy has been reviewed. The wording in the 2007 Policy Manual is:

“The use of the Community Bus shall not be allowed for the purpose learner drivers or for driving tests.”

This is considered valid and so has been included in the development of a more comprehensive policy relating to the hire and use of the Community Bus.

A copy of the proposed policy is included as an Attachment.

Comment

While it may appear the policy is more extensive, it includes the conditions listed on the hire agreement form and is based on policies from surrounding local governments who operate and maintain a community bus service. Therefore, the proposed policy encapsulates the current procedures applicable to the hire and use of the Community Bus.

The feedback provided by Council at its February 2020 Workshop regarding the proposed policy has been included in the policy as presented in the Attachment.

Consultation

Council Workshop 18 February 2020

Senior Management Team

Policy Implications

The Policy Manuals will be updated accordingly, should Council resolve to adopt the proposed 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

Nil

Financial Implications

Hire fees for the use of the Community Bus are included in the Schedule of Fees and Charges each year.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 10.6

That, pursuant to Section 2.27(2)(b) of the *Local Government Act 1995*, Council:

1. Rescinds the Community Bus Policy statement from the 2007 Policy Manual; and
2. Adopts the reviewed Community Bus Policy, as presented in Attachment 10.6A.

10.7 Policy Manual Review – Policy 4.1 – Financial Reserves Policy

Corporate & Community Services



Date:	16 April 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 10.7A – Policy 4.1 – Financial Reserves Policy Attachment 10.7B – Business As Usual Attachment 10.7C – Note 7 – Proposed Cash Backed Reserve

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed Policy 4.1 – Financial Reserves Policy to Council for consideration, and if satisfactory, adoption.

Background

Reserves are accounts established and held as a separate fund to hold cash retained by the Shire for the purpose of:

1. Reducing business risk;
2. Improving financial management;
3. Improving strategic capacity;
4. Meeting asset renewal needs; and/or
5. Meeting statutory obligations and other external requirements.

The balance of cash held in individual reserve accounts are restricted to the defined purpose for which the reserve account was established.

Changes to the purpose for which money is held in a cash reserve can be achieved in accordance with the requirements set out in the *Local Government Act 1995*.

Comment

On Wednesday 11 March 2020, the World Health Organization officially declared the outbreak of COVID-19 a pandemic.

Prior to this declaration, Federal, State and Local Governments have been both reactive and proactive on a daily basis as things change. The Shire of Dowerin has made a commitment to working within government directives to achieve the best outcome for the Shire and the wider community.

Part of the support and direction provided by the State Government is the expectation that local government consider in their 2020/21 budget a:

1. Nil rate increase;
2. Freeze on fees, charges and tariffs;
3. COVID-19 policy; and
4. COVID-19 recovery plan.

To assist local governments in meeting the above, the State Government provided some flexibility by advising that it would support local governments in accessing Reserves and also going into debt to combat both the social and economic implications of the pandemic.

Aside from the increased pressure placed on Shire resources by the pandemic, the Shire of Dowerin had commenced recovery for the February 2020 flood which left a damage bill of almost \$2.6 million. Whilst this will be predominantly reimbursed, all flood damage recovery costs need to be paid up front, which puts immediate pressure on our cash flow.

Further to the above, with the increased focus on cyber security, risk management, asset management and financial management, we are expected to, if not reduce revenue, at least retain it to the same level. Meanwhile, expenditure continues to increase.

The Business As Usual (BAU) list presented as an Attachment provides some clarity on what is being requested of local government's time and money resources before fire, floods, drought and pandemics occur.

This is a significant Item which has been presented now due to the rapidly changing conditions that the Shire of Dowerin, along with the rest of the world, are now working with. For this reason, another Item regarding Reserve Accounts will be presented as part of the 2020/21 Budget deliberations to ensure that we continue to be fiscally prudent.

Consultation

Senior Management Team

Since COVID-19, media releases, publications, circulars, emails and other forms of correspondence from the Department of Premier & Cabinet, Department of Local Government, Sport & Cultural Industries, Department of Health, Federal Government, Department of Communities, WALGA and LGIS have been received daily.

The information received from these sources also informs this Item.

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.27(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.”

As mentioned in Item 10.4, since the COVID-19 pandemic, a number of legislative changes have been made to Regulations enabling local government to adapt and respond quickly to the changing situation and to ensure the health and safety of their communities. These changes include:

Local Government (Financial Management) Regulation 1996

The purpose of these amendments is to increase the flexibility of the local government sector to access funding in a timelier manner to respond to the State of Emergency Declaration under the *Emergency Management Act 2005*.

Regulation 18 contains exemptions from the requirement for a local government to give local public notice of a change of ‘use of money’ set aside in a Reserve Account (this currently requires one month’s public notice). During a state of emergency in a local government district or part of a district, a further exemption is being provided to allow the local government to change the ‘use of money’ required to address a need arising from the hazard or from the impact or consequences of the hazard to which the state of emergency declaration relates. This decision, and the reasons for it, must be recorded in the formal minutes of Council.

Regulation 20 contains exemptions from the requirement for a local government to give local public notice of a ‘power to borrow’ under Section 6.20 of the *Local Government Act 1995*. An additional exemption from the period for giving local public notice is provided if the decision is made while a state of emergency declaration is in force and the local government considers that the borrowing is required to address a need arising from the hazard (in this case COVID-19) or from the impact or consequences of the hazard. Once again, this decision, and the reasons for it, must be recorded in the formal Council minutes.

Regulation 21 provides further flexibility to a local government to re-purpose money borrowed, but not spent, to address a hazard or the impact or consequences of the hazard. This is tied to the declaration of a state of emergency and has the effect of exempting the local government from providing local public notice before they can access the funds for the new purpose. Once again, this decision, and the reasons for it, must be recorded in the Council minutes.

Local Government (Functions & General) Regulations 1996

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment made to Regulation 11(1) increases the threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments were encouraged to update their purchasing policy ([see Item 11.2](#)) to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000, local governments should ensure that quotations are requested in writing and offers are received in writing. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited.

The first exemption, in new Regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in Regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be

required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in Regulation 11(2)(j) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in Regulation 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses. The exemption will now reflect the fact that the Chamber of Commerce and Industry administers the Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

Risk Implications

If managed correctly, Reserves are a solid financial management tool for local government. If insufficient Reserves are retained, it exposes the Shire to the risk of being unprepared for asset management and anticipated future costs.

Financial Implications

At 31 March 2020, the Shire of Dowerin has the following Reserve Accounts:

Reserve Name	Purpose of the Reserve	Balance as at 31/3/2020 (\$)
Employee Entitlement	To be used to fund long service leave requirements	56,991
Plant	To be used to fund the replacement of plant	60,339
Sewerage	To be used for the renewal and development of town sewerage infrastructure	1,264,153
Land & Building	To be used for the development, purchase and/or renewal of land and building assets	452,218
Swimming Pool	To be used for the renewal and/or upgrades and development of the swimming pool	186
Recreation	To be used for the renewal and/or upgrades and development of recreation facilities	195,157
Community Housing Project	To be used for Council's contribution to housing projects	49,244
Economic Development	To provide Council with seed funding to leverage grant funding and other economic development opportunities and initiatives	56,107
Bowling Green	To be used for the replacement of bowling greens	85,854
Tennis Court	To be used for the replacement of the tennis court playing surface	39,481
Total Reserves as at 31 March 2020		\$2,259,730

It is recommended that the above Reserves be amended as per the table below with the rationale outlined after the table. The balances provided in this table are projected as at 30 June 2020 and include interest received throughout the 2019/20 financial year.

Reserve Name	Purpose of the Reserve	Projected Balance as at 30/6/2020 (\$)
Employee Entitlement	To be used to fund employee leave entitlements	58,145
Plant	To be used to fund the replacement of plant	141,787
Sewerage	To be used for the renewal & development of town sewerage infrastructure	1,003,487
Information Technology	To be used for the renewal & upgrade of Shire of Dowerin Information Technology	29,153
Land & Building	To be used for the renewal & development of Shire owned building assets	141,371
Emergency	To be used to reduce immediate cash flow pressure during a declared emergency	150,000
Swimming Pool	To be used for the renewal & development of the Shire of Dowerin Swimming Pool	20,191
Recreation	To be used for the renewal and/or upgrades and development of recreation facilities	192,108
Community Housing Project	To be used for Council's contribution to housing projects	50,242
Economic	To provide Council with seed funding to leverage grant funding and other economic development opportunities and initiatives	57,242
Bowling Green	To be used for the replacement of bowling greens	97,592
Tennis Court	To be used for the replacement of the tennis court playing surface	46,280
Projected Total Reserves as at 30 June 2020		\$1,987,597

The adoption of the Officer's Recommendation will have a reduction impact of \$272,133 on the balance of the Reserves as at 30 June 2020 if all transfers in and out occur as proposed.

Funds in the Emergency Reserve will only be utilised in the coming months with all flood damage claim funds being returned to both the Sewerage & Building Reserves excluding an amount of \$150,000 to the Emergency Reserve to continue to maintain this figure as a balance.

All Reserve Accounts will be reviewed as part of the 2020/21 Budget deliberations.

The proposed Policy 4.1 - Reserves Policy provides an end of year target balance for each account. It is recognised that long term financial planning is required to ensure that all Reserve Accounts reach their target balance due to the need to build these accounts on an annual basis based on the Shire of Dowerin's financial operations for each financial year.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 10.7

That, pursuant to Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts the reviewed Policy 4.1 - Financial Reserves Policy, as presented in Attachment 10.7A.

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 COVID-19 – State of Emergency

Governance & Compliance



Date:	7 April 2020
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	Nil
Sharepoint Reference:	Compliance/Risk Management/Disaster Recovery/Declarations
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal for Council to declare its own state of emergency, thereby triggering a range of proposed policy amendments.

Background

On 11 March 2020 the World Health Organisation declared Coronavirus (COVID-19) as a pandemic.

On 20 March 2020 the Shire of Dowerin activated its Business Continuity Plan.

On 23 March 2020 the Western Australian Government declared a State of Emergency.

On 27 March 2020 the Premier and Minister for Local Government addressed the local government sector and in the strongest possible terms expressed the following key points:

1. The pace of change associated with COVID-19 is incredibly fast;
2. This requires Councils to make quick decisions;
3. We are not in a 'business as usual' environment;
4. Clear that all energy and effort needs to be put into this pandemic;
5. Priorities around looking after our community's health;
6. Priorities on supporting our local economies;
7. Local government will play a critical role;
8. Premier asking Councils to fast track approvals (any approval that will result in economic development) such as building and planning approvals;
9. Asking Councils to keep workforces employed;
10. Use budgets to stimulate our local economy and create jobs; and
11. The State Government will be unable to support local government financially as it is committing all its available financial resources, and more, to fighting this issue.

Comment

We are in unprecedented times and the organisational, financial, economic and social impacts are considered to be significant in the short to medium term. While this is the case, Council also needs to remain cognisant that decisions made now can have either a positive or negative impact in these areas in the long term. With this level of great uncertainty comes a responsibility for community leaders at all levels to step up and be clear, decisive and rationale in their decision making and communication.

In order to assist a range of outcomes, it is proposed that Council resolves that the Shire of Dowerin is in a State of Emergency. It is important to note that the purpose of this resolution is not to instil fear or concern, or for any other reason, other than to enact a range of policy measures being proposed.

Consultation

Shire President

Chief Executive Officer

Senior Management Team

Policy Implications

A number of policies are presented with recommended amendments, should Council resolve to declare a state of emergency.

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

There is no provision in the *Local Government Act 1995* or its subsidiary regulations for local governments to declare a state of emergency, it is merely being presented as an internal process.

Risk Implications

The main risk to Council in not declaring its own state of emergency is that it may not be able to respond to this pandemic in a timely manner.

Financial Implications

The effects of COVID-19 will have a significant and lasting financial impact on the Shire of Dowerin. A budget review is presented to this meeting ([Refer Item 10.4](#)), while the 2020/21 Budget development is also underway.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – 11.1

That Council declare that the Shire of Dowerin is in a state of emergency, with this position to be reviewed by Council at the direction of the Shire President.

11.2 COVID-19 – Policy Review

Governance & Compliance



Date:	7 April 2020
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – Policy 4.11 – Purchasing Policy Attachment 11.2B – Policy 1.7 – Council Meetings

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents policy amendments designed to assist the Shire in responding to support our local economy in the wake of COVID-19 to Council for consideration and, if satisfactory, adoption,

Background

Staff have undertaken a review of key existing policies to identify those which can be potentially amended to promote quick decision making and support for our local economy and community.

Comment

In order to be able to react quickly in what is currently a fast-moving environment some policy amendments are being recommended. These include:

Policy	Proposed Amendment/Comment
Policy 1.7 – Council Meetings	The amendment includes the ability to conduct eMeetings in accordance with the newly gazetted amendments to the <i>Local Government (Administration) Regulations 1996</i>
Policy 4.11 – Purchasing Policy	The amendment includes the newly gazetted amendments to the <i>Local Government (Functions & General Regulations) 1996</i> increasing the tender threshold to \$250,000 and noting that public tenders will not be required during a State of Emergency for the supply of goods or services associated with the emergency <u>nor</u> for a 12 month (only) renewal or extension of an existing contract that would otherwise expire within three months.

It is expected that a further suite of proposed amendments to policies and delegations will be presented to Council at future meetings as the COVID-19 situation evolves and the Regulation amendments as mentioned in previous Items are implemented.

Consultation

Senior Management Team

Policy Implications

A number of policies will be amended accordingly, should Council resolve to adopt the proposed amendments.

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

There is a risk projects and services may not be delivered as cost effectively as they might have otherwise been.

Council may risk potential reputational damage in the event Council does not adequately support the local business community. Alternatively, Council may also risk potential reputational damage in the event it does not receive good value for expending community funds.

Financial Implications

The effects of COVID-19 will have a significant and lasting financial impact on the Shire of Dowerin. Amending the presented policies will result in a potential increase in the cost of some projects, however staff are of the view that these costs will be offset by the potential community economic benefits – which are being given precedence.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

That, in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the reviewed:

1. Policy 4.11 - Purchasing Policy, as presented in Attachment 11.2A; and
2. Policy 1.7 - Council Meetings, as presented in Attachment 11.2B.

11.3 COVID-19 – Future Council and Committee Meetings

Governance & Compliance



Date:	7 April 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 (Administration) Regulations 1996</i>
Sharepoint Reference:	Organisation/Council Meetings
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to amend the format of all future Council and Committee Meetings.

Background

Given the situation surrounding the COVID-19 pandemic, Council must consider the method for holding future Council and Committee meetings in order to comply the requirements of the Federal and State Government relating to social distancing and the restrictions to public gatherings.

On 26 March 2020 amendments to the *Local Government (Administration) Regulations 1996* were gazetted, enabling local governments to convene Council and Committee meetings with all participants attending remotely by instantaneous communications (i.e. video and/or tele conference).

The changes ensure that Council decision making necessary for responding to the COVID-19 Public Health Emergency and for continuing to administer the local government's normal functions can continue, without the risk of breaching the standard legislative requirements associated with the conduct of meetings.

Comment

In accordance with Regulations 14D(3)(b) and 14D(4) of the *Local Government (Administration) Regulations 1996*, the President, in consultation with the CEO, determined that all meetings would be conducted via electronic means with local notice provided in the Despatch on 9 April 2020 as well as the Shire's website and Facebook page.

At its December 2019 meeting, Council determined its Ordinary meeting dates and resolved (CMRef 0110):

"That, in accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996, Council resolves to conduct its 2020 Ordinary Meetings of Council, commencing at 2.00pm, on the third Tuesday of the month on following dates from January:

<i>Tuesday 21 January 2020</i>	<i>Tuesday 21 July 2020</i>
<i>Tuesday 18 February 2020</i>	<i>Tuesday 18 August 2020</i>
<i>Tuesday 17 March 2020</i>	<i>Tuesday 15 September 2020</i>
<i>Tuesday 21 April 2020</i>	<i>Tuesday 20 October 2020</i>
<i>Tuesday 19 May 2020</i>	<i>Tuesday 17 November 2020</i>
<i>Tuesday 16 June 2020</i>	<i>Tuesday 15 December 2020</i>

and that the above dates be advertised.”

Meetings are normally held in-person in Council Chambers, however that is no longer possible. Similarly, members of the public are no longer able to attend meetings.

Meetings are still to be open to members of the public, and this is done by allowing questions which would normally be asked during Public Questions Time to be submitted via email or phone prior to the meeting. Additionally, and in accordance with Regulation 13, the unconfirmed minutes of any meeting are to be available on the Shire’s website within 10 business days of the meeting (or 5 days in the case of a Committee meeting).

While the actions taken to date are in compliance with the new Regulations, this Item is presented to provide transparency to the rest of Council and the community around the process for which the change of meetings has occurred.

Consultation

Shire President
 Chief Executive Officer
 Senior Management Team

Policy Implications

Policy 1.7 – Council Meetings is applicable, with proposed amendments to the policy considered at Item 11.2.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

The amendments include new Regulations 14C and 14D of the *Local Government (Administration) Regulations 1996* which state:

"14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

- (1) In this regulation –
meeting means –*
 - (a) an ordinary meeting of the council; or*
 - (b) a special meeting of the council; or*
 - (c) a meeting of a committee of the council; or*
 - (d) a meeting of an audit committee of a local government.*
- (2) A member of a council or committee may attend a meeting by electronic means if –*
 - (a) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and*
 - (b) because of the public health emergency or state of emergency, the member is unable, or considers it inappropriate, to be present in person at a meeting; and*
 - (c) the member is authorised to attend the meeting by electronic means by –*
 - (i) the mayor; or*
 - (ii) the president; or*
 - (iii) the council.*
- (3) A person who attends a meeting by electronic means is taken to be present at the meeting.*

14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

- (1) In this regulation –
meeting means –*
 - (a) an ordinary meeting of the council; or*
 - (b) a special meeting of the council; or*
 - (c) a meeting of a committee of the council; or*
 - (d) a meeting of an audit committee of a local government.*
- (2) A meeting may be held by electronic means –*
 - (a) if –*
 - (i) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and*
 - (ii) because of the public health emergency or state of emergency, the mayor, president or council considers it appropriate for the meeting to be held by electronic means;*

or

 - (b) if –*
 - (i) a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and*
 - (ii) the mayor, president or council authorises the meeting to be held by electronic means.*
- (3) The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communication, as determined by –*
 - (a) the mayor; or*
 - (b) the president; or*
 - (c) the council.*
- (4) The CEO must be consulted before a determination is made under subregulation (3).*

Risk Implications

By conducting all future meetings via electronic means, the risk of exposure to COVID-19 will be reduced and Council will be complying with the Federal and State Government's requirements around social distancing and public gatherings.

Financial Implications

The effects of COVID-19 will have a significant and lasting financial impact on the Shire of Dowerin. There is a cost associated with conducting meetings electronically due to the requirement to pay a subscription to the platform service, however this will be offset by the reduction in expenditure on refreshments provided at meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.3

That, in accordance with Regulations 14C and 14D of the *Local Government (Administration) Regulations 1996*, Council:

1. conducts all future Council and Committee meetings via electronic means, unless otherwise determined; and
2. notes the local public notice of the change in conduct of Council and Committee meetings provided to the community on or around 9 April 2020.

11.4 COVID-19 - Organisational Matters

Governance & Compliance



Date:	7 April 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:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a range of adjustments to the Shire of Dowerin work environment to Council for consideration and, if satisfactory, adoption.

