



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 22 October 2019
Commencing 3.00pm



NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 22 October 2019 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

11.00am	Audit Committee Meeting
Following conclusion of Audit Committee Meeting	Risk Management Workshop
12.30pm	Lunch (for Audit Committee members)
2.00pm	Councillor Photos
3.00pm	Council Meeting
Following conclusion of Council Meeting	Council Workshop

Rebecca McCall
Chief Executive Officer
17 October 2019

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 can be obtained by contacting the Shire Office on 08 9631 1202 or dowshire@dowerin.wa.gov.au.

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Shire of Dowerin
Ordinary Council Meeting
3.00pm Tuesday 22 October 2019



1. Official Opening / Obituaries

In accordance with Clause 3 of Schedule 2.3 of the *Local Government Act 1995* the Chief Executive Officer is to preside at the meeting until the office of President is filled.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr LG Hagboom
Cr LH Holberton
Cr DP Hudson
Cr BA Ward

Councillors Elect:

Ms JC Chatfield
Mr AJ Metcalf
Mr RI Trepp

Staff

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

Members of the Public: Ms N Newman JP

Apologies: Mr JC Sewell

Approved Leave of Absence: Nil

3. Swearing In of Councillors Elect

In accordance with Section 2.29 of the *Local Government Act 1995*, Ms Noela Newman, JP will swear in the Councillors Elect.

4. Election of President

The CEO will call for nominations for the position of President of the Council, for the ensuing 2 years.

5. Declaration by the President

Ms Noela Newman, JP will witness the declaration of the President.

6. Election of the Deputy President

The President will call for nominations for the position of Deputy President of the Council, for the ensuing 2 years.

7. Declaration by the Deputy President

Ms Noela Newman, JP will witness the declaration of the Deputy President.

8. Draw for Position at the Council Table

The Chief Executive Officer will conduct the ballot for the seating arrangement at the Council Table for the next two years. Councillors will take their seats after the ballot is called.

Alternatively, Council may resolve to retain the current seating arrangements.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 8.1

That Council resolves that the seating arrangement for the next two-year period commencing today, from left to right, is as follows:

1. Councillor _____
2. Councillor _____
3. Councillor _____
4. Councillor _____
5. Councillor _____
6. Councillor _____

9. Public Question Time

10. 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.

11. Applications for Leave of Absence

12. Petitions and Presentations

13. ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

13.1 Nomination for Council Committees

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	9 October 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Committees/Council Committee General File	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A - Audit Committee Terms of Reference (revised) Attachment 13.1B - Bush Fire Advisory Committee Terms of Reference Attachment 13.1C - Local Emergency Management Committee Terms of Reference	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item seeks a resolution on the reinstatement and Terms of Reference of Council committees and seeks nominations from Councillors for these committees.

Background

The below table details Council's committees and representation. The table also shows which committees are required under legislation.

Committee	Legislated/Optional	Previous Membership	Meeting Cycle	Representatives required by existing ToRs
Audit Committee	<i>Local Government Act 1995 (Section 7.1A)</i>	Cr Hudson, Cr Metcalf, Cr Ward	At least quarterly	3 Councillors, plus one external member
Finance Committee	Optional	Cr Trepp, Cr Hudson, Cr Walsh	Monthly	3 Councillors
Dowerin Bush Fire Advisory Committee	<i>Bush Fires Act 1954</i>	Cr Metcalf, Cr Holberton (proxy)	Twice annually	1 Councillor and a Proxy

Dowerin Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	Cr Hudson	Quarterly	President
Australia Day Honours Committee	Optional	Cr Chatfield, Cr Ward	Once Annually	2 Councillors
Road Verge Management Advisory Committee	Optional	Cr Holberton, Cr Hagboom	Annually	2 Councillors and a Proxy

Except for the Finance Committee, Australia Day Honours Committee and the Road Verge Management Advisory Committee, the Terms of Reference for each committee are included as Attachments.

It should be noted that the Terms of Reference for the Audit Committee have been reviewed and are being presented to the Audit Committee at its meeting commencing at 11.00am on Tuesday 22 October 2019. The below Officer's Recommendation assumes that these revised Terms of Reference will be received, unamended, by the Committee and their adoption recommended to Council. Should the Audit Committee resolve differently it will be raised at the Council meeting, with the below Officer's Recommendation amended accordingly. The final resolution will be included in the Council minutes.

Comment

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the re-establishment, representatives and terms of reference of its committees at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

The Audit Committee Terms of Reference allows for Council to appoint an external member with audit and financial management expertise. Mr Jason Whiteaker, CEO of the Shire of Northam, has held that position for some time and has confirmed he is willing to continue in that role, subject to Council consideration and decision.

As discussed at previous Finance Committee and Council meetings it is recommended to disband the Finance Committee. The main reasons being that the Finance Committee is an optional committee which does not have delegated authority to make decisions. This results in a great deal of duplication with every item required to be presented to both the Finance Committee and Council. Additionally, it is the Audit Committee that is the committee legislated with the functions of assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

It is also suggested that the Road Verge Management Advisory Committee be disbanded. The main reasons being that the Road Verge Management Advisory Committee is an optional committee, which does not have delegated authority to make decisions, as such any recommendation of the Committee require a Council resolution. To avoid duplication and create efficiencies it would therefore make sense for any matters which may come under consideration of the Committee to be presented direct to Council as and when the need arises. This also enables the whole of Council to have input into the decision and a full investigation of any matter to be undertaken, considering asset management, budget and compliance requirements. Additionally, Council's Street Tree Policy and Road Engineering Policy stipulate the parameters on how Council will manage its road verges.

While not done historically, Council has the option under Section 5.11A of the Act to appoint some or all Councillors as deputy committee members to its committees. This is common practice in some local governments as it enables those deputies to attend and participate in committee meetings in those circumstances where the appointed delegate(s) are unable to. This is particularly useful in enabling a deputy committee member to attend a committee meeting to ensure quorums.

Consultation

Finance Committee

Mr J Whiteaker

Senior Management Group

Policy Implications

Nil

Statutory Implications

Section 5.10 of the Act stipulates the manner for the appointment of members to Council committees.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council's committees do not have delegated authority. As a result all recommendations of Council's committees must be presented to Council for consideration. It is recommended this remains in place.

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

In June 2018 the role and functions of an Audit Committee, as specified in Regulation 16 of the *Local Government (Audit) Regulations 1996*, were strengthened to provide greater powers and oversight in assisting the CEO to carry out the reviews of audit systems. An Audit Committee's responsibilities were also extended to 'monitor and advise' the CEO in reviews conducted into financial management systems and audit systems and procedures, as well as support the auditor as required and have functions to oversee the implementation of audit recommendations made by the auditor, which have been accepted by Council, and accepted recommendations arising from reviews of local government systems and procedures.

As a result of these legislative amendments it was necessary to amend the Audit Committee's Terms of Reference. Please refer to the comments in the Background section of this report for further information.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Terms of Reference ensure committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications

Section 5.98 of the *Local Government Act 1995* states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2019/20 Budget includes an allocation for this purpose at GL 20425 Members – Sitting Fees.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation – 13.1

That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:

1. Confirms the re-establishment of the following Council committees:
 - a. Shire of Dowerin Audit Committee;
 - b. Shire of Dowerin Bush Fire Advisory Committee;
 - c. Shire of Dowerin Local Emergency Management Committee; and
 - d. Shire of Dowerin Australia Day Honours Committee;
2. Disbands the Finance Committee and the Road Verge Management Advisory Committee;
3. Confirms the Terms of Reference for the following Council committees:
 - a. Shire of Dowerin Audit Committee, as revised and presented in Attachment 13.1A;
 - b. Shire of Dowerin Bush Fire Advisory Committee, as presented in Attachment 13.1B; and
 - c. Shire of Dowerin Local Emergency Management Committee, as presented in Attachment 13.1C;
4. Appoints the following Councillors as representatives to the following Council committees:

Committee	Representatives
Audit Committee	Members: Cr _____ Cr _____ Cr _____ Mr/Ms _____ Deputies: Cr _____
Dowerin Bush Fire Advisory Committee	Members: Cr _____ Cr _____ Deputies: Cr _____
Dowerin Local Emergency Management Committee	President Deputies: Cr _____
Australia Day Honours Committee	Members: Cr _____ Cr _____ Deputies: Cr _____

and;

5. Appoints Mr Jason Whiteaker as the external representative to the Shire of Dowerin Audit Committee.

13.2 Nomination for External Committees

Governance & Compliance



Date:	9 October 2019
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Committees/Council Committee General File
Disclosure of Interest:	Nil
Attachments:	Attachment 13.2A - WALGA GECZ Elected Member Prospectus

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item seeks nominations from Councillors for various external committees on which Council is represented and a Council resolution on those appointments.

Background

The Shire of Dowerin is currently represented by Councillors on the following external committees and has been for several years:

Committee	Purpose	Meeting Cycle	Previous Membership
Avon Regional Organisation of Councils (AROC)	<ol style="list-style-type: none"> To arrange and facilitate members working together cooperatively to address regional problems, issues or challenges and advance the interests of the region; Developing and implementing resource sharing strategies or regional service delivery models; Delivery of training and development programs for elected members or staff; and Undertaking joint tendering or purchasing arrangements. 	Bi-monthly in Toodyay	President Cr Hagboom (Deputy) CEO
WALGA Great Eastern Country Zone (GECZ)	<ol style="list-style-type: none"> To provide a united voice for Local Governments in the GECZ; To work collectively to enhance the sustainable social, environmental and economic 	Bi-monthly alternating between Merredin and Kellerberrin	Cr Hudson Cr Walsh

	<p>development of the GECZ at strategic and project levels;</p> <ol style="list-style-type: none"> To promote the profile of Local Government within the region encompassed within the GECZ; To speak on behalf of Local Governments in the GECZ; To elect, nominate and appoint Committees and representatives of the Zone to other organisations, To enter into agreements, formal or informal, with organisations having similar aims and objectives, To represent the views of Local Governments within the GECZ at the State Council of the Association; To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes. 		
Kellerberrin Regional Road Group	<ol style="list-style-type: none"> To allocate State Government Road Funding. To lobby the State on issues effecting roads and road funding in the region. 	2-3 times per annum Kellerberrin, Tammin or Cunderdin	Cr Hudson (Chair) Cr Holberton (Deputy)
Goomalling Medical Surgery Advisory Committee	To provide input into the management and operation of the medical surgery based on the Shire's contribution of 33% (up to a maximum of \$25,000) per annum.	Bi-annually in Goomalling	Cr Ward (Chair) Cr Chatfield CEO
Dowerin Events Management	<ol style="list-style-type: none"> For community service purposes to benefit any one or more of the communities within the Dowerin District community, including promoting, providing and carrying out all activities, facilities and projects for the benefit or welfare of the Dowerin District community, or any member or members of the Dowerin District who have a particular need by reason of youth, age, infirmity or disablement, poverty, social or economic circumstances. To organise and conduct field days, to promote agricultural education & professions and the display of farming services, 	Monthly	Cr Metcalf

	<p>machinery equipment, vehicles, and allied products and to organise other displays and events including such activities offering cultural, social and community orientated programs.</p> <p>3. To do all things necessary and generally for the purposes set out above, including to assume and maintain the conduct and operation of the Association, to maintain all assets of the Association, to arrange other activities offering cultural, social and community oriented programs to own and lease land, to provide recreation facilities, buildings, accommodation and other resources for the benefit of any one or more of the communities within the Dowerin District, as deemed appropriate by the Board from time to time.</p>		
Wheatbelt AgCare	Not advised as at the time the agenda was produced.	Bi-monthly in Nungarin	Cr Chatfield

Comment

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the representatives to external committees at the first meeting after the elections.

The Officer's Recommendation is to maintain representation on the above-mentioned committees given that Council has committed to three of these committees by way of an MoU and/or subscription and that representation is included as a condition of the MoUs; with the Kellerberrin Regional Road Group making determinations on significant regional road funding.

Nominations for each committee will be called at the meeting.

To assist Councillors with determining if they can participate in these committees the following information is provided regarding the meeting schedule and suggested time requirements:

1. AROC: Meets bi-monthly on Monday mornings – 9am to 11.30am in Toodyay. Preparation and pre-reading approx. 2 hours per meeting.
2. Kellerberrin Regional Road Group: Meets 2-3 times per annum in Kellerberrin, Tammin or Cunderdin for approx. 1 hour. Preparation and pre-reading approx. 2 hours. Cr Hudson is the current Chair of this committee with the MWA providing executive support to the committee.
3. Great Eastern Zone – WALGA: Meets bi-monthly in Merredin or Kellerberrin. Preparation and pre-reading up to 4 hours per meeting. The Prospectus provides additional information on WALGA, its Zones and State Council and is included as an Attachment.
4. Goomalling Medical Surgery Advisory Committee – Meets twice per annum in Goomalling. Preparation and pre-reading less than 1 hour per meeting.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Sections 5.10 and 5.11 of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Given that Council makes a financial contribution to these organisations, representation on committees ensures that the Shire of Dowerin's view is considered in any decision-making and mitigates the risk of decisions being contrary to the views of this Council.

Financial Implications

Nil

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation – 13.2

That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:

Committee	Representatives
Avon Regional Organisation of Councils	Members: Cr _____ CEO Deputy: Cr _____
WALGA Great Eastern Country Zone (GECZ)	Members: Cr _____ Cr _____ CEO Deputy:

	Cr _____
Kellerberrin Regional Road Group	Members: Cr _____ Deputy: Cr _____
Goomalling Medical Surgery Advisory Committee	Members: Cr _____ Cr _____ CEO Deputy: Cr _____
Dowerin Events Management	Members: Cr _____ Deputy: Cr _____
Wheatbelt AgCare	Members: Cr _____ Deputy: Cr _____

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

14.1 Ordinary Council Meeting held on 24 September 2019

[Attachment 14.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 14.1

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 24 September 2019, as presented in Attachment 14.1A, be confirmed as a true and correct record of proceedings.

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

15.1 Finance Committee Meeting held on 14 October 2019

[Attachment 15.1A](#)

15.2 Audit Committee Meeting held on 22 October 2019

To be tabled at the Council Meeting

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 15.1

That Council, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, resolves to receive the Minutes of:

1. The Finance Committee Meeting (unconfirmed) held on 14 October 2019, as presented in Attachment 15.1A; and
2. The Audit Committee Meeting (unconfirmed) held on 22 October 2019, as presented in Attachment 15.1B.

16. Announcements by the President Without Discussion

17. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

17.1 Financial Activity Statements

<div> <div>Corporate & Community Services</div> <div>  <div> SHIRE OF DOWERIN TIN DOG TERRITORY </div> </div> </div>	
Date:	8 October 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Susan Fitchat, Senior Finance Officer
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 17.1A - Monthly 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 September 2019.

Background

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

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

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 reports are included as an 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.

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

Finance Committee Meeting 14 October 2019

Rebecca McCall, Chief Executive Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$730,000 (Rate Setting Statement).

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution

Moved: Cr Trepp

Seconded: Cr Hudson


0050 That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, the Finance Committee recommends to Council that it receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A, for September 2019.

CARRIED 2/0

Officer's Recommendation – 17.1

That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement reports, as presented in Attachment 17.1A, for September 2019.

17.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	9 October 2019	
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 and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 17.2A – List of Accounts Paid	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the attached List of Accounts Paid, paid under delegated authority, for September 2019.

Background

Nil

Comment

At its October 2019 meeting the Finance Committee noticed it appeared EFT 7147 was double paid (also refer EFT 7149, however the list of accounts paid presented to the Finance Committee did not include the refund of EFT 7147 as the bank rejected the payment due to incorrect bank account details for the creditor. Attachment 17.2A has been amended to show the credit/refund of the original payment.

Consultation

Finance Committee Meeting 14 October 2019

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

Committee Resolution

Moved: Cr Hudson

Seconded: Cr Trepp

0051

That the Finance Committee recommends to Council that it 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 7.2A, and as detailed below:

List of Accounts Paid - September 2019	
EFT7117 to EFT7179	115,872.89
DD1079 & DD10729 Superannuation	5,161.39
Payroll Deductions	7,920.20
Cheque 10722 to 10731	13,141.25
DD130857; Bank Fees	295.10
DD10715; NAB Credit Card; September 2019	7,902.41
DD10712; Puma Energy; Fuel; September 2019	1,021.93
Net Payroll; PPE 4 September 2019	58,682.73
Net Payroll; PPE 18 September 2019	54,774.20
Net Payroll; PPE 19 September 2019	676.86
Total	\$265,448.96

CARRIED 2/0

Officer's Recommendation – 17.2

That 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 17.2A, and as detailed below:

List of Accounts Paid - September 2019	
EFT7117 to EFT7179	115,872.89
DD1079 & DD10729 Superannuation	5,161.39
Payroll Deductions	7,920.20
Cheque 10722 to 10731	13,141.25
DD130857; Bank Fees	295.10
DD10715; NAB Credit Card; September 2019	7,902.41
DD10712; Puma Energy; Fuel; September 2019	1,021.93
Net Payroll; PPE 4 September 2019	58,682.73
Net Payroll; PPE 18 September 2019	54,774.20
Net Payroll; PPE 19 September 2019	676.86
Total	\$265,448.96

17.3 Recalcitrant Rates Debtors as at 30 September 2019

Corporate & Community Services



Date:	30 September 2019
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Acting Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 17.3A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100.

The Rates Officer under the guidance of the Chief Executive Officer has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Background

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

On 25 September 2019 final notices were sent to all defaulting ratepayers.

Comment

On-going debt recovery is occurring for assessments where debt recovery commenced last year or before. Some assessments are now at the stage where Property Sale and Seizure Orders have been placed on the properties.

In accordance with Council Policy, active recovery of current rates and charges will commence on 25 September 2019. As these charges are less than 1 year overdue, the initial action was to send a final notice. This will be followed up with phone calls before legal action is considered. This will considerably reduce legal fees but may involve a higher number of assessments seeking Special Arrangement Payment Plans.

Consultation

Finance Committee Meeting 14 October 2019

Louise Sequerah, Acting Rates Officer

Susan Fitchat, Senior Finance 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

Sundry Debt Collection 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

Local Government Act 1995

Risk Implications

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

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

Financial Implications

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

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Committee Resolution

Moved: Cr Trepp

Seconded: Cr Hudson


0052 That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 2/0

Officer's Recommendation – 17.3

That Council reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 17.3A, in accordance with Council Policy.

17.4 Policy Manual Review – Rescission of Sundry Debt Collection Policy

<h1>Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	15 October 2019	
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/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 17.4A – Debt Collection Procedure	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to rescind Council Policy ‘Sundry Debt Collection’ as this is considered an administrative procedure and not suitable as a Council Policy.

Background

Historically, most Councils have adopted a Debt Collection Policy of varying terms with some Councils using the Policy to cover both outstanding Sundry Debtors and Rates.

Each month, Council are provided with a list of recalcitrant debtors along with the monthly financial statements which provide the details of outstanding balances enabling Elected Members to track debt recovery.

Comment

It is vital that Council are aware of debt recovery outcomes and able to monitor the progress of debt and its reduction, but as they are unable to direct the Administration on the process of how that debt is recovered, the Sundry Debt Collection Policy is considered superfluous.

What is important is that Council are fully informed at all times of any outstanding debt and are able to see that actions to recover debt is occurring. This occurs in the form of monthly financial statements, recalcitrant debtor reports and updates from the CEO regarding possible unrecoverable debts.

Each year at the time of budget consideration, a provision for doubtful debts, both sundry and rates, is to be made with supporting documentation which also provides Council an update of the current status of any outstanding debts owed.

The procedure notes that the CEO is required to submit a report to Council detailing debts owed to the Shire and all recovery action that has occurred for the month. Consideration of confidentiality is paramount in the provision of this report to protect debtors.

Consultation

Rebecca McCall, Chief Executive Officer

Policy Implications

The Policy Manual will be updated accordingly, should the policy be rescinded.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Risk Implications

There are no foreseeable risk implications associated with the removal of this Policy as it is unable to be enforced by Council.

There is a possible risk of loss of income if inadequate debt recovery occurs due to a lack of appropriate procedures being put in place which are regularly monitored and maintained by the CEO.

It is the responsibility of Elected Members to ensure they are familiar with the monthly financial statements so as to monitor the collection of debt.

Financial Implications

There are no foreseeable financial implications at the time of writing this report.

The financial implications of inadequate debt recovery action by administration is that the Shire will not be adhering to internal controls which can lead to loss of budgeted income and also a failure to comply with legislation.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 17.4

That, by Simple Majority pursuant to Section 2.7 of the *Local Government Act 1995*, Council rescinds the Sundry Debt Collection Policy and notes the Debt Collection Procedure, as presented in Attachment 17.4A, as an internal control under the responsibility of the Chief Executive Officer.

17.5 Policy Manual Review – Proposed Dowerin Home Care – Volunteer Driver Allowance Policy

Corporate & Community Services



Date:	15 October 2019
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/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 17.5A – Proposed Dowerin Home Care – Volunteer Driver Allowance Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item brings a proposed Policy before Council for consideration and, if satisfactory, adoption.

Background

Whilst no current policy or procedure exists in relation to providing volunteers an allowance when providing driver services to clients of Dowerin Home Care (DHC), past practice has been to offer each volunteer an amount of \$15 for a Northam trip and \$25 for a Perth trip.

These trips are undertaken in the DHC vehicle with no financial cost to the volunteer. It is acknowledged that the time and service provided by volunteers is invaluable.

Past practice was to make payment direct from the DHC petty cash allowance and at this point in time, there appears to be an inconsistency in the allocation of the expenditure making it difficult to determine an estimated annual cost as well as a lack of internal control.

In June 2019, after discussions between the CEO and DHC Coordinator, the decision was made to cancel the provision of this allowance due to the lack of policy, procedure and parameters relating to the practice, and also with a view that paying volunteers is not standard practice.

A concern raised by one of the volunteers who received this subsidy has resulted in a review of the practice and instigated this report. A proposed policy has been developed and is included as an Attachment.

Comment

Aside from the fact that no funds have been budgeted to cover the payment of any allowance to volunteers, it is not sound financial management to make any type of payment without having strict internal controls in place.

Currently the Shire provides a Christmas function to volunteers of the DHC.

The CRC also hold an annual Thank a Volunteer Day event.

A summary of the recommended guidelines included in the proposed Policy is as follows:

1. A Volunteer Register be monitored and maintained with a monthly update provided in the Councillor Information Bulletin;
2. Volunteers to provide a copy of their vehicle driver's licence annually and/or upon request;
3. Usage of the DHC vehicle be restricted to driving the client to the appointment from their place of residence and return;
4. Under no circumstances is the vehicle and/or client to be taken to a location that is not on route;
5. A Shire provided mobile phone will be provided as part of the vehicle;
6. The driver must ensure they are available for contact at all times during the volunteer period;
7. The vehicle is not to be utilised for personal purposes;
8. The vehicle will be signed out from the DHC office with an estimated return time noted;
9. The vehicle will be signed in at the DHC office upon return;
10. If the return time is delayed, the volunteer will contact the DHC Coordinator to advise of the delay, the reason for the delay & the expected return time;
11. The amount of \$15 per return trip to Northam and \$30 per return trip to Perth be the set allowance amount;
12. No medical advice or direction is to be provided to DHC clients at any time; and
13. Payment of the allowance will be fortnightly via the usual creditor run.

Consultation

Council Workshop 24 September 2019

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Lisa Begley, DHC Coordinator

Policy Implications

The Policy Manual will be updated accordingly, should the policy be adopted.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Risk Implications

Without the implementation of robust policy and procedures, the Shire of Dowerin exposes itself to risk by not appropriately managing:

1. Record keeping;
2. Financial monitoring; and
3. Asset management (vehicle).

It is acknowledged that if the Shire of Dowerin chooses not to provide an allowance as per past practice, valued volunteers may no longer provide this service to DHC clients.

Financial Implications

If Council choose to adopt the attached draft Policy, it is estimated that an amount of \$1,000 per annum will need to be included in annual budget preparations.

Council need to be aware that the payment of volunteers for a particular service may raise questions within the community regarding payments to other volunteers for other services.

It is recommended that the policy be effective as of 1 July 2019 with any volunteer payments back dated to this period.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 17.5

That, by Simple Majority pursuant to Section 2.7 of the *Local Government Act 1995*, Council:

1. Adopts the Dowerin Home Care – Volunteer Driver Allowance Policy, as presented in Attachment 17.5A; and
2. Reallocates \$1,000 from GL 25805 Admin Overheads - Employee Costs Recruitment to GL 28087 DHC - Other Expenses to provide for the allowance as described in the Dowerin Home Care – Volunteer Driver Allowance Policy.

18. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

18.1 Lot 190 Memorial Avenue, Dowerin WA 6461 - Proposed Subdivision - Western Australian Planning Commission Ref: 158528

Governance & Compliance		
Date:	15 October 2019	
Location:	Lot 190 Memorial Avenue, Dowerin	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Hugo de Vos, Contract Planner, Shire of Toodyay	
Legislation:	<i>Planning and Development Act 2005</i>	
SharePoint Reference:	Compliance/Development & Building/Subdivision Applications	
Disclosure of Interest:	Nil	
Attachments:	Attachment 18.1A - Local Planning Scheme Map Attachment 18.1B - Subdivision Plan	

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

A referral has been received from the Western Australian Planning Commission (WAPC) requesting Council's advice regarding a proposal to subdivide Lot 190 Memorial Avenue, Dowerin.

Background

The subject site is located within the Dowerin townsite and is opposite the Dowerin Recreation Area and the School on Memorial Avenue.

The current parcel of land is as follows:

Lot Number	Deposited Plan	Area (m ²)
190	P154234	3,050

The current parcel of land is zoned 'Residential R10/35' under the Shire's Local Planning Scheme No. 2. The Local Planning Scheme Map is included as an Attachment.

Current structures on the lots include seven dwellings which are to be retained. In addition to this, four garden sheds will also be retained. The Subdivision Plan is included as an Attachment.

The following utilities are available at the site:

Utilities	Available/Not Available
Water	Scheme water available

Power	Available
Sewerage	Available

The proposed application (WAPC Reference: 158528) involves the subdivision of the abovementioned lot into four (4) parcels.

The details of the new lots are:

Lots	Area
Lot 25	1,308m ²
Lot 27	737m ²
Lot 28	448m ²
Lot 29	558m ²
Total	3,051m ² Average: 762.75m ²

The land is currently owned by the Shire of Dowerin.

Comment

This proposal represents a straightforward subdivision of Lot 190 Memorial Avenue, Dowerin into 4 lots.

It is recommended Council advises the WAPC that the proposal to subdivide Lot 190 Memorial Avenue, Dowerin is supported unconditionally.

Consultation

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

Policy Implications

Nil

Statutory Implications

Section 142(2)(a) of the *Planning and Development Act 2005*; Shire of Dowerin Local Planning Scheme No. 2 and the *Planning and Development (Local Planning Schemes) Regulations 2015* are applicable.

Strategic Implications

Strategic Community Plan

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

There are no known risk implications for the Shire in relation to the recommendations of this report.

Financial Implications

An allocation is included in the 2019/20 Budget for the subdivision of Lot 190 Memorial Avenue, Dowerin at GL 23053.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, by Simple Majority in accordance with Section 142(2)(a) of the *Planning and Development Act 2005*, Council advises the Western Australian Planning Commission (WAPC) that it supports the application to subdivide Lot 190 Memorial Avenue, Dowerin WA 6461 (WAPC Ref: 158528) unconditionally.

19. OFFICER'S REPORTS - WORKS AND ASSETS

19.1 Wheatbelt Secondary Freight Network Program - Formalisation of Commitment

<h1>Works & Assets</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	14 October 2019	
Location:	Not applicable	
Responsible Officer:	Glen Brigg, Manager Works & Assets	
Author:	Garrick Yandle, CEO, Shire of Kulin; Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Technical/Roads/Government Liaison/Wheatbelt Secondary Freight Network	
Disclosure of Interest:	Nil	
Attachments:	Attachment 19.1A - Project Governance Plan Attachment 19.1B - Program Delivery Plan Attachment 19.1C - Multi Criteria Analysis Methodology	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item requests Council consider the Wheatbelt Secondary Freight Network (WSFN) Project Governance Plan (PGP), Program Delivery Plan and Multi Criteria Analysis (MCA) Methodology and formalise its commitment to WSFN Program.

Background

42 Wheatbelt local governments have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on local government roads in the region. The WSFN Program has successfully been allocated \$70 million of Federal funding which has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement).

The State funding will be sourced two thirds from the State and one third from the local governments whose assets are being upgraded. The available \$87.5 million will not be sufficient to upgrade all 80 of the identified routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

The PGP identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups and local governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. The PGP should be read in conjunction with the Program Delivery Plan and the MCA Methodology documents which provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Comment

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is requested that all 42 local governments formalise their commitment to the WSFN Program, to be eligible for future funding and project consideration. The WSFN Steering Committee recommend this commitment be via a formal resolution of Council, which includes the acknowledgement of the following WSFN program documents:

1. PGP, as presented in Attachment 19.1A;
2. Program Delivery Plan, as presented in Attachment 19.1B; and
3. MCA Methodology, as presented in Attachment 19.1C.

The resolutions will be collated as addendums to the formal agreement which the Regional Road Group will sign with the Federal and State Governments on behalf of all local governments associated with the WSFN Program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the WSFN routes will be via a MCA, developed to score each route based on the available data submitted by local governments and the Revitalising Agricultural Region Freight (RARF) Strategy, which is being coordinated by the State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
Road Safety Management System (ROSMA) KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition.
Average Daily Traffic (ADT) Counts	ADT counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Equivalent Standard Axle (ESA) Counts	An ESA is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSFN Program are expected to commence in the 2020/21 financial year and be staged over a 3 to 5-year period depending upon Federal Government stipulations.

For the 2019/20 financial year the WSFN have identified two pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million each and have been identified for the following Shires:

Wheatbelt North	Shire of Victoria Plains Lancelin to Meckering Route Mogumber-Yarawindah Road Project Value - \$1 million
Wheatbelt South	Shire of Quairading Cunderdin to Kweda Route Cunderdin-Quairading Road Project Value - \$1 million

At a workforce level, officers from local governments with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will enable both the informal and formal training of local government staff to upskill and improve their technical capacity. Where possible, neighbouring local governments will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

The upgrade to any assets within the Shire of Dowerin as a result of the WSFN Program will need to be incorporated into future AMP's.

Long Term Financial Plan

The WSFN Program 5 Year Plan will need to be incorporated into Council's LTFP.

Risk Implications

If Council chooses to resolve differently to the Officer's Recommendation it would be at risk of being ineligible for future funding and project consideration under the WSFN Program. Additionally, there could be reputational risk should Council chose to pull out of the WSFN Program at this stage.

Financial Implications

Local governments with projects approved over the course of the WSFN Program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government funding 80% and State Government funding 13%.

Individual Shires will provide the following information on their project(s) to the WSFN Steering Committee for approval before any funding will be released:

1. Scope;
2. Budget;
3. Methodology; and
4. Delivery.

Individual Shires' projects will need to be incorporated into that Council's annual budget.

Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 19.1

That, by Simple Majority in accordance with Section 3.18 of the *Local Government Act 1995*, Council;

1. Formalises its commitment to the Wheatbelt Secondary Freight Network Program (WSFN);
2. Receives the following WSFN Program documents which outline how the WSFN Steering Committee proposes to administer the WSFN Program:
 - a. Program Governance Plan, as presented in Attachment 19.1A;
 - b. Program Delivery Plan, as presented in Attachment 19.1B; and
 - c. Multi Criteria Analysis Methodology, as presented in Attachment 19.1C; and
3. Endorses the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with the Program Governance Plan.

19.2 Policy Manual Review – Proposed Traffic Management – Shire of Dowerin Roads and Reserves Policy

Works & Assets



Date:	15 October 2019
Location:	Not applicable
Responsible Officer:	Glen Brigg, Manager Works & Assets
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 19.2A – Proposed Traffic Management Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item brings a proposed Policy before Council for consideration and, if satisfactory, adoption.

Background

A new Traffic Management policy has been developed to ensure the safety of all workers and the public in line with safe system principles and establish uniform procedures for traffic management at work sites and events that can be easily recognised and understood by all.

Comment

The proposed policy recognises that in accordance with Regulation 297(2) of the *Road Traffic Code 2000* Instruments of Authorisation issued to the Shire of Dowerin by the Commissioner of Main Roads Western Australia, the Shire is obliged to develop and implement traffic management procedures to the satisfaction of the Commissioner.

The proposed policy also provides direction in relation to traffic management of all works and events carried out or authorised by the Shire of Dowerin.

Consultation

Council Workshop 24 September 2019

Senior Management Group

Policy Implications

The Policy Manual will be updated accordingly, should the policy be adopted.

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Costs associated with the policy have been factored into Council's 2019/20 Budget, however the costs are expected to be minimal.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 19.2

That, by Simple Majority in accordance with Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, Council adopts the Traffic Management - Shire of Dowerin Roads and Reserves Policy, as presented in Attachment 19.2A.

20.	Urgent Business Approved by the Person Presiding or by Decision
21.	Elected Members' Motions
22.	Matters Behind Closed Doors
23.	Closure



AUDIT COMMITTEE

Terms of Reference



Purpose

Section 7.1A of the *Local Government Act 1995* (the Act) requires that all local governments establish an Audit Committee (“the Committee”). The Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

This Terms of Reference (“TOR”) sets out the objectives, authority, membership, role, responsibilities and operation of the Committee.

Objectives

The objectives of the Committee are to oversee:

1. the credibility and objectivity of financial reporting;
2. the effective management of financial and other risks and the protection of Council assets;
3. compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
4. the scope of work, objectivity, performance and independence of the external and internal auditors;
5. the process and systems which protect against fraud and improper activities; and
6. the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

Authority

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee has the authority to:

1. Review the internal and external auditor’s annual audit plans and the outcomes/results of all audits undertaken;
2. Request the CEO to seek information or advice in relation to matters considered by the Committee;
3. Formally meet with internal and external auditors as necessary;
4. Seek resolution on any disagreements between management and the external auditors on financial reporting; and
5. Make recommendations to Council with regards to matters within its scope of responsibility.

Membership

Section 7.1A of the Local Government Act 1995 states the members of the Committee are to be appointed* by the local government and at least 3 of the members, and where the Committee consists of more than 3 members then the majority of those members, are to be Councillors.

*Absolute Majority required

The CEO is not to be a member of the Committee and may not nominate a person to be a member of the Committee, or have a person represent the CEO as a member of the Committee. Similarly, an employee is not to be a member of the Committee.

As a minimum, the Shire’s Committee will consist of 4 members, being 3 Councillors and 1 external representative. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council’s elected members.

All members will have full voting rights. In the event of a tie the Chairperson will have the casting vote.

The appointment of external members shall be based on the following criteria:

1. A suitably experienced professional who can demonstrate a high level of expertise and knowledge in financial management, risk management, governance and audit (internal and external);
2. Have an understanding of the duties and responsibilities of the position, ideally with respect to local government financial reporting and auditing requirements;
3. Have strong communication skills;
4. Have relevant skills and experience in providing independent audit advice; and
5. Be a person with no operating responsibilities with the Shire nor provide paid services to the Shire either directly or indirectly.

The appointment and re-appointment of external members shall be made by Council by way of invitation and be for a period of up to 4 years. External members will not be appointed for more than three consecutive terms.

External members will be required to confirm they will operate in accordance with the Shire's Code of Conduct and will be required to follow Council's policies pertaining to the Committee operations.

Council may, by resolution, terminate the appointment of any external member prior to the expiry of their term if:

1. The Committee, by majority decision, determines the member is not making a positive contribution to the Committee; or
2. The member is found to be in breach of the Shire's Code of Conduct or a serious contravention of the Local Government Act 1995; or
3. A member's conduct, action or comments brings the Shire into disrepute.

The Chairperson of the Committee is to be appointed by majority vote of the Committee. The Chairperson can be a Councillor or an external member.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Shire. At least 1 member of the Committee will have accounting or related financial and/or risk management experience.

Reimbursement of approved expenses may be paid to an external member in accordance with Section 5.100 of the *Local Government Act 1995*.

The CEO, Manager Corporate & Community Services and/or their nominee is to attend meetings to provide advice and guidance to the Committee.

The Shire shall provide secretarial and administrative support to the Committee.

A quorum will be a majority of members.

New members will receive relevant information and briefings on their appointment to assist them meet their Committee responsibilities.

Meetings

The Committee will meet at least quarterly, with additional meetings convened as required at the discretion of the Chairperson or at the request of the CEO.

The Committee meetings shall be "Closed" and therefore not open to the public.

Elected members of the Shire may attend each Committee meeting.

Committee members are expected, where possible, to attend each meeting in person. Where attendance in person is not possible, in accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Committee may, by resolution*, allow a member to attend the meeting via telephone or other means of instantaneous communication. **Absolute Majority required*

Notice of Meeting and Agenda

The CEO or their delegate will administratively coordinate the convening of meetings of the Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide relevant information as necessary.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be provided to each member of the Committee no later than 72 hours prior to the meeting. Associated meeting papers are to be provided at the same time.

Minutes of Meetings

The Executive & Governance Officer will facilitate the administrative support for the meeting, including as a minute taker for the meeting.

Minutes will be taken at each meeting and be presented to the subsequent meeting for confirmation. Minutes will include the proceedings and resolutions of the meeting including the names of those in attendance.

The Chairperson shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Conflicts of Interest will be managed in accordance with the Shire's policies and the *Local Government Act 1995*.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

Minutes of Committee meetings shall be presented to the next Ordinary Council Meeting, with any recommendations from the Committee to be considered by Council by way of a separate agenda item.

Other than confidential papers and attachments, agendas and minutes of the Committee will be made publicly available on the Shire's website in accordance with Section 5.96A of the *Local Government Act 1995*.

Role and Responsibilities

Regulation 16 of the *Local Government (Audit) Regulations 1996* defines the functions of an Audit Committee as:

- “(a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and

- (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
- (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
- (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law."*

In addition to the above functions, the Role and Responsibilities of the Committee include:

External Audits

The Office of the Auditor General will be responsible for conducting external audits.

1. Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to external audits.
2. Provide an opportunity for the Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed.
3. Meet with the auditor annually to receive the audit report and make a recommendation to Council with respect to that report.
4. Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - a. Determine if any matters raised require action to be taken by the Shire; and
 - b. Ensure that appropriate action is taken in respect of those matters.
5. Consider and recommend adoption of the Annual Report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the Annual Report is signed.
6. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's TOR.

Internal Audits

1. Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to internal audits.
2. Review and recommend the annual internal audit plan for endorsement by the Council and all major changes to the plan. Monitor that the internal auditor's annual plan is linked with and covers the material business strategic risks and themes.
3. Monitor processes and practices to ensure that the independence of the internal audit function is maintained.
4. Annually review the performance of internal audits including the level of satisfaction with the internal audit function.
5. Review all internal audit reports and provide advice to Council on significant issues (i.e. high and extreme) identified in audit reports and the action to be taken on issues raised, including identification and dissemination of good practice.
6. Monitor management's implementation of internal audit recommendations.
7. Receive the findings of special internal audit assignments undertaken at the request of Council or CEO.
8. Review the annual Compliance Audit Return and report to Council the results of that review in accordance with Section 7.13(1)(i) of the *Local Government Act 1995*.
9. Consider the CEO's Biennial Reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to Council the results of those reviews in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.
10. Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
11. Consider the financial management systems and procedures in accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* within the statutory timeframes.

Risk Management

1. Ensure that management has in place a current and comprehensive enterprise Risk Management Framework and associated procedures for effective identification and management of Shire's business and financial risks.
2. Determine whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities.
3. Ensure the Shire identifies, reviews and regularly updates the strategic and operational risk profiles.
4. Understand and endorse the Shire's risk appetite.
5. Oversee the periodic review of the Risk Management Framework.

Business Continuity

1. Ensure a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
2. Oversee the periodic review of the Business Continuity Framework.

Financial Reporting

1. Review significant accounting and reporting issues, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
2. Review with management and the external auditors the results of the audit, including any difficulties encountered.
3. Review the Annual Financial Statements forming part of the Shire's Annual Report and consider whether it is complete, consistent with information known to Committee members, and reflects appropriate accounting principles.
4. Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
5. Recommend the adoption of the Annual Financial Statements forming part of the Annual Report to Council.

Internal Control

1. Ensure management's approach to maintaining an effective Internal Control Framework is sound and effective.
2. Ensure management has in place relevant policies and procedures, including CEO's Instructions or their equivalent, and that these are periodically reviewed and updated.
3. Ensure appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
4. Ensure appropriate policies and supporting procedures are in place for the management and exercise of delegations.
5. Review how management identifies any required changes to the design or implementation of key internal controls.

Fraud & Corruption Prevention

1. Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
2. Receive and consider information and advice presented by the CEO on the strategies and controls to manage fraud and corruption risks at the Shire.
3. Provide oversight over the Shire's exposure and issues raised in relation to fraud and corruption.

Legislative Compliance

1. Oversee the effectiveness of the systems for monitoring compliance with relevant laws, regulations and associated government policies.

Other Responsibilities

1. Monitor the progress of the implementation of external audit recommendations made by the auditor, which have been accepted by the Shire.
2. Receive recommendations arising from reviews of local government systems and procedures.
3. At least once every two years review and assess the adequacy of the Committee's TOR, request Council approval for proposed changes, and ensure appropriate disclosure as required by legislation or regulation.



Shire of Dowerin

Bush Fire Advisory Committee

Terms of Reference

The Shire of Dowerin Bush Fire Advisory Committee (the Committee) is established under the Bush Fire Act 1954.

OBJECTIVES:

The primary purpose of the Committee is to provide guidance and advice on all matters relating to preventing, controlling and extinguishing of bush fires.

The Committee will also advise on the layout of fire breaks in the district, formations of bush fire brigade.

The Committee will assist in ensuring the cooperation and coordination of bush fire brigades.

MEMBERSHIP OF THE COMMITTEE

- The Committee will consist of the following:
- At least one Elected Member of Council;
- The Chief Bush Fire Control Officer; and
- Other interested members of the Brigades and the Community.