Background

The Administration is currently highly focused on the COVID-19 pandemic. This is having a significant impact on our current deliverables within the Shire of Dowerin Corporate Business Plan and the CEO's Key Performance Indicators. As a consequence, the CEO is seeking Council recognition and understanding that there will be a significant number of actions which may not be possible to deliver.

Comment

The CEO activated the Shire of Dowerin Business Continuity Plan on Friday 20 March 2020. As a result of this activation a response team was established. Team members vary depending on the business function applicable i.e. Administration Office, Depot, Dowerin Home Care etc, however the CEO is the Team Leader across all areas.

Further to this, a decision was made to refocus the organisational structure to ensure clear lines of responsibility:

Project Delivery - Manager Works & Assets

Includes delivery of projects across the entire organisation

Financial - Manager Corporate & Community Services

Focused specifically on financial implications (budgeting and long-term financial planning)

Response & Recovery - Chief Executive Officer

Includes responses to current issues, workplace safety measures relating to COVID-19, recovery planning.

Community Resilience - Community Development Officer

Community engagement and liaison/coordination with community service providers to look after vulnerable people with a coordinated response, community social impacts etc.

Organisation & Economy – Chief Executive Officer

Continuing to oversee all areas with additional specific focus on economic development initiatives and direction.

Consultation

Senior Management Team

All Staff

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.2 of the *Local Government Act 1995* states:

“The council of a local government is to ensure that there is an appropriate structure for administering the local government.”

Risk Implications

There is a compliance risk in the requirement for Council to ensure there is an appropriate structure in place for the administration of the local government.

Financial Implications

The effects of COVID-19 will have a significant and lasting financial impact on the Shire of Dowerin.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.4

That Council:

1. Notes that changes to services, programs and projects have, and will continue to be made, by the Chief Executive Officer to ensure critical service delivery and the safety of staff and the community during the COVID-19 pandemic; and

2. Endorses a policy position that the Chief Executive Officer is authorised to make any required adjustments to the organisational structure and resourcing as deemed appropriate, within established budget parameters, when Council has resolved the community as being in a state of emergency.

11.5 Policy Manual Review – Policy 3.11 – Social Media Policy

Governance & Compliance



Date:	6 April 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 (Code of Conduct) Regulations 1996</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.5A – Policy 3.11 – Social Media Policy – Reviewed Attachment 11.5B – Policy 3.11 – Social Media Policy – Previous

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the reviewed Policy 3.11 – Social Media Policy to Council for consideration and, if satisfactory, adoption.

Background

Following a review of policies relating to Elected Members, a review of the policy relating to the use of social media by employees, contractors and volunteers was required.

This review has been undertaken and it is proposed to rescind the current policy and replace it with a new policy.

The new policy is based on the WALGA model policy and is included as an Attachment.

For comparison purposes, a copy of the previous policy is also included as an Attachment.

Comment

The main change to the policy is that it is no longer applicable to Elected Members. This is due to the adoption of Policy 1.12 – Communications and Use of Social Media by Council at its December 2019 Meeting (CMRef 0111) which relates solely to Councillors.

The reviewed Policy 3.11 – Social Media Policy outlines the protocols for employees, contractors and volunteers for using social media on behalf of the Shire of Dowerin, and provides guidance for when using their personal social media accounts.

Consultation

Senior Management Team

Policy Implications

Policy 3.11 – Social Media Policy will be updated accordingly, should Council resolve to adopt the reviewed policy.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.27(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

Without appropriate policies providing suitable guidance and direction, there may be a risk staff do not adhere to the requirements of the policy or legislation.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation – 11.5

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts the reviewed Policy 3.11 – Social Media Policy, as presented in Attachment 11.5A.

11.6 Policy Manual Review – Proposed Policy – Councillor Training & Continuing Professional Development Policy

Governance & Compliance



Date:	6 April 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 (Administration) Regulations 1996</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.6A – Proposed Policy – Councillor Training & Continuing Professional Development

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposed Councillor Training and Continuing Professional Development Policy to Council for consideration and, if satisfactory, adoption.

Background

As a result of the Local Government Act Review process, a new compliance requirement for newly elected members to undertake mandatory training and for the local government to adopt a policy relating to training and development of elected members was introduced.

A training plan has already been developed for elected members and a subscription to WALGA's eLearning platform has been instigated enabling Councillors to undertake the five mandatory modules electronically in their own time.

A proposed policy has been developed which provides clear guidelines to Councillors with regards to completing the mandatory training and accessing training and development programs which may enhance and improve the skills necessary for Councillors to perform their role and function as an elected member.

The proposed policy is included as an Attachment.

Comment

As the public face of Council and as community representatives, Councillors play an integral leadership role in the processes for the development, communication and representation of Council's Strategic Community Plan, policies, strategies and programs.

Training and professional development for Councillors contributes towards a positive presentation of Council for the betterment of the organisation and the community, and provides the necessary skills and knowledge for Councillors to effectively perform their role and function in compliance with legislative requirements.

The proposed Policy consists of four main parts which each have distinct obligations:

Compulsory Elected Member Training (CEMT) sets out the legislative requirements that newly elected Councillors must undertake, being the Council Member Essentials course. Newly elected Councillors who complete the CEMT are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

Continuing Professional Development (CPD) requires Councillors to undertake CPD in accordance with this Policy. This applies to all Councillors, however, newly elected Councillors who undertake the CEMT are deemed to have met their CPD requirements for the first two years of their term.

Reporting sets out the reporting requirements under the *Local Government Act 1995*.

General Conditions outlines the parameters applicable to all training and professional development opportunities, whether it be CEMT or CPD.

It should be noted that the Minister for Local Government has advised he will not be relaxing the 12 month timeframe due to COVID-19 therefore the requirement to complete the mandatory training and assessments by October 2020 remains, thus leaving only 4 months for applicable Councillors to complete the remaining modules.

Consultation

Council Workshop 18 February 2020

Senior Management Team

Policy Implications

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

Division 10 (Sections 5.126, 5.127 & 5.128) of the *Local Government Act 1995* is applicable and states:

“5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.*
- (2) Regulations may —*
 - (a) prescribe a course of training; and*
 - (b) prescribe the period within which training must be completed; and*
 - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
 - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5,000 for the offence.*

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.*

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*

** Absolute majority required.*

- (2) A local government may amend* the policy.*

** Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (4) The CEO must publish an up-to-date version of the policy on the local government’s official website.*
- (5) A local government —*
 - (a) must review the policy after each ordinary election; and*
 - (b) may review the policy at any other time.”*

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

“35. Training for council members (Act s. 5.126(1))

- (1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) The course of training is the course titled Council Member Essentials that —*
 - (a) consists of the following modules —*
 - (i) Understanding Local Government;*
 - (ii) Serving on Council;*
 - (iii) Meeting Procedures;*
 - (iv) Conflicts of Interest;*
 - (v) Understanding Financial Reports and Budgets;**and*
 - (b) is provided by any of the following bodies —*
 - (i) North Metropolitan TAFE;*
 - (ii) South Metropolitan TAFE;*
 - (iii) WALGA.*

- (3) *The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*
36. *Exemption from Act s. 5.126(1) requirement*
- (1) *A council member is exempt from the requirement in section 5.126(1) if –*
- (a) *the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected –*
- (i) *the course of training specified in regulation 35(2);*
- (ii) *the course titled 52756WA – Diploma of Local Government (Elected Member);*
- or*
- (b) *the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.*
- (2) *A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.”*

In accordance with Section 5.128(1) an Absolute Majority decision of Council is required.

Risk Implications

If a policy is not adopted, Council will be in breach of the *Local Government Act 1995*.

Financial Implications

There is an allocation of \$4,000 at GL: 20413 - Members Training Expenses for the purpose of undertaking mandatory Councillor training.

An additional allocation will need to be made in future budgets for the mandatory training of newly elected Councillors, as well as for CPD.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 11.6

That, in accordance with Sections 2.27(2)(b) and 5.128(1) of the *Local Government Act 1995*, Council adopts the Councillor Training and Continuing Professional Development Policy, as presented in Attachment 11.6A.

11.7 Policy Manual Review – 2007 Policy Manual – Rescission of Health/Building Policies

Governance & Compliance



Date:	7 April 2020
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995;</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.7A - 2007 Policy Manual - Health & Building

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

There exists a Policy Manual dating from 2007 containing a number of policy statements obviously going back some years. Over time staff have been working to either rescind these policies or review and amend them for inclusion in the current policy manual.

Council last considered the 2007 Policy Manual at its November 2019 meeting where a large number of policies were rescinded or reviewed with amendments adopted into the current policy manual (CMRef 0087).

In consultation with the Shire's contracted health, building and planning services provider (Shire of Toodyay), the policies relevant to that area have been reviewed.

An extract of the policies from the 2007 Policy Manual is included as an Attachment.

Comment

The below table details the policy recommended for rescission and the reason for the recommendation:

Policy	Comment/Reason
Radio Active Materials	There is no need to have this policy as it is addressed through legislation.
Building Plans	There is no need to have this policy as it is addressed through legislation and other delegation.
Provisions for Small Buildings	There is no need to have this policy as it is addressed through other legislation.

Un-authorised Structures	It is recommended to rescind this policy as it will be included as a delegation in the full review of the Delegations Register which is being presented to Council's April Workshop for discussion.
BCITF Levy	There is no need to have this policy as it is dictated by other legislation.
On-Site Effluent Disposal Systems	There is no need to have this policy as it is addressed through other legislation.

Work is being undertaken to review the remaining policies relating to Second-hand Buildings, Communications Structures and Sea Containers which will be presented to future Workshops and subsequent Council meetings for consideration, however with the current COVID-19 pandemic, this work will likely be delayed.

It is also proposed to develop policies relating to:

1. Ancillary Dwellings;
2. Outbuildings;
3. Homestead Subdivisions; and
4. Extractive Industries.

Consultation

Chief Executive Officer

Kobus Nieuwoudt, Manager Planning & Development, Shire of Toodyay

Policy Implications

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

Risk Implications

The policies recommended for rescission in the 2007 Policy Manual are either covered by legislation and regulations or will be included in the current review of the Delegations Register, therefore the implications to Council on rescinding the policies is considered low risk.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.7

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds the following policies, as presented in Attachment 11.7A, from the 2007 Policy Manual:

1. Radio Active Materials;
2. Building Plans;
3. Provisions for Small Buildings;
4. Unauthorised Structures;
5. BCITF Levy; and
6. On-Site Effluent Disposal Systems.

12. OFFICER'S REPORTS – WORKS AND ASSETS

Nil Items to report.

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

14. Elected Members' Motions

15. Matters Behind Closed Doors

15.1 Policy Manual Review - Human Resources & Employee Policies

In accordance with Section 5.23(2)(a) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter affecting an employee or employees.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation - 15.1

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

The matter of the Policy Manual Review - Human Resources & Employee Policies will be discussed and a resolution made.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation - 15.1A

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

The President will read aloud the Council Resolution made Behind Closed Doors. This will be reported in the Minutes.

16. Closure



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 17 March 2020



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12.	Officer's Reports - Works and Assets
	Nil items to report
13.	Urgent Business Approved by the Person Presiding or by Decision
14.	Elected Members' Motions
15.	Matters Behind Closed Doors
16.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 17 March 2020



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LG Hagboom	
Cr LH Holberton	
Cr JC Sewell	
Cr RI Trepp	From 2.25pm
Cr BA Ward	

Staff

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

Members of the Public: Mr D Maxwell, Mrs M Maxwell (until 2.01pm)

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

A presentation was made to Mr Douglas Maxwell in acknowledgement of 23 years of service as an employee to the Shire of Dowerin, following which Council hosted an afternoon tea for Mr Maxwell.

Voting Requirements



Simple Majority



Absolute Majority

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Sewell

0157 That, pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the:

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

CARRIED 8/0

9.

Announcements by the President Without Discussion

The President advised Council:

1. Of the retirement of Councillor Ricky Storer from the Shire of Koorda as a Councillor and Shire President, including as Chair of the Wheatbelt Secondary Freight Network. It was recommended that a letter of thanks be sent to Councillor Storer;
2. He, along with the CEO, participated in a COVID-19 webinar conducted by WALGA and attended by the Hon David Templeman MLA Minister for Local Government, Hon Roger Cook MLA Minister for Health and Dr Andrew Robertson, Chief Health Officer. The webinar advised of the need to reduce social contact which is aimed at reducing the spread of the virus throughout the state thus easing the impact on the health system; and
3. The Dowerin Field Days for 2020 had been cancelled, along with ANZAC Day events due to the corona virus. There is currently a limit on events with attendees of 500 people however this may decrease further as time goes on.

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:	10 March 2020	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2019-2020 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A - Financial Activity Statements	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

For Council to receive the Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 29 February 2020.

Background

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

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

Comment

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

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

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

Capital Acquisitions

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

Note 1 – Significant Accounting Policies

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

Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 - Net Current Funding Position - Statutory Requirement

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

Note 4 – Cash and Investments

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

Note 5 – Budget Amendments

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

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

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

Note 6 – Receivables

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

Note 7 - Cash Backed Reserves

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

Note 8 – Capital Disposals

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

Note 9- Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

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

Note 12 – Trust Funds

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

Note 13- Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*.

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Ward

Seconded: Cr Sewell

0158 That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 29 February 2020, as presented in Attachment 10.1A.

CARRIED 8/0

10.2 List of Accounts Paid

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, M CCS

Kathy Brigg, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with Council's adopted 2019/20 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0159 That, in accordance with Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 10.2A, and as detailed below:

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

CARRIED 8/0

10.3 Recalcitrant Rates Debtors

Corporate & Community Services



Date:	3 March 2020
Location:	Nil
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Acting Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 10.3A - Recalcitrant Rates Debtors Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Comment

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

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

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

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

Consultation

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

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

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Chatfield

Seconded: Cr Holberton

0160 That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A.

CARRIED 8/0

10.4 Assessment A229 – Request to be Declared Exempt from Rates

Corporate & Community Services



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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

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

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

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

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

Comment

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

Consultation

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

"6.26. Rateable land

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

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

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

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

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

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

which is owed to the local government.

** Absolute majority required.*

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

This item seeks to write off the outstanding balance on Assessment A229 under Section 6.12(1)(c). An Absolute Majority resolution of Council is required.

Risk Implications

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

Financial Implications

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

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Sewell

0161 That, in accordance with Sections 6.12 and 6.26 of the *Local Government Act 1995*, Council:

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

CARRIED BY ABSOLUTE MAJORITY 8/0

10.5 Debt Recovery - Request to Write-off Unrecoverable Debts

Corporate & Community Services



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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

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

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

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

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

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

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

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

Comment

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

Consultation

Samantha Williams, Finance Officer
Cherie Delmage, Manager Corporate & Community Services
Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

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

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

** Absolute majority required.*

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

This item seeks to write off the outstanding balance under Section 6.12(1)(c). An Absolute Majority resolution of Council is required.

Risk Implications

Nil

Financial Implications

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

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

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Ward

0162

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

1. Writes off the amount of \$5,830.30 being for Debtor C71 as the debtor is now in liquidation and the debt is considered unrecoverable; and
2. Allocates the amount of \$5,830.50 against GL: 93013 Provision for Doubtful Debts.

CARRIED BY ABSOLUTE MAJORITY 8/0

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 2019 Compliance Audit Return

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	24 February 2020	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Governance/Committees/2020 March Audit & Risk Committee Meeting Organisation/Corporate Management/Reporting/2019 Compliance Audit Return	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – 2019 Compliance Audit Return	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

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

Comment

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

The 2019 CAR contains questions relating to:

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

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

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

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

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

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

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

Consultation

Audit & Risk Committee 17 March 2020

Senior Management Group

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

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

"14. Compliance audits by local governments

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

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

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

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

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

(2) In this regulation –

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

(a) the mayor or president; and

(b) the CEO.”

Risk Implications

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

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

Financial Implications

Nil

Audit & Risk Committee Meeting Comment

The Committee raised a number of queries in relation to the CAR, specifically:

Query	Response/Comment
Disposal of Property - whether this related to the disposal of Shire residences	Yes, the disposal involved the sale of four properties
Gathering of evidence to support the answers provided in the CAR	Although the CAR was conducted in house the CEO advised the Committee that it was not just a box ticking exercise and that staff were required to produce evidence of compliance against each question. It was also noted that the staff member responsible for completing the CAR had not been an employee for part of the reporting period
Tenders for Providing Goods & Services - Question 2	It was suggested this be changed to N/A rather than Yes, as the Shire had not entered into multiple contracts

Officer's Recommendation to Audit & Risk Committee

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

1. Receives the 2019 Compliance Audit Return, as presented in Attachment 7.1A, noting the remedial action taken to address the three areas of non-compliance; and
2. Recommends to Council that it adopts the 2019 Compliance Audit Return and submits it to the Department of Local Government, Sport & Cultural Industries prior to 31 March 2020.

Audit & Risk Committee Resolution

Moved: Mr Whiteaker

Seconded: Cr Ward

0151 That, in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. Receives the 2019 Compliance Audit Return, as presented in Attachment 7.1A (and as amended), noting the remedial action taken to address the three areas of non-compliance; and
2. Recommends to Council that it adopts the amended 2019 Compliance Audit Return and submits it to the Department of Local Government, Sport & Cultural Industries prior to 31 March 2020.

CARRIED BY ABSOLUTE MAJORITY 4/0

Reason

The CAR, as presented to the Committee, would be amended at Tenders for Providing Goods & Services Question 2 from Yes to N/A.

Officer's Comment

As a result of the Audit & Risk Committee resolution amending the CAR as presented to it, the amendment was made and Attachment 11.1A replaced with the amended CAR which was presented to Council at the meeting.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0163

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

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

CARRIED BY ABSOLUTE MAJORITY 8/0

11.2 Business Continuity Plan

Governance & Compliance



Date:	4 March 2020
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Internal Audit Systems & Controls/Business Continuity Plan
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - Business Continuity Plan

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

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

Consultation

Audit & Risk Committee 17 March 2020

Senior Management Group

Policy Implications

Policy 2.2 – Risk Management Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

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

Risk Implications

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

Financial Implications

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

Audit & Risk Committee Resolution

Moved: Mr Whiteaker

Seconded: Cr Trepp

0152 That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. Receives the Business Continuity Plan, as presented in Attachment 7.2A; and
2. Recommends to Council that it adopts the Business Continuity Plan.

CARRIED 4/0

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0164 That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the Business Continuity Plan, as presented in Attachment 11.2A.

CARRIED 8/0

11.3 Risk Dashboard Quarterly Report – March 2020

Governance & Compliance



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

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

Comment

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

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

Consultation

Audit & Risk Committee 17 March 2020

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

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Audit & Risk Committee Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0153 That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. Receives the quarterly Risk Dashboard Quarterly Report - March 2020, as presented in Attachment 7.3A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin; and
2. Recommends to Council that it adopts the quarterly Risk Dashboard Quarterly Report - March 2020.

CARRIED 4/0

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Sewell

0165 That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council receives the quarterly Risk Dashboard Quarterly Report - March 2020, as presented in Attachment 11.3A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 8/0

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

Governance & Compliance



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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

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

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

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

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

Comment

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L6.2

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Ward

Seconded: Cr Trepp

0166 That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Corporate Business Plan - Quarterly Monitoring Review - February 2020, as presented in Attachment 11.4A.