MEETINGS

The Committee will meet at least once per annum and more frequently if required.

MINUTES

The minutes of meetings will be presented at the next possible Ordinary Meeting of Council.



Shire of Dowerin

Local Emergency Management Committee

Terms of Reference

The Shire of Dowerin Local Emergency Management Committee (LEMC) is established under the Emergency Management Act 2005.

OBJECTIVES:

The primary objective of the Committee is to advise and assist the Shire of Dowerin in ensuring that emergency management arrangements are established, tested and reviewed.

The Committee will also actively contribute to the development of an efficient emergency management capability for the district.

The LEMC may also liaise with public authorities and other persons in the development, testing and review of Emergency Management arrangements and carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

MEMBERSHIP OF THE COMMITTEE

- The Committee will consist of the following:
- The Shire President;
- The Chief Executive Officer;
- The Chief Bush Fire Control Officer;
- St John Ambulance Representative;
- The Principal, Dowerin District High School;
- Crisis Care Coordinator;
- Dowerin Police Officers;
- Home and Community Care Coordinator;
- Dowerin Community Resource Centre
- Department for Child Protection and Family Support representative;
- DFES Area Manager;
- SEMC representative.

The Committee may co-opt other members as determined by the Committee.

MEETINGS

The Committee will meet at least once per quarter more frequently if required.

MINUTES

The minutes of meetings will be presented at the next possible Ordinary Meeting of Council.

10 October 2019

Our Ref: 02-002-05-0001 NS:CO

Attention: Chief Executive Officer

Election of Zone Delegates and State Councillors

The Local Government elections, to be held on Saturday 19 October 2019, will affect Council appointments to external committees including the WALGA Zone.

As a consequence, Councils are requested to elect / appoint Elected Member delegates and deputy delegates to the Zone and notify WALGA by no later than Friday 8 November 2019.

WALGA's Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair.

A Chronological overview of the process is detailed below:

- Local Government elections occur on 19 October 2019.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9am, Friday 8 November 2019.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, Zones are required to hold these elections at their November 2019 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2019 November Zone meeting.
- State Councillor Induction Session – morning of 4 December 2019.
- New State Council will take office at the Ordinary Meeting of State Council on 4 December 2019.
- The position of President and Deputy President of WALGA, will be elected at the March 2020 State Council Meeting.

Further information regarding the nomination and election process to State Council will be provided before the November Zone meeting.

Please find attached WALGA's Elected Member Prospectus. This document will assist in providing further information on becoming a Zone Delegate or State Councillor. If you can please distribute to your Elected Members for their information that would be much appreciated.

For further information and to provide details of your Zone Delegates by Friday 8 November 2019, please contact Chantelle O'Brien on (08) 9213 2013 or cobrien@walga.asn.au.

Yours sincerely



Nick Sloan
Chief Executive Officer



Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

About WALGA

WALGA is the Western Australian Local Government Association, formed in 2001 with the merging of the WA Municipal Association, Local Government Association of WA, Country Urban Councils Association, and Country Shire Councils Association.

WALGA is not a government department or agency; WALGA exists to advocate and negotiate on behalf of the WA Local Government sector in the best interests of its Member Councils.

What Does WALGA Do

WALGA aims to provide value to Member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services;
- Building a positive profile for Local Government;
- Providing effective advocacy and leadership on behalf of the sector; and,
- Ensuring representation in the interests of Local Government in WA.

How Does WALGA Work

WALGA employs approximately 100 staff across the areas of:

- Policy portfolios including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and,
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA Funded

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Councils. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through: charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and,
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting Local Government;
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and,
- Contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy agenda in two critical ways: by passing resolutions on items contained in the State Council agenda, and by generating new agenda items for consideration by State Council.

Zone Motions

To generate new agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council; however, as Zones are self-governing and autonomous, individual Zone delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council, or has been submitted by an individual Zone delegate.

Role of Zone Delegates

Zone delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's delegate, the Zone delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24 member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 12 metropolitan zones and 12 regional zones. All 139 WA Local Governments are invited to be Members of WALGA and a zone.

Elected Members are able to nominate to represent their Local Government on their zone and in turn, through the zone election process, to represent the zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- i. Strategy formulation and policy making;
- ii. Development, evaluation and succession of the Chief Executive Officer;
- iii. Monitoring financial management and performance, including the annual budget;
- iv. Monitoring and controlling compliance and organisational performance;
- v. Ensuring effective identification, assessment and management of risk;
- vi. Promoting ethical and responsible decision making;

- vii. Ensuring effective communication and liaison with members and stakeholders; and;
- viii. Ensuring an effective governance framework and culture.

Role of State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- Policy positions and issues;
- The strategic direction of WALGA;
- Financial operations and solvency; and,
- All matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be ‘champions’ for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are six per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are also expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid a sitting fee of \$3,500 per annum and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance and Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the Local Government sector in WA. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

There is also the potential for State Councillors, as Local Government leaders in WA, to play a role in supporting and mentoring other Elected Members, either informally or through WALGA's Member Advisor Program.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and you play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

For more information contact:

Chantelle O'Brien, Governance Support Officer – (Zones)
(08) 9213 2013 cobrien@walga.asn.au

Margaret Degebrodt, Executive Officer Governance – (State Council)
(08) 9213 2036 mdegebrodt@walga.asn.au

Tim Lane, Manager Strategy and Association Governance
(08) 9213 2029 tlane@walga.asn.au

Tony Brown, Executive Manager, Governance and Organisational Services
(08) 9213 2051 tbrown@walga.asn.au



MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 24 September 2019



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Shire of Dowerin
Ordinary Council Meeting
Tuesday 24 September 2019



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 3.05pm. In opening the meeting the President and Councillors acknowledged the passing of Mr Michael Bruce and Mr Graeme Bass with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LH Holberton	
Cr RI Trepp	
Cr BN Walsh	
Cr BA Ward	

Staff

Ms R McCall	Chief Executive Officer
Mr G Brigg	Manager Works & Assets
Ms C Delmage	Manager Corporate & Community Services
Ms A Banks	Customer Service & Records Officer

Members of the Public: Mr J Sewell

Apologies: Cr LG Hagboom

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 20 August 2019

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Chatfield

Seconded: Cr Metcalf

0035 That Council, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, confirm the Minutes of the Ordinary Council Meeting held on 20 August 2019, as presented in Attachment 7.1A, as a true and correct record of proceedings.

CARRIED 7/0

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

8.1 Finance Committee Meeting held on 16 September 2019

[Attachment 8.1A](#)

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

Background

The Shire has established the following Committees of Council;

Committee	Representatives required by existing Terms of Reference
Audit Committee	3 Councillors being: Cr DP Hudson Cr AJ Metcalf Cr BA Ward External Representative being: Mr Jason Whiteaker
Finance Committee	3 Councillors being: Cr DP Hudson Cr RI Trepp Cr BN Walsh
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy being: Cr AJ Metcalf Cr LH Holberton (Proxy)
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors being: Cr JC Chatfield Cr BA Ward
Road Verge Management Advisory Committee	2 Councillors being: Cr LH Holberton Cr LG Hagboom 4 External Community Representatives being: Mrs Lyn Phillips Mr Robert Boase Mr Jason Sewell Mr Adam Turriff

The above Committees do not have any delegated authority, therefore all recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This is done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council's consideration.)

Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held since the previous Ordinary Meeting of Council.

Consultation

Not Applicable

Policy Implications

Nil

Statutory Implications

Regulation 11 of the *Local Government (Administration) Regulations 1996* sets out the content that the minutes of council or committee meetings must contain, including:

1. the names of members present at the meeting;
2. details of each motion moved, the mover and the outcome of the motion;
3. details of each decision made at the meeting; and
4. written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Sections 5.22(2) & (3) of the *Local Government Act 1995* requires that the minutes of a Council or Committee meeting are to go to the next meeting of Council or the Committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

The Officer's Recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Walsh

0036 That Council, by Simple Majority pursuant to Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, receives the Minutes of the Finance Committee Meeting (unconfirmed) held on 16 September 2019, as presented in Attachment 8.1A.

CARRIED 7/0

9.	Announcements by the President Without Discussion
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The President advised there was no need for a postal election to be conducted following the Close of Nominations with 4 nominations received for the 4 positions available.

In making the announcement the President thanked Councillor Walsh, who chose not to re-nominate, for his time and efforts while on Council and congratulated Mr Jason Sewell, who was in the public gallery, on his successful nomination. The Councillors-elect would be sworn in at Council's October 2019 meeting.

The President reminded Councillors that the formal photo will be taken at Council's October meeting and formal wear was required to be worn for the occasion.

10. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

10.1 Financial Activity Statements

<div>Corporate & Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	10 September 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Susan Fitchat, Senior Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 10.1A - Monthly Financial Activity Statements - July 2019 Attachment 10.1B - Monthly Financial Activity Statements - August 2019

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Finance Committee to receive the Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for July and August 2019.

Background

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

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

At its August 2019 meeting the Finance Committee resolved to defer receiving the financial statements until its September 2019 Meeting (CMRef 0022), which was also subsequently resolved by Council at its August 2019 meeting (CMRef 0030).

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 reports are included as an 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.

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

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*. Regulation 34(4) allows the Statements to be presented to Council at an Ordinary Meeting within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in June, the Shire of Dowerin complies with statutory obligations.

Risk Implications

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

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$730,000 (Rate Setting Statement).

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution – 7.1

Moved: Cr Walsh

Seconded: Cr Hudson

0030

That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, the Finance Committee recommends to Council that it receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A, for July and August 2019.

CARRIED 3/0

Officer's Recommendation/Resolution

Moved: Cr Walsh

Seconded: Cr Trepp

0037 That Council, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement reports, as presented in Attachment 10.1A and Attachment 10.1B, for July and August 2019.

CARRIED 7/0

10.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	3 September 2019	
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 and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.2A – List of Accounts Paid – July 2019 Attachment 10.2B – List of Accounts Paid – August 2019	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to consider the attached List of Accounts Paid for July and August 2019.

Background

At its August 2019, the Finance Committee recommended to Council (CMRef 0023):

'..... that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 7.2A, from the Municipal Fund in July 2019.'

Subsequent enquiries showed that the presented List of Accounts Paid was not a true and accurate record for payments made during the month of July 2019 as prior month amounts relating to cheques were included.

At its August 2019 meeting, Council resolved (CMRef 0031):

'That the matter of the List of Accounts Paid for July 2019 lay on the table until the September 2019 Ordinary Meeting of Council.'

The reason given by Council for this decision was:

'Council believed that to enable a thorough review of the compilation of the report to be undertaken, and due to the reduced timeframe between the Finance Committee Meeting and the Council Meeting in which to undertake that review, it was best that a resolution on the List of Accounts Paid be deferred.'

Further investigation has revealed that Officers were using the Shire's Municipal Bank general ledger to report on the List of Accounts Paid each period/month rather than the IT Vision Synergy system generated report. Reporting from the general ledger involved a significant amount of manual input with a result that differs from the system generated list of payments.

The Shire of Dowerin, like most organisations including all local governments, report all transactions using the accrual method. This means that all reporting occurs at the time the transaction is processed through the system and not through the bank. An example of this is the reflection of income when the rates are raised. If the Shire were to use the cash accounting process, rates revenue would only be recorded when rates were physically paid and not as they were raised.

The same applies to payments; if a cheque is processed in July 2019 but not presented until September 2019, the reporting for that cheque applies to the July 2019 financials. Whilst our financial reporting is set up to report using the accrual methodology via period, on rare occasions, at the end of the month sometimes the payment batches will update into the next period or vice versa, which can result in an adjustment/or to the manual entry in the List of Payment reports.

The monthly presentation of the List of Accounts Paid is now set up to run a system generated report by payment date and not general ledger period.

Comment

At the time of writing this report, net payroll payments are still excluded from the Synergy system report and this error is being investigated by IT Vision. They have been accounted for in the List of Accounts Paid.

The List of Accounts Paid for July 2019 includes a reconciliation at the end of the List to reflect the variances between the initial report presented and this report.

The List of Accounts Paid for August 2019 shows the report as it will be going forward, excluding the correction to be made which will include Net Payroll payments in the system generated report.

Whilst the List of Accounts Paid as presented to the Finance Committee and Council have not been based on the appropriate reporting methodology, no concerns have been flagged in respect to either the misappropriation or mishandling of funds.

Consultation

Rebecca McCall, Chief Executive Officer

Susan Fitchat, Senior Finance Officer

Kathy Brigg, Finance Officer

Policy Implications

No Policy Implications have been identified at the time of writing this report although administrative procedures have now been implemented for accurate reporting and consistency.

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 from Council.

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

Committee Resolution - 7.2

Moved: Cr Hudson

Seconded: Cr Walsh

0031

That the Finance Committee recommends to Council that it 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 7.2A, and as detailed below:

List of Accounts Paid - July 2019		List of Accounts Paid - August 2019	
EFT6961 to EFT7050	391,839.70	EFT7051 to EFT7115	355,514.33
DD10657 & DD10671 Superannuation	13,483.47	DD10687 & DD10702 Superannuation	13,014.86
Cheque 10694 to 10712	24,383.71	Cheque 10713 to 10721	56,612.24
DD130855; Loan Fees	4,497.86		
DD130855; Bank Fees	137.41	DD130856; Bank Fees	480.95
DD10666; NAB Credit Card; June 2019	6,190.57	DD10685; NAB Credit Card; July 2019	1,307.95
DD10668; Puma Energy; Fuel; June 2019	1,076.64	DD10683; Puma Energy; Fuel; July 2019	1,235.82
Net Payroll; PPE 10 July 2019	55,469.71	Net Payroll; PPE 7 August 2019	56,342.99
Net Payroll; PPE 24 July 2019	58,972.46	Net Payroll; PPE 21 August 2019	57,500.78
Total	\$556,051.82	Total	\$542,009.92

CARRIED 3/0

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0038 That 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 Attachment 10.2B, and as detailed below:

List of Accounts Paid - July 2019		List of Accounts Paid - August 2019	
EFT6961 to EFT7050	391,839.70	EFT7051 to EFT7115	355,514.33
DD10657 & DD10671 Superannuation	13,483.47	DD10687 & DD10702 Superannuation	13,014.86
Cheque 10694 to 10712	24,383.71	Cheque 10713 to 10721	56,612.24
DD130855; Loan Fees	4,497.86		
DD130855; Bank Fees	137.41	DD130856; Bank Fees	480.95
DD10666; NAB Credit Card; June 2019	6,190.57	DD10685; NAB Credit Card; July 2019	1,307.95
DD10668; Puma Energy; Fuel; June 2019	1,076.64	DD10683; Puma Energy; Fuel; July 2019	1,235.82
Net Payroll; PPE 10 July 2019	55,469.71	Net Payroll; PPE 7 August 2019	56,342.99
Net Payroll; PPE 24 July 2019	58,972.46	Net Payroll; PPE 21 August 2019	57,500.78
Total	\$556,051.82	Total	\$542,009.92

CARRIED 7/0

10.3 Recalcitrant Rates Debtors as at 31 August 2019

<h2 style="color: red;">Corporate & Community Services</h2>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	31 August 2019	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Sam Williams, Rates Officer (in training)	
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	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100. Ratepayers may be paying by Special Arrangement, which are not normally reported.

The Rates Officer under the guidance of the Chief Executive has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

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

On-going debt recovery is occurring for assessments where debt recovery commenced last year or before. Some assessments are now at the stage where Property Sale and Seizure Orders have been placed on the properties.

In accordance with Council Policy, active recovery of current rates and charges will commence on 24 September 2019. It is anticipated as these charges will generally be less than 1 year overdue, that this action will be handled in-house. This will considerably reduce legal fees but may involve a higher number of assessments seeking Special Arrangement Payment Plans.

Consultation

Louise Sequerah, Acting Rates Officer

Susan Fitchat, Senior Finance 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

Sundry Debt Collection 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

Local Government Act 1995

Risk Implications

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

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

Financial Implications

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

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Committee Resolution – 7.3

Moved: Cr Hudson

Seconded: Cr Walsh

0032 That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 3/0

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Walsh

0039 That Council reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A, in accordance with Council Policy.

CARRIED 7/0

10.4 A549 – Request to Write-off Legal Fees

Corporate & Community Services



Date:	4 September 2019
Location:	20-24 Stewart Street, Dowerin WA 6461
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates 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

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in February 2019.

Included in this process was Assessment A549, 20-24 Stewart Street, Dowerin with all details sent to the Shire's Debt Collection Agent, AMPAC.

The Ratepayer is now requesting that the debt recovery fees be waived and written off.

Background

Council's Sundry Debt Collection Policy, adopted in October 2017, outlines the procedure required for the recovery of overdue rates and charges.

This includes, under delegated authority to the Chief Executive Officer, appropriate action in accordance with Sections 6.54-6.75 of the *Local Government Act 1995*.

On 22 February 2019, AMPAC was directed to lodge a General Procedure Claim for the debt owed against this Assessment A549. This action incurred costs of \$519.60 which were then on-charged to the assessment in accordance with Council Policy.

The ratepayer contacted the CEO on 21 March 2019 and agreed to an arrangement to pay off the overdue charges.

On 2 July 2019 the ratepayer requested that the legal fees be waived.

Comment

Despite the ratepayer's financial hardship, the ratepayer has made considerable effort to pay off the rates and charges.

Additionally, they have continued to provide a service to the community whilst undergoing this financial hardship.

As at 4 September 2019 the ratepayer has \$82.41 arrears outstanding.

Consultation

Louise Sequerah, Acting Rates Officer

Rebecca McCall, Chief Executive Officer

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

Sundry Debt Collection 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

Section 6.47 of the *Local Government Act 1995* states:

"Subject to the Rates & Charges (Rebates & Deferments) Act 1995, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge."

An Absolute Majority decision of Council is required.

Risk Implications

Writing off legal fees may set a precedent for other assessments to have the legal fees waived. Given the special circumstances of the business, this action is considered a low risk.

Financial Implications

An expense of \$519.60 will be charged to GL 20118 Rates - Rates Write Off which has a budget of \$1,000 for the 2019/20 year.

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution - 7.4

Moved: Cr Hudson

Seconded: Cr Walsh

0033

That the Finance Committee, by Absolute Majority pursuant to Section 6.47 of the *Local Government Act 1995*, recommends to Council that it resolves to write off the legal fees of \$519.60 raised against Assessment A549 and allocate the expense against GL 20118 Rates - Rates Write Off.

CARRIED BY ABSOLUTE MAJORITY 3/0

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0040 That Council, by Absolute Majority pursuant to Section 6.47 of the *Local Government Act 1995*, resolves to write off the legal fees of \$519.60 raised against Assessment A549 and allocate the expense against GL 20118 Rates - Rates Write Off.

CARRIED BY ABSOLUTE MAJORITY 7/0

10.5 A225 – Debt Recovery Action

Corporate & Community Services



Date:	3 September 2019
Location:	4 Dowall Street, Minnivale WA 6462
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates 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

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in January 2018 on assessment A225, 4 Dowall Street, Minnivale for overdue rates and charges.

Background

The debt recovery action was followed through to the stage of Property Sale & Seizure Order (PSSO). The auction of the property attracted no bidders and the property was passed in at auction.

Comment

In summary:

1. Assessment A225, 4 Dowall Street, Minnivale was passed in at auction without a bid;
2. As at 29 August 2019 an outstanding balance of \$13,581.43 remains;
3. The last payment was made on 23 October 2012; and
4. AMPAC have advised the Shire's next course of action is to invoke the three year rule in accordance with Sections 6.74 and 6.75 of the *Local Government Act 1995*.

In AMPAC's email dated 21 June 2019 it was advised:

'Unfortunately providing a cost analysis for 3 years is difficult. We can only provide an estimate from our Solicitor to make sure the council have met criteria first. As you've been to Public Auction on this one already, it will be a case of giving this file to our Solicitor now for next steps to meet criteria under the Act, depending on what decision the Shire makes, i.e. transfer to itself or the Crown.

If you Transfer to the Crown the Shire cannot get it back.

We also do not recommend writing off as the rates outstanding as the Property will still be in the rate-payers name and therefore re-rated and you're back to square one.

Transferring to the Shire or the Crown is approximately \$1000-\$5000.00 This procedure is very similar to settlement of a property. However, this is also an estimate as there may be a series of requisitions made by the Minister to get the process over the line. In those circumstances, the fees will exceed \$5000.00 however we will keep you informed as best we can.

We can refer this to Price Sierakowski for an estimate and there is also an AMPAC Debt Recovery Pty Ltd 3-year Transfer administration fee of \$1500.00.'

In addition to the above information the following is provided:

1. Council must hold the transferred land for 12 months after it is transferred. It can then sell the land if the market in the area has picked up.
2. In order to proceed with the 3-year rule the following is required:
 - a. A decision from Council;
 - b. A valuation from a Local Agent stating the estimated valuation of the property at sale, less any outstanding Water or Council rates; and
 - c. Based on this valuation Council can state it is unequitable to proceed to a second auction.
3. The property is vacant land in Minnivale. The prospect of Council selling this land in the future is very low.

Whilst the property in question is of little to no value to Council and does not form part of its strategic plans, the result of the land becoming Council property will result in no further debt being incurred.