CARRIED 8/0

11.5 Local Government House Trust – Deed of Variation

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

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

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

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

Comment

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

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

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

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

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

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

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

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

- 2. Variation 2.2 inserts two new clauses:*

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

22.4 The Beneficiaries may at any time by Special Resolution:

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

- 3. Variation 2.3 insert a new clause 13A*

13A Delegation to the Board of Management

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

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Nil

Objective: Nil

Outcome: Nil

Reference: Nil

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Holberton

0167

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

CARRIED 8/0

12. OFFICER'S REPORTS – WORKS AND ASSETS

Nil Items to report.

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

There being no further business the President thanked those in attendance and declared the meeting closed at 3.12pm.

SHIRE OF DOWERIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2020**

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

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Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

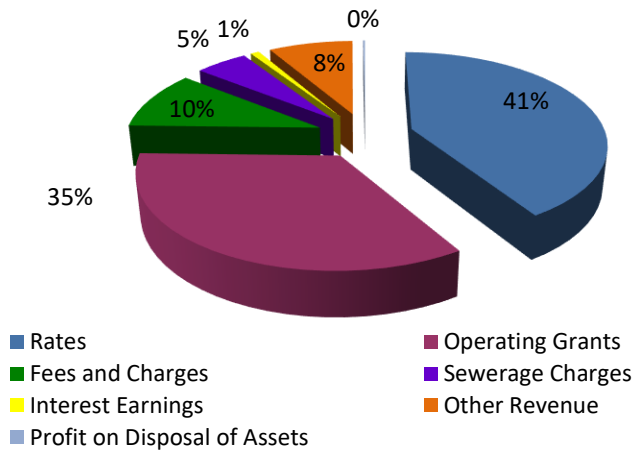
Note 11 Non operating Grants and Contributions

Note 12 Trust

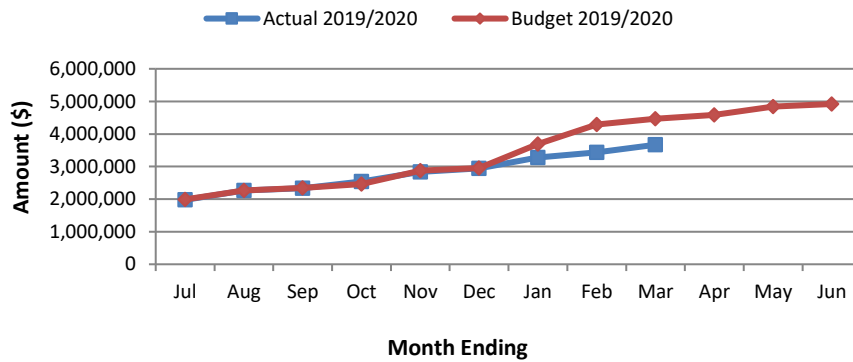
Note 13 Details of Capital Acquisitions

**SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 March 2020**

Operating Income

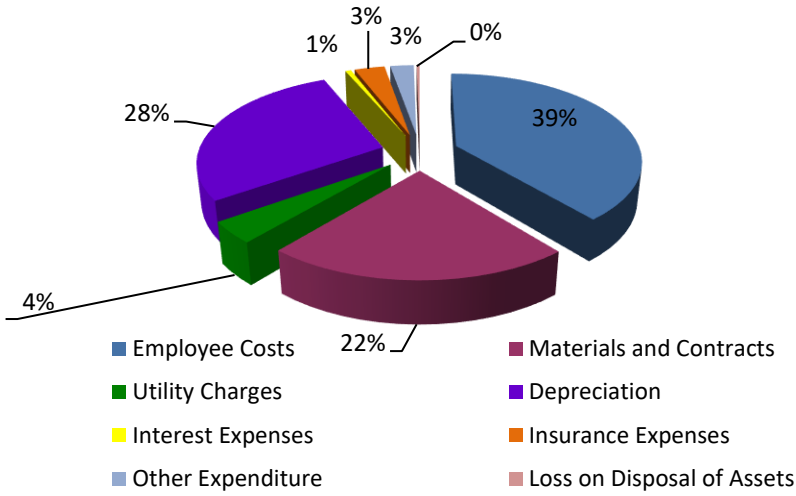


**Budget Operating Income -v- YTD Actual
Refer Note 2**

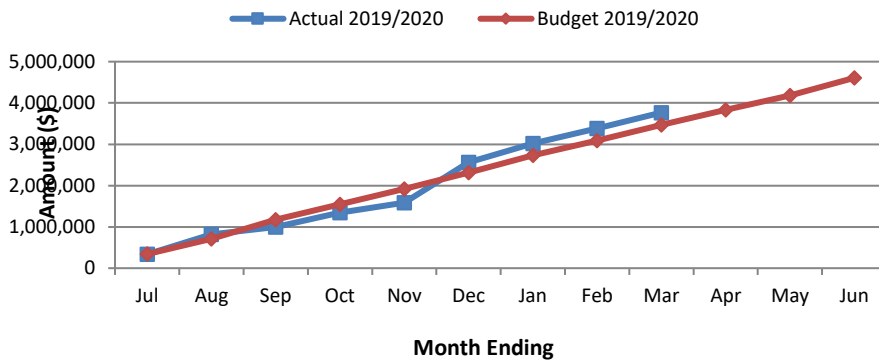


**SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 March 2020**

Operating Expenditure



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



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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2020

	Note	Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	716,124	587,683	587,683	587,683	0	0%	
Revenue from operating activities								
Rates	9	1,352,400	1,356,400	1,356,400	1,355,698	(702)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,213,682	1,156,909	908,076	1,129,164	221,088	24%	⊕
Fees and Charges		489,662	519,162	414,979	336,750	(78,229)	(19%)	⊖
Sewerage Charges		156,000	156,000	156,000	168,495	12,495	8%	⊕
Interest Earnings		84,205	78,205	43,653	27,894	(15,759)	(36%)	⊖
Other Revenue		238,592	278,876	217,343	271,878	54,535	25%	⊕
Profit on Disposal of Assets		80,050	47,286	14,286	5,786	(8,500)	(60%)	
		3,614,591	3,592,838	3,110,738	3,295,665	184,928		
Expenditure from operating activities								
Employee Costs		(1,825,508)	(1,844,453)	(1,396,976)	(1,470,199)	(73,223)	(5%)	⊖
Materials and Contracts		(1,223,490)	(1,021,271)	(759,142)	(835,784)	(76,642)	(10%)	⊖
Utility Charges		(140,700)	(148,150)	(111,069)	(148,467)	(37,398)	(34%)	⊖
Depreciation on Non-Current Assets		(1,271,795)	(1,271,795)	(953,721)	(1,068,838)	(115,117)	(12%)	⊖
Interest Expenses		(51,162)	(46,162)	(29,031)	(22,564)	6,467	22%	
Insurance Expenses		(91,375)	(119,919)	(115,004)	(118,022)	(3,018)	(3%)	
Other Expenditure		(78,770)	(137,003)	(97,226)	(91,497)	5,729	6%	
Loss on Disposal of Assets		(9,000)	(18,274)	(10,274)	(11,839)	(1,565)	(15%)	
		(4,691,800)	(4,607,027)	(3,472,443)	(3,767,210)	(294,767)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	953,721	1,068,838	115,117	12%	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(29,012)	(4,012)	6,054	10,066	(251%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	360	360		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,242,783	949,709	1,075,251	125,542		
Amount attributable to operating activities		839,660	816,277	1,175,687	1,191,389	15,702		
Investing activities								
Non-operating grants & contributions	11	1,301,106	1,301,106	466,168	372,671	(93,497)	(20%)	⊖
Proceeds from Disposal of Assets	8	576,000	320,496	98,901	98,901	0	0%	
Land and Buildings	13	(55,000)	(91,010)	(36,010)	(36,010)	0	(0%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(1,042,812)	(371,514)	671,298	(64%)	
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(52,497)	(48,012)	4,485	(9%)	
Infrastructure Assets - Other	13	(275,000)	(125,000)	(50,000)	(54,495)	(4,495)	9%	
Plant and Equipment	13	(841,000)	(516,000)	(463,500)	(462,448)	1,052	(0%)	
Furniture and Equipment	13	(12,000)	(12,000)	(12,000)	(11,049)	951	(8%)	
Amount attributable to investing activities		(766,374)	(582,888)	(1,091,750)	(511,957)	579,794		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	12,567	12,567	0	0%	
Transfer from Reserves	7	281,716	131,716	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	(76,744)	(76,744)	0	0%	
Transfer to Reserves	7	(327,901)	(324,127)	(14,261)	(14,261)	0	0%	
Amount attributable to financing activities		(87,163)	(233,389)	(78,437)	(78,437)	0		
Closing Funding Surplus (Deficit)	3	(13,877)	0	5,499	600,995	595,496	10829%	⊕

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

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

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



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2020

	Note	Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	3	716,124	587,683	587,683	587,683	\$ 0	0%	
Revenue from operating activities								
Governance		0	0	0	323	323		
General Purpose Funding - Rates	9	1,352,400	1,356,400	1,356,400	1,355,698	(702)	(0%)	
General Purpose Funding - Other		890,060	855,688	638,407	622,961	(15,447)	(2%)	
Law, Order and Public Safety		61,922	59,922	45,680	61,497	15,817	35%	⊕
Health		2,600	2,600	1,935	0	(1,935)	(100%)	⊖
Education and Welfare		466,192	432,342	325,484	398,771	73,287	23%	⊕
Housing		178,812	168,812	101,853	104,771	2,918	3%	
Community Amenities		265,400	266,900	263,338	271,465	8,127	3%	
Recreation and Culture		80,450	85,590	74,472	69,014	(5,458)	(7%)	
Transport		160,350	155,586	151,133	214,800	63,667	42%	
Economic Services		76,905	127,405	101,047	113,998	12,951	13%	⊕
Other Property and Services		79,500	81,593	50,988	82,366	31,378	62%	⊕
		3,614,591	3,592,838	3,110,737	3,295,664	184,927		
Expenditure from operating activities								
Governance		(642,064)	(612,223)	(484,212)	(465,808)	18,404	4%	
General Purpose Funding		(177,297)	(165,240)	(119,725)	(112,714)	7,011	6%	
Law, Order and Public Safety		(126,220)	(128,220)	(103,726)	(112,394)	(8,668)	(8%)	
Health		(54,836)	(47,836)	(17,109)	(12,338)	4,771	28%	
Education and Welfare		(489,908)	(453,085)	(333,437)	(366,320)	(32,883)	(10%)	⊖
Housing		(75,455)	(94,845)	(67,272)	(118,078)	(50,806)	(76%)	⊖
Community Amenities		(402,540)	(367,990)	(271,850)	(274,730)	(2,880)	(1%)	
Recreation and Culture		(977,970)	(1,023,350)	(781,143)	(841,977)	(60,834)	(8%)	⊖
Transport		(1,341,321)	(1,287,728)	(965,954)	(1,133,382)	(167,428)	(17%)	⊖
Economic Services		(396,556)	(394,103)	(283,606)	(307,139)	(23,533)	(8%)	⊖
Other Property and Services		(7,633)	(32,407)	(44,409)	(22,331)	22,078	50%	⊕
		(4,691,800)	(4,607,027)	(3,472,443)	(3,767,210)	(294,767)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	953,721	1,068,838	115,117	12%	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(29,012)	(4,012)	6,054	10,066	(251%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	360	360		
		1,200,745	1,242,783	949,709	1,075,251	125,542	(13%)	
Amount attributable to operating activities		839,660	816,277	1,175,686	1,191,388	15,702		
Investing Activities								
Non-operating grants & Contributions	11	1,301,106	1,301,106	466,168	372,671	(93,497)	(20%)	⊖
Proceeds from Disposal of Assets	8	576,000	320,496	98,901	98,901	0	0%	
Land and Buildings	13	(55,000)	(91,010)	(36,010)	(36,010)	0	(0%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(1,042,812)	(371,514)	671,298	(64%)	
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(52,497)	(48,012)	4,485	(9%)	
Infrastructure Assets - Other	13	(275,000)	(125,000)	(50,000)	(54,495)	(4,495)	9%	
Plant and Equipment	13	(841,000)	(516,000)	(463,500)	(462,448)	1,052	(0%)	
Furniture and Equipment	13	(12,000)	(12,000)	(12,000)	(11,049)	951	(8%)	
Amount attributable to investing activities		(766,374)	(582,888)	(1,091,750)	(511,957)	579,794		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	12,567	12,567	0	0%	
Transfer from Reserves	7	281,716	131,716	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	(76,744)	(76,744)	0	0%	
Transfer to Reserves	7	(327,901)	(324,127)	(14,261)	(14,261)	0	0%	
Amount attributable to financing activities		(87,163)	(233,389)	(78,437)	(78,437)	0		
Closing Funding Surplus(Deficit)	3	(13,877)	0	5,499	600,995	595,496	(10829%)	⊕

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

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2020

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	13	91,010		36,010
Infrastructure Assets - Roads	13	1,390,480		371,514
Infrastructure Assets - Public Facilities	13	0		0
Infrastructure Assets - Footpaths	13	70,000		48,012
Infrastructure Assets - Other	13	125,000		54,495
Heritage Assets	13	0		0
Plant and Equipment	13	516,000		462,448
Furniture and Equipment	13	12,000		11,049
		2,204,490		983,528
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,301,106	59%	372,671
Borrowings	9	87,500	4%	0
Other (Disposals & C/Fwd)		834,000	38%	98,901
Council contribution - Cash Backed Reserves	7	0	0%	0
Council contribution - operations		(18,116)	-1%	511,957
Capital Funding Total		2,204,490	100%	983,528

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

(a) Basis of Accounting

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

(i) Fixed Assets

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

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2020**

STATUTORY REPORTING PROGRAMS

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

OBJECTIVE

GOVERNANCE

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

ACTIVITIES

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 2: Explanation of Material Variances

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

☺ More Revenue OR Less Expenditure

☹ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing / Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	323				
General Purpose Funding - Rates	(702)	(0%)			
General Purpose Funding - Other	(15,447)	(2%)			
Law, Order and Public Safety	15,817	35%	☺	Timing	Budget profiling; final quarter ESL grant received early
Health	(1,935)	(100%)			
Education and Welfare	73,287	23%	☺	Permanent	Home Care Packages Higher Level Care; Offset By Increased Expenditure
Housing	2,918	3%			
Community Amenities	8,127	3%			
Recreation and Culture	(5,458)	(7%)			
Transport	63,667	42%			
Economic Services	12,951	13%	☺	Timing	Short Stay Accommodation fees higher than budgeted
Other Property and Services	31,378	62%	☺	Permanent	Unbudgeted income from Water Corporation
Operating Expense	\$	%			
Governance	18,404	4%			
General Purpose Funding	7,011	6%			
Law, Order and Public Safety	(8,668)	(8%)			
Health	4,771	28%			
Education and Welfare	(32,883)	(10%)	☹	Permanent	Home Care Packages Higher Level Care; Offset By Increased Revenue
Housing	(50,806)	(76%)	☹	Timing	Staff Housing & Depreciation allocations to be corrected
Community Amenities	(2,880)	(1%)			
Recreation and Culture	(60,834)	(8%)	☹	Permanent	Overspend on swimming pool
Transport	(167,428)	(17%)	☹	Permanent	Road maintenance expenditure budget reached
Economic Services	(23,533)	(8%)	☹	Timing	Depreciation double up to be corrected
Other Property and Services	22,078	50%	☺	Permanent	Salaries & Wages running under budget; less staff
Operating activities excluded from budget					
Depreciation	(115,117)	12%	☹	Timing	Rates need to be reviewed
Adjust (Profit)/Loss on Asset Disposal	10,066	(251%)			
Movement in Leave Reserve	360				
Capital Revenues					
Grants, Subsidies and Contributions	(93,497)	(20%)	☹	Timing	RRG & RTR Funding to be claimed; 2nd CRF claimed in April 2020
Capital Expenses					<i>Refer to Note 13 For detail</i>
Land and Buildings	0	(0%)			
Infrastructure - Roads	671,298	(64%)			
Infrastructure - Footpaths	4,485	(9%)			
Infrastructure Assets - Other	(4,495)	9%			
Plant and Equipment	1,052	(0%)			
Furniture and Equipment	951	(8%)			
Financing					
Proceeds from New Debentures	0				
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Advances to Community Groups	0				
Opening Funding Surplus(Deficit)	0	0%			

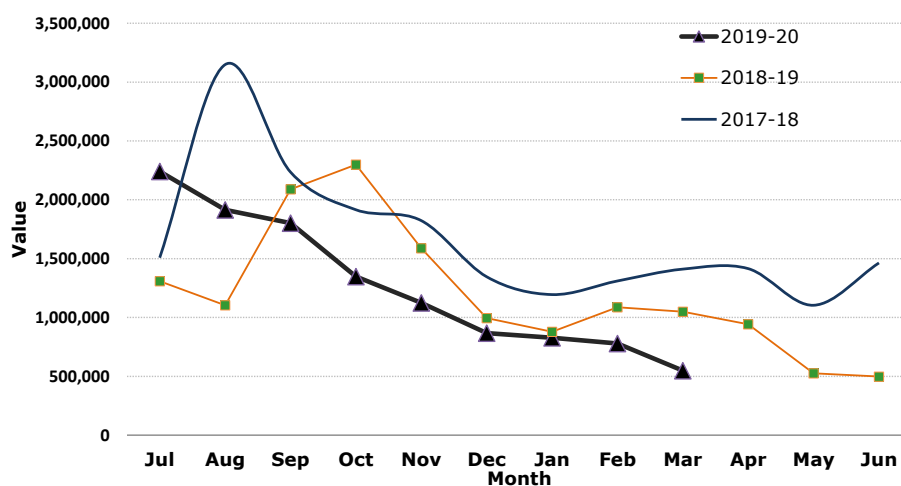
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Actual Closing 30 June 2019	Current 31 Mar 2020
		\$	\$
Current Assets			
Cash Unrestricted	2	843,768	826,490
Bonds and Deposits held	12	12,061	11,661
Cash Restricted - Conditions over Grants	11	0	
Cash Restricted	2	2,245,469	2,259,730
Receivables - Rates	6	75,356	122,247
Receivables - Other		145,141	30,142
Loans receivable; ATO		43,012	8,235
Inventories		11,163	11,341
		3,375,970	3,269,846
Less: Current Liabilities			
Payables		(357,423)	(282,314)
Bonds and Deposits held		(12,061)	(11,661)
Current Borrowings		(145,042)	(68,298)
Provisions		(217,392)	(172,135)
		(731,917)	(534,408)
Net Current Assets		2,644,053	2,735,438
Less: Cash Reserves	7	(2,245,469)	(2,259,730)
Less : Adjustment		178	183
Plus: Current Borrowings included in Budget		132,290	68,113
Plus : Liabilities funded by Cash Backed Reserves		56,632	56,991
Net Current Funding Position		587,683	600,995

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves, and is excluded from this calculation
Unrestricted cash includes commitments to projects

Current Ratio equals 1:1.89

This means that for every \$1.00 of liability Council has \$1.89 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash on Hand (Floats)	700			700			
(b) Cash Deposits							
Municipal Bank Account	462,894			462,894	NAB	Variable	At Call
Cash Maximiser	374,073			374,073	NAB	Variable	At Call
Trust Bank Account			0		NAB	Variable	At Call
(c) Term Deposits							
95-525-1072		2,259,730		2,259,730	NAB	2.05%	08-Apr-20
	837,667	2,259,730	0	3,097,397			