Consultation

Consultation has occurred with the following:

Louise Sequerah, Acting Rates Officer; Susan Fitchat, Senior Finance Officer; Cherie Delmage, Manager Corporate & Community Services; Rebecca McCall, Chief Executive Officer; Lauren Marsh and Jodie Earney, Senior Account Managers - AMPAC Debt Recovery.

The above Officers have been part of the ongoing consultation as to the process along with consideration of relevant Council policies in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection 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

Local Government Act 1995

Risk Implications

The two risk implications associated with this report are:

1. If Council decide to invoke the three year rule, the sale of the land, if it occurs, is likely to result in little to no cost recovery; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and overdue interest.

Financial Implications

The two financial implications associated with this report are:

1. If Council decide to invoke the three year rule, the process will result in an additional amount between \$2,500 and \$7,000 depending on the work involved; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and charges of approximately \$310 per year and overdue interest at approximately \$35 per month (and increasing).

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution – 7.5

Moved: Cr Hudson

Seconded: Cr Walsh

0034

That the Finance Committee, by Absolute Majority pursuant to Sections 6.74 and 6.75 of the *Local Government Act 1995*, recommends to Council that:

1. A valuation of 4 Dowall Street, Minnivale WA 6462 be obtained; and
2. A decision be made to invoke the three year rule with the intent to transfer the property into the Shire of Dowerin's name.

CARRIED BY ABSOLUTE MAJORITY 3/0

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Walsh

0041


That Council, by Absolute Majority pursuant to Sections 6.74 and 6.75 of the *Local Government Act 1995*:

1. Obtains a valuation for 4 Dowall Street, Minnivale WA 6462; and
2. Resolves to invoke the three year rule with the intent to transfer 4 Dowall Street, Minnivale WA 6461 into the Shire of Dowerin's name.

CARRIED BY ABSOLUTE MAJORITY 7/0

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 Policy Manual Review – Proposed Regional Price Preference Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	2 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies/Policy Manual	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – Proposed Regional Price Preference Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item brings a new Policy before Council for consideration and, if satisfactory, adoption.

Background

The *Local Government (Functions and General) Regulations 1996* allow for non-metropolitan local governments to offer a price preference to local and regional suppliers when assessing quotations or tenders for goods and/or services.

The intent of providing a price preference consideration to local and regional suppliers is to stimulate economic activity and growth within the region by ensuring that local businesses are able to remain competitive when supplying goods and/or services.

Comment

A Policy has been developed and is included as an Attachment. If the Policy is adopted an agreed price preference will be applied to any local or regional businesses/contractors to quotations or tenders received.

Adherence to the Shire of Dowerin's Purchasing Policy is still essential and informs all purchasing activities. The proposed Policy does not automatically allow for any regional or local organisation to be appointed regardless of whether the quotation or tender supplied becomes the lowest quote after the price preference has been applied.

Standard assessment, including all relevant and application selection criteria, will be taken into account when determining the final appointment of any provider.

The Shire of Dowerin recognises the following two regions for price preferences:

Region 1 - defined as a business or industry located within the district of the Shire of Dowerin; and

Region 2 - defined as a business or industry located within the districts of the Shire of Cunderdin, Shire of Goomalling, Shire of Koorda, Shire of Wongan-Ballidu and Shire of Wyalkatchem.

The proposed Policy will provide guidance to Elected Members, staff, contractors and businesses in respect to the provision of a preference to local suppliers when purchasing decisions are made.

Further, the proposed Policy will allow a quoted or tendered price from either a 'Local' or 'Regional' provider to be reduced for the purposes of comparison, with submissions outside the defined 'Local' or 'Regional' boundaries.

In accordance with Regulation 24G of the *Local Government (Functions & General) Regulations 1996*, a local government may choose not to apply the policy to a particular procurement process. However, the decision to not apply the policy must be specified in the scope of works or tender specifications.

Consultation

Council Workshop 20 August 2019

Senior Management Group

Policy Implications

The Policy Manual will be updated accordingly, should the policy be adopted.

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Part 4A of the *Local Government (Functions & General) Regulations 1996* stipulates the requirements of a regional price preference policy and details the process under which such a policy can be adopted. Specifically, Regulation 24E requires Council to provide Statewide notice seeking submissions on its intention to consider the adoption of a Regional Price Preference 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

Risk Implications

Nil

Financial Implications

An estimated outlay of \$600-\$800 for Statewide advertising will apply.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Walsh

Seconded: Cr Metcalf

0042

That Council, by Simple Majority in accordance with Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995* and Part 4A of the *Local Government (Functions and General) Regulations 1996*, authorises the Chief Executive Officer to provide Statewide notice seeking public submissions on the proposed Regional Price Preference Policy, as presented in Attachment 11.1A, for a period of not less than 4 weeks, noting the policy can only become operative after Council considers any submissions received and provides Statewide notice of the policy's adoption.

CARRIED 7/0

11.2 Shire of Dowerin – Local Government Property Amendment Local Law 2019

Governance & Compliance		
Date:	2 September 2019	
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/Local Laws	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A – Local Government Property Amendment Local Law 2019	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents to Council the Local Government Property Amendment Local Law 2019 for consideration and, if satisfactory, adoption.

Background

Following gazettal of the *Shire of Dowerin Local Government Property Local Law 2018* on 12 December 2018, the Joint Standing Committee on Delegated Legislation (JSC) wrote to the Shire seeking an undertaking to amend certain provisions of the Local Law. At its March 2019 meeting Council resolved to provide the following undertakings to the JSC (Item 13.1.2):

“That the Council of the Shire of Dowerin resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Shire will:

1. *Within 6 months, amend the Shire of Dowerin Local Government Property Local Law 2018 to:*
 - a. *Amend clause 1.2, 9.2 and Schedule 1.*
 - b. *Make all necessary consequential amendments.*
2. *Until the Local Law is amended in accordance with undertaking 1:*
 - a. *Not enforce the Local Law in a manner contrary to undertaking 1.*
 - b. *Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire’s website), ensure that is accompanied by a copy of these undertakings.”*

The necessary amendments were undertaken and Council considered the Local Government Property Amendment Local Law 2019 (Amendment Local Law) at its June 2019 meeting and resolved (Item 11.1):

“That Council, by Simple Majority pursuant to Section 3.12(3) of the Local Government Act 1995, resolves to authorise the Chief Executive Officer to carry out the law-making procedure by:

1. *Giving State-wide public notice and local public notice of the Amendment Local Government Property Local Law, and providing a copy of the Amendment Local Government Property Local Law and public notice to the Minister for Local Government; and*
2. *After the close of the public consultation period, providing a report to Council on any submissions received on the Amendment Local Government Property Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with Section 3.12(4) of the Local Government Act 1995."*

Comment

Following the June 2019 resolution Statewide notice was provided in the West Australian on Wednesday 10 July 2019 with the public consultation period closing on Friday 23 August 2019. Local public notice was given in the Despatch on Thursday 11 July 2019 as well as notices on the Shire's website and relevant notice boards. At the close of the advertising period there were no comments received from the community in respect to the Amendment Local Law.

In accordance with Section 3.12(3)(b) of the *Local Government Act 1995* a copy of the proposed Amendment Local Law and a copy of the Statewide notice was provided to the Minister for Local Government.

The Department of Local Government, Sports and Cultural Industries (DLGSCI) on behalf of the Minister for Local Government provided a response and comment in respect to the proposed Amendment Local Law. No significant issues were found with most of the suggested changes relating to drafting issues and subsequent correction of numerical and numbering errors.

The minor edits suggested by the DLGSCI are detailed below:

Clause	Change Suggested
Clause 1	Change the citation title to italics
Clause 3	After the citation title insert "as published in the <i>Government Gazette</i> on 12 December 2018"
Clause 4	Reword to read "In clause 9.2 delete "11.1" and replace with "9.1"
Clause 5	<ol style="list-style-type: none"> 1. Reword the first line to "Schedule 1 is amended as follows:" 2. Each of the amendments below the first line should be designated as paragraphs (a) to (d) 3. The Shire is amending one of the penalties so it applies to clause 5.7(a) of the principal local law. The Shire should ensure this reflects the Shire's intentions. If the Shire intends the modified penalty to apply to the whole clause and not just paragraph (a), it should change "5.7(a)" to "5.7"
Clause 6	<ol style="list-style-type: none"> 1. Reword the first line to "In clause 1.2 amend the definition of "<i>building</i>" as follows:" 2. Each of the amendments below the first line should be designated as paragraphs (a) and (b) 3. Since the first amendment relates to subclause (b) and the second amendment refers to subclause (a), the amendments should be swapped around so they occur in order
General Comment	Move clause 6 before clause 4 so that the amendments to the principal local law occur in numeric order

Due to the minor nature of most of the above suggested changes they have been included in the proposed Amendment Local Law, which is provided as an Attachment.

In relation to the DLGSCI's point 3 (above) for Clause 5, the wording of the clause in the adopted Local Government Property Local Law 2018 states:

*"5.7 While on a golf course, every player shall observe and comply with a -
(a) direction of a controller in respect of any special conditions of play; and*

(b) requirement of any notice erected to direct or control play."

The Prescribed Offence included in Schedule 1 relating to this clause states "*Failure to comply with direction of controller or notice on golf course*". It could therefore be argued that it would make some sense for the penalty to apply to the entire clause. However, as the clause relates to a golf course and the Shire of Dowerin does not manage such a facility it is recommended that it be left as 5.7(a). The main reason for this is because any change to extend the penalty to the entirety of the clause may be seen as a significant change, which will require the public consultation period (with subsequent Statewide advertising) and notice to the Minister's office to be conducted again. Therefore, the clause has been left as 5.7(a).

The purpose and effect of the Local Government Property Amendment Local Law 2019 is as follows:

Purpose: To provide for the regulation, control and management of activities and facilities on Local Government Property within the Shire of Dowerin.

Effect: To establish the requirements with which any persons using or bring on Local Government Property within the Shire of Dowerin must comply.

Should the Amendment Local Law as presented be adopted the next steps include:

1. Advertise in the Government Gazette;
2. Provide written notification to the Minister for Local Government;
3. Advertise as a local advertisement;
4. Provide a copy on the Shire's website; and
5. Submit to the JSC.

Consultation

James McGovern, Manager of Governance, WALGA

Bruce Wittber, BHW Consulting

Policy Implications

Nil

Statutory Implications

Section 3.5 of the *Local Government Act 1995* provides Council with the head of power for making a local law.

Section 3.12 of the *Local Government Act 1995* outlines the procedure to be followed for a local government to make a local law. An Absolute Majority decision of Council is required to make a local law.

Pursuant to Section 3.12(7) of the *Local Government Act 1995*, once the local law is published in the Government Gazette the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the JSC.

Section 6.8 of the *Local Government Act 1995* states that a local government cannot incur expenditure from the municipal fund for which no funds have been allocated in its annual budget. An Absolute Majority decision of Council is required to authorise such expenditure in advance.

Section 42 of the *Interpretation Act 1984* allows the WA State Parliament to disallow a local law, which is a mechanism to guard against the making of subsidiary legislation that is not authorised or contemplated by the empowering enactment, has an adverse effect on existing rights or ousts or modifies rules of fairness. Parliament has appointed the JSC to undertake an advisory role on its behalf, which includes the power to scrutinise and recommend to Parliament the disallowance of local laws to Parliament.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

The Amendment Local Law will not involve a significant departure from current practices and is therefore considered low risk.

Council would be contravening the *Local Government Act 1995* if this item was not presented to Council for decision.

Financial Implications

Costs associated with gazettal of the Amendment Local Law and the provision of local public notice (in the Despatch) are applicable and estimated at around \$500-\$700.

There is no allocation in the 2019/20 Budget for advertising costs under either Governance (GL 20540) or Administration (GL 25840). However, as there is now no need to conduct a postal election following the Close of Nominations (four nominations received for four positions available), the funds allocated to Members – Election Expenses (GL 20428) will not be wholly expended. It is therefore proposed that \$5,000 be taken from GL 20428 and reallocated to GL 20540 (\$2,500) and GL 25840 (\$2,500). This can be further captured in the budget review process and will have a nil effect on the 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Ward

0043 That Council, by Absolute Majority in accordance with Sections 3.5, 3.12 and 6.8 of the *Local Government Act 1995*, resolves to:

1. note that no community submissions were received in relation to the Local Government Property Amendment Local Law 2019;
2. determine that the proposed changes outlined in the report and included in the Local Government Property Amendment Local Law 2019 are not considered significantly different to that which was originally advertised;
3. determine to accept all changes proposed and adopt the Local Government Property Amendment Local Law 2019, as presented in Attachment 11.2A;
4. authorise the President and the Chief Executive Officer to affix the Common Seal to the Local Government Property Amendment Local Law 2019;
5. provide statutory advertising of the Local Government Property Amendment Local Law 2019 in the Government Gazette with local public notice in the Despatch and inclusion on the Shire of Dowerin's website;
6. provide written notification of the Local Government Property Amendment Local Law to the Minister for Local Government;

7. submit the Local Government Property Amendment Local Law to the Joint Standing Committee; and
8. reallocate \$5,000 from GL 20428 Members - Election Expenses to GL 20540 Governance - Advertising (\$2,500) and GL 25840 Administration - Advertising.

CARRIED BY ABSOLUTE MAJORITY 7/0

11.3 Shire of Dowerin Christmas/New Year Opening Hours

<h2 style="color: red;">Governance & Compliance</h2>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	4 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
Sharepoint Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks a Council resolution to close the Shire of Dowerin Administration for the 2019/20 Christmas/New Year period.

Background

For the last few years the Administration Office has closed during the Christmas/New Year period as it is an extremely quiet period with minimal public visitations and phone enquiries. It is also common for many residents of the Shire to travel elsewhere at this time of year with other businesses also closing.

Comment

The Christmas Day public holiday will be observed on Wednesday 25 December 2019 with the Boxing Day public holiday being observed on Thursday 26 December 2019, meaning the Office will be closed on both those days. It is therefore requested that Office closes from Monday 23 December 2019 to Friday 27 December 2019 inclusive. The Office will reopen as usual on Monday 30 December 2019.

The New Year's Day public holiday will be observed on Wednesday 1 January 2020 and to enable staff to travel to family and friends it is requested that the Office close from 3.00pm on Tuesday 31 December 2019. The Office will reopen as usual on Thursday 2 January 2020.

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

Consultation

The CEO has undertaken consultation with staff.

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

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are contained within the 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Holberton

Seconded: Cr Chatfield

0044 That Council, by Simple Majority pursuant to Section 3.18 of the *Local Government Act 1995*, resolves to close the Administration Office for the Christmas/New Year period from Monday 23 December 2019 to Friday 27 December 2019 inclusive and from 3.00pm on Tuesday 31 December 2019 until 8.30am on Thursday 2 January 2020 with the hours of operation and emergency contacts being advertised to the community.

CARRIED 7/0

11.4 Review of Customer Service Charter

Governance & Compliance		
Date:	5 September 2019	
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/Controlled Documents/Customer Service Charter	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.4A – Revised Customer Service Charter	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the revised Customer Service Charter (the Charter) to Council for consideration and, if satisfactory, adoption.

Background

The Charter demonstrates to the community and customers that the Shire of Dowerin is committed to providing high-level customer service. The Charter has been reviewed to ensure it remains relevant and aligns with current practice. A tracked-changes copy of the revised Charter is provided as an Attachment.

Comment

The Charter has been reviewed with the involvement of staff who are aware of the commitment to service contained within the Charter and the need to adhere to the service standards outlined. No major changes have been identified with most of changes making the document more reader-friendly.

Once adopted the Charter will be publicised to the community and is embedded into the day to day operations of the Shire.

Consultation

Senior Management Group

Policy Implications

Nil

Statutory 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

Risk Implications

The purpose of the Charter is to outline how the organisation responds to customers. With staff committing to the Charter the risk of delivering unsatisfactory customer service is reduced.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Ward

Seconded: Cr Holberton

0045 That Council, by Simple Majority pursuant to Section 3.18 of the *Local Government Act 1995*, resolves to adopt the revised Customer Service Charter, as presented in Attachment 11.4A.

CARRIED 7/0

11.5 Reserve 33528 and Reserve 51705 – Request to Accept Management Orders

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	11 September 2019	
Location:	Lot 273 (Reserve 33528); Lot 300 (Reserve 51705)	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Land Administration Act 1997</i>	
Sharepoint Reference:	Organisation/Corporate Management/Government Liaison/2019 Department of Planning, Lands & Heritage	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.5A - Correspondence	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a request to accept the management of two Reserves located in the Shire of Dowerin to Council for consideration and, if satisfactory, adoption.

Background

A request has been received from the Department of Planning, Lands & Heritage (DPLH) seeking Council consideration of taking over the Management Order for two Reserves located in the Shire of Dowerin. A copy of the correspondence is included as an Attachment.

Reserve 33528 (Lot 273 on Diagram 36566) is vacant land, with a purpose of Public Recreation and is located on Place Street.

Reserve 51705 (Lot 300 on Deposited Plan 70522) is also vacant land, with a purpose of Pedestrian Access Way and is located between Griffiths Street and Goldfields Road.

Comment

Reserve 33528 is located in a mostly residential area. The land is vacant with the Parks and Gardens crew providing basic maintenance (spraying, weeding, mowing etc) to ensure the land does not become a fire hazard.

In accepting the Management Order for the Reserve, the land could only be used for activities and uses that align with its purpose, being Public Recreation. It is unlikely that Council would undertake any development on the site, particularly given its proximity to other recreational facilities in town. However, due to its size there may be potential in the future for another agency or group to utilise the Reserve for that purpose (i.e. a nature park etc). An option to enable that to occur could be for Council to lease the Reserve to any such interested party. Should Council choose to accept the Management Order for Reserve 33528 it would therefore be recommended that Council request the condition that it be granted the Power to Lease the Reserve, which is otherwise a lengthy process.

There are no other conditions applicable to accepting the Management Order for the Reserve.

Reserve 51705 is located on the eastern boundary of the townsite and is surrounded by vacant land. As is the case with Reserve 33528, the Parks and Gardens crew provide basic maintenance to ensure the land does not become a fire hazard.

While the Reserve has a purpose of Pedestrian Access Way, it is essentially vacant, un-developed land which does not currently connect to any existing infrastructure and therefore it would be unlikely that Council would develop the land any further. Nor would it be worthwhile seeking Power to Lease over the Reserve.

There are no other conditions applicable to accepting the Management Order for Reserve 51705. As staff are already currently maintaining the sites, there are no costs associated with accepting the Management Order for both Reserves and any ongoing asset management implications are minimal it is recommended that Council accept the Management Orders for both Reserves.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Section 46 of the *Land Administration Act 1997* is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I1 & I2

Asset Management Plan

Neither Reserve is specifically listed in the AMP. Should Council resolve to accept the management of the two Reserves they will need to be included in the AMP.

As both Reserves are vacant land and are already being maintained to a basic level by the Parks & Gardens Crew any impact on the AMP is expected to be minimal.

Long Term Financial Plan

Neither Reserve is specifically listed in the LTFP. Should Council resolve to accept the management of the two Reserves they will need to be included in the LTFP.

As both Reserves are vacant land and are already being maintained to a basic level by the Parks & Gardens Crew any impact on the LTFP is expected to be minimal.

Risk Implications

The acceptance of the Management Orders over the two Reserves will not involve a significant departure from current practices and is therefore considered low risk.

Financial Implications

There are no financial implications associated with the transfer of the Management Order for the Reserves.

There are cost implications associated with the ongoing maintenance of the Reserves. However, as both Reserves are vacant land and are already being maintained to a basic level by the Parks

& Gardens Crew those costs are minimal and can be absorbed into the operating expenditure of each annual budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.5

That Council, by Simple Majority pursuant to Section 46 of the *Land Administration Act 1997*, resolves to accept the management of:

1. Reserve 33528 for the purpose of Public Recreation. In accepting management of Reserve 33528 Council requests the Power to Lease over the Reserve to enable flexibility in any potential future use of the Reserve; and
2. Reserve 51705 for the purpose of Pedestrian Access Way.

Comment

This Item was deferred without resolution pending further investigation with the matter to be represented to Council at its October 2019 Meeting.

11.6 *Bush Fires Act 1954* – Appointment of Fire Control Officer / Authorised Person

Governance & Compliance		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	17 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Bush Fires Act 1954</i>	
Sharepoint Reference:	Compliance/Ranger/Fire Break Compliance	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a request to appoint the Ranger(s) as an Authorised Officer for administrative purposes relating to the inspection of fire breaks and other related matters.

Background

To streamline the process for inspecting fire-breaks, and issuing infringements in instances of non-compliance, it is recommended that a specific authorisation be granted to the Shire's Ranger(s) to enable the function to be undertaken within appropriate timeframes.

Comment

It is common practice amongst local governments for Rangers to undertake the inspection of fire-breaks and deal with matters generally associated with compliance. To provide clarity to Officers in carrying out their duties and functions, and to enable other staff otherwise appointed as Bush Fire Control Officers (CEO & MWA) to direct their attention to other matters it is considered appropriate that the Ranger(s) be appointed as Bush Fire Control Officers and/or Authorised Officers for the administrative purpose of inspecting fire-breaks, entering onto property to conduct such inspections, and issue infringements where non-compliance with the Firebreak Order is identified.

Council's Delegation Register does not contain the authority for the CEO to make such an appointment, hence the matter is presented to Council for decision.

Consultation

Chief Bush Fire Control Officer
Department of Fire & Emergency Services
WALGA
Rebecca McCall, CEO

Policy Implications

Nil

Statutory Implications

Section 33(4) of the *Bush Fires Act 1954* states:

"Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice –

- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and*
- (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice."*

Sections 38(1) and (2A) of the *Bush Fires Act 1954* states:

- (1) "A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district."

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Chatfield


0046

That Council, by Simple Majority pursuant to Section 38(1) of the *Bush Fires Act 1954*, resolves to appoint Ms Gloria Robinson and Ms Brooke Quinsee of Rural Ranger Services as Authorised Officers for the purposes of undertaking firebreak inspections and issuing infringement notices in accordance with Section 33(4)(a) of the *Bush Fires Act 1954*.

CARRIED 7/0

12. OFFICER'S REPORTS - WORKS AND ASSETS

12.1 Jones Street, Irvine Road, Rifle Range Road and Redding Road - Restricted Access Vehicle Route Determination

<h2 style="color: red;">Works & Assets</h2>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	13 September 2019	
Location:	Jones Street, Irvine Road, Rifle Range Road and Redding Road	
Responsible Officer:	Glen Brigg, Manager Works & Assets	
Author:	As above	
Legislation:	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
Sharepoint Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Jones Street, Irvine Road, Rifle Range Road and Redding Road.

Background

An application has been submitted to Main Roads Western Australia (MRWA) Heavy Vehicle Services (HVS) requesting to inspect for Jones Street, Irvine Road, Rifle Range Road and Redding Road for a route determination RAV Network 7.

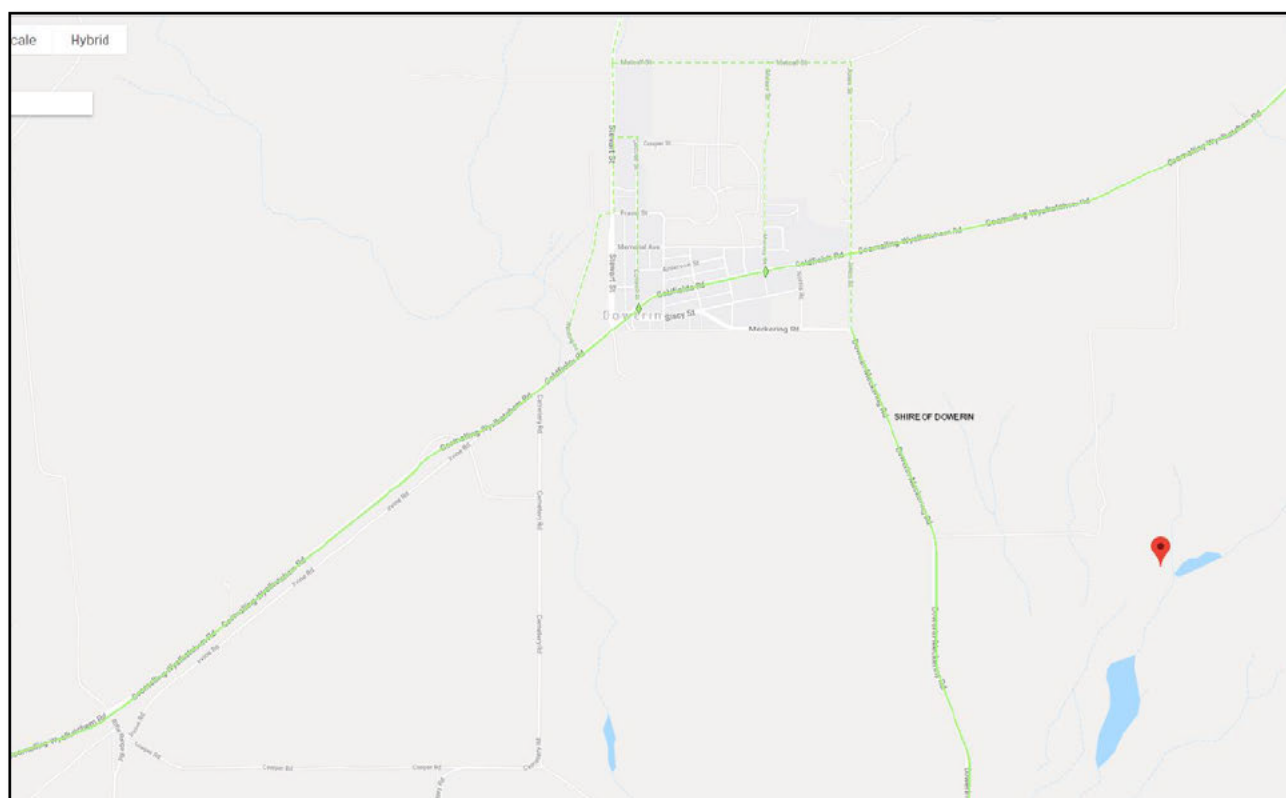
Road Owner	Road No.	Road Name	From (SLK)	Location	To Location (SLK)	Current Network	Requested Network
Shire of Dowerin	4070112	Jones St	Goldfields Rd (1.05)		Dowerin – Meckering Rd (1.48)	RAV 5	RAV 7
Shire of Dowerin	4070045	Rifle Range Rd	Goomalling Wyalkatchem Rd (0.00)		Irvine Rd (0.08)	None	RAV 7
Shire of Dowerin	4070067	Irvine Rd	Goomalling Wyalkatchem Rd (0.00)		Rifle Range Rd (2.68)	None	RAV 7
Shire of Dowerin	4070002	Redding Rd	Goldfields Rd (0.00)		Stewart St (0.90)	RAV 5	RAV 7

Council's RAV policy provides the CEO authorisation to allow HVS to inspect roads up to a RAV 4 without a formal Council decision. RAV Network 5 and above requires a Council decision.

Comment

The Manager Works & Assets contacted HVS to discuss the Goomalling-Wyalkatchem Road inspection for the route determination Network RAV 7 and the connectivity with Council owned roads within this application. HVS will inspect all the roads at the same time, they cannot comment if Goomalling-Wyalkatchem Road is suitable for RAV 7 at this stage. MRWA Wheatbelt Region has given support for the HVS inspection on Goomalling-Wyalkatchem Road.

If Goomalling-Wyalkatchem Road is not approved for RAV 7, HVS will not approve Council owned roads for a higher network without suitable connectivity. It would be preferred if HVS could have a response from Council prior to conducting the onsite assessments, it can be subject to



Goomalling-Wyalkatchem Road being approved for RAV 7.

1. Currently part of Rifle Range Road and Irvine Road do not have the appropriate Network RAV when accessing CBH Dowerin 2 Bin.
2. Goomalling-Wyalkatchem Road is currently RAV 5.
3. Network RAV 5 vehicles do not need to use the northern section of Jones Street, Metcalf Street or Stewart Street to access CBH bins. Network RAV 5 vehicles can now turn left or right onto the Goomalling-Wyalkatchem Road when accessing this road from the north or south.
4. The inclusion of Redding Road is for RAV 7 vehicles to access the CBH Dowerin 1 Bin from the intersection of Goomalling-Wyalkatchem Road if suitable for RAV 7.
5. Dowerin-Meckering Road is currently a Network RAV 7 without conditions. This Network RAV 7 terminates at the start of Jones Street and has no further connectivity with Jones Street, only Network RAV 5.

Network RAV 5	Combinations are between 27.5m to 36.5m in length, with a total mass of 87.5 tonnes
Network RAV 7	Combinations are between 27.5m to 36.5m in length, with a total mass of 107.5 tonnes

There are no changes in length of the combinations from RAV 5 to RAV 7, however there are increases in the mass weight from 87.5 tonnes to 107.5 tonnes which is equal to one extra triaxle group. The Network RAV 7 will still be tandem drive (no tri axle drives).

If the current turning radius for each of the intersections are suitable for Network RAV 5 they should meet the Network RAV 7 guidelines.

All intersections included in this application are controlled by MRWA. All hold and give way lines are installed and maintained by MRWA. Any signage upgrades required on Council owned roads will be the responsibility of the Shire of Dowerin.

Consultation

MRWA HVW

Rebecca McCall, CEO

Council Workshop 20 August 2019

Policy Implications

Request to Access Roads

1. RAV Classified Roads – If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the CEO for approval.
2. Unclassified Roads - If the road is not classified on the RAV Network then the applicant will first need to apply to MRWA HVS. Upon receipt from MRWA HVS, the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines and if supported, a submission will be made to MRWA HVS for their consideration including any conditions that may apply to the use of the road.
3. AMMS - Heavy Vehicle transport operators may apply for a road already classified on the RAV Network to be approved for an AMMS Network level by applying to MRWA HVS. Upon receipt from MRWA HVS the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines. If supported, a submission will be made to MRWA HVS for their consideration.
4. Should the road access request be declined the Shire of Dowerin will inform MRWA HVS who will advise the applicant.
5. Depending on the need for access, a RAV access request may be supported if the applicant is willing to meet the costs associated for the shire to carry out any road upgrades or vegetation pruning necessary to qualify the road for the RAV network level requested.

RAV Road Reclassification

The Shire may withdraw support for an approved route at any time if:

1. The route is deemed unsafe for RAV use;
2. The route is deemed unsuitable for RAV use; or
3. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant approval to MRWA to inspect roads up to RAV Network 4 without referring the matter to Council providing the road/roads comply with the MRWA Route Assessment Guidelines at standard Vehicle Standards Regulations axle mass limits.

Statutory Implications

The *Road Traffic Act 1974* and the *Road Traffic (Vehicle) Regulations 2014* govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The *Land Administration Act 1997* Section 55 and *Local Government Act 1995* Section 3.53(2) gives the Shire of Dowerin management responsibility for roads within its boundaries.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: 12

Asset Management Plan

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road. The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Walsh

0047 That Council, by Simple Majority in accordance with the *Road Traffic Act 1974* and Section 3.53(2) of the *Local Government Act 1995*, advises Main Roads Western Australia Heavy Vehicles Services:

1. That it agrees with the application for Heavy Vehicle Services to inspect Jones Street, Irvine Road, Rifle Range Road and Redding Road for Route Determination RAV Network 7;
2. If the Goomalling-Wyalkatchem Road is deemed unsuitable for Network RAV 7 Council withdraws its support for Network RAV 7 on Council owned roads within this application; and
3. That if any roads within this application are deemed unsuitable for Network RAV 7, Council still requires a route determination Network RAV 5 on Irvine Road and Rifle Range Road to provide connectivity to Dowerin CBH 2 Bin when leaving Goomalling-Wyalkatchem Road.

CARRIED 7/0

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

There being no further business the President thanked those in attendance and declared the meeting closed at 3.46pm.



MINUTES

Finance Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Monday 14 October 2019



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7.1	<u>Financial Activity Statements</u>
7.2	<u>List of Accounts Paid</u>
7.3	<u>Recalcitrant Rates Debtors as at 31 August 2019</u>
8.	Questions from Members
9.	Urgent Business Approved by the Person Presiding or by Decision
10.	Date of Next Meeting
11.	Closure

Shire of Dowerin
Finance Committee Meeting
Monday 14 October 2019



1. Official Opening

The Chair welcomed those in attendance and declared the meeting open at 3.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp

Chair

Cr DP Hudson

Shire President

Staff

Ms R McCall

Chief Executive Officer

Ms C Delmage

Manager Corporate & Community Services

Ms V Green

Executive & Governance Officer

Members of the Public:

Nil

Apologies:

Cr BN Walsh, Mr G Brigg

Approved Leave of Absence:

Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Finance Committee Meeting held on 16 September 2019

[Attachment 5.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Trepp

0048

That, pursuant to Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Finance Committee Meeting held on 16 September 2019, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 2/0

6. STANDING ITEM

6.1 Business Arising from the Previous Meeting(s)

<div> <div>Corporate & Community Services</div> <div>  <div>SHIRE OF DOWERIN TIN DOG TERRITORY</div> </div> </div>	
Date:	8 October 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Susan Fitchat, Senior Finance Officer; Vanessa Green, Executive & Governance Officer
Legislation:	Nil
Sharepoint Reference:	Not Applicable
Disclosure of Interest:	Nil
Attachments:	Attachment 6.1A – Short Stay Accommodation Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item provides an update on business arising from previous Finance Committee meeting(s).

Background

Nil

Comment

Short Stay Accommodation - Income and Expenditure Report

The Income and Expenditure report to September 2019 for the Short Term (Stay) Accommodation is included as an Attachment.

Goomalling Medical Surgery

Goomalling Surgery have advised the reports for September are yet to be finalised. If the reports are received in time they will be tabled at the Finance Committee meeting.

The reports had not been received by the time of the meeting and therefore could not be considered.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Susan Fitchat, Senior Finance Officer

Policy Implications

General Financial Transaction and Financial Management 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

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Risk Implications

The item ensures that recommendations arising from Finance Committee meetings are considered, actioned and updates provided to the Committee.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Hudson

0049 That the Finance Committee notes the progress on actions and recommendations arising from previous meeting(s).

CARRIED 2/0

7. FINANCIAL REPORTS

7.1 Financial Activity Statements

<div> <div>Corporate & Community Services</div> <div>  <div> SHIRE OF DOWERIN TIN DOG TERRITORY </div> </div> </div>	
Date:	8 October 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Susan Fitchat, Senior Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 7.1A – Monthly Financial Activity Statements

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Finance Committee to receive the Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for September 2019.

Background

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

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

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 reports are included as an 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.

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$730,000 (Rate Setting Statement).

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Trepp

Seconded: Cr Hudson

0050 That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, the Finance Committee recommends to Council that it receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A, for September 2019.

CARRIED 2/0

7.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	9 October 2019	
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 and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.2A – List of Accounts Paid	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the attached List of Accounts Paid, paid under delegated authority, for September 2019.

Background

Nil

Comment

It should be noted that the credit card statements are yet to be signed, this will occur once the CEO has returned from annual leave.

Consultation

Nil

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 Hudson


Seconded: Cr Trepp

0051 That the Finance Committee recommends to Council that it 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 7.2A, and as detailed below:

List of Accounts Paid - September 2019	
EFT7117 to EFT7179	115,872.89
DD1079 & DD10729 Superannuation	5,161.39
Payroll Deductions	7,920.20
Cheque 10722 to 10731	13,141.25
DD130857; Bank Fees	295.10
DD10715; NAB Credit Card; September 2019	7,902.41
DD10712; Puma Energy; Fuel; September 2019	1,021.93
Net Payroll; PPE 4 September 2019	58,682.73
Net Payroll; PPE 18 September 2019	54,774.20
Net Payroll; PPE 19 September 2019	676.86
Total	\$265,448.96

CARRIED 2/0

7.3 Recalcitrant Rates Debtors as at 30 September 2019

<h2 style="color: red;">Corporate & Community Services</h2>		 SHIRE OF DOWERIN <small>TIN DOG TERRITORY</small>
Date:	30 September 2019	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Louise Sequerah, Acting Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.3A – Recalcitrant Rates Debtors	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100.

The Rates Officer under the guidance of the Chief Executive has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Background

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

On 25 September 2019, final notices have been sent to all defaulting ratepayers.

Comment

On-going debt recovery is occurring for assessments where debt recovery commenced last year or before. Some assessments are now at the stage where Property Sale and Seizure Orders have been placed on the properties.

In accordance with Council Policy, active recovery of current rates and charges will commence on 25 September 2019. As these charges are less than 1 year overdue, the initial action was to send a final notice. This will be followed up with phone calls before legal action is considered. This will considerably reduce legal fees but may involve a higher number of assessments seeking Special Arrangement Payment Plans.

Consultation

Louise Sequerah, Acting Rates Officer

Susan Fitchat, Senior Finance 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

Sundry Debt Collection 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

Local Government Act 1995

Risk Implications

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Hudson

0052 That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 2/0

8.	Questions from Members
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Nil

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

10.	Date of Next Meeting
-----	----------------------

Nil.

As mentioned previously with Committee members, it is proposed to dissolve the Finance Committee at Council's October 2019 Meeting, with all items being presented direct to either the Audit Committee or Council, or both.

11.	Closure
-----	---------

The Chair thanked those in attendance and declared the meeting closed at 4.05pm.

SHIRE OF DOWERIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2019**

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

TABLE OF CONTENTS

Monthly Summary Information

Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions & Capital Funding

Note 1 Significant Accounting Policies

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

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

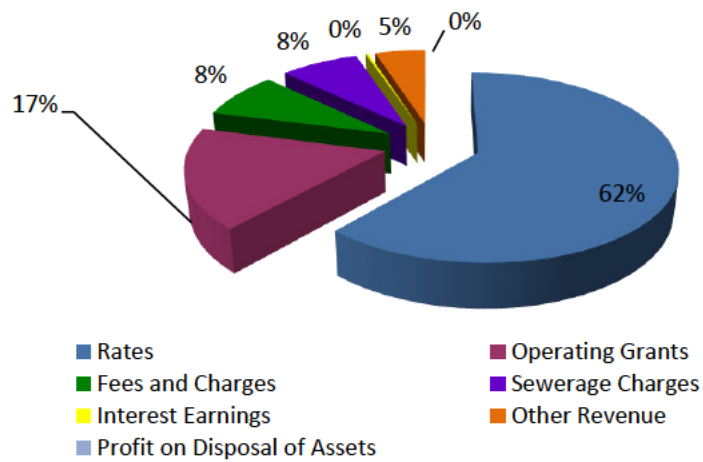
Note 11 Non operating Grants and Contributions

Note 12 Trust

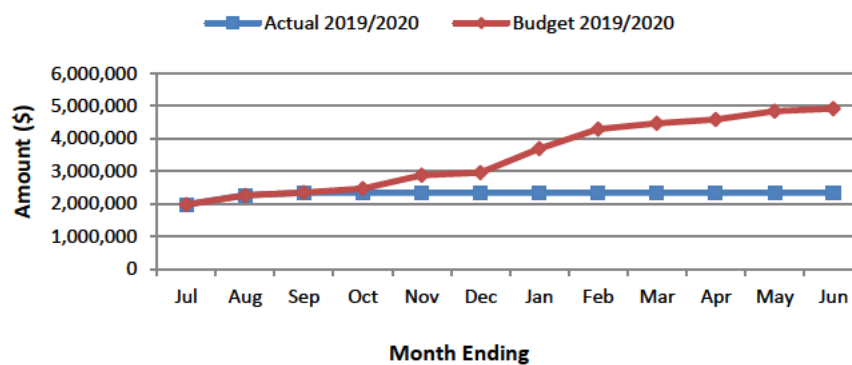
Note 13 Details of Capital Acquisitions

SHIRE OF DOWERIN
Information Summary
For the Period Ended 30 September 2019

Operating Income

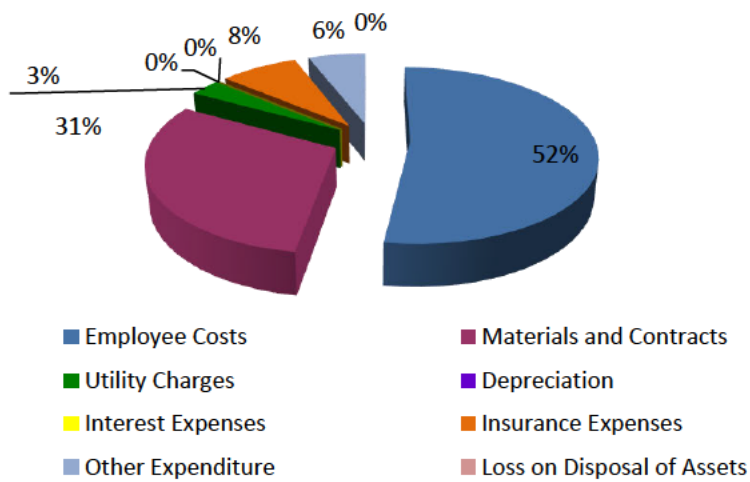


Budget Operating Income -v- YTD Actual
Refer Note 2

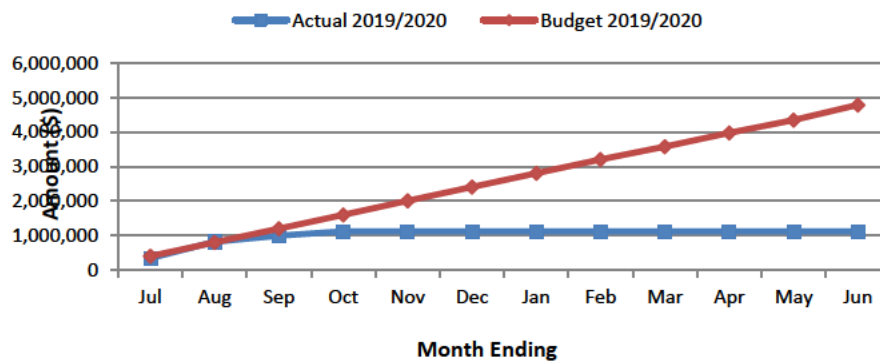


SHIRE OF DOWERIN
Information Summary
For the Period Ended 30 September 2019

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
(Statutory Reporting Program)
For the Period Ended 30 September 2019