Comments/Notes - Investments

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

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

**NOTE 5
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash
				\$			\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)					
			Opening Surplus(Deficit)		716,124	587,683		(128,441)
20428	MEMBERS - Election Expenses	OCM240919; 0043	Operating Expenses		(14,000)	(9,000)	5,000	
20540	GOV Other; Advertising	OCM240919; 0043	Operating Expenses		0	(2,500)		(2,500)
25840	ADMIN O/HEADS; Advertising	OCM240919; 0043	Operating Expenses		0	(2,500)		(2,500)
30102	RATES; Interim Rates	OCM180220; 0138	Rates Levy		0	4,000	4,000	
30103	RATES; Instalment Administration Fee	OCM180220; 0138	Operating Revenue		5,000	3,000		(2,000)
30110	RATES; Ex-Gratia Rates (CBH, etc.)	OCM180220; 0138	Operating Revenue		34,200	46,601	12,401	
30112	RATES; Instalment Interest Received	OCM180220; 0138	Operating Revenue		1,000	4,000	3,000	
20100	RATES; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(67,190)	(52,000)	15,190	
20185	RATES; Legal Expenses	OCM180220; 0138	Operating Expenses		(5,000)	0	5,000	
20114	RATES; Debt Collection Expenses	OCM180220; 0138	Operating Expenses		0	(8,000)		(8,000)
20311	GPF Other; Govt. Guarantee Fees	OCM180220; 0138	Operating Expenses		(5,000)	0	5,000	
20312	GPF Other; Bank Fees and Charges	OCM180220; 0138	Operating Expenses		(10,000)	(15,133)		(5,133)
30311	GPF Other; Financial Assistance Grant - Roads	OCM180220; 0138	Operating Revenue		303,574	257,167		(46,407)
30310	GPF Other; Financial Assistance Grant - General	OCM180220; 0138	Operating Revenue		457,286	464,920	7,634	
30346	GPF Other; Interest Earned - Municipal Funds	OCM180220; 0138	Operating Revenue		14,000	5,000		(9,000)
20428	MEMBERS - Election Expenses	OCM180220; 0138	Operating Expenses		(9,000)	(4,257)	4,743	
20414	MEMBERS - Members Travel & Accommodation Expenses	OCM180220; 0138	Operating Expenses		(2,000)	0	2,000	
20441	MEMBERS - Subscriptions & Publications	OCM180220; 0138	Operating Expenses		(22,000)	(30,000)		(8,000)
20452	MEMBERS - Consultants	OCM180220; 0138	Operating Expenses		(2,500)	0	2,500	
20500	GOV Other; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(219,924)	(209,924)	10,000	
20502	GOV Other; Employee Costs - Workers Comp Premiums	OCM180220; 0138	Operating Expenses		(6,000)	(2,631)	3,369	
20530	GOV Other; Insurance	OCM180220; 0138	Operating Expenses		0	(7,271)		(7,271)
20552	GOV Other; Consultants - Regulation & Compliance	OCM180220; 0138	Operating Expenses		(68,000)	(48,000)	20,000	
20787	ANIMAL; Other Expenditure	OCM180220; 0138	Operating Expenses		0	(2,000)		(2,000)

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

**NOTE 5
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash
				\$			\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)					
			Opening Surplus(Deficit)		716,124	587,683		(128,441)
30721	ANIMAL; Animal Registration Fees	OCM180220; 0138	Operating Revenue		5,000	3,000		(2,000)
21423	HEALTH ADMIN; Contract EHO	OCM180220; 0138	Operating Expenses		(15,000)	(8,000)	7,000	
28255	YOUTH; Programs	OCM180220; 0138	Operating Expenses		(47,150)	(15,000)	32,150	
38200	YOUTH; Contributions & Donations	OCM180220; 0138	Operating Revenue		15,850	0		(15,850)
38210	YOUTH; Grant Funding	OCM180220; 0138	Operating Revenue		23,000	5,000		(18,000)
28102	CDCC; Employee Costs - Workers Comp Premiums	OCM180220; 0138	Operating Expenses		(2,148)	0	2,148	
28188	CDCC; Building Operations	OCM180220; 0138	Operating Expenses		(9,025)	(6,000)	3,025	
28189	CDCC; Building Maintenance	OCM180220; 0138	Operating Expenses		(7,800)	(5,000)	2,800	
28003	DHC; Employee Costs - Uniforms	OCM180220; 0138	Operating Expenses		(3,300)	(1,300)	2,000	
28004	DHC; Employee Costs - Training and Development	OCM180220; 0138	Operating Expenses		(3,000)	(5,000)		(2,000)
28009	DHC; Employee Costs - Travel and Accommodation	OCM180220; 0138	Operating Expenses		(5,500)	0	5,500	
28010	DHC; Employee Costs - Motor Vehicle Expenses	OCM180220; 0138	Operating Expenses		(5,000)	(8,000)		(3,000)
28022	DHC; Telecommunications	OCM180220; 0138	Operating Expenses		0	(3,000)		(3,000)
28088	DHC; Building Operations	OCM180220; 0138	Operating Expenses		(6,700)	(12,000)		(5,300)
22264	OTHER ED & WEL; Seniors Programs	OCM180220; 0138	Operating Expenses		(4,000)	(1,500)	2,500	
32320	STAFF HOUSE; Staff Rental Charges	OCM180220; 0138	Operating Revenue		35,000	25,000		(10,000)
22388	STAFF HOUSE; Staff House Building Operations	OCM180220; 0138	Operating Expenses		(7,400)	(35,000)		(27,600)
22389	STAFF HOUSE; Staff House Building Maintenance	OCM180220; 0138	Operating Expenses		(84,186)	(48,176)	36,010	
42310	STAFF HOUSE; Building (Capital)	OCM180220; 0138	Capital Expenditure		0	(36,010)		(36,010)
22488	HOUSE OTHER; Building Operations	OCM180220; 0138	Operating Expenses		(7,200)	(35,000)		(27,800)
22512	REFUSE HOUSE; Waste Collection	OCM180220; 0138	Operating Expenses		(35,000)	(33,000)	2,000	
22514	REFUSE HOUSE; Waste Recycling	OCM180220; 0138	Operating Expenses		(35,000)	(28,000)	7,000	
32522	REFUSE HOUSE; Domestic Collection (Additional)	OCM180220; 0138	Operating Revenue		0	7,000	7,000	
22600	SANIT OTHER; Employee Costs - Salaries & Wages	OCM180220; 0138	Operating Expenses		(23,156)	(40,156)		(17,000)

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

**NOTE 5
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash
				\$			\$	\$
	Budget Adoption		Closing Budget Surplus(Deficit)					
			Opening Surplus(Deficit)		716,124	587,683		(128,441)
22623	SANIT OTHER; General Tip Maintenance	OCM180220; 0138	Operating Expenses		(40,900)	(26,000)	14,900	
32740	SEWER; Other Income	OCM180220; 0138	Operating Revenue		10,500	0		(10,500)
42730	SEWER; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(85,000)	(79,000)	6,000	
22765	SEWER; Maintenance/Operations	OCM180220; 0138	Operating Expenses		(53,600)	(35,000)	18,600	
23053	T/PLAN; Consultants	OCM180220; 0138	Operating Expenses		(44,000)	(24,000)	20,000	
33120	COMM AMEN OTHER; Cemetery Fees - Burial	OCM180220; 0138	Operating Revenue		2,500	4,500	2,000	
33121	COMM AMEN OTHER; Cemetery Fees - Monuments	OCM180220; 0138	Operating Revenue		0	3,000	3,000	
23188	COMM AMEN OTHER; Public Conveniences Operations	OCM180220; 0138	Operating Expenses		(14,300)	(22,000)		(7,700)
23189	COMM AMEN OTHER; Public Conveniences Maintenance	OCM180220; 0138	Operating Expenses		(5,800)	(3,000)	2,800	
23112	COMM AMEN OTHER; Cemetery Maintenance/Operations	OCM180220; 0138	Operating Expenses		(8,950)	(15,000)		(6,050)
23288	PUBLIC HALLS; Town Hall Operations	OCM180220; 0138	Operating Expenses		(18,000)	(21,000)		(3,000)
23289	PUBLIC HALLS; Town Hall Maintenance	OCM180220; 0138	Operating Expenses		(33,600)	(3,000)	30,600	
23387	S/POOL; Other Expenses	OCM180220; 0138	Operating Expenses		(10,000)	(3,500)	6,500	
33335	S/POOL; Other Income	OCM180220; 0138	Operating Revenue		0	6,500	6,500	
23389	S/POOL; Building Maintenance	OCM180220; 0138	Operating Expenses		(3,800)	(57,000)		(53,200)
23367	S/POOL; Bowl/s Maintenance/Operations	OCM180220; 0138	Operating Expenses		(21,000)	(23,000)		(2,000)
23366	S/POOL; Grounds Maintenance/Operations	OCM180220; 0138	Operating Expenses		(11,300)	(20,000)	(8,700)	
23488	OTHER REC & SPORT; Other Recreation Facilities Building Opera	OCM180220; 0138	Operating Expenses		(34,520)	(70,000)		(35,480)
53450	OTHER REC & SPORT; Proceeds on Disposal of Assets (Sale/Trad	OCM180220; 0138	Capital Revenue		89,000	0		(89,000)
43430	OTHER REC & SPORT; Plant & Equipment (Capital)	OCM180220; 0138	Capital Expenditure		(103,000)	0	103,000	
53451	OTHER REC & SPORT; Realisation on Disposal of Assets (Book Er	OCM180220; 0138	Non Cash Item		(89,000)	0		
33490	OTHER REC & SPORT; Profit on Disposal of Assets	OCM180220; 0138	Non Cash Item	3,000	3,000	0		

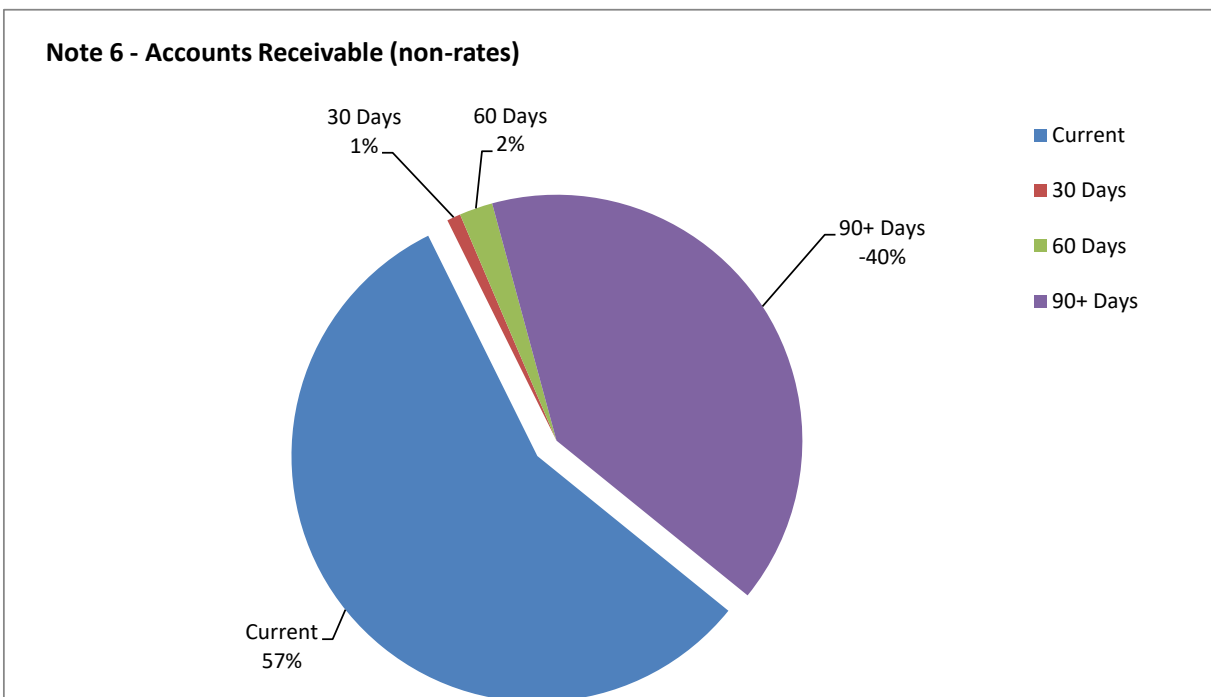
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 6: Receivables

Receivables - Rates Receivable	30 June 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	75,356	20,779
Levied this year	1,355,698	1,163,541
<u>Less</u> Collections to date	(1,308,807)	(1,146,998)
Equals Current Outstanding	122,247	37,323
Net Rates Collectable	122,247	37,323
% Collected	91.46%	96.85%

Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	3,463	55	134	(2,440)	1,212
Balance per Trial Balance					
Sundry Debtors					1,212
Total Receivables General Outstanding					1,212



Comments/Notes - Receivables General

90 days - Includes Coalcliffe Plant Hire

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
LSL Reserve	56,632	1,513	359	0		0		58,145	56,991
Plant Reserve	59,958	602	381	85,000		0		145,560	60,339
Sewerage Reserve	1,256,174	11,466	7,979	50,000		(150,000)		1,167,640	1,264,153
Land & Building Reserve	449,364	2,007	2,854	150,000		(124,716)		476,655	452,218
Swimming Pool Reserve	186	5	0	0		0		191	186
Recreation Reserve	193,926	182	1,231	5,000		(7,000)		192,108	195,157
Community Housing Project Reserve	48,934	1,308	310	0		0		50,242	49,244
Economic Reserve	55,752	1,490	355	0		0		57,242	56,107
Bowling Green Reserve	85,312	280	542	12,000		0		97,592	85,854
Tennis Court Reserve	39,232	1,048	249	6,000		0		46,280	39,481
	2,245,469	19,901	14,261	308,000	0	(281,716)	0	2,291,654	2,259,730

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

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
LSL Reserve	56,632	1,513	360	0		0		58,145	56,991
Plant Reserve	59,958	1,602	381	80,227		0		141,787	60,339
Sewerage Reserve	1,256,174	11,466	7,978	50,000		0		1,317,640	1,264,153
Land & Building Reserve	449,364	2,007	2,854	150,000		(124,716)		476,655	452,218
Swimming Pool Reserve	186	5	0	0		0		191	186
Recreation Reserve	193,926	182	1,232	5,000		(7,000)		192,108	195,157
Community Housing Project Reserve	48,934	1,308	311	0		0		50,242	49,244
Economic Reserve	55,752	1,490	354	0		0		57,242	56,107
Bowling Green Reserve	85,312	280	542	12,000		0		97,592	85,854
Tennis Court Reserve	39,232	1,048	249	6,000		0		46,280	39,481
	2,245,469	20,901	14,261	303,227	0	(131,716)	0	2,437,881	2,259,730

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				Original Budget				Amended Budget			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	16 Anderson Str	Housing					37,000	70,000	33,000		37,000	70,000	33,000	
	18 Anderson Str	Housing					78,000	70,000		(8,000)	78,000	70,000		(8,000)
D013	Ford Ranger	Recreation & Culture					28,000	27,000		(1,000)	0	0		
D07	Ford Ranger	Recreation & Culture					28,000	28,000			0	0		
D008	Ford Ranger	Recreation & Culture	3,970	2,727		(1,243)	31,000	34,000	3,000		0	0		
D06	Low Loader	Transport	4,894	9,091	4,197		4,450	10,000	5,550		4,894	9,091	4,197	
	Dolly	Transport	684	2,273	1,589		0	5,000	5,000		684	2,273	1,589	
D002	Ford Ranger; MWA	Other Prop & Services					43,000	48,000	5,000		0	0		
D002	Ford Ranger; MWA	Other Prop & Services					30,500	34,000	3,500		30,500	34,000	3,500	
D0	Ford Everest; CEO	Other Prop & Services	49,099	42,405		(6,694)	45,000	50,000	5,000		49,099	42,727		(6,372)
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000		0	0		
D4	Ford Everest; MCCS	Other Prop & Services	46,307	42,405		(3,902)	45,000	50,000	5,000		46,307	42,405		(3,902)
D4	Ford Everest; MCCS	Other Prop & Services					45,000	50,000	5,000		45,000	50,000	5,000	
D4	Ford Everest; MCCS	Other Prop & Services					45,000	50,000	5,000		0	0		
			104,954	98,901	5,786	(11,839)	504,950	576,000	80,050	(9,000)	291,484	320,496	47,286	(18,274)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.100790	136	1,352,119	136,280	3,088	861	140,229	136,282	0	0	136,282
GRV - Commercial/Industrial	0.100790	15	256,474	25,850	0	0	25,850	25,851	0	0	25,851
GRV - Town Rural	0.100790	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV - Other Towns	0.100790	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
UV - Rural Farmland	0.008400	229	126,018,500	1,058,555	(335)	65	1,058,285	1,058,933	0	0	1,058,933
Sub-Totals		400	127,799,369	1,238,049	2,753	926	1,241,728	1,238,430	0	0	1,238,430
Minimum Rates											
	\$										
GRV - Residential	770	39		30,030	0	0	30,030	30,030	0	0	30,030
GRV - Commercial/Industrial	770	18		13,860	0	0	13,860	13,860	0	0	13,860
GRV - Town Rural	770	15		11,550	0	0	11,550	11,550	0	0	11,550
GRV - Other Towns	225	20		4,500	0	0	4,500	4,500	0	0	4,500
UV - Rural Farmland	770	61		46,970	0	0	46,970	46,970	0	0	46,970
UV - Commercial/Industrial	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Town Rural	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Mining Tenement	225	4		900	0	0	900	900	0	0	900
Sub-Totals		165	0	113,970	0	0	113,970	113,970	0	0	113,970
		565	127,799,369	1,352,019	2,753	926	1,355,698	1,352,400	0	0	1,352,400
Concession							0				0
Amount from General Rates							1,355,698	1,352,400			1,352,400
Ex-Gratia Rates							46,601	34,200			34,200
Totals							1,402,299	1,386,600			1,386,600

Note 10 : Information on Borrowings

(a) Debenture Repayments

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

Self Supporting Loan Principal 12,567

Self Supporting Loan Principal received 12,567

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 11: Grants & Contributions

		Annual Budget	Current Budget (a)	YTD Actual Revenue (b)	YTD Variance (b)-(a)
			\$	\$	\$
General Purpose Funding					
OP	Grants Commission - General Purpose	464,920	464,920	348,690	(116,230)
OP	Grants Commission - Roads	257,167	257,167	192,875	(64,292)
Law, Order and Public Safety					
OP	DFES Grant - Bush Fire Brigade	51,422	51,422	51,422	0
Health					
OP	YOUTH; Contributions & Donations	0	0	0	0
OP	YOUTH; Grant Funding	5,000	5,000	5,000	0
OP	DHC; Federal Grant Funding; DoH	209,000	209,000	160,367	(48,633)
OP	DHC; WAHACC; State Grant Funding; DoH	12,800	12,800	9,426	(3,374)
OP	DHC; Home Care Package Funding; Federal; DoH	0	0	135,694	135,694
Education & Welfare					
OP	<i>Education & Welfare</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Recreation and Culture					
OP	OTHER CULTURE; Contributions & Donations	1,590	1,590	0	(1,590)
CAP	OTHER REC & SPORT; Contributions & Donations	2,500	2,500	0	(2,500)
OP	OTHER CULTURE; Grants - Events	24,600	24,600	23,300	(1,300)
OP	OTHER REC & SPORT; Other Income	0	0	430	430
Transport					
OP	ROAD MAINT; Direct Road Grant (MRWA)	132,000	132,000	132,025	25
OP	ROAD MAINT; Street Lighting Subsidy	2,800	2,800	0	(2,800)
CAP	ROAD CONST; Regional Road Group Grants (MRWA)	328,748	328,748	131,499	(197,249)
CAP	ROAD CONST; Roads to Recovery Grants (R2R)	346,928	346,928	69,935	(276,993)
CAP	ROAD CONST; Other Grants - Roads/Streets	35,000	35,000	21,000	(14,000)
CAP	ROAD CONST; Other Grants - Commodity Routes	550,430	550,430	220,172	(330,258)
Economic Services					
CAP	TOURISM; Grants & Contributions	37,500	37,500	0	(37,500)
TOTALS		2,462,405	2,462,405	1,501,835	(960,570)
SUMMARY					
OP	Operating	1,161,299	1,161,299	1,059,229	(102,070)
CAP	Non-operating	1,301,106	1,301,106	442,606	(858,500)
		2,462,405	2,462,405	1,501,835	(960,570)