	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	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊗
Revenue from operating activities								
Governance		0	0	0	323	323		
General Purpose Funding - Rates	9	1,352,400	1,352,400	1,352,400	1,356,129	3,729	0%	
General Purpose Funding - Other		890,060	890,060	229,659	237,119	7,460	3%	
Law, Order and Public Safety		61,922	61,922	15,474	1,238	(14,236)	(92%)	⊗
Health		2,600	2,600	645	0	(645)	(100%)	
Education and Welfare		466,192	466,192	106,828	88,858	(17,969)	(17%)	⊗
Housing		178,812	178,812	44,700	33,006	(11,694)	(26%)	⊗
Community Amenities		265,400	265,400	250,620	262,659	12,039	5%	
Recreation and Culture		80,450	80,450	19,356	25,133	5,777	30%	
Transport		160,350	160,350	139,086	132,116	(6,970)	(5%)	
Economic Services		76,905	76,905	27,597	57,572	29,975	109%	⊕
Other Property and Services		79,500	79,500	11,494	6,477	(5,017)	(44%)	
		3,614,591	3,614,591	2,197,859	2,200,631	2,772		
Expenditure from operating activities								
Governance		(642,064)	(642,064)	(166,616)	(154,126)	12,490	7%	⊕
General Purpose Funding		(177,297)	(177,297)	(44,304)	(41,206)	3,098	7%	
Law, Order and Public Safety		(126,220)	(126,220)	(23,841)	(17,383)	6,458	27%	
Health		(54,836)	(54,836)	(7,452)	(5,212)	2,240	30%	
Education and Welfare		(489,908)	(489,908)	(110,643)	(107,965)	2,678	2%	
Housing		(75,455)	(75,455)	(38,031)	(93,826)	(55,795)	(147%)	⊗
Community Amenities		(402,540)	(402,540)	(100,563)	(65,369)	35,194	35%	⊕
Recreation and Culture		(977,970)	(977,970)	(244,314)	(159,310)	85,004	35%	⊕
Transport		(1,341,321)	(1,341,321)	(359,805)	(226,673)	133,132	37%	⊕
Economic Services		(396,556)	(396,556)	(99,006)	(79,965)	19,041	19%	⊕
Other Property and Services		(7,632)	(7,632)	(1,829)	(42,741)	(40,912)	(2237%)	⊗
		(4,691,799)	(4,691,799)	(1,196,404)	(993,776)	202,628		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	317,907	0	(317,907)	(100%)	⊕
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(17,013)	0	17,013	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	300,894	0	(300,894)	100%	
Amount attributable to operating activities		123,537	123,537	1,302,349	1,206,855	(95,494)		
Investing Activities								
Non-operating grants & Contributions	11	1,301,106	1,301,106	132,124	131,499	(625)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	576,000	0	(576,000)	(100%)	⊗
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	0	0	0		
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(347,604)	(18,663)	328,941	(95%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(17,499)	0	17,499	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(106,250)	(108)	106,142	(100%)	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(853,000)	(853,000)	(504,244)	(131,182)	373,062	(74%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(267,473)	(18,453)	249,020		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus(Deficit)	3	0	0	1,764,876	1,810,934	46,058		

⊕ More Revenue OR Less Expenditure
⊗ Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2019

		Original Annual Budget	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
Opening Funding Surplus (Deficit)	3	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊖
Revenue from operating activities								
Rates	9	1,352,400	1,352,400	1,352,400	1,356,129	3,729	0%	
Operating Grants, Subsidies and Contributions	11	1,213,682	1,213,682	413,355	382,926	(30,429)	(7%)	⊖
Fees and Charges		489,662	489,662	172,971	177,911	4,940	3%	
Sewerage Charges		156,000	156,000	156,000	168,495	12,495	8%	⊕
Interest Earnings		84,205	84,205	2,550	6,464	3,914	154%	
Other Revenue		238,592	238,592	81,323	108,705	27,382	34%	⊕
Profit on Disposal of Assets		80,050	80,050	19,260	0	(19,260)	(100%)	
		3,614,591	3,614,591	2,197,859	2,200,631	2,772		
Expenditure from operating activities								
Employee Costs		(1,825,508)	(1,825,508)	(461,642)	(521,220)	(59,578)	(13%)	⊖
Materials and Contracts		(1,223,490)	(1,223,490)	(326,494)	(303,645)	22,849	7%	⊕
Utility Charges		(140,700)	(140,700)	(35,097)	(30,819)	4,278	12%	
Depreciation on Non-Current Assets		(1,271,795)	(1,271,795)	(317,907)	0	317,907	100%	⊕
Interest Expenses		(51,162)	(51,162)	(12,783)	0	12,783	100%	⊕
Insurance Expenses		(91,375)	(91,375)	(27,806)	(79,478)	(51,672)	(186%)	⊖
Other Expenditure		(78,769)	(78,769)	(12,429)	(58,613)	(46,184)	(372%)	⊖
Loss on Disposal of Assets		(9,000)	(9,000)	(2,247)	0	2,247	100%	
		(4,691,799)	(4,691,799)	(1,196,405)	(993,776)	202,629		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	317,907	0	(317,907)	(100%)	⊕
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(17,013)	0	17,013	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	300,894	0	(300,894)		
Amount attributable to operating activities		123,537	123,537	1,302,348	1,206,855	(95,493)		
Investing activities								
Non-operating grants & contributions	11	1,301,106	1,301,106	132,124	131,499	(625)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	576,000	0	(576,000)	(100%)	⊖
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	0	0	0		
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(347,604)	(18,663)	328,941	(95%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(17,499)	0	17,499	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(106,250)	(108)	106,142	(100%)	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(853,000)	(853,000)	(504,244)	(131,182)	373,062	(74%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(267,473)	(18,453)	249,020		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus (Deficit)	3	0	0	1,764,875	1,810,934	46,059	3%	

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 CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2019

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	13	55,000		0
Infrastructure Assets - Roads	13	1,390,480		18,663
Infrastructure Assets - Public Facilities	13	0		0
Infrastructure Assets - Footpaths	13	70,000		0
Infrastructure Assets - Other	13	275,000		108
Heritage Assets	13	0		0
Plant and Equipment	13	853,000		131,182
Furniture and Equipment	13	0		0
		2,643,480		149,952
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,301,106	49%	131,499
Borrowings	9	87,500	3%	0
Other (Disposals & C/Fwd)		834,000	32%	0
Council contribution - Cash Backed Reserves	7	0	0%	0
Council contribution - operations		420,874	16%	18,453
Capital Funding Total		2,643,480	100%	149,952

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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.

(i) Fixed Assets

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 1: Significant Accounting Policies

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

(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
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(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 30 September 2019

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

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.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

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

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER, PUBLIC SAFETY

HEALTH

EDUCATION AND WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION AND CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY AND SERVICES

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

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 30 September 2019

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

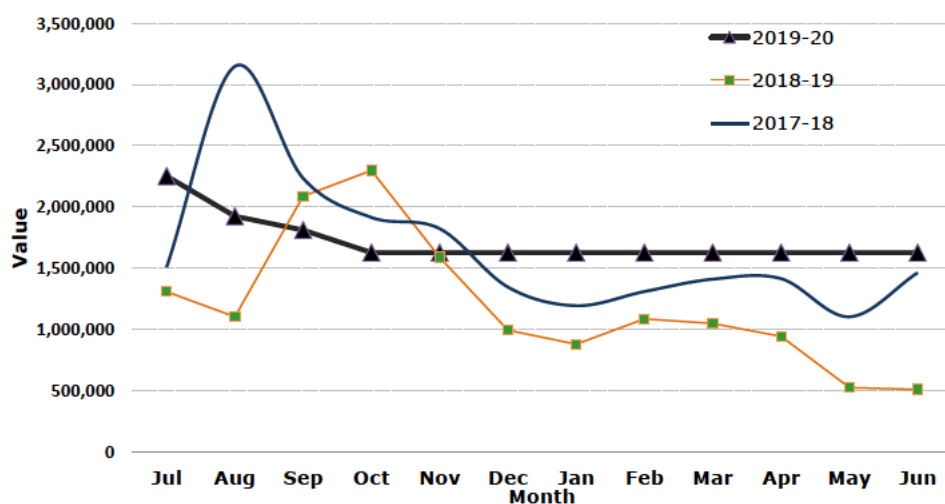
Reporting Program	Var. \$	Var. %	Var.	Timing / Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	323				Within Variance threshold
General Purpose Funding - Rates	3,729	0%			Within Variance threshold
General Purpose Funding - Other	7,460	3%			Within Variance threshold
Law, Order and Public Safety	(14,236)	(92%)		Timing	ESL quarterly grant not yet received
Health	(645)	(100%)			Within Variance threshold
Education and Welfare	(17,969)	(17%)		Timing	Dowerin Home Care claims only able to commence in October 2019
Housing	(11,694)	(26%)		Timing	Rental income lower than budgeted amount
Community Amenities	12,039	5%			Within Variance threshold
Recreation and Culture	5,777	30%			Within Variance threshold
Transport	(6,970)	(5%)			Within Variance threshold
Economic Services	29,975	109%		Timing	Short Stay accommodation fees - Field days
Other Property and Services	(5,017)	(44%)			Within Variance threshold
Operating Expense	\$	%			
Governance	12,490	7%		Timing	Audit & consultants fees
General Purpose Funding	3,098	7%			
Law, Order and Public Safety	6,458	27%		Timing	ESL expenditure to occur; depreciation not run until after EOY audit
Health	2,240	30%			
Education and Welfare	2,678	2%		Timing	Timing of programs
Housing	(55,795)	(147%)		Timing	Timing of 4 O'Lughlen works; budget profiling; includes depreciation
Community Amenities	35,194	35%		Timing	Timing of general maintenance works; budget profiling; includes depreciation
Recreation and Culture	85,004	35%		Timing	Predominantly depreciation; not run until after EOY audit
Transport	133,132	37%		Timing	Timing of works programs
Economic Services	19,041	19%		Timing	Timing of programs
Other Property and Services	(40,912)	(2237%)		Timing	Timing of programs
Operating activities excluded from budget					
Depreciation	317,907	(100%)		Timing	Depreciation has not been processed & will not occur until after Auditor sign off
Adjust (Profit)/Loss on Asset Disposal	17,013	(1)			Within Variance threshold
Movement in Leave Reserve	0				Within Variance threshold
Capital Revenues					
Grants, Subsidies and Contributions	(625)	(0%)			Within Variance threshold
Capital Expenses					<i>Refer to Note 13 For detail</i>
Land and Buildings	0				Within Variance threshold
Infrastructure - Roads	328,941	(95%)			Within Variance threshold
Infrastructure - Public Facilities	0				Within Variance threshold
Infrastructure - Footpaths	17,499	(100%)			Within Variance threshold
Infrastructure Assets - Other	106,142	(100%)			Within Variance threshold
Plant and Equipment	373,062	(74%)			Within Variance threshold
Furniture and Equipment	0				
Financing					
Proceeds from New Debentures	0				Within Variance threshold
Proceeds from Advances	0				Within Variance threshold
Self-Supporting Loan Principal	0				Within Variance threshold
Transfer from Reserves	0				Within Variance threshold
Advances to Community Groups	0				Within Variance threshold
Opening Funding Surplus(Deficit)	(107,468)	(15%)			Opening surplus; analysis & investigation underway; possible budget review

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)			
		Last Years Actual Closing	Current
	Note	30 June 2019	30 Sep 2019
		\$	\$
Current Assets			
Cash Unrestricted	2	843,960	1,476,266
Bonds and Deposits held	12		11,661
Cash Restricted - Conditions over Grants	11	0	
Cash Restricted	2	2,245,469	2,245,469
Receivables - Rates		75,356	375,304
Receivables - Other		145,141	191,202
Loans receivable; ATO		45,601	21,534
Inventories		11,163	126
		3,366,691	4,321,563
Less: Current Liabilities			
Payables		(336,854)	(91,665)
Bonds and Deposits held			(11,661)
Current Borrowings		(145,042)	(145,042)
Provisions		(205,715)	(205,715)
		(687,611)	(454,082)
Net Current Assets		2,679,079	3,867,480
Less: Cash Reserves	7	(2,245,469)	(2,245,469)
Less : Rates Adjustment		0	0
Plus: Current Borrowings included in Budget		132,290	132,290
Plus : Liabilities funded by Cash Backed Reserves		56,632	56,632
Net Current Funding Position		622,532	1,810,933

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 1:4.57

This means that for every \$1.00 of liability Council has \$4.57 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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	1,414,707			1,414,707	NAB	Variable	At Call
Cash Maximiser	72,520			72,520	NAB	Variable	At Call
Trust Bank Account					NAB	Variable	At Call
(c) Term Deposits							
34-891-1243		1,287,099		1,287,099	Bendigo	2.05%	08-Oct-19
95-525-1072		958,370		958,370	NAB	2.15%	08-Oct-19
	1,487,927	2,245,469	0	3,733,396			

Comments/Notes - Investments

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

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption			Opening Surplus				730,000
			Opening Surplus(Deficit)			(107,468)	622,532
1303110	GPF Other; Financial Assistance Grant - Roads MUN		Operating Revenue			(46,417)	576,115
1303100	GPF Other; Financial Assistance Grant - General MUN		Operating Revenue		7,634		583,749
1205520	GOV Other; Consultants - Regulation & Compliance MUN	OCM240919; 0043	Operating Expenses		5,000		588,749
1205400	GOV Other; Advertising MUN	OCM240919; 0043	Operating Expenses			(2,500)	586,249
1258400	ADMIN O/HEADS; Advertising MUN	OCM240919; 0043	Operating Expenses			(2,500)	583,749
PE191	Jetpatcher		Capital Expenses		50,000		633,749
1301100	RATES; Ex-Gratia Rates (CBH, etc.) MUN		Operating Revenue		12,401		646,150
1345100	TOURISM; Grants MUN		Operating Revenue			(37,500)	608,650
				0	75,035	(196,385)	608,650

KEY INFORMATION

It must be noted that at this time, Note 5 is a working document & only those items with a Council Resolution number have been adopted by Council.

This note is being utilised to recognise possible budget amendments as they arise.

The opening surplus/(deficit) is not finalised until the Auditors sign off at the end of year audit but is based on the first draft of the 2018/2019 Annual Report.

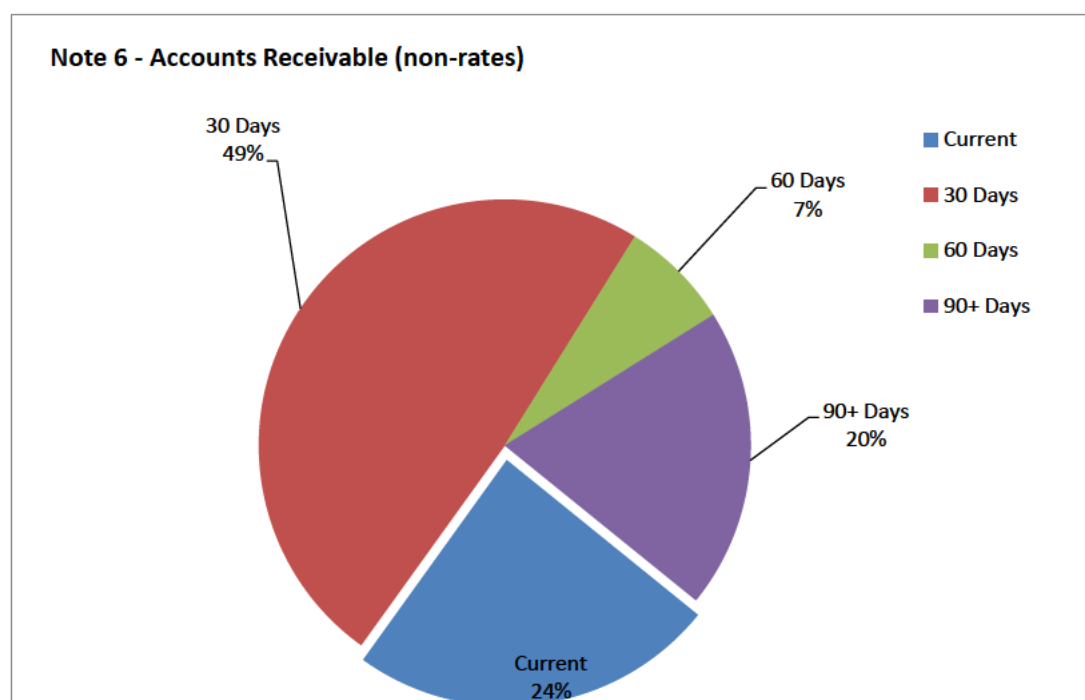
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 6: Receivables

Receivables - Rates Receivable	30 June 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	75,356	20,779
Levied this year	1,356,129	1,163,541
<u>Less</u> Collections to date	(1,056,181)	(1,146,998)
Equals Current Outstanding	375,304	37,323
Net Rates Collectable	375,304	37,323
% Collected	73.78%	96.85%

Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	30,079	61,119	9,024	24,647	124,869
Balance per Trial Balance					
Sundry Debtors					124,869
Total Receivables General Outstanding					124,869



Comments/Notes - Receivables General

90 days - Includes Coalcliffe Plant Hire

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	56,632	1,513		0		0		58,145	56,632
Plant Reserve	59,958	602		85,000		0		145,560	59,958
Sewerage Asset Preservation Reserve	1,256,174	11,466		50,000		(150,000)		1,167,640	1,256,174
Land & Building Reserve	449,364	2,007		150,000		(124,716)		476,655	449,364
Swimming Pool Reserve	186	5		0		0		191	186
Recreation Facilities Reserve	193,925	182		5,000		(7,000)		192,107	193,925
Community Housing Project Reserve	48,933	1,308		0		0		50,241	48,933
Economic Development Reserve	55,753	1,490		0		0		57,243	55,753
Bowling Green Replacement Reserve	85,312	280		12,000		0		97,592	85,312
Tennis Court Replacement Reserve	39,232	1,048		6,000		0		46,280	39,232
	2,245,469	19,901	0	308,000	0	(281,716)	0	2,291,654	2,245,469

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

327,901

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				YTD Budget			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
	16 Anderson Str	Housing					37,000	70,000	33,000	
	18 Anderson Str	Housing					78,000	70,000		(8,000)
D013	Ford Ranger	Recreation & Culture					28,000	27,000		(1,000)
D07	Ford Ranger	Recreation & Culture					28,000	28,000		
D008	Ford Ranger	Recreation & Culture					31,000	34,000	3,000	
D06	Low Loader	Transport					4,450	10,000	5,550	
	Dolly	Transport					0	5,000	5,000	
D002	Ford Ranger; MWA	Other Prop & Services					43,000	48,000	5,000	
D002	Ford Ranger; MWA	Other Prop & Services					30,500	34,000	3,500	
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000	
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
			0	0	0	0	504,950	576,000	80,050	(9,000)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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	249	129	1,058,934	1,058,933	0	0	1,058,933
Sub-Totals		400	127,799,369	1,238,049	3,337	990	1,242,377	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	(218)	0	682	900	0	0	900
Sub-Totals		165	0	113,970	(218)	0	113,752	113,970	0	0	113,970
		565	127,799,369	1,352,019	3,119	990	1,356,129	1,352,400	0	0	1,352,400
Concession							0				0
Amount from General Rates							1,356,129	1,352,400			1,352,400
Ex-Gratia Rates							46,601	34,200			34,200
Penalty Interest							2,459	0			0
Instalment Fees							1,070	0			0
Instalment Interest							3,670	0			0
Legal Fees							2,152	0			0
Special Arrangements							100	0			0
Rates Enquiries Income							209	0			0
Rates Written Off							(19)	0			0
Specified Area Rates							0	0			0
Totals							1,412,371	1,386,600			1,386,600

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 10 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	Actual New Loans	Principal		Principal		Interest	
			Repayments		Outstanding		Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97; Community Club	218,830		0	70,011	148,819	148,819	0	8,243
Loan 101; Pool	200,000		0	0	200,000	200,000	0	5,870
DEM; Loan 102; Swimming Pool			0	0	50,000	0	0	0
Economic Services								
Loan 99; Short Stay Accommodation	711,693		0	31,066	680,627	31,066	0	22,110
DEM; Loan 103; Entry Statements			0	0	37,500	0	0	0
Self Supporting Loans								
Loan 98; Dowerin Events	12,567		0	12,567	0	0	0	205
Housing								
						0		
Loan 100; GROH housing loan	275,144		0	9,973	265,171	9,734	0	9,734
	1,418,234	0	0	123,617	1,382,117	389,619	0	46,162
Self Supporting Loan Principal YTD Budget			0					
Self Supporting Loan Principal received			0					

Description of Debentures:

Expiry date

Loan; 97	08.06.22	
Loan; 98	11.11.19	
Loan; 99	04.10.36	
Loan; 100	02.04.38	Loan drawn down in October 2018
Loan -101	25.06.19	Loan drawn down in June 2019

(b) New Debentures

The Shire proposes to raise a debenture this financial year for the purposes of GROH House funding and Pool Renewal/Upgrade.

Particulars	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Budget	Balance Unspent \$
DEM; Loan 102; Swimming Pool	50,000	DEM	Interest Free	5	0	0	0	50,000
DEM; Loan 103; Entry Statements	37,500	DEM	Interest Free	5	0	0	0	37,500

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 11: Grants & Contributions

		Annual Budget	Current Budget (a)	YTD Actual Revenue (b)	YTD Variance (b)-(a)
			\$	\$	\$
General Purpose Funding					
OP	CBH Ex-Gratia Rates	34,200	34,200	46,601	12,401
OP	Grants Commission - General Purpose	457,286	457,286	116,230	(341,056)
OP	Grants Commission - Roads	303,574	303,574	64,292	(239,282)
Law, Order and Public Safety					
OP	DFES - ESL Collection Fee	4,000	4,000	0	(4,000)
OP	DFES Grant - Bush Fire Brigade	51,422	51,422	0	(51,422)
Health					
OP	YOUTH; Contributions & Donations	15,850	15,850	0	(15,850)
OP	YOUTH; Grant Funding	25,000	25,000	0	(25,000)
OP	DHC; Contributions & Donations	500	500	0	(500)
OP	DHC; Federal Grant Funding; DoH	209,000	209,000	53,190	(155,810)
OP	DHC; WAHACC; State Grant Funding; DoH	12,800	12,800	3,640	(9,160)
OP	DHC; Home Care Package Funding; Federal; DoH	66,750	66,750	3,942	(62,808)
Education & Welfare					
OP	<i>Education & Welfare</i>	<i>2,000</i>	<i>2,000</i>	<i>0</i>	<i>(2,000)</i>
Recreation and Culture					
OP	OTHER REC & SPORT; Contributions & Donations	13,000	13,000	1,165	(11,835)
OP	OTHER CULTURE; Contributions & Donations	8,450	8,450	0	(8,450)
OP	OTHER CULTURE; Grants - Events	24,600	24,600	11,300	(13,300)
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	0	(346,928)
CAP	ROAD CONST; Other Grants - Roads/Streets	35,000	35,000	0	(35,000)
CAP	ROAD CONST; Other Grants - Commodity Routes	550,430	550,430	0	(550,430)
Economic Services					
CAP	<i>TOURISM; Grants</i>	<i>37,500</i>	<i>37,500</i>	<i>0</i>	<i>(37,500)</i>
TOTALS		2,661,838	2,661,838	563,883	(2,097,955)
SUMMARY					
OP	Operating	1,363,232	1,363,232	432,384	(930,848)
CAP	Non-operating	1,298,606	1,298,606	131,499	(1,167,107)
		2,661,838	2,661,838	563,883	(2,097,955)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019


















Note 12: Trust Fund/Transferred to Restricted Cash-Bonds & Deposits Held in Municipal Account

These funds are now held in Municipal Restricted Funds & are broken down as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Sep 2019
	\$	\$	\$	\$
Housing Bonds	3,180	0	(400)	2,780
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,523	0	0	2,523
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	320	0	320
Nomination Deposits	0	(320)	0	(320)
Yellow Ribbon	247	0	0	247
	12,061	0	(400)	11,661











SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 13: Capital Acquisitions

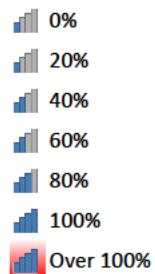
			YTD Actual			Budget				
Assets	Account	Program	New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
 Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.										
Buildings										
 Administration Office Roof Replacement	45810	Other Property & Services			0	55,000	55,000	55,000	0	0
Buildings Total			0	0	0	55,000	55,000	55,000	0	0
Plant & Equipment										
 Jetta	42730	Community Amenities			0	85,000	85,000	85,000	85,000	(85,000)
 4x2 Utility; D013	PE197	Recreation & Culture			0	31,000	31,000	31,000	31,000	(31,000)
 4x2 Utility; D07	PE198	Recreation & Culture			0	34,000	34,000	34,000	34,000	(34,000)
 4x4 Utility; D008	PE199	Recreation & Culture			0	38,000	38,000	38,000	38,000	(38,000)
 Jet Patcher	43930	Transport		0	131,182	200,000	200,000	200,000	200,000	(68,818)
 Tag Trailer (currently Low Loader); D06	PE192	Transport			0	45,000	45,000	45,000	11,250	(11,250)
 Road Stabiliser; Additional Plant Item	PE193	Transport			0	48,000	48,000	48,000	12,000	(12,000)
 4x4 Utility; D02	PE196	Other Property & Services			0	100,000	100,000	100,000	24,999	(24,999)
 Ford Everest; CEO; D0; 2 x Changeovers	PE194	Other Property & Services			0	104,000	104,000	104,000	25,998	(25,998)
 Ford Everest; MCCS; D4	PE195	Other Property & Services			0	52,000	52,000	52,000	12,999	(12,999)
 Ford Everest; MCCS; D4; 2 x Changeovers	PE200	Other Property & Services			0	104,000	104,000	104,000	25,998	(25,998)
 Gymnasium Equipment	43420	Recreation & Culture			0	12,000	12,000	12,000	3,000	(3,000)
Transport Total			0	0	131,182	853,000	853,000	853,000	504,244	(373,062)
 Plant & Equipment Total			0	0	131,182	908,000	908,000	908,000	504,244	(373,062)
Infrastructure - Roads										
 Dowerin-Kalannie Road; Reconstruct	RTR193	Transport			0	346,928	346,928	346,928	86,724	(86,724)
 Dowerin-Kalannie Road; Reconstruct	RRG0182	Transport			1,200	327,110	327,110	327,110	81,771	(80,571)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 13: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget				
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
 Dowerin-Meckering Road; Stabilise	RRG192	Transport			0	166,012	166,012	166,012	41,499	(41,499)
 Dowerin-Koorda Road; Reconstruct	CRF0025	Transport			17,463	550,430	550,430	550,430	137,610	(120,147)
 Roads Total			0	0	18,663	1,390,480	1,390,480	1,390,480	347,604	(328,941)
Infrastructure - Footpaths										
 Fraser Street Footpath	FRA001	Transport			0	70,000	70,000	70,000	17,499	(17,499)
 Infrastructure - Footpaths TOTAL			0	0	0	70,000	70,000	70,000	17,499	(17,499)
Infrastructure - Other										
 Swimming Pool Refurbishment Continued	43380	Recreation & Culture			0	50,000	50,000	50,000	50,000	(50,000)
 Town Oval Reticulation Upgrade (Inc Dam)	TOR001	Recreation & Culture			108	150,000	150,000	150,000	37,500	(37,392)
 Entrance/Streetscape Project; SSA & DCC	SSA001	Economic Services			0	75,000	75,000	75,000	18,750	(18,750)
 Infrastructure -Other Total			0	0	108	275,000	275,000	275,000	106,250	(106,142)
 Capital Expenditure Total			0	0	149,952	2,643,480	2,643,480	2,643,480	975,597	(825,645)

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

0



Shire of Dowerin
List of Payments for September 2019

Chq/EFT	Date	Name	Description	Amount
EFT7117	11/09/2019	Arrow Bronze	Cemetery - Niche Wall Plaque - Dora Gallop	\$ 256.68
EFT7118	11/09/2019	Avon Waste	Rubbish Collection - Waste & Recycling - August 2019	\$ 2,498.70
EFT7119	11/09/2019	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Recovery August 2019	\$ 1,094.23
EFT7120	11/09/2019	Child Support Agency	Payroll deductions	\$ 806.83
EFT7121	11/09/2019	Australian Tax Office	BAS - August 2019	\$ 4,708.00
EFT7122	11/09/2019	Avon Paper Shred	Admin - 2 x Shredding Bins	\$ 85.00
EFT7123	11/09/2019	Autosweep WA	Sweeping of Town Streets for Field Days	\$ 1,749.00
EFT7124	11/09/2019	Boekeman Machinery	Bus - Repairs to Turbo. Service & Labour	\$ 8,020.17
EFT7125	11/09/2019	BOC Limited	Monthly charge for Oxygen & Aceylene Cylinders 29/07/19 to	\$ 43.01
EFT7126	11/09/2019	Blackwell Plumbing	Sewerage - Unblock drain at 31 Goldfields Rd	\$ 169.95
EFT7127	11/09/2019	Dowerin Bakery And News	Training & Development - Quiche & Scones for TAFE Workshop - 12	\$ 63.00
EFT7128	11/09/2019	Dowerin Despatch	Advertising - Firebreak Flyer, Bush Fire Officers, LG Elections Presidents Message, Keeping up with Council	\$ 343.00
EFT7129	11/09/2019	Dowerin Gourmet Butchershop	Meat for Farewell BBQ - S. O'Brien	\$ 75.65
EFT7130	11/09/2019	Dowerin Roadhouse	Meals on Wheels Services August 2019	\$ 330.00
EFT7131	11/09/2019	Department Of Fire And Emergency Services	ESL - 1st Quarter Contribution 2019-20	\$ 14,691.60
EFT7132	11/09/2019	Shire Of Goomalling	Annual Contribution to Pioneer Pathways 2019-20	\$ 3,850.00
EFT7133	11/09/2019	JR & A Hersey	1 x Box Line Marker Paint, 1 x Box Spray Marker Paint, Rags, Safety Glasses, Delivery fee	\$ 456.72
EFT7134	11/09/2019	JK Williams & Co	Materials for repairs sundry Buildings	\$ 1,825.91
EFT7135	11/09/2019	Joelectrics	Replace Ballasts, Capacitors & Globes x 4 lights in the Park	\$ 1,708.61
EFT7136	11/09/2019	Jason Signmakers	Road Maintenance - Road Signs, Mounting, Hardware & Posts. As per	\$ 5,310.47
EFT7137	11/09/2019	Microcom Pty Ltd (Metrocount)	Works - 2 x Packs Standard Cleats for Traffic Counters + Freight	\$ 291.50
EFT7138	11/09/2019	Market Creations	Information Technology - Trend Micro, Security Services, Managed Service Agreement	\$ 1,845.44
EFT7139	11/09/2019	Ixom Operations Pty Ltd	Pool - Chlorine Service Fee - 01/08/19 to 31/08/19	\$ 84.57
EFT7140	11/09/2019	Rural Ranger Services	Ranger Services 07/08/2019 to 28/08/2019	\$ 645.40
EFT7141	11/09/2019	Startrack Express	Freight on Asphalt	\$ 986.64
EFT7142	11/09/2019	Telly's Auto Electrical & Air-Conditioning	Fire Truck _ D1444 - Supply Labour & Materials to replace Batteries and repair Air Conditioner	\$ 1,009.86
EFT7143	11/09/2019	Tin Dog General Store	Depot - Sugar, Tea, Milk	\$ 13.95
EFT7144	11/09/2019	WA Local Government Association	Registration to Local Government Convention 07-09 August 2019. President, Deputy President, CEO	\$ 4,425.00
EFT7145	11/09/2019	Wesfarmers Kleenheat Gas	Yearly facility fees - Part year 42 Stacy St (Sold)	\$ 39.60
EFT7146	11/09/2019	Westrac Equipment	D006 - Service & repairs to Loader	\$ 6,398.57
EFT7147	11/09/2019	W Squared Pty Ltd T/A BHW Consulting	Consultants - Waste Local Law & Property Amendment Local Law - Advice & Consultancy	\$ 462.00
EFT7147	12/09/2019	W Squared Pty Ltd T/A BHW Consulting	Incorrect bank details-rejected payment	-\$ 462.00
EFT7148	18/09/2019	Christopher Stoysich	Reimbursement - Training - Lunches - C. Stoysich	\$ 54.40
EFT7149	18/09/2019	W Squared Pty Ltd T/A BHW Consulting	Consultants - Waste Local Law & Property Amendment Local Law - Advice & Consultancy.	\$ 462.00
EFT7150	20/09/2019	AJ Metcalf	Refund 2019 Nomination Bond	\$ 80.00
EFT7151	20/09/2019	RI Trepp	Refund 2019 Nomination Bond	\$ 80.00
EFT7152	25/09/2019	Avon Waste	Rubbish Collection - Recycling & Waste - Sept 2019	\$ 2,498.70
EFT7153	25/09/2019	Country Copiers	Colour Copier Meter Readings - Sept 2019	\$ 3,049.55
EFT7154	25/09/2019	Dowerin Engineering Works	Skid Steer - D012 - Replace damaged Hydraulic Hose	\$ 308.92
EFT7155	25/09/2019	Dowerin Community Resource Centre	Provision of Library Services 01/09/19 to 31/12/19	\$ 1,250.00
EFT7156	25/09/2019	Landgate	SLIP Subscription Services Annual Fee 17/09/2019 to 16/09/2019	\$ 2,318.00
EFT7157	25/09/2019	Dowerin Tyre And Exhaust	Utility - P013 - Repairs to Tyre	\$ 25.00
EFT7158	25/09/2019	Dowerin & Districts Farm Shed	Sundries - Keys, Manure, Retic fittings, Small Tools, Cleaning Goods, Ball Valve, Seedlings, Boots	\$ 4,926.95
EFT7159	25/09/2019	Gary Martin	Consultants - Regulation 17 & Financial Management Review	\$ 5,500.00
EFT7160	25/09/2019	JK Williams & Co	Pool - Paint	\$ 502.90
EFT7161	25/09/2019	Joelectrics	Admin - Supply & Installation of 2x Ethernet Boosters	\$ 928.52
EFT7162	25/09/2019	Local Government Professional	Training & Development - Registration for Annual State Conference - R. McCall	\$ 1,490.00
EFT7163	25/09/2019	Market Creations	Disposal of 6 Hard Drive Towers and 1 x Server	\$ 200.75
EFT7164	25/09/2019	Newtravel Inc	Newtravel Membership & Marketing, Tourism Officer Contribution	\$ 6,500.00

Shire of Dowerin
List of Payments for September 2019

Chq/EFT	Date	Name	Description	Amount
EFT7165	25/09/2019	Office Of The National Rail Safety Regulator	Annual Regulatory Fee- WHR - 2019-20	\$ 92.56
EFT7166	25/09/2019	Perth Laundry Equipment	SSA - Rental of Washing Machne & Dryer 22/09/19 to 22/10/19	\$ 419.46
EFT7167	25/09/2019	Quick Corporate Australia Pty Ltd	Printer consumables for Depot Printer	\$ 708.67
EFT7168	25/09/2019	Resonline Pty Ltd	SSA - Room Manager	\$ 220.00
EFT7169	25/09/2019	Shire Of Toodyay	Planning & Health Services 19/06/19 to 31/08/19	\$ 3,175.00
EFT7170	25/09/2019	Goomalling Medical Surgery	Workers Comp - Medical Consult - S. Jones	\$ 141.60
EFT7171	25/09/2019	Smart Office Systems Pty Ltd	Admin Training - 20 Hours Training & Support	\$ 3,529.90
EFT7172	25/09/2019	Toll Ipec Pty Ltd	Freight - Signs	\$ 397.71
EFT7173	25/09/2019	Ralph Thaxter	Roller - D014 - Parts & Labour to repair Roller	\$ 315.00
EFT7174	25/09/2019	Tin Dog General Store	PO 19240 - Supplies for Council Meeting - September 2019	\$ 142.79
EFT7175	25/09/2019	Lisa Valentine	Payroll Deduction - Terminated Lease - Refund to Employee	\$ 724.10
EFT7176	25/09/2019	Wyalkatchemst	12 Anderson St - Supply & Install Set Top Box. Travel	\$ 450.00
EFT7177	25/09/2019	Westrac Equipment	Grader - D007 - 1 Set (10) Grader Blades	\$ 2,825.35
EFT7178	25/09/2019	Rebecca Windsor	Gym Inductions x 4	\$ 80.00
EFT7179	27/09/2019	Kenneth Myers	Supply Labour & Materials to complete Variations to Renovations. Lighting and Laundry	\$ 8,186.00
10722	11/09/2019	Luptons Liquid Waste	Sewerage - Pump out sewerage pit in Dam	\$ 682.00
10723	11/09/2019	LGRCEU	Payroll deductions	\$ 79.80
10724	11/09/2019	Synergy	Electricity Usage & Charges - Streetlighting	\$ 2,481.93
10725	11/09/2019	Telstra	Telephone Usage & Charges to 27/08/19 Mobile Phones	\$ 901.73
10726	20/09/2019	Julie Chatfield	Refund 2019 Nomination Bond	\$ 80.00
10727	20/09/2019	Jason Sewell	Refund 2019 Nomination Bond	\$ 80.00
10728	25/09/2019	Shire Of Dowerin	Payroll deductions	\$ 100.00
10729	25/09/2019	Department Of Health	Workers Comp - Emergency - C. Stoysich	\$ 310.00
10730	25/09/2019	Synergy	Electricity Usage & Charges 17/07/19 to 13/09/19	\$ 7,055.98
10731	27/09/2019	Telstra	Telephone Usage & Charges to 18/09/2019	\$ 1,369.81
DD10712.1	21/09/2019	Puma Energy	Fuel Usage - August 2019	\$ 1,021.93
DD10715.1	04/09/2019	Shire Of Dowerin – Visa Card Payments	Credit Card Purchases as per list. August 2019	\$ 7,902.41
DD10709.1	04/09/2019	WA Super	Payroll deductions	\$ 4,029.23
DD10729.1	18/09/2019	WA Super	Payroll deductions	\$ 3,890.97
DD10709.2	04/09/2019	Care Super	Superannuation contributions	\$ 152.18
DD10709.3	04/09/2019	Asgard Super	Superannuation contributions	\$ 131.67
DD10709.4	04/09/2019	MacMahon Employee Superannuation	Superannuation contributions	\$ 338.03
DD10709.5	04/09/2019	Australian Super	Superannuation contributions	\$ 39.03
DD10709.6	04/09/2019	Hesta Superannuation	Superannuation contributions	\$ 107.59
DD10709.7	04/09/2019	AMG Superannuation	Superannuation contributions	\$ 203.14
DD10709.8	04/09/2019	Rest Superannuation	Superannuation contributions	\$ 202.16
DD10709.9	04/09/2019	MLC Super Fund	Superannuation contributions	\$ 424.26
DD10729.2	18/09/2019	Care Super	Superannuation contributions	\$ 131.31
DD10729.3	18/09/2019	Asgard Super	Superannuation contributions	\$ 166.16
DD10729.4	18/09/2019	Australian Super	Superannuation contributions	\$ 12.44
DD10729.5	18/09/2019	Hesta Superannuation	Superannuation contributions	\$ 92.22
DD10729.6	18/09/2019	AMG Superannuation	Superannuation contributions	\$ 203.14
DD10729.7	18/09/2019	Rest Superannuation	Superannuation contributions	\$ 202.16
DD10729.8	18/09/2019	MLC Super Fund	Superannuation contributions	\$ 454.21
DD10729.9	18/09/2019	NAB Superannuation Fund A	Superannuation contributions	\$ 169.78
DD10732.1	18/09/2019	Australian Super	Superannuation contributions	\$ 64.30
DD10739.1	19/09/2019	Australian Super	Superannuation contributions	\$ 64.30
DD10709.10	04/09/2019	NAB Superannuation Fund A	Superannuation contributions	\$ 169.78
DD10709.11	04/09/2019	Cbus	Superannuation contributions	\$ 369.30
DD10709.12	04/09/2019	Health Employees Super	Superannuation contributions	\$ 170.61
DD10709.13	04/09/2019	Hostplus	Superannuation contributions	\$ 107.83
DD10709.14	04/09/2019	Concept One Super	Superannuation contributions	\$ 20.63
DD10709.15	04/09/2019	Fiducian Portfolio Services Limited	Superannuation contributions	\$ 83.20
DD10709.16	04/09/2019	Australian Super	Superannuation contributions	\$ 167.89
DD10729.10	18/09/2019	Cbus	Superannuation contributions	\$ 369.30
DD10729.11	18/09/2019	Health Employees Super	Superannuation contributions	\$ 147.17
DD10729.12	18/09/2019	Hostplus	Superannuation contributions	\$ 82.81
DD10729.13	18/09/2019	Concept One Super	Superannuation contributions	\$ 20.63
DD10729.14	18/09/2019	Fiducian Portfolio Services Limited	Superannuation contributions	\$ 56.50
DD10729.15	18/09/2019	Australian Super	Superannuation contributions	\$ 237.66



Shire of Dowerin
List of Payments for September 2019

Chq/EFT	Date	Name	Description	Amount
130857	19/09/2019	BF – Bank Fee	NAB CONNECT FEE ACCESS & USAGE	\$ 36.99
130857	30/09/2019	BF – Bank Fee	ACCOUNT FEES	\$ 74.60
130857	30/09/2019	BF – Bank Fee	NATIONAL BPAY CHARGE	\$ 183.51

\$ 150,853.17

\$ 115,410.89 EFT7117 to EFT7179
 \$ 5,161.39 Superannuation Payments
 \$ 7,920.20 Payroll Deductions
 \$ 13,141.25 Cheque 10722 to Cheque 10731
 \$ 295.10 Direct Debit No. 130857; Bank Fees
 \$ 7,902.41 DD10685; Credit Card Payment; July 2019
 \$ 1,021.93 DD10683; Puma Energy; Fuel; July 2019
\$ 150,853.17 Total Payments for September 2019 to System Report