Shire of Dowerin
List of Payments for March 2020

Last EFT No: EFT7485

Chq/EFT	Date	Name	Description	Amount
EFT7486	06/03/2020	Avon Waste	Rubbish Collection - Recycling & Waste	5,029.00
EFT7487	06/03/2020	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Recovery	44.00
EFT7488	06/03/2020	BOC Limited	Cylinder fees Oxygen & Acetylene 29/01/20 to 26/02/20	40.87
EFT7489	06/03/2020	Business Base WA	Admin - Filing Cabinet, Training Table, Bookcase	1,282.00
EFT7490	06/03/2020	Brendan Wilkes Electrical Contractor	Supply & Install 3.5 KW Air Con & 2 KW Air Con. - L. Serrone	5,137.00
EFT7491	06/03/2020	CDA Air Conditioning & Refrigeration	Childcare Centre - Supply & Replace 2 x Air Con units - LG Units	3,660.00
EFT7492	06/03/2020	Dowerin Bakery And News	Newspapers	9.00
EFT7493	06/03/2020	Dowerin Despatch	Advertising - Council Connet, Citizenship Awards, Annual Electors Meeting, Local Law Notice, Movie Night	171.00
EFT7494	06/03/2020	Dowerin Tyre And Exhaust	D010- Repair to Grader tyre - Patch & Tube	145.00
EFT7495	06/03/2020	Department Of Fire And Emergency Services	ESL 2019-2020 3rd Quarter	14,716.80
EFT7496	06/03/2020	Furniture Fitouts	SSA - KS Quilt Cover, Bath Mats, Face Washers	2,013.00
EFT7497	06/03/2020	Goomalling Farm Shed	Cent Park - PVC Pipe & Fittings	347.09
EFT7498	06/03/2020	Green, Vanessa	Reimbursement Padbolt & Lock for 26 O'Loghlen - V. Green	39.98
EFT7499	06/03/2020	JR & A Hersey	Safety Glasses, Litter Pickers, White Marker Paint	546.73
EFT7500	06/03/2020	JK Williams & Co	Paint (Ceiling, Enamel, Interior, Exterior & Primer)	3,141.33
EFT7501	06/03/2020	Kenneth Myers	Hire Excavator for digging grave, Cert III Training	1,000.00
EFT7502	06/03/2020	Mammoth Equipment & Exhausts	D003 - 1000 lt Pod Adblu	605.00
EFT7503	06/03/2020	Market Creations	Managed Service Agreement, Trend Micro, Remote Management & Monitoring	2,769.60
EFT7504	06/03/2020	Ixom Operations Pty Ltd	Chlorine Service Fee 01/02/20 to 29/02/20	79.11
EFT7505	06/03/2020	Workwear Group Pty Ltd	Admin - Corporate Uniforms for K. Hathaway	452.00
EFT7506	06/03/2020	Perth Laundry Equipment	SSA - Rental on Washing Machines & Dryers 22/02/20 to 21/03/20	419.46
EFT7507	06/03/2020	Quick Corporate Australia Pty Ltd	Stationary Order & Milk & Fly Spray	516.82
EFT7508	06/03/2020	R B Motors Pty Ltd	D002 - Service	861.11
EFT7509	06/03/2020	Rural Ranger Services	Ranger Services 07/02/20 to 26/02/20	482.40
EFT7510	06/03/2020	RM Surveys	Consultants - Lot 190 Anderson St - Preparation & Lodgement for WAPC Approval. Professional	6,105.00
EFT7511	06/03/2020	State Law Publisher	LG Property Amendment Local Law - Adopting & Gazetted	181.20
EFT7512	06/03/2020	Goomalling Medical Surgery	Workers Comp Medical visit x 2 - S. Jones	157.80
EFT7513	06/03/2020	Sherrin Rentals	Dow - Koorda Rd - Hire Multi Tyre Roller + Transport	6,614.03
EFT7514	06/03/2020	Christopher Stoysich	Reimbursement of Drivers Licence Renewal	44.05
EFT7515	06/03/2020	St John Ambulance WA Ltd	First Aid Course - B. Zampogna	160.00
EFT7516	06/03/2020	Shire Of Merredin	SSA - Advertising in Eastern Wheatbelt Visitors Guide - E6	155.00
EFT7517	06/03/2020	Toodyay Express	Freight on Flat packed Furniture from McLernons	275.00
EFT7518	06/03/2020	Tin Dog General Store	Provisions for Council Meeting	93.85
EFT7519	06/03/2020	IT Vision	Training - Access to On-Demand Recordings for Synergy - 5 mths Pro Rata to 30/06/2020	687.51
EFT7520	06/03/2020	Wheatbelt Signs	Old Koorda Rd - Re-do Boundary sign at Koorda end of Shire.	242.00
EFT7521	06/03/2020	WA Country Chemist	DHC - Molicare Prem Mobile 6D XL x 4 - D. Ahrens	311.60
EFT7522	06/03/2020	Rebecca Windsor	Gym Inductions x 3	60.00
EFT7523	06/03/2020	Wheatbelt Business Network	CCIWA - Full Membership	300.00
EFT7524	06/03/2020	Graham Walton	Repair of Line 3 in Admin Office	300.00
EFT7525	06/03/2020	Bianca Zampogna	Reimbursement - Pre-Employment Medical - B. Zampogna	165.00
EFT7526	06/03/2020	Green, Vanessa	Reimbursement - Travel costs for Training - V. Green	164.20
EFT7527	06/03/2020	Kezia Metcalf	Provision of Event Coordination, Prizes, Breakfast - Red Card for Rabbit & Foxes Event	500.00
EFT7528	12/03/2020	Arrow Bronze	Cemetery Niche Wall - 1 x Large Headstone Plaque & 1 x Small Insert Plaque - Bradley	496.48
EFT7529	12/03/2020	Avon Waste	Rubbish Collection - Recycling & Waste - February 2020	2,514.50
EFT7530	12/03/2020	Asphalttech Pty Ltd	2000 Litres Emulsion (CRS 170/60)	3,850.00
EFT7531	12/03/2020	Brickmart	Fire Shed - 100m x Brick Pavers + Delivery. As per quote 17052	3,441.90
EFT7532	12/03/2020	Bunnings Group Limited	18 O'Loghlen - Wall tiles, Floor tiles, Grout, Waterproofing, Shower Set for Bathroom renovation	1,125.46
EFT7533	12/03/2020	Dowerin Engineering Works	Fix Water Spray on Stabiliser	198.73
EFT7534	12/03/2020	Central Carpet Cleaning	18 O'Loghlen - Carpet cleaning + Travel	150.00
EFT7535	12/03/2020	Landgate	Certificate of Title x 4, Land enquiries	157.20
EFT7536	12/03/2020	Elders Limited	Dow - Koorda Rd - Fence Droppers	134.00
EFT7537	12/03/2020	Holberton Earthmoving	Loader Hire to Re-instate roads - Flood Damage - 14.5 Hrs	1,179.75
EFT7538	12/03/2020	Kyara Hathaway	Reimbursement - Meals, Accom, Travel for Trellis Training - K. Hathaway	448.54
EFT7539	12/03/2020	JK Williams & Co	26 O'Loghlen St - Paint supplies	853.18
EFT7540	12/03/2020	Local Government Professional	Registration to IPR Forum 04/04/20 - R. McCall	45.00
EFT7541	12/03/2020	Marketforce	Plant Operator Advertisement in Avon Valley Advocate	337.57
EFT7542	12/03/2020	Stephen Morton	Travel & Accom for Training for Works crew for PaveLine Jetpatcher	5,814.60
EFT7543	12/03/2020	Shire Of Northam	Split Invoice for Velpic LMS Ultimate 250 - Annual Subs	949.19
EFT7544	12/03/2020	Petchell Mechanical	Jetter Trailer Licence Inspections / Lights & Reflectors for inspection	560.12
EFT7545	12/03/2020	Resonline Pty Ltd	SSA - Room Manager - February 2020	220.00
EFT7546	12/03/2020	Tin Dog General Store	Milk for Meet & Greet	11.19
EFT7547	12/03/2020	Westrac Equipment	D006 Loader - Service	4,094.52
EFT7548	12/03/2020	Wheatbelt Signs	Re-do Bushfire signs x 4	1,672.00
EFT7549	25/03/2020	Avon Waste	Rubbish Collection - Recycling & Waste - March 2020	2,514.50
EFT7550	25/03/2020	Australian Tax Office	BAS - December 2019	90,583.00
EFT7551	25/03/2020	Advanced Traffic Management (Cashflow Finance)	Dowerin Koorda Rd - Supply Labour & Equipment for Traffic Control for 5 Days - 18-19/03/20	3,731.20
EFT7552	25/03/2020	Avon Paper Shred	Collection & shredding of red document bins - March 2020	160.00
EFT7553	25/03/2020	Stephen Allen	Reimbursement - Pre-Employment Medical - S. Allen	236.50
EFT7554	25/03/2020	Alison Begley	Reimbursement - Fuel for DHC Car (No fuel in Dowerin) - L. Begley	199.37
EFT7555	25/03/2020	Country Copiers	Colour Copier Meter Reading - March 2020	1,704.63
EFT7556	25/03/2020	Contract Aquatic Services	Swimming Pool Operational services - March 2020	15,251.50
EFT7557	25/03/2020	CircusWA	Youth Week - Circus Workshops 9 - 10/03/20 + Travel	4,248.00



Shire of Dowerin
List of Payments for March 2020

EFT7558	25/03/2020	Dowerin Tyre And Exhaust	D00 - Supply & fit 4 x Maxxis VS5 Tyres	1,320.00
EFT7559	25/03/2020	Dowerin Roadhouse	10 x cans Cool Drink for PEP/Static workers	25.00
EFT7560	25/03/2020	Hewer Consulting Services	Inspect & assess Road conditions. Update RAMM data. Provide fair value costings & photographs for all infrastructure. Additional work for drainage location & headwall details.	19,943.00
EFT7561	25/03/2020	Imprint Plastic	Name Badge - Volunteer x 2, Kyara, Bianca	69.30
EFT7562	25/03/2020	JK Williams & Co	Dowerin Fire Shed - Blinds	1,583.74
EFT7563	25/03/2020	Joelectrics	26 O'Loghlen - Exhaust Fan & Smoke Alarms	1,559.88
EFT7564	25/03/2020	John Papas Trailers (Australia) Pty Ltd	1 x new Trailer	2,775.00
EFT7565	25/03/2020	Jo-Ellen Jones	Reimbursement - Fuel for DHC Car - J. Jones	20.19
EFT7566	25/03/2020	State Library Of W A	Library - Inter Library Freight charges - Freight Recoup	310.88
EFT7567	25/03/2020	LG Net	Advertising for Manager Works & Assets position	165.00
EFT7568	25/03/2020	Market Creations	Wildcard SSL Certificate - 2 Years to 04/06/2022	814.00
EFT7569	25/03/2020	Macquarie Bank Limited	IT Hardware as per quote#2291 - 3 year Lease - Laptop & Docking Station, 3 x Desktops, 2 x Monitors, 2 x Surface Pros & Accessories.	933.19
EFT7570	25/03/2020	Navsdron Pty Ltd	Monthly Financial Assistance. Remote Accounting Services. 15 hrs per month, to June 2020	8,712.00
EFT7571	25/03/2020	Comfort Style Furniture & Bedding	DHC - Fairmont Power Recliner Black - E. McTavish + Delivery	829.00
EFT7572	25/03/2020	Artistralia (Northstar Asset Pty Ltd)	Volunteer Week - Copyright of Movies for Sunset Cinema Night	660.00
EFT7573	25/03/2020	Perth Laundry Equipment	SSA - Rental of Washing Machines & Dryers 22/03/20 to 21/04/20	419.46
EFT7574	25/03/2020	Elaine Podmore	Difference in volunteer payment previously paid. - E. Podmore	150.00
EFT7575	25/03/2020	Goomalling Medical Surgery	Works - Pre-Employment Medical - B. Gill	165.00
EFT7576	25/03/2020	Seek Limited	Advertising for Manager Works & Assets position	489.50
EFT7577	25/03/2020	Snap Midland	1 x Pull Up Banner	260.00
EFT7578	25/03/2020	Stella Settlements (BGD Holdings Pty Ltd)	Application for new Titles - Lot 190 Memorial Ave Subdivision	989.40
EFT7579	25/03/2020	Tin Dog General Store	Supplies for Council Meeting	133.10
EFT7580	25/03/2020	Rebecca Windsor	Gym Inductions x 3	60.00
EFT7581	27/03/2020	Holberton Earthmoving	Wet Hire of Grader for 5 Days @ 10 Hours Per Day	17,274.40
EFT7582	27/03/2020	Midland Trophies	Triathlon - 20 x Medals with Ribbons	180.00
EFT7583	27/03/2020	WCS Concrete	Supply Labour, Materials & Plant to construct new footpath from Community Club to Stewart St via Fraser St.	52,653.70

Last Cheque No: 10779

10780	06/03/2020	Shire Of Dowerin	Petty Cash Reimbursements - Cut Key, Cards, Newspapers, Postage, Meat,	126.00
10781	06/03/2020	LGRCEU	Payroll deductions	79.80
10782	06/03/2020	Synergy	Electricity Usage & Charges 16/01/20 to 20/02/20 SSA	1,790.32
10783	06/03/2020	Telstra	Phone Usage & Charges to 18/02/20	2,163.72
10784	06/03/2020	Water Corporation	Water Usage & Charges to 11/02/20	1,048.92
10785	06/03/2020	Elaine Podmore	Driver payments for DHC Clients travel to Appointments	255.00
10786	10/03/2020	Shire Of Dowerin	Rates refund for assessment A258 23 Hewitt Street Minnivale 6461	1,176.00
10787	12/03/2020	Douglas Maxwell	Service Gift For Doug Maxwell - 23 Years	460.00
10788	12/03/2020	Australia Post	Post Office Box Renewal	39.00
10789	12/03/2020	Synergy	Electricity Usage & Charges - 03/02/20 to 03/03/20 Streetlighting	2,406.10
10790	12/03/2020	Telstra	Phone Usage & Charges to 27/02/20 Mobiles	578.89
10791	25/03/2020	Commissioner Of Police	Corporate Firearm Licence Renewal - 2020-2021	128.00
10792	25/03/2020	Shire Of Dowerin	DHC - Petty Cash Reimbursement - March 2020	288.45
10793	25/03/2020	Synergy	Electricity Usage & Charges 15/01/20 to 17/03/20	11,819.84
10794	25/03/2020	Telstra	Phone Usage & Charges to 18/03/2020	1,323.45
DD10894.1	04/03/2020	Shire Of Dowerin - Visa Card Payments	Visa Card Payments - February 2020	5,658.52
DD10896.1	21/03/2020	Puma Energy	Fuel Usage - February 2020	641.76
DD10885.1	04/03/2020	WA Super	Superannuation contributions	4,783.89
DD10885.2	04/03/2020	Hesta Superannuation	Superannuation contributions	80.51
DD10885.3	04/03/2020	AMG Superannuation	Superannuation contributions	203.14
DD10885.4	04/03/2020	Rest Superannuation	Superannuation contributions	202.16
DD10885.5	04/03/2020	Australian Super	Superannuation contributions	162.65
DD10885.6	04/03/2020	Prime Super	Superannuation contributions	154.72
DD10885.7	04/03/2020	AMP Superannuation Saving Trust	Superannuation contributions	191.52
DD10885.8	04/03/2020	MLC Super Fund	Superannuation contributions	394.31
DD10885.9	04/03/2020	Cbus	Superannuation contributions	191.87
DD10905.1	18/03/2020	WA Super	Superannuation contributions	3,491.24
DD10905.2	18/03/2020	Hesta Superannuation	Superannuation contributions	101.73
DD10905.3	18/03/2020	AMG Superannuation	Superannuation contributions	203.14
DD10905.4	18/03/2020	Rest Superannuation	Superannuation contributions	202.16
DD10905.5	18/03/2020	Australian Super	Superannuation contributions	283.40
DD10905.6	18/03/2020	Prime Super	Superannuation contributions	154.73
DD10905.7	18/03/2020	AMP Superannuation Saving Trust	Superannuation contributions	187.53
DD10905.8	18/03/2020	MLC Super Fund	Superannuation contributions	386.42
DD10905.9	18/03/2020	Cbus	Superannuation contributions	191.87
DD10885.10	04/03/2020	Health Employees Super	Superannuation contributions	136.65
DD10885.11	04/03/2020	Hostplus	Superannuation contributions	52.84
DD10885.12	04/03/2020	Fiducian Portfolio Services Limited	Superannuation contributions	72.42
DD10885.13	04/03/2020	Australian Super	Superannuation contributions	224.52
DD10885.14	04/03/2020	Care Super	Superannuation contributions	143.99
DD10885.15	04/03/2020	Asgard Super	Superannuation contributions	125.40
DD10905.10	18/03/2020	Health Employees Super	Superannuation contributions	129.13
DD10905.11	18/03/2020	Hostplus	Superannuation contributions	55.53



Shire of Dowerin
List of Payments for March 2020

DD10905.12	18/03/2020	Fiducian Portfolio Services Limited	Superannuation contributions	81.73
DD10905.13	18/03/2020	Australian Super	Superannuation contributions	240.47
DD10905.14	18/03/2020	Care Super	Superannuation contributions	139.62
DD10905.15	18/03/2020	Asgard Super	Superannuation contributions	106.59
				<hr/>
				362,461.56

319,401.91	EFT7486 to EFT7583
13,075.88	Superannuation Payments
23,683.49	Cheque 10780 to 10794
5,658.52	Direct Debit 10894: Credit Card Payment: February 2020
641.76	Direct Debit 10896: Puma Energy: Fuel: February 2020
<hr/>	
362,461.56	Total Payments for March 2020

60,281.04	PPE 04 March 2020 - Wages of Child Care reimbursed & Dowerin Home Care funded
52,511.85	PPE 18 March 2020 - Wages of Child Care reimbursed & Dowerin Home Care funded
<hr/>	
112,792.89	

475,254.45 Total Payments for March 2020 including payroll x 2

**Recalcitrant Rates Debtors
As at 31 March 2020**

Assessment	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments
A1016	1,977.37	1,627.44	1,766.81	1,604.78	6,976.40	Assessment currently under review to determine if further legal action costs is economical
A1171			719.36	80.29	799.65	Mining Tenement that holder believes he should not have to pay. Debt recovery action will be a minimum of \$250.00
A225	1,707.50	2,210.33	9,195.12	1,033.48	14,146.43	Assessment currently under review to determine if further legal action costs is economical
A229			190.00	89.16	279.16	Council has adopted to seek Minister Approval to make assessment exempt from Rates & Charges.
A247		294.22	345.83	392.54	1,032.59	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A248		294.22	345.83	392.61	1,032.66	Pending outcome of other properties owned by Ratepayer, which are mortgagee possession.
A249		194.22	344.43	382.23	920.88	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A277		278.22	345.57	390.89	1,014.68	Attempt to contact ratepayer on 18/2/20. No response to email or phone call.
A283			1,669.18	821.65	2,490.83	Son is handling fathers affairs. Attempt to contact Son on 18/2/20. No response to email or phone call.
A380	7,109.37	2,625.90	5,347.67	5,146.04	20,228.98	Assessment currently under review to determine if further legal action costs is economical
A512	8,101.64	4,336.27	4,020.63	4,622.76	21,081.30	Assessment currently under review to determine if further legal action costs is economical
A90		703.77	957.27	1,074.13	2,735.17	Australia and New Zealand Banking Group Limited is currently in possession of property as mortgagee in possession
A950	674.05	938.01	1,569.60	1,381.37	4,563.03	Assessment currently under review to determine if further legal action costs is economical
TOTAL	19,569.93	13,502.60	26,817.30	17,411.93	77,301.76	

Attachment 1; Note 5; Proposed Budget Amendments

PROPOSED AMENDMENTS			Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	ALTERNATIVE NOTES
30888	LOPS Other; 2020 Pandemic Income	Proposed	Revenue	0	5,000	5,000	5,000	Additional revenue to assist pandemic costs
54681	BUILDING; Transfer from Reserves	Proposed	Trans from Bld reserve	(452,128)	(142,128)	310,000	315,000	Transfer funds from Building Reserve to fund Emergency Reserve transfer
43381	S/POOL; Transfer to Reserve	Proposed	Trans From	186	20,186	(20,000)	295,000	Transfer funds from Muni to Swimming Pool Reserve
52781	SEWER; Transfer from Reserve	Proposed	Trans from Sewer Reserve	(1,264,153)	(1,064,153)	200,000	495,000	Transfer from Sewerage Reserve to fund Emergency Reserve transfer
40881	LOPS Other; Transfer to Reserve	Proposed	Trans to EMR	0	(500,000)	(500,000)	(5,000)	Transfer funds to Emergency Reserve
50881	LOPS Other; Transfer from Reserve	Proposed	Trans from EMR	0	500,000	500,000	495,000	Transfer funds to Muni from Emergency Reserve to fund Pandemic and Flood Damage expenditure
20888	LOPS Other; 2020 Pandemic Expenditure	Proposed	Expenditure	0	(50,000)	(50,000)	445,000	Pandemic Expenses
23816	ROAD MAINT; Gravel - Flood Damage	Proposed	Expenditure	0	(450,000)	(450,000)	(5,000)	Flood Damage Expenses
52781	SEWER; Transfer from Reserve	Proposed	Trans From	(1,064,153)	(1,000,000)	64,153	59,153	Transfer funds from Sewerage Reserve to fund Technology Reserve transfer
45881	ADMIN O/HEADS; Transfer to Reserves	Proposed	Trans to	0	(64,153)	(64,153)	(5,000)	Transfer funds to Technology Reserve
55881	ADMIN O/HEADS; Transfer from Reserves	Proposed	Trans from	0	35,000	35,000	30,000	Transfer from Technology Reserve to fund IT expenditure
25821	ADMIN O/HEADS; Information Technology	Proposed	Expenditure	(66,000)	(101,000)	(35,000)	(5,000)	Expenditure - New IT Vision Modules
33811	ROAD MAINT; Other Grants - Flood Damage	Proposed	Revenue	0	150,000	150,000	145,000	Additional Revenue - 1st Flood Damage Claim
40881	LOPS Other; Transfer to Reserve	Proposed	Trans to EMR	0	(150,000)	(150,000)	(5,000)	Transfer Flood Damage Claim Funds to Emergency Reserve
23812	ROAD MAINT; Road Maintenance - Sealed	Proposed	Expenditure	(39,000)	(203,374)	(164,374)	(169,374)	Increase Road Maintenance As Required; In Line With Prior Year Spend
43746	ROAD CONST; Sealed - Regional Road Group	Proposed	Expenditure	(493,122)	(328,748)	164,374	(5,000)	Reallocation of RTR contribution to cover increased road maintenance expenditure
43743	ROAD CONST; Sealed - Roads to Recovery	Proposed	Expenditure	(346,928)	0	346,928	341,928	Reallocate RTR Projects to Line Item
RTR193	Dowerin Kalannie	Proposed	Expenditure	0	(109,037)	(109,037)	232,891	Reallocate RTR expenditure to Job
RTR183	Dowerin Meckering v1	Proposed	Expenditure	0	(55,337)	(55,337)	177,554	Reallocate RTR expenditure to Job
RTR183	Dowerin Meckering v2	Proposed	Expenditure	0	(76,928)	(76,928)	100,626	Reallocate RTR expenditure to Job
RTR023	Koorda-Wongan Hills Road	Proposed	Expenditure	0	(105,626)	(105,626)	(5,000)	Reallocate RTR expenditure to Job
45810	ADMIN O/HEADS; Building (Capital)	Proposed	Expenditure	(55,000)	0	55,000	50,000	Admin Building Reroof Deferred
54681	BUILDING; Transfer from Reserves	Proposed	Expenditure	55,000	0	(55,000)	(5,000)	Reduce Transfer from Building Reserve proposed to fund reroof - not required
45830	ADMIN O/HEADS; Plant & Equipment (Capital)	Proposed	Expenditure	(160,000)	(107,000)	53,000	48,000	Vehicle Purchase Deferred, Funds Not Required
55850	ADMIN O/HEADS; Proceeds on Disposal of Assets (Sale/Tra	Proposed	Proceeds	135,132	85,132	(50,000)	(2,000)	Revenue Reduction Due To Above, No Vehicle Trade In
40381	GPF Other; Transfer Interest To Reserve	Proposed	Trans to	(60,000)	(30,000)	30,000	28,000	Reduction In Interest Due To Interest Rates being lower than predicted
30345	GPF Other; Interest Earned - Reserve Funds	Proposed	Revenue	60,000	30,000	(30,000)	(2,000)	Reserve Transfer Reduction Due To Above
34102	DoT LICENSING; Transport Licensing Commissions	Proposed	Revenue	15,000	10,000	(5,000)	(7,000)	Reduction In DoT Commissions Due To Reduced Service
55250	PWOH; Proceeds on Disposal of Assets (Sale/Trade)	Proposed	Proceeds	34,000	29,000	(5,000)	(12,000)	Revenue reduction due to less trade in value anticipated
25332	POC; External Parts & Repairs	Proposed	Expenditure	(105,000)	(130,000)	(25,000)	(37,000)	Increase in external plant parts & repairs
25387	POC; Other Expenses	Proposed	Expenditure	(7,000)	(2,000)	5,000	(32,000)	Minimal expenditure, budget reduction
25805	ADMIN O/HEADS; Employee Costs - Recruitment	Proposed	Expenditure	(5,000)	(1,000)	4,000	(28,000)	Relocation of MCCA not required
35501	SALS & WAGES; Reimbursement - Workers Compensation	Proposed	Revenue	19,093	27,093	8,000	(20,000)	Anticipated increase in Workers Compensation Reimbursement
35635	UNCLASS; Unclassified Income	Proposed	Revenue	33,500	60,000	26,500	6,500	Increase in unclassified income including Water Corporation refund
33400	OTHER REC & SPORT; Contributions & Donations	Proposed	Revenue	15,500	9,000	(6,500)	0	Relates to lesser recoup from DEM for reimbursement for materials.
				(3,750,073)	(3,710,073)	1,956,955	(1,956,955)	0



Premier of Western Australia

Mayor Tracey Roberts JP
President
Western Australian Local Government Association
PO Box 1544
WEST PERTH WA 6872

Dear Mayor ^{Tracey} Roberts

COVID - 19

Western Australia has joined forces with other States and the Commonwealth as part of a national response to combat the spread of COVID-19 across our community.

Last week I released the updated Western Australian Pandemic Plan (Plan) in direct response to the potential impacts of COVID-19.

A Public Health Emergency and a State of Emergency for Western Australia has now been declared. Also, restrictions have been placed on gatherings of over 500 people, people arriving from overseas are required to self-isolate for 14 days and a ban has been placed on cruise ship arrivals for 30 days.

As the situation develops other measures will have to be taken.

During this period local governments and local government leaders will have an important role to play, not only fulfilling responsibilities under the Plan, but also providing leadership in their communities to help people through this difficult time.

Many of the restrictions being put into place will have economic and financial implications for businesses and families.

To ease the financial pressures on families, the State Government yesterday took the decision to freeze all Household Tariffs, Fees and charges in 2020-21.

Local government can also play a significant role to relieve pressure on families and businesses. Local government rates form a significant part of family and business expenses. Rate relief will further assist with these pressures.

I am requesting that you seek your members support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21.

Combined, these measures will provide relief to families and business from the impacts of the spread of COVID-19.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark McGowan'.

**HON MARK MCGOWAN MLA
PREMIER**

17 MAR 2020

1 Parliament Place, West Perth, Western Australia 6005
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au
www.premier.wa.gov.au



Hon David Templeman MLA
Minister for Local Government; Heritage; Culture & the Arts

Our Ref: 66-11953

LOCAL GOVERNMENT RESPONSE TO COVID-19

To Local Government Mayors, Presidents and Commissioners

Local governments have a critical role to play in responding to COVID-19, and eventually how their communities recover from this crisis.

I note that some local governments, such as Shire of Mundaring and City of Swan, quickly implemented additional leave for staff impacted by COVID-19. Others have implemented community care plans and packages such as City of Bayswater and Shire of Augusta-Margaret River. City of Perth has detailed a Relief and Rebound Plan, and the City of Rockingham has frozen rates, to name a few. I thank those local governments who are stepping up.

Both the Premier and I acknowledge there are currently a range of measures being progressed by the State Government in order to assist you during this time.

Drafting of financial, regulatory and governance considerations are taking place. Cabinet will need to make the final decision with regards to electricity and street lighting tariffs and Land Valuations as well as borrowing fees. I can assure that we too are working as fast as we can on these measures.

Minister Dawson has made a commitment to not increase waste levy fees for the year 2020/21.

I strongly encourage local governments to look at their capacity, be innovative and consider what measures and workplace arrangements can be put in place to provide security to your staff as the State Government has done.

I am asking all local governments to outline what measures they have put in place to date to assist their communities and staff. I would like this information to be sent to Minister.Templeman@dpc.wa.gov.au by close of business, **Thursday 2 April 2020**.

I am sure you are all aware of the State Council of WA Local Government Association endorsing the following on Friday 27 March 2020:

- Consider not increasing rates for the 2020-21 financial year.
- Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy.
- Consider rate relief options to support small businesses affected by the COVID-19 pandemic.
- Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic.
- Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing.
- Prioritise Local Government spending with businesses and contractors located within the Local Government.
- Implement business friendly payment terms to support business cash flow.
- Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges.
- Redeploy staff affected by facility closures to tasks that support the community.

The State Government has committed \$766 million to tackle the significant social and economic impact from the COVID-19. In addition the Federal Government announced as of yesterday a \$130 billion JobKeeper payment to help keep Australians in jobs. This brings the Commonwealth total to \$319 billion. Our State and Federal Governments are continuing to work with you and look for opportunities to lessen the impacts of COVID-19 on ratepayers, businesses and employees.

The Premier and I have sent a very clear message to local governments across Western Australia, now is the time to step up, and demonstrate that you understand the challenges that households are facing in your communities.

I look forward to your continued support and leadership during this time.

Yours sincerely



**HON DAVID TEMPLEMAN MLA
MINISTER FOR LOCAL GOVERNMENT;
HERITAGE; CULTURE AND THE ARTS**

31 MAR 2020

POLICY NUMBER	-
POLICY SUBJECT	- COVID-19 Financial Hardship Policy
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	-

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Dowerin recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer consistent and dignified support to ratepayers suffering hardship, while treating all members of the community in a fair and equitable manner.

Scope

This Policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this Policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy Statement

Payment Difficulties, Hardship and Vulnerability¹

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs. The Shire of Dowerin recognises the likelihood that COVID-19 will increase payment difficulties, financial hardship and vulnerability in our community. This Policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID-19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when rates are issued for 2020/21 and also any rates outstanding for the current financial year (2019/20).

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this Policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations which are specifically related to the COVID-19 state of emergency:

- Recent unemployment or reduction in your standard hours;
- Sickness or recovery from sickness;
- Low income or loss of income; or
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* are to be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made a genuine effort to meet rates and service charge obligations in the past;
- The payment arrangement will establish an agreed end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of Dowerin of any change in circumstance that impacts the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a ratepayer. Where a ratepayer is unable to make payments in accordance with the agreed payment plan and the ratepayer advises us and makes an alternative plan before defaulting on the third due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has reasonably adhered to the agreed payment plan, which still has Rates and/or Service Charges outstanding on 1 July 2021, we will review on a case by case basis and offer the ratepayer the opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/22 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will be subject to standard rates debt recovery procedures as prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this Policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request which must be in writing.

We will advise ratepayers in writing of this Policy and its application with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide a reasonable response time to allow for communication (21 days) and will ensure that all communication is in writing and that both parties are agreed.

It is expected of both parties that communication be clear and respectful at all times.

Roles and Responsibilities

Chief Executive Officer

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

Manager Corporate & Community Services

The Manager Corporate & Community Services has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Finance Team staff

Staff have the responsibility to be aware of the policy and to consider it when undertaking debt collection procedures related to COVID-19.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Rates & Charges (Rebates & Deferments) Act 1995

Debt Collection Procedure

Related Delegation

DL5.2 – Defer, Grant Discounts, Waive or Write Off Debts

DL5.5 – Agreement as to Payment of Rates or Service Charges

DL5.7 – Recovery of Rates or Service Charges

POLICY NUMBER	-
POLICY SUBJECT	- Community Bus Hire Policy
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	-

Objective

To provide guidance to staff and users for the hire and acceptable use of the Community Bus.

Policy

The purpose of the Community Bus is to provide transport for seniors and local community groups, particularly those based in Dowerin.

The bus is housed at the Shire Administration Office, and the Shire is responsible for managing the hire bookings and maintaining the bus.

The bus is a manual vehicle with a maximum seating capacity of twenty one (21) persons including the driver. The bus does not have disabled access.

The bus is equipped with heating and air conditioning. The bus uses diesel fuel and must be refuelled prior to return. The hire of the bus does not include a driver. The bus contains a first aid kit and a fire extinguisher.

Eligibility

To be eligible to hire the Community Bus, hirers must be a resident of the Shire or a member of a community group operating within the Shire. Any variations to this must be approved in advance by the Chief Executive Officer.

Bookings

The vehicle will not be hired out unless prior bookings have been made with the Shire Administration Office.

Keys

1. The keys will be available for collection by the Hirer from the Shire Administration Office at 13 Cottrell Street, Dowerin between the hours of 8.30am and 4.00pm Monday to Friday.
2. Alternate arrangements for key collection outside of the above hours may be made with Shire staff prior to the booking.
3. The keys must be returned to the Shire Administration Office at the time of, and on the return date of the date made when the bus was booked.
4. If the return is outside office hours, the keys may be deposited in the pigeonhole located on the right-hand side of the main entrance door.

Drivers

1. Only persons who hold a current 'LR' class license are permitted to drive the bus. Any driver receiving any type of payment also requires an 'F' class licence.
2. The Hirer shall nominate the person(s) as the driver for the hire period and shall not allow any other person(s) to act as driver.
3. The driver will not consume alcohol or be under the influence of drugs for the duration of the hire period.

4. The driver will, at all times, adhere to all road rules, speed limits and safety considerations.
5. The driver will be wholly responsible for any infringements received during the hire period.
6. The name of the driver(s) is to be nominated on the Hire Agreement and the driver's licence sighted at the time of completing the Hire Agreement (a copy to be retained at the Shire Office).
7. The driver is to complete and return the Hirer/Driver Report along with the keys.

Accident or Damage

1. The Hirer is responsible for checking both the interior and exterior of the bus for any damage before and after use.
2. All damage, accidents or use of the fire extinguisher or first aid kit must be reported to staff as soon as possible.
3. The Hirer is responsible for all costs associated with malicious and/or wilful damage by passengers during the hire period.
4. The Hirer is responsible for the payment of any excess applicable to any insurance claim arising from the hire.
5. The Hirer is responsible for all damage and repair costs attributable to negligence on the part of the Hirer.
6. The Hirer is liable for all repair and replacement costs in the event of an insurance claim being rejected due to the actions of the driver or a member of the hire group.

Cleanliness & Condition

1. The Hirer is responsible for ensuring the bus interior is swept/vacuumed and mopped, with all rubbish removed, prior to returning the bus.
2. Smoking is strictly prohibited on the bus
3. Failure to comply with the above conditions will result in the any cost incurred by the Shire relating to cleaning being added to the hire charges on a cost recovery basis.

Hire Cost & Payment

1. Prices charged are in accordance with Council's Schedule of Fees and Charges for the applicable financial year.
2. The Hirer has the option of paying for the hire on return of the keys or can be invoiced for payment within 7 days.
3. The cost to hire the bus is calculated on the kilometres travelled from the point of pick up to return.

Breakdowns & Use

1. In the case of breakdown, the responsibility of the Shire is solely for the bus. The transportation of passengers is the Hirer's responsibility.
2. All repairs and maintenance are to be approved and carried out by an authorised Shire provider.
3. Prior to use, and at each fuel stop, the Hirer is to check the water, oil and tyre pressure.
4. Any issues or concerns are to be reported to the Shire Administration Office immediately and noted on the Hire/Driver Report
5. Hirers are to ensure that the bus is parked in a safe and secure environment at all times.

Other

1. The Hirer is not permitted to use the bus for the purpose of training learner drivers or for driving tests.
2. The Shire reserves the right to cancel all hire bookings in the event the bus requires servicing or repair.

Roles & Responsibilities

Councillors

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

Chief Executive Officer

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

Manager Corporate & Community Services

The Manager Corporate & Community Services has responsibility to ensure this policy is reviewed and presented to Council for consideration, and for ensuring Administration Staff are informed of any amendments to the policy.

Administration Staff

Administration Staff have the responsibility to ensure the policy is adhered to when taking and making hire bookings, and for informing prospective hirers of the requirements of this policy.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Community Bus Hire Agreement
Community Bus Driver's Report Form
Community Bus Booking Procedure
Schedule of Fees & Charges

Related Delegation

Nil

POLICY NUMBER	-	4.1
POLICY SUBJECT	-	4.1 Financial Reserves Policy
DATE ADOPTED	-	27 June 2017 (Item 10.1.1)
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	26 June 2018 (Item 10.1.8)
REVIEWED	-	18 December 2018 (Item 10.2.4)

Objective

To establish a framework for the establishment and ongoing management of Reserves.

Policy

Reserves are established to set aside funds for specific projects as determined.

Prior to the creation of a Reserve, Council will consider the following operating parameters in relation to the Reserve which are to identify:

1. The purpose of the Reserve;
2. The basis of calculation for any transfer to the Reserve;
3. The basis of calculation for any transfer from the Reserve.

Upon completion of any designated Reserve Project or the need for the Reserve Funds no longer being required, a report is to be provided to Council to enable a decision on how to reallocate or utilise the remaining funds.

Expenditure to and revenue from Reserves can only be authorised by resolution of the Council which clearly outlines the value of each transfer. Council will consider the transfer to and from reserves as part of the annual budget process based on strategic direction as outlined in the Long Term Financial Plan, operational need and budgetary requirements.

Each monthly financial statement will include a Schedule of Reserves which will show the Actual Closing Balance as at the End of the Month.

Interest from the Reserve Account will be allocated to each of the Reserve funds on a percentage weighting basis.

AUTHORISED RESERVES OF THE SHIRE OF DOWERIN

Employee Entitlement Reserve

This Reserve is to assist Council in funding 'cash back' monies to allow for the cost of Long Service and Annual Leave where the leave cannot be absorbed within the annual budget. Given that Council is not expected to have to fund the full liability in any one year, this reserve should aim to maintain cash to the value of 50% of the current liability. This reserve will be maintained on an ongoing basis.

Plant Reserve

This Reserve is to assist Council in funding the cost of additional new plant, refurbishment or replacement to meet the adopted Plant Replacement Program. The balance of this Reserve will reflect Council's adopted Plant Replacement program plus a 10% contingency for unexpected, emergency maintenance that cannot be met within the annual budget. This reserve will be maintained on an ongoing basis.

Sewerage Asset Preservation Reserve

This Reserve is to assist Council in funding the replacement and development of sewerage and stormwater infrastructure throughout the Shire. This reserve will be funded by transferring the net amount of funding remaining from revenue (sewerage charges) after expenditure on sewerage scheme maintenance. This Reserve, including the amount to be maintained in the Reserve, will be informed by the Asset Management Plan for this asset. This reserve will be maintained on an ongoing basis.

Information Technology

This Reserve is to assist Council in funding future maintenance, upgrades and developments of Information Technology which will assist the organisation in meeting the increasing statutory, regulatory & legislative compliance. Robust, current and up to date technology reduces the risk of fraud, theft and cyber security attacks. The end of year target balance of this Reserve will be \$50,000.

Building Asset Preservation

This Reserve is to assist Council in funding the refurbishment, renewal and upgrade of Shire owned building assets. These funds will allow Council to take advantage of opportunities such as grants that allow for building developments and/or opportune land sales that have a strategic value. This Reserve, including the amount to be maintained in the Reserve, will be informed by the Asset Management Plan for this class of assets. The end of year target balance of this Reserve will be \$500,000.

Emergency Reserve

This Reserve is to assist Council in funding the immediate costs related to a declared Emergency whilst waiting for financial assistance from other organisations. Any emergency will result in an immediate cash flow impact on the Shire's finances which are still required to achieve day to day operations. The end of year target balance of this Reserve will be \$150,000.

Recreation Facilities Reserve

Council will maintain a reserve to fund future maintenance, upgrades and developments of recreation facilities, including the swimming pool. This reserve will also allow Council to take advantage of grant opportunities as they arise. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets. The end of year target balance of this Reserve will be \$250,000.

Swimming Pool

This Reserve is to assist Council in funding the refurbishment, renewal and upgrade of the Shire of Dowerin Memorial Swimming Pool and associated facilities. It is recommended that a base balance be set in accordance with the Shire's Asset Management Plan. The end of year target balance of this Reserve will be \$150,000.

Community Housing Reserve

This Reserve is to assist Council in funding Community Housing Projects such as Independent Living Units (ILUs) for seniors and other residents on lower incomes. The end of year target balance of this Reserve will be \$100,000.

Economic Development Reserve

This Reserve is to assist Council in funding economic development initiatives. This Reserve will allow Council to take advantage of grant funding opportunities as most grant funding programs require a co-contribution of approximately 30% to 50%. Council will consider transferring funds to this reserve based on strategic and operational requirements as part of the annual budget process. The end of year target balance of this Reserve will be \$50,000.

Bowling Green Replacement Reserve

Council will maintain a reserve for the replacement of the Bowling Green. Council and the Bowling Club will each provide matching contributions of \$5,000 per annum until such time it is agreed that the Bowling Greens require replacement.

Tennis Court Replacement Reserve

Council will maintain a reserve for the replacement of the Tennis Courts. Council and the Tennis Club will each provide matching contributions of \$3,000 per annum until such time it is agreed that the Tennis Courts require replacement.

Roles and Responsibilities

Chief Executive Officer

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Related Delegation

Chief Executive Officer

Shire/Council – Business As Usual (BAU)

Area of Responsibility **Ongoing / Altered** **Deferred**

Administration 95% Customer Service Now Managed Online Or Over Telephone

Animal registrations		
Banking		
Catering		*
Cemetery records		
Complaints management		
Correspondence/mail collection		
Customer Service including Department of Transport & customer receipting, daily reconciliations		
Hire of community bus		*
Hire of facilities		*
Human resources/Industrial relations		
Information Technology (IT)	*	
Key management		
Library		*
Office equipment management		
Phones		
Record management		
Stationery orders		

Finance

Grant acquittals		
Asset financial management		
Bank reconciliations		
BAS & FBT		
Annual Budget – in conjunction with CEO		
Budget Review – in conjunction with CEO		
Annual Report – in conjunction with CEO		
Annual & Interim Audits – in conjunction with CEO	*	
Financial Management Review – in conjunction with CEO		
Audit Reg 17 – in conjunction with CEO		
Creditors including monthly list of payments report & EOM		
Debtors including EOM reconciliation		
Financial monitoring and reporting		
Insurance	*	
Internal financial controls – in conjunction with CEO		
Long term financial planning – in conjunction with CEO		
Payroll		
Petty cash		
Private works orders		
Purchase orders/procurement		
Rates – maintenance, reconciliation, raising, debt collection, modelling & customer queries		

Governance

Building permits		
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	Ongoing/ Altered	Deferred
Council Meetings & Workshops; Agendas, Notes & Minutes	*	
Delegations		
Elections		
Emergency services liaison/assistance		
Environmental Health Officer liaison/assistance		
Leases register/tracking		
Legislative compliance and reporting		
LEMA/LEMC assistance		
Local laws		
OSH audit preparation		
OSH liaison/assistance		
Ranger liaison assistance		*
Tender register		
Town planning	*	

<u>Community Services</u>		
Dowerin Home Care; CHSP & HCP Packages	*	*
Lil' Tigers Early Education; Dowerin Child Care Centre		
Building maintenance & capital programs	*	*
Community programs		*
CRC liaison	*	
Events		*
Funding of community/sporting groups		
Grant identification/application		
Housing – shire owned, Independent Living Units (ILUs), Community Housing Projects (CHPs)	*	
Local club/community group liaison	*	
Marketing	*	
Public communications	*	
Public notices/messaging	*	
Social media	*	
Tourism and promotions	*	
Website	*	
Pioneers' Pathway		
Wheatbelt Way		

<u>Executive</u>		
Civic functions		*
Councillor liaison	*	
Economic development		
Emergency management	*	
External stakeholder liaison		
Main Roads		
State Government		
Federal Government		
Funding bodies		
Local and regional tourism bodies		
Local and regional business stakeholders		

	Ongoing/ Altered	Deferred
Media		
Industry bodies (WALGA, ALGA, Department of Health, Department of Communities, LGIS etcetera)		
Other local governments		
Investigations		
Legal		
Lobbying		
Operational planning and management		
Organisational development		
Policy development/review		
Project development & project management		
Recruitment – attraction & retention of staff		
Strategic planning		
Workforce planning		

Works

Airstrip maintenance		
Bridges		
Short Stay Accommodation & Caravan Site	*	
Carparks		
Cemetery		
Facility Cleaning	*	
Drum muster		
Parks & Gardens for Shire facilities & public areas	*	
Heavy vehicles/RAV network assessments		
Kerb and channel/drainage maintenance		
Lawn/oval/turf maintenance	*	
Plant and fleet maintenance & replacement	*	
Private works		
Public conveniences	*	
Reticulation and water infrastructure		
Road funding applications		
Road signage		
Rural road upgrade/maintenance/construction		
Sporting fields maintenance	*	
Town streets maintenance		
Traffic counts		
Traffic management plans		
Waste management (landfill)		

These activities take up to 90% of our time when we are operating smoothly. Anything new or additional needs either receive additional resources or be fit around what is currently occurring.

It should also be noted that any new projects (eg: a new facility or building) once completed, will add to the above in regards to general maintenance, asset management, staffing, monitoring and reporting.

With what is happening at the moment, the above still continues with staff also allocating anywhere between 20% to 80% of their time dealing with the resource impacts of COVID-19 whilst continuing to maintain maximum service levels wherever possible.

The State Government has also requested that we do not raise rates or fees & charges. Meanwhile, the cost of governance reporting requirements, risk management, IT needs & cyber security increase.

There are also additional costs in terms of supplies to combat COVID-19 which consists of mostly unbudgeted expenditure

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 7: Cash Backed Reserve (Proposed)

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	56,632	1,513	360	0		0		58,145	56,991
Plant Reserve	59,958	1,602	381	80,227		0		141,787	60,339
Sewerage Reserve	1,256,174	11,466	7,978	0		(264,153)		1,003,487	1,264,153
Land & Building Reserve	449,364	2,007	2,854	0		(310,000)		141,371	452,218
Swimming Pool Reserve	186	5	0	20,000		0		20,191	186
Information Technology Reserve	0			64,153		(35,000)		29,153	0
Emergency Reserve	0			650,000		(500,000)		150,000	0
Recreation Reserve	193,926	182	1,232	5,000		(7,000)		192,108	195,157
Community Housing Project Reserve	48,934	1,308	311	0		0		50,242	49,244
Economic Reserve	55,752	1,490	354	0		0		57,242	56,107
Bowling Green Reserve	85,312	280	542	12,000		0		97,592	85,854
Tennis Court Reserve	39,232	1,048	249	6,000		0		46,280	39,481
	2,245,469	20,901	14,261	837,380	0	(1,116,153)	0	(1,987,597)	2,259,730

POLICY NUMBER	-	4.11
POLICY SUBJECT	-	4.11 Purchasing Policy
DATE ADOPTED	-	28 March 2017 (Item 10.1.8)
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	26 June 2018 (Item 10.1.8)

Objective

The objectives of this Policy are to ensure that all purchasing activities:

1. demonstrate that best value for money is attained for the Shire of Dowerin;
2. are compliant with relevant legislations, ~~including the Act and Regulations;~~
3. are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire of Dowerin;
4. mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
5. ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
6. are conducted in a consistent and efficient manner across the Shire of Dowerin and that ethical decision making is demonstrated.

Policy

This policy applies to all ~~Officers~~ purchasing goods or services on behalf of the Shire ~~and/or~~ using Shire funds. It documents the responsibilities attached to the making purchases on behalf of the Shire.

Ethics & Integrity/Code of Conduct

All ~~officers and~~ employees of the Shire of Dowerin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All ~~officers and~~ employees of the Shire of Dowerin must act in an honest and professional manner at all times which supports the standing of the Shire of Dowerin.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

1. full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
2. all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Dowerin's policies and Code of Conduct;
3. purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
4. all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation; and
5. any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and any information provided to the Shire of Dowerin's by a supplier shall be treated as commercial-in-confidence and should not be

released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Dowerin. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

1. all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
2. the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc. financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
3. a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
4. the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
5. purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
6. ~~providing opportunities for businesses within the Shire of Dowerin's boundaries to be given the opportunity to quote for providing goods and services wherever possible in conjunction with Policy 4.15 - Regional Price Preference Policy.~~

Authorised Officer Limits

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the Officer's area of activity.

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager Works & Assets	\$50,000
Finance Manager Manager Corporate & Community Services	\$50,000
Depot Supervisor	\$5,000
Acting Manager of Corporate and Community Services	\$5,000
Finance Officers	\$2,000
Administration Staff	\$500
Parks and Gardens	\$500

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Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; ~~or~~,
3. ~~†~~The extent to which it could be reasonably expected that the Shire of Dowerin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; ~~;~~
- 2.4. Using A best practice ~~suggestion~~ consideration is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, ~~then the purchasing~~ applying the requirement under the relevant threshold (including the tender threshold) ~~must apply~~; and
- 3.5. Must incorporate any variation to the scope of the purchase and be limited to a 10% ~~variation and/or~~ tolerance of the original purchasing value.

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Purchasing from Existing Contracts

Where the Shire of Dowerin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Dowerin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchasing Purchase Order or Corporate Credit Card issued by the Shire of Dowerin, or <u>by</u> obtaining at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ol style="list-style-type: none"> 1. an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or 2. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or 3. from the open market. <p>3.4. <u>Any oral quote must be supported by a written file note with all details noted.</u></p>
Over \$5,000 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining that follow a brief which outlines the specified requirement, either from either:</p> <ol style="list-style-type: none"> 1. an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or 2. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or 3. from the open market.

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Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ol style="list-style-type: none"> 1. an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or 2. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or 3. from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Dowerin through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender- exempt arrangement as listed in this Policy, it is mandatory to conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire of Dowerin's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

Tendering Exemptions

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

1. the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
2. the purchase is from a Regional Local Government or another Local Government;
3. the purchase is from a pre-qualified supplier under a Panel established by the Shire of Dowerin; or
4. any of the other exclusions under Regulation 11 of the Regulations apply.

When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes. The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Dowerin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Dowerin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Dowerin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Dowerin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by either the Chief Executive Officer, ~~Finance and Corporate Services Manager or Assets and Works Manager~~ Manager Corporate & Community Services or Manager Works & Assets, prior to a contract being entered into. From time to time, the Shire of Dowerin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Dowerin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

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An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Dowerin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA), the Shire of Dowerin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

1. The procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
2. Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
3. Request for Quotation/Tender documentation;
4. Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
5. Copies of quotes/tenders received;
6. Evaluation documentation, including individual evaluators note and clarifications sought;
7. Negotiation documents such as negotiation plans and negotiation logs;
8. Approval of award documentation;
9. All correspondence to respondents notifying of the outcome to award a contract;
10. Contract Management Plans which describes how the contract will be managed; and
11. Copies of contract(s) with supplier(s) formed from the procurement process.

Occupational Safety and Health

An underlying principle of purchasing, hiring, leasing, or receiving donated goods, is to ensure that hazards are not introduced into the workplace without assessing the risk and implementing controls to mitigate the risk. Items that are purchased must be assessed for their safety and health risks and other factors such as cleaning, maintenance and training staff in their use. Consultation shall be undertaken with the relevant employee(s)

when new plant/equipment/substances are being purchased for the first time and where there is the potential for significant detrimental impact on health and safety of any person. The consultation process shall be documented by file or diary notes and retained as a record.

Prior to purchasing a new item, the authorised officer shall consider occupational safety and health issues as listed in the OSH Purchasing & Risk assessment of New Plant or Equipment Form (Found in the OSH Manual at 2.2.1). All new chemicals (including cleaning products) must include a Safety Data Sheet which will be provided to the Shire of Dowerin OSH Officer.

Buy Local Policy

As much as practicable, the Shire of Dowerin must:

1. where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
2. consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
3. ensure that procurement plans address local business capability and local content;
4. explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
5. avoid bias in the design and specifications for Requests for Quotation and Tenders - all Requests must be structured to encourage local businesses to bid; and
6. provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Dowerin, or substantially demonstrate a benefit or contribution to the local economy.

Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Prequalified Suppliers ("Panel") may be created where most of the following factors apply:

1. the Shire of Dowerin determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
2. there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
3. the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
4. the Panel will streamline and will improve procurement processes; and
5. the Shire of Dowerin has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire of Dowerin will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Should the Shire of Dowerin determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire of Dowerin.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire of Dowerin will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire of Dowerin must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire of Dowerin intends to:

1. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
2. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
3. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

1. each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
2. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire of Dowerin is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire of Dowerin may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Dowerin's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire of Dowerin and Panel members.

Records of all communications with Panel members, with respect to the quotation

process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

1. The procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
2. Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
3. Request for Applications documentation;
4. Copy of public advertisement inviting applications;
5. Copies of applications received;
6. Evaluation documentation, including clarifications sought;
7. Negotiation documents such as negotiation plans and negotiation logs;
8. Approval of award documentation;
9. All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
10. Contract Management Plans which describes how the contract will be managed; and
11. Copies of framework agreements entered into with pre-qualified suppliers.

The Shire of Dowerin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract. Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Dowerin.

In the case of a declared State of Emergency

Where Council, by an absolute majority vote, declare that the community is in a state of emergency the following shall apply, overriding all other requirements of this policy;

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Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. In the case of a declared community emergency a significant weighting will be placed on;

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1. Local content – that is the extent to which the awarded work will support firstly the local, and secondly the regional community.
2. Timeliness – the ability of the service provider to undertake and complete the works in a suitable timeframe.

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Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

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Table 1 Purchasing Thresholds (excluding GST) – Minimum Requirements

<u>Less than \$10,000</u>	<u>No quotation required. Officers are to use professional judgement and discretion to determine if prices or rates are value for money</u>
<u>\$10,000 to \$20,000</u>	<u>Written quotations to be sought from two (2) suppliers where possible</u>
<u>\$20,000 to value specified in Regulations requiring Tender</u>	<u>Three (3) written quotations, where possible, or purchase through the WALGA Preferred Supply Program or State Government CUA</u>
<u>Above value specified in Regulations requiring Tender</u>	<u>As per Tender Regulations</u>

Regulatory Compliance

Local Government (Functions and General) Regulations 1996 Part 4 Division 2

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Tender Criteria

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The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. Please refer Delegations Register to determine the appropriate selection criteria.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

Receiving Tenders Electronically

All tenders are to be received via email to tenders@dowerin.wa.gov.au.

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Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

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Opening of Tenders

No tenders are to be opened (read or evaluated) prior to the Tender Deadline.

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Tenders are to be opened by a Manager and one other officer.

If the above Officer's are not available the Officers' delegated nominee and at least one other Council Officer may open the Tender. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Shire.

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No Tenders Received

Where the Shire has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

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1. a sufficient number of quotations are obtained;
2. the specification for goods and/or services remains unchanged;
3. purchasing is arranged within 6 months of the closing date of the lapsed tender;
4. Council approval must be sought.

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Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

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Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice in writing of the variation.

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Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the Shire.

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A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy and for bringing it to Council for review.

Management Team

The Management team is responsible for ensuring their direct reports are aware of, and comply with, 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

Local Government (Functions & General) Regulations 1996

Related Delegation

DL4.1 - Expressions of Interest for Goods & Services

DL4.2 - Tenders for Goods & Services

DL4.3 - Panels of Pre-Qualified Suppliers for Goods & Services

DL4.4 - Application of Regional Price Preference Policy

POLICY NUMBER	-	1.7
POLICY SUBJECT	-	1.7 Council Meetings
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	

Objective

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

Policy

Ordinary Meetings of Council shall be held ~~in Council Chamber~~ 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.

Roles and Responsibilities

Councillors

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

Chief Executive Officer

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

Executive & Governance Officer

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

Related Documentation

Related Legislation/Local Law/Policy/Procedure

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

Related Delegation

Nil

POLICY NUMBER	-	3.11
POLICY SUBJECT	-	3.11 Social Media Policy
DATE ADOPTED	-	19 December 2017
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	

Objective

This policy outlines the protocols for employees, contractors and volunteers of the Shire of Dowerin for using social media on behalf of the Shire of Dowerin, and provides guidance for when using their personal social media accounts.

Policy

Application

This policy applies to all employees, contractors and volunteers at the Shire of Dowerin who access and use social media for professional or social purposes whether via personal devices or those supplied by the Shire.

What is social media?

Social media means websites and applications whereby users create or participate in online communities to share information, ideas, personal messages, photos, videos and other content.

Examples of social media platforms include:

1. Social networks such as Facebook, LinkedIn and Twitter;
2. Media sharing networks such as Instagram, YouTube and Snapchat;
3. Discussion forums such as Reddit;
4. Content curating networks such as Pinterest;
5. Consumer review networks such as TripAdvisor and Yelp; and
6. Blogging and publishing networks such as WordPress and Tumblr.

Use of social media

The Shire of Dowerin may direct employees to use social media via the Shire's social media accounts. Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire purposes.

Employees who are authorised to use social media in the course of their work must:

1. Ensure information posted is truthful, accurate, professional and in the best interest of the Shire of Dowerin;
2. Not post commercially sensitive information or personal information about employees and rate payers;
3. Use spell check and proof read each post before publication;
4. Know the facts and verify the sources of those facts;
5. Be respectful of all individuals and communities when interacting online;
6. Not post or engage with any material that is inappropriate or unlawful, or infringes on any intellectual property rights;
7. Seek to conform to the cultural and behavioural norms of the social media platform being used;
8. Acknowledge and correct any errors promptly after disclosing the error to their line manager;
9. Comply with any procedure for social media posts to be approved by their line manager; and

10. Be aware that the Shire of Dowerin is responsible and liable for any social media posts made on behalf of the organisation.

Personal use of social media

Local government social media accounts

An employee cannot comment on behalf of the Shire of Dowerin on social media unless expressly authorised to do so by the Chief Executive Officer.

An employee may share links, 'like' a post or comment on a post published by the Shire of Dowerin, provided the interaction complies with the Code of Conduct and the personal use of social media provisions contained in this policy.

Personal social media accounts

Employees, contractors and volunteers who use personal social media accounts must not, at any time:

1. Infer or state they are speaking on behalf of the Shire of Dowerin;
2. Disclose any local government information that is not otherwise publically available;
3. Use their personal social media accounts in such a way that it interferes with their ability to work professionally, efficiently and impartially;
4. Use a work email address to register personal social media accounts; or
5. Criticise decisions of the Council or Councillors and employees of the Shire of Dowerin.

Personal use of social media by an employee may be considered inappropriate and may result in disciplinary action if it is:

1. Likely to damage the Shire's interests;
2. Likely to damage the relationship between the Shire and the employee; or
3. Incompatible with the employee's duty as an employee.

Employees should be mindful that content published on the internet, including posts on social media are permanently retained and even if an employee is posting on their private social media account, this may be viewed by the public.

Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Developing new social media platforms

The Chief Executive Officer must authorise the use of any online marketing tools such as additional websites and social media channels that are branded or deemed to be associated with the Shire of Dowerin.

Roles and Responsibilities

Chief Executive Officer

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

Executive Manager Corporate & Community Services

The Executive Manager Corporate & Community Services has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Managers

Managers are responsible for ensuring their staff are aware of this policy and for reporting any breaches to the Chief Executive Officer.

Staff, Contractors & Volunteers

Staff, contractors and volunteers have the responsibility of ensuring they understand and comply with the requirements of this policy.

Related Documentation

Code of Conduct

Social Media Procedure

Policy 3.6 - Disciplinary Policy

Policy 3.7 - Discrimination, Bullying & Harassment Policy

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Copyright Act 1968

Privacy Act 1988

Information Privacy Bill 2007 (WA)

Defamation Act 2005

Related Delegation

Nil

POLICY NUMBER	-	3.11
POLICY SUBJECT	-	3.11 Social Media Policy
DATE ADOPTED	-	19 December 2017
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	

Objective

The purpose of Council utilising social media platforms is to:

1. Provide an efficient method of delivering factual, up-to-date information online;
2. Provide two-way communication with stakeholders through online feedback and correspondence mechanisms; and
3. Become more interactive with the community.

The purpose of this policy is to provide Shire of Dowerin employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council’s use of social media platforms to communicate with various stakeholder groups is effective, informative and appropriate.

Policy

Council representatives using social media must:

1. Only disclose publicly available information. No comment will be made on Social Media sites regarding confidential, private or legal matters
2. Only use corporate imagery such as logos and official Council photographs
3. Ensure that no copyrighted or trademarked material is published without permission
4. Ensure that information posted online is not illegal, libellous, discriminatory, defamatory, abusive, or obscene
5. Ensure that information posted online does not infringe Council’s Code of Conduct or any other Council code or policy.

When using Council social media sites, employees authorised by the Chief Executive Officer (or nominee) will:

1. Only post content that is genuinely expected to be relevant and of interest to followers
2. Respond to enquiries within 24 hours (Monday to Friday) where possible
3. Keep messages simple
4. Provide relevant, accurate, fair and thorough information.

Monitoring Social Media

The Community and Economic Development Officer (CEDO) will monitor content posted on all official social media outlets to ensure adherence to the Social Media Policy for appropriate use, message and consistency in branding.

Content relating to Council that is posted on the internet by elected members, employees, residents and other community members or organisations will be monitored by the CEDO through the use of Google Alerts and other applications.

Comments from social media users will be monitored and moderated where possible.

Personal use of Social Media

Staff and Councillors that comment via social media on their personal accounts could be linked to the Shire of Dowerin. With this understanding staff and Councillors should be aware that comments made via social media are in the public domain, and use of such should be aligned to Council's Internet Email and Computer Use Policy and Code of Conduct.

Defamatory, disrespectful or deliberately misleading commentary provided on these platforms may bring staff or Councillors in breach of Council's Code of Conduct.

Non-compliance with the Social Media Policy by Council representatives, staff and Councillors will be managed through the relevant Code of Conduct and disciplinary systems.

Developing New Social Media Platforms

Council's Chief Executive Officer must authorise the use of online marketing tools such as additional Council websites and social media channels that are branded or deemed to be associated with the Shire of Dowerin.

Roles and Responsibilities

This policy applies to any and all persons who represent the Shire of Dowerin in a paid or unpaid capacity.

The Chief Executive Officer is responsible for ensuring this policy is implemented.

Managers are responsible for ensuring their staff are aware of this policy and for reporting any breaches to the Chief Executive Officer.

Related Documentation

Shire of Dowerin Code of Conduct

Social Media Procedure

Bullying in the Workplace Policy (DRAFT)

Occupational Safety, Health & Environmental Policy

Internet Email and Computer Use Policy (DRAFT)

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Copyright Act 1968

The Privacy Act 1988

The Information Privacy Bill 2007 (WA)

Defamation Act 2005

Related Delegation

Nil

POLICY NUMBER	-
POLICY SUBJECT	- Councillor Training & Continuing Professional Development Policy
DATE ADOPTED	-
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	-

Objective

Section 5.126(1) of the *Local Government Act 1995* and Part 10 of the *Local Government (Administration) Regulations 1996* requires all Councillors to undertake mandatory training within 12 months of being elected. The Shire of Dowerin is required under the *Local Government Act 1995* to adopt a policy and report on mandatory training and continuing professional development undertaken by Councillors.

This Policy provides clear guidelines to Councillors with regards to completing the mandatory training and accessing training and development programs which may enhance and improve the skills necessary for Councillors to perform their role and function as a Council Member.

Scope

This Policy is applicable to all Councillors for their term of office.

Policy

As the public face of Council and as community representatives, Councillors play an integral leadership role in the processes for the development, communication and representation of Council's Strategic Community Plan, policies, strategies and programs.

Training and professional development for Councillors contributes towards a positive presentation of Council for the betterment of the organisation and the community, and provides the necessary skills and knowledge for Councillors to effectively perform their role and function in compliance with legislative requirements.

This Policy consists of four main parts which each have distinct obligations:

Compulsory Elected Member Training (CEMT) sets out the legislative requirements that newly elected Councillors must undertake, being the Council Member Essentials course. Newly elected Councillors who complete the CEMT are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

Continuing Professional Development (CPD) requires Councillors to undertake CPD in accordance with this Policy. This applies to all Councillors, however, newly elected Councillors who undertake the CEMT are deemed to have met their CPD requirements for the first two years of their term.

Reporting sets out the reporting requirements under the *Local Government Act 1995*.

General Conditions outlines the parameters applicable to all training and professional development opportunities, whether it be CEMT or CPD.

Compulsory Elected Member Training

Councillors have significant and complex roles that require a diverse skillset.

All Councillors are required to complete the Council Member Essentials Course (the Course), unless they meet certain exemptions. The training is valid for five years meaning a Councillor is only required to undertake the training at every second election. The Course must be completed within 12 months of appointment to Council.

The Course consists of the following five modules:

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

A Councillor is exempt from the requirement in Section 5.126(1) of the *Local Government Act 1995* if:

1. The Councillor passed either of the following courses within the period of five years ending immediately before the day on which the Councillor is elected:
 - a. Council Member Essentials;
 - b. 52756WA Diploma of Local Government (Elected Member); or
2. The Councillor passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Councillor is elected.

Continuing Professional Development

Councillors are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual Councillors may vary, each Councillor is encouraged to seek the assistance of the President and/or Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

CPD opportunities will be in line with the Shire's strategic direction as identified in the Strategic Community Plan covering:

1. Our Lifestyle;
2. Our Infrastructure;
3. Our Economy;
4. Our Natural Environment; and
5. Our Leaders.

In addition to the above it is important to recognise the following categories as potential opportunities:

1. General Leadership; and
2. Professional Skill Development.

In considering other CPD opportunities it is important that the course or development opportunity:

1. Is relevant to the role and functions of a Councillor;
2. Provides scope for the Councillor to acquire skills relevant and beneficial to their role;
3. Provides information on a contemporary issue so that Council can contribute to discussion or debate;
4. Meets community expectations that attendance is necessary for the benefit of the community; or
5. Provides improvements to the built, social, economic and natural well-being of the community.

The type of CPD opportunities that Councillors attend are to be related to a particular function or activity in which Council is involved, rather than individual or personal development.

Conferences, seminars or courses held by organisations of which Council is a member, or has an interest in, would usually be attended by Council's appointed representatives to those organisations.

Applications from Councillors to attend CPD will be considered in consultation with the President, Deputy President and Chief Executive Officer, with regard given to the applicability of the training and development as it relates to the Shire of Dowerin, the individual Councillor's functions (e.g. committee membership) and where attendance can be accommodated within annual budget allocations.

Councillors are required to provide a brief summary and any information or documentation of particular importance to Council following attendance at approved conferences or seminars. The summary should detail the knowledge and skills gained, benefits of attendance for the Shire, Council and community, and any relevant recommendations. The Councillor CPD Summary Report form has been developed for this purpose.

Reporting

The Shire is required to report annually on completed training. Completed training must be published on the Shire's website within one month after the end of the financial year and in the Annual Report for that financial year. This will include the Council Member Essentials Course and any CPD undertaken by Councillors.

General Conditions

Council will allocate appropriate funds for Conference Expenses, Training Expenses and Travel and Accommodation Expenses in its Annual Budget to enable Councillors to attend CEMT and CPD.

Where a partner/spouse accompanies a Councillor while they attend either CEMT or CPD all expenses incurred by the partner/spouse are to be paid by the Councillor or partner/spouse, including meals, registration fees (where applicable) and any other costs or incidentals.

All travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer.

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Depending on the commencement time of the CEMT or CPD bookings will include accommodation the night before. Except in extenuating circumstances, accommodation will not generally be provided the night following the CEMT or CPD. Such instances will require the approval of the President and/or Chief Executive Officer.

If a Councillor attending CEMT or CPD extends the period of time away or deviates from the travel arrangements for private purposes the Councillor will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.

Attendance by Councillors at interstate or international training and professional development opportunities that incurs any cost to the Shire requires a resolution of Council.

No more than two Councillors may attend the same interstate training and development opportunity unless the training is mandatory or universal to the functions of a Councillor.

Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of a Councillor's current term of office.

Nothing in this Policy prevents Council from approving additional funding for Councillor Training & Continuing Professional Development, subject to a resolution of Council.

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event the Councillor and the Chief Executive Officer cannot reach an agreement the matter will be presented to Council for a resolution.

Roles & Responsibilities

Councillors

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

Chief Executive Officer

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

Executive & Governance Officer

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

Related Documentation

Councillor CPD Summary Report Form

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Related Delegation

Nil

HEALTH/BUILDING

RADIO ACTIVE MATERIALS

That for the safety of the residents of the Shire of Dowerin, the Council prohibits in the municipality the dumping of radioactive materials.

BUILDING PLANS

Council delegate Council's Health/Building Officer with the authority under the Local Government Act Section 374, subsection (1b) to approve building plans and specifications, provided they conform with the Uniform Building By-Laws, Shire of Dowerin Town Planning Scheme No. 1 and any policies adopted by Council and that a monthly report is submitted to Council.

PROVISIONS FOR SMALL BUILDINGS (6/05)

That neither, an application for approval to commence development, nor a building application be required for a garden shed which means a shed, gazebo, free-standing pergola, workshop or outhouse containing not more than 10 sq m of floor area located on the same lot but separate from a dwelling subject to use of new materials, compliance with setback requirements and use provisions for the applicable zone.

UNAUTHORISED STRUCTURES

Where a building, work or structure is constructed in breach of any provisions of the Uniform Building By-Laws, the Health/Building Officer is authorised to give notice to the owner for the building work or structure to conform with the By-Laws:

1. Serve written notice on the owner of the building or builder drawing notice to the existence of the structure in breach of the By-Law and requiring written explanation within 14 days of the Notice.
2. Provided a satisfactory explanation is received and the relevant action is taken to comply with the requirements of the Notice, the Health/Building Officer is authorised to issue a building license.
3. Should the owner or builder fail to comply with the requirements of the Notice within the prescribed time, or show good and sufficient reason for not doing so, the matter should be placed before Council for their consideration.

B.C.I.T.F. LEVY

That Council Act as a Collection Agent for the B.C.I.T.F. Levy Fund.

SECONDHAND BUILDINGS (4/98)

Council's Policy on secondhand dwellings is as follows:

1. An application for building approval for a secondhand dwelling shall only be considered by Council if it is to be erected on a "residential" or "rural" zoned lot considered acceptable by Council.
2. The building must first be inspected at its existing (original) location by the Shires 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.

3. Transportable 'donga' type structures will not be considered for a Building Licence 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 15o.
4. After payment of the fee and completion of the inspection a report will then 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 Licence 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 Licence issue. On completion of the building work within the timeframe of the Special Building Licence 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 Licence has been formally issued.

COMMUNICATION STRUCTURES

Policy Objective

This policy is concern with the placement of radio masts, towers and satellite dishes and other like structures within the municipality where it can be sufficiently demonstrated that such structures will not;

- adversely affect the amenity of the surrounding area,
- be detrimental to the streetscape of the street in which the property , the subject of the proposed structure is located,
- is deemed not to cause interference to any domestic of other commercial electrical appliance or affect the health of any person in the vicinity as a result of emission from the structure or any appliance connected or related to it.

Guidance for Applications

Radio/TV Communication structures are a use not permitted unless granted discretionary approval by Council.

Applications are to be made on an Application for Development Approval Form and shall include the following;

1. Written approval from Australian Communication Authority and a copy of any conditions that are specified. (Note – a license is only required for a transmitting device, receivers, TV/Radio masts and aerials do not require a license.
2. Plans/Drawings to be certified by a structural engineer relating to the fixing of foundations or to an existing structure, fixing of guys and all other relevant information.
3. A written undertaking that there will be no possible health affects to any person or interference to any domestic or commercial electrical appliances in the vicinity as a result of emission from the structure or any appliance connected or related to it.

On receipt of an application, the Environmental Health/Building Officer shall cause the application to be advertised in the following manner;

- On a prescribed notice to, in the opinion of the EHO and CEO, those property

- owners and occupiers considered to be prejudiced by the application,
- Placement of a notice in the Dowerin Despatch of the prescribed form advising the residents in the area of their rights to lodge an objection should they wish within the period prescribed of 21 days from the publication, or delivery of such notice, and at the close of office hours on that day.

Assessment Criteria

1. The intent of usage, be it domestic or commercial purposes
2. For domestic purposes a maximum height of nine (9) metres shall apply taken from the mean site level of the block
3. For commercial purposes height restrictions shall have due regard to technical operational needs of the structure, information to be provided and justified by the applicant and any other relevant authority.
4. All communications structures shall be located behind the front (building) setback, preferably at the rear of the site.
5. Submissions received from the property owners and occupiers deemed to be affected by the proposed communication facility.
6. The requirements of the Australian Communication Authority. Note A.C.A. Tel. [08] 9323 1717, 12th floor, 256 Adelaide Terrace, East Perth WA 6892

CROSSOVERS

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

ON-SITE EFFLUENT DISPOSAL SYSTEMS (5/99)

That the following guidelines covering the minimum standard for on-site effluent disposal systems in Dowerin is supported and be incorporated into Councils policy register.

Minimum standard for on-site sewage treatment and disposal systems

1. On-site sewage treatment and disposal systems for residential development, or any other building that produces less than 540 litres of sewage per day, to be sized and approved by the Health/Building Officer, in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
2. Notwithstanding the statutory requirements specified by the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations, the following local conditions apply in Dowerin taking account of the areas geological, hydrological and topographic features.
 - A. Septic Tanks
 - i. Septic tank installation to allow for the lids to be below finished ground level, once sealed.
 - ii. Combined septic tanks to be separated by no less than 1m and no more than 1.8m.
 - B. Leach Drain Installation
 - i. Excavate 1m either side of the leach drain and to a depth of 300mm below the final invert level of the drain segments.
 - ii. Top of leach drain to be kept as close as possible to the finished ground level, ideally covered by approximately 300mm of soil.
 - iii. Backfill with fine aggregate (max. 25mm) up to the invert level of the inlet pipe. Remainder to be backfilled with clean sand fill.

- iv. Leach drains to be constructed by using Health Department approved concrete domes or the Atlantis modular leach drain system.

Note: Effluent must enter through the top of the Atlantis leach drain.

- C. Aerobic treatment unit (ATU) installation to be in strict accordance with the requirements of the Health (Treatment of Sewage & Disposal of Effluent and Liquid Waste) Regulations 1974, plus any additional direction issued by the Health/Building Officer as a consequence of site topographic features.
3. Pursuant to section 107 of the Health Act, no on-site treatment and/or disposal system shall be used until/unless it has been inspected and a certificate of approval issued by the Health/Building Officer.
- Note: The foregoing covers local conditions applicable to installation of bacteriolytic treatment systems and does not diminish any requirement or standard specified by the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations or manufacturers instruction.

SEA CONTAINERS (3/07)

Objectives: 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 the planning consent and a building license from Council prior to their placement on land.
- 2. 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 planning approval and/or building licence;
 - c) Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 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 at 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 –

<i>Residential 1</i>	<i>Prohibited</i>
<i>Commercial</i>	<i>Prohibited</i>
<i>Tourist zone</i>	<i>"PS"</i>
<i>Light Industry zone</i>	<i>"P"</i>
<i>General Industry zone</i>	<i>"P"</i>
<i>Rural Residential</i>	<i>"PS"</i>
<i>Rural Townsite</i>	<i>Prohibited</i>
<i>Rural</i>	<i>"P"</i>

“P” – Permitted

“PS” – not permitted unless special approval 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 and building license application forms;
 - b) A site plan 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; and
 - d) Any elevation drawings considered appropriate; and
 - e) 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 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 should be located so it has low visibility from any road and/or adjoining property, observing all setback requirements contained in Council's Town Planning Scheme No. 1.
 - b) 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.
 - c) 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) The 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) No more than one sea container or similar storage structure will be permitted on a property.
 - f) Sea containers or similar structures shall not be used for habitation purposes.
 - 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.
7. The 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. The 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. 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.