\$ 58,682.73 PPE 4 September 2019
 \$ 54,774.20 PPE 18 September 2019
 \$ 676.86 PPE 19 September 2019
\$ 114,133.79
\$ 264,986.96 Total payments for September 2019 including payroll x 3

SHIRE OF DOWERIN

RECEIVED

RECEIVED

RECEIVED

Date:
Voucher:
Chq:

4/10/2019
442
DD

Amount in words: Two Thousand Seven Hundred and Twenty Five Dollars and Twenty cents

\$ 2,725.20

Dr to. NAB Business Visa D89

MUNICIPAL FUND

CEO

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

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
		CREDIT CARD: CEO		\$ 30.99
17/09/2019	25821	ADOBE ACROPRO SUBS	\$ 2.00	\$ 21.99
27/09/2019	20312	CARD FEE	\$ -	\$ 9.00
27/09/2019	20312	BANK FEE	\$ -	\$ 0.66
		CREDIT CARD : MAW		\$ 699.23
3/09/2019	P2.200.513	BP BEACON - FUEL D02	\$ 9.00	\$ 98.97
10/09/2019	P2.200.513	CALTEX PINJARRA	\$ 8.64	\$ 95.01
16/09/2019	SPL001.250	BUNNINGS - TROWEL & SPONGES FOR POOL	\$ 2.60	\$ 28.55
16/09/2019	P2.200.513	BP MERREDIN - FUEL D02	\$ 6.82	\$ 75.00
16/09/2019	SPL001.250	TILES EXPO - TILES & GROUT FOR POOL BOWL	\$ 21.70	\$ 238.70
24/09/2019	BMT.250.590	BUNNINGS - POOL - SHOWER CURTAINS X 5 86.00	\$ 14.00	\$ 154.00
	BMT022	4 O'LOGHLEN - ROLLER DOOR LOCK, DOOR HANDLE 68.00	\$ -	\$ -
27/09/2019	20312	CARD FEE - C. Bragg		\$ 9.00
		CREDIT CARD: MCCC		\$ 1,994.32
26/09/2019	P700.200.514	BP GOODMALLING - FUEL D4		\$ 50.00
2/09/2019	P700.216/514	COLES EXPRESS - FUEL D4	\$ 10.53	\$ 105.32
16/09/2019	34521	SSA ACCOMM - D. FRIEND - JULY	\$ 47.27	\$ 520.00
16/09/2019	34521	SSA ACCOMM - D. FRIEND - AUGUST	\$ 40.00	\$ 440.00
16/09/2019	34521	SSA ACCOMM - D. FRIEND - JULY	\$ 20.00	\$ 220.00
20/09/2019	20552	SSA ACCOMM - G. MARTIN	\$ 59.09	\$ 650.00
27/09/19	20312	Card Fee - C. Dalmage	-	\$ 9.00
TOTAL \$			\$ 241.65	\$ 2,725.20

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

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

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

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
Account No: [REDACTED]
Statement Period: 29 August 2019 to 27 September 2019
Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
17 Sep 2019	\$21.99 ✓	ADOBE ACROPRO SUBS 1800614863 25821	Adobe Acropro Subs				74313199259
27 Sep 2019	\$9.00 ✓	CARD FEE 20312	Card Fee - R. McCall				74557049270
Total for this period	\$30.99		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

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

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR GLEN CHRISTOPHER BRIGG
Account No: [REDACTED]
Statement Period: 29 August 2019 to 27 September 2019
Cardholder Limit: \$5,000

Transaction record for: MR GLEN CHRISTOPHER BRIGG

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
3 Sep 2019	\$98.97 ✓	BP BEACON OPT BEACON P2	Fuel - DO2				74564509245
10 Sep 2019	\$95.01 ✓	CALTEX FORREST HWY NOR WEST PINJARRA P2	Fuel - DO2				74940529252
16 Sep 2019	\$28.55 ✓	BUNNINGS 318000 MIDLAND SPLOO1	Pool - Spange + Towel				74940529258
16 Sep 2019	\$75.00 ✓	BP MERREDIN 6232 MERREDIN P2	Fuel - DO2				07120844459
16 Sep 2019	\$238.70 ✓	TILES EXPO MIDLAND SPLOO1 / SPLOO1	Pool - Tiles + Grout - bowl				06134492301
24 Sep 2019	\$154.00 ✓	BUNNINGS 318000 MIDLAND BUNNINGS 318000	Pool - Shower Curtains x 5 + O'Leary's - Door Handle / Roller Door Lock				74940529266
27 Sep 2019	\$9.00 ✓	CARD FEE 20312	Card Fee - G. Briggs				74557049270
Total for this period	\$699.23		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

7/10/19



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

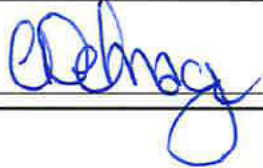
Cardholder Name: MISS CHERIE MAY DELMAGE
Account No: [REDACTED]
Statement Period: 29 August 2019 to 27 September 2019
Cardholder Limit: \$3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Sep 2019	\$105.32	COLES EXPRESS 2128 NORTHAM	Fuel - DU				74363969243
16 Sep 2019	\$520.00 ✓	SHIRE DOWERIN DOWERIN	D. Friend - Accom - July				01151058124
16 Sep 2019	\$440.00 ✓	SHIRE DOWERIN DOWERIN	D. Friend - Accom - Aug				01150718996
16 Sep 2019	\$220.00 ✓	SHIRE DOWERIN DOWERIN	D. Friend - Accom - July				01151060385
20 Sep 2019	\$650.00 ✓	SHIRE DOWERIN DOWERIN	G. Martin - Accom				05134137860
26 Sep 2019	\$50.00 ✓	BP GOOMALLING 1813 GOOMALLING	Fuel - DU				03182795584
27 Sep 2019	\$9.00 ✓	CARD FEE	Card Fee - C. Delmage				74557049270
Total for this period	\$1,994.32		Totals				

Employee declaration

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

Cardholder signature: 

Date: 07/10/19



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

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

AEDT Saturday and Sunday

Fax 1300 363 658

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

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461



Voucher 442

Statement Period

29 August 2019 to 27 September 2019

Company Account No:

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$7,902.41 DR
Payments and other credits	\$7,902.41 CR
Purchases, cash advances and other debits	\$2,697.54 DR
Interest and other charges	\$27.66 DR
Closing Balance	\$2,725.20 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,725.20 WILL BE
CHARGED TO ACCOUNT [REDACTED] ON
03/10/2019 AS PER OUR AGREEMENT.**

270/21/01/M03625/S010723/021445

see reverse for transaction details

Assessment	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments
A1016	1,977.37	1,627.44	1,766.81	1,030.85	6,402.47	Probate search being requested.
A1171			719.36	39.65	759.01	Final notice sent 25/9/19
A225	1,707.50	2,210.33	9,195.12	504.97	13,617.92	Reviewing options. Private sale or invoking 3-year rule.
A229			190.00	84.53	274.53	Owner & decendants all deceased. Assessment not being rated. CEO reviewing what further action can be taken.
A247		294.22	345.83	339.84	979.89	Owner has been given last chance before legal action commences.
A248		294.22	345.83	339.84	979.89	Owner has been given last chance before legal action commences.
A249		194.22	344.43	335.24	873.89	Owner has been given last chance before legal action commences.
A277		278.22	345.57	339.07	962.86	Final notice sent 25/9/19
A283			1,669.18	725.58	2,394.76	Final notice sent 25/9/19
A297			21.02	5,182.27	5,203.29	Final notice sent 25/9/19
A323			7.39	3,736.43	3,743.82	Final notice sent 25/9/19
A329			15.29	3,728.19	3,743.48	Final notice sent 25/9/19
A380	7,109.37	2,625.90	5,347.67	2,252.92	17,335.86	Equity checks are being conducted. Authority to extend PSSO being sought from MCCD
A381			1,758.77	2,266.41	4,025.18	Debt recovery at the stage of PSSO, outstanding value not deemed viable to send to PSSO.
A512	8,101.64	4,336.27	4,020.63	3,870.21	20,328.75	NAB have now taken possession of the property 24 April 2019.
A581			19.43	859.94	879.37	Final notice sent 25/9/19
A65			6.20	4,285.86	4,292.06	Final notice sent 25/9/19
A659			6.48	2,328.56	2,335.04	Final notice sent 25/9/19
A759			19.50	4,954.00	4,973.50	Final notice sent 25/9/19
A90		703.77	957.27	934.27	2,595.31	Owner has been given last chance before legal action commences.
A950	674.05	938.01	1,569.60	979.02	4,160.68	Debt Collection Agent has a new address for ratepayer. Papers were served to new address.
A954			8.05	5,748.26	5,756.31	Final notice sent 25/9/19
TOTAL	19,569.93	13,502.60	28,679.43	44,865.91	106,617.87	

Debt Collection Procedure

Objective

- To ensure all debts owed to the Shire of Dowerin (Shire) are followed up and recovered within specified time frames; and
- Provide clear guidelines to staff on a debt recovery process on outstanding debts.

Summary

Shire finance staff are required to issue GST compliant tax invoices as soon as practicable following the debt being realised. It is the responsibility of finance staff to ensure that invoices are correctly addressed and contain sufficient information for the debtor to understand both the charge and due date.

When debtor invoices are issued, any supporting documentation is to be provided to the debtor.

When new debtors are added to the system, the information will be provided to the Senior Finance Officer (SFO) or the Manager Corporate & Community Services (MCCS) for review to ensure that the details entered into the system are correct.

The Shire allows for a standard 30 day payment term from the date of invoice issue.

The Shire will not commence legal action without taking all reasonable steps to establish a payment arrangement or negotiate settlement of any outstanding debts.

The Council has provided a delegation to the Chief Executive Officer (CEO) to enter into arrangements with debtors or extended payment plans.

Process

As part of the Shire's monthly processes, a debtor trial balance is run and reconciled at the end of each month. This report will be utilised to monitor debts that have exceeded Shire trading terms. The following actions will then be implemented:

1 – 30 Days Past Due Date

Once 30 days has passed, the Finance Officer will make a courtesy call to the debtor to ensure that the invoice has been received, provide a copy if required and advise the debtor that there is an outstanding amount that requires immediate payment.

The debtor will also be advised that unless payment is received within fourteen days, further action will be undertaken.

The Finance Officer will record this contact using the memo function within the Shire's financial management system.

45 Days Past Due

A letter will be sent to the debtor formally advising them that their account is still outstanding and without immediate payment, legal action may be taken without further notice. The Finance Officer will record this contact using the memo function within the Shire's financial management system and place a copy of the letter on the Shire's record management system.

60 Days Past Due

The debt may be referred to the Shire's appointed Debt Collection Agency for action.

Prior to this action being undertaken, the Finance Officer will raise the matter with the MCCS to determine a cost benefit analysis.

The MCCS will then make a recommendation to the CEO.

Debt Collection Procedure

Bad Debts (Sundry Debtors)

At the time of budget preparation each year, the likelihood 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 76 of the Local Government Act 1995.

Recommendations for the write off of a bad debt will be made to the CEO following discussion with the MCCS and confirmation that full and appropriate debt recovery has occurred along with the cost benefit analysis of undertaking further debt collection.

Prior to any debt being written off, 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.

Rates & Service Charges

The payment of rates and service charges is dealt with under the Local Government Act and associated Regulations.

The CEO is to ensure that appropriate measures to recover outstanding rates and service charges have occurred as legislated in accordance with Section 6.39(s), Delegation 2.1.

Action	Timing	Action to be taken	Authority Level
1	15 days from due date	Final notice advising ratepayer of the overdue account and warning that matter will be referred to the Shire's debt collection agency.	Manager Corporate & Community Services
2	30 days from due date	Phone call or email to ratepayer advising them the matter is due to be referred to the Shire's debt collection agency.	Chief Executive Officer or delegate
3	45 days from due date	Appropriate action in accordance with s6.54-6.75 of the Local Government Act 1995 - Recovery of overdue account including referral to Council's debt collection agency.	Chief Executive Officer

In all instances of debt recovery, the action undertaken must be recorded in the Shire's financial management system using the memo capacity and a copy of any written correspondence stored in the Shire's record management system.

Payment Arrangements- Rates and Service Charges

The CEO has delegated authority to accept periodic or special arrangement payments. This is not to be considered a standard practice and consideration of the ratepayers circumstances eg: financial hardships, will occur.

All payment arrangements must be made in writing and signed by both parties. Only the CEO has the authority to sign and approve special payment arrangements on behalf of the Shire of Dowerin.

The ratepayer must be made aware that an additional cost will be incurred by entering into a payment arrangement as per the Council's adopted fees and charges and that a payment arrangement does not stop monthly interest charges being raised.

Debt Collection Procedure

When determining payment arrangements, the intent of working out regular payment amounts will be to have the outstanding debt paid in full by the current financial year ending 30 June.

It is understood that there will be times when this is unable to occur and the focus is on ensuring that the Shire receives regular and consistent payments that work towards reducing all debt.

In the event that a payment agreement is not honoured, standard debt recovery procedures will commence.

Debts Write Off – Rates and Service Charges

Any amounts up to the value of \$100 that are deemed unrecoverable can be approved for write off by the CEO.

Any amounts over the value of \$100 that are deemed unrecoverable must be referred to the Council for a Council decision.

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.

Reporting

The Chief Executive Officer is required to submit on a monthly basis to the Council, a report detailing debts owed to the Shire. This report may include any actions taken or recommended to be taken in relation to recalcitrant debtors or where recovery action to date has been unsuccessful and requires escalation.

POLICY NUMBER	-
POLICY SUBJECT	- Dowerin Home Care - Volunteer Driver Allowance Policy
DATE ADOPTED	-
POLICY OWNER	- Corporate & Community Services
DISTRIBUTION	- Elected Members, Employees, Volunteers, Contractors, Goods & Service Providers,
RESPONSIBLE OFFICER	- Chief Executive Officer
REVIEWED	-

Objective

To provide internal controls and clear guidance to staff, volunteers and Council regarding the provision of an allowance to volunteer drivers of Dowerin Home Care (DHC).

Policy

The Shire of Dowerin have a duty of care under Health & Safety Law and Common Law to ensure the safety of their staff, volunteers, clients, elected members and public.

This Policy ensures a level of clarity to all relevant stakeholders when volunteer drivers assist DHC clients.

It also provides guidance to staff and volunteers on how to process the Allowance in accordance with Council Policy.

This Policy will be reviewed on an annual basis as part of budget deliberations.

Responsibilities

The Shire of Dowerin, working with DHC, will:

1. Maintain detailed and confidential volunteer records, including copies of current vehicle licences and bank details for payment;
2. Ensure the vehicle is regularly serviced, cleaned, maintained and in safe condition;
3. Ensure the vehicle is fully fuelled before it leaves the premises;
4. Provide full contact and address details of clients to allow drivers to plan their journeys;
5. Be available to discuss any issues/concerns drivers may have regarding the vehicle, clients or journeys;
6. Maintain and monitor a Volunteer Register with monthly reviews to occur by the CEO;
7. Provide a pre-paid mobile phone to be kept with the vehicle at all times;
8. Maintain all records and advise the Administration Office in writing each time the vehicle is utilised by a volunteer; and
9. Pay each volunteer the appropriate Allowance each fortnight as part of the standard creditor payment process.

All Volunteer Drivers must:

1. Provide a copy of their Driver's Licence annually or upon request;
2. Sign and date the vehicle register when leaving with the vehicle and provide an estimated time of return;
3. Contact the DHC Coordinator using the Shire provided mobile phone if the return time is delayed, advising of the delay, the reason for the delay and the expected time of return;
4. Sign and date the register when returning the vehicle;
5. Advise the DHC Coordinator of any incidents eg: scratches that have occurred whilst the vehicle was out;
6. Ensure that the vehicle is returned in the condition it was provided;
7. Utilise the Shire provided mobile phone for the purpose of maintaining contact with DHC;
8. Restrict the usage of the vehicle to the driving of a client to their appointment from their place of residence and return;

9. Not take the vehicle and/or client to a location that is not en-route;
10. Not provide medical advice or direction to DHC clients at any time;
11. Not use the vehicle for personal purposes; and
12. Advise the DHC Coordinator of any changes to their health and/or circumstances that may impact their ability to drive a vehicle.

Allowance

The Allowance applicable to this Policy is:

1. \$15.00 per return trip to Northam; and
2. \$30.00 per return trip to Perth.

Further References

Shire of Dowerin Code of Conduct

DRAFT



Location Plan for: Subdivision Application

This data is to be used only for the processing of a
Subdivision Application

Application Number: **158528**

Decision: **Outstanding**

Printed: **2/10/2019**



Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1096-2018-1

Application Status

- Approved
- Outstanding

Existing LPS Zones and Reserves

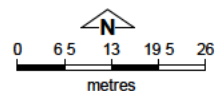
- R Code boundaries
- Parks and recreation
- Public purposes
- Residential

Easements and Referrals

Region Scheme Reserves

Localities & Local Government Boundaries

- Local government boundary
- Locality

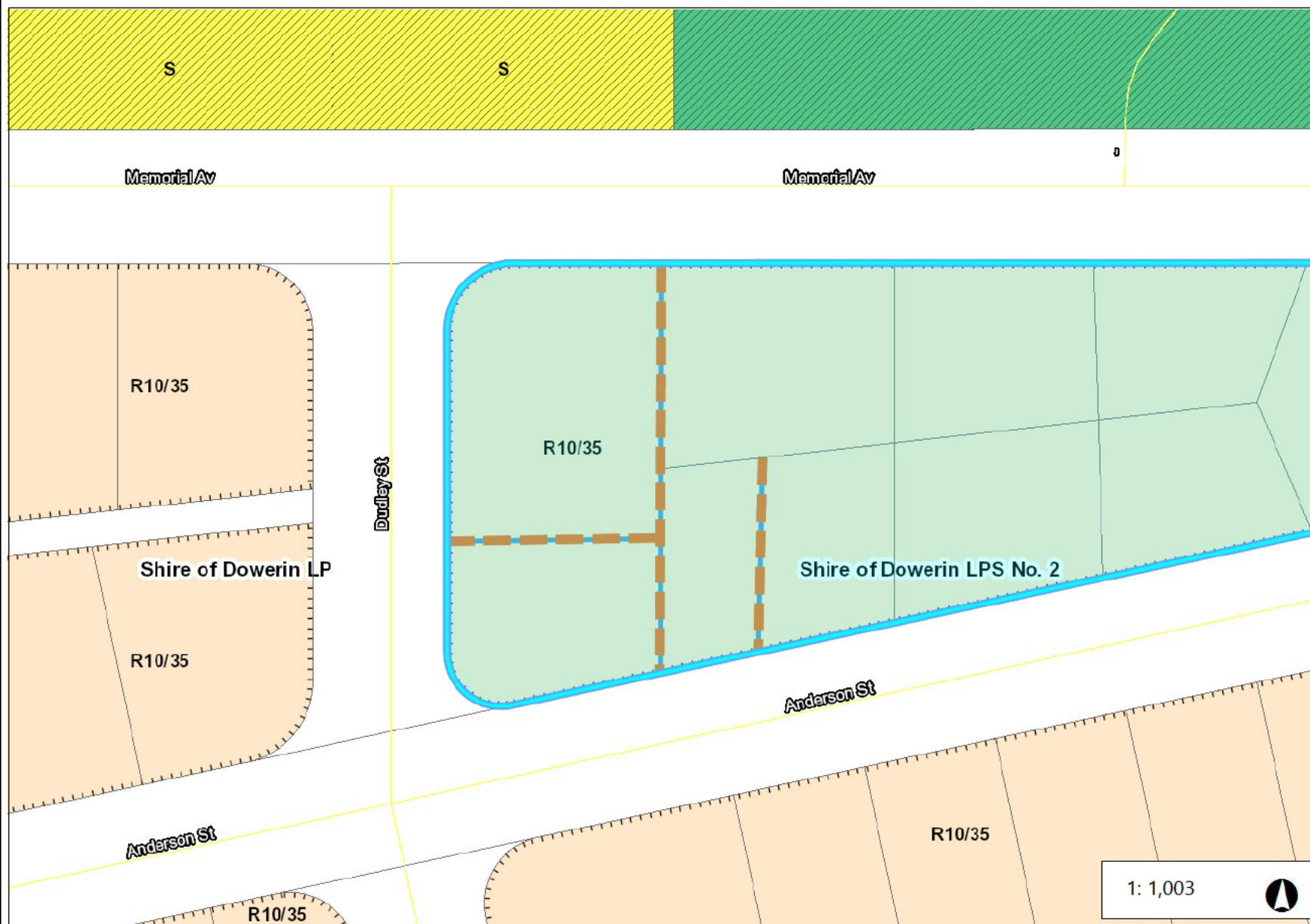




LOT 190 MEMORIAL AVENUE DOWERIN

Legend

- Cadastre
- Local Planning Scheme Boundary
- R-Code Boundary
- Local Planning Scheme Zones
 - Parks and recreation
 - Public purposes
 - Residential
 - Minor Roads



0.1 0 0.03 0.1 Kilometers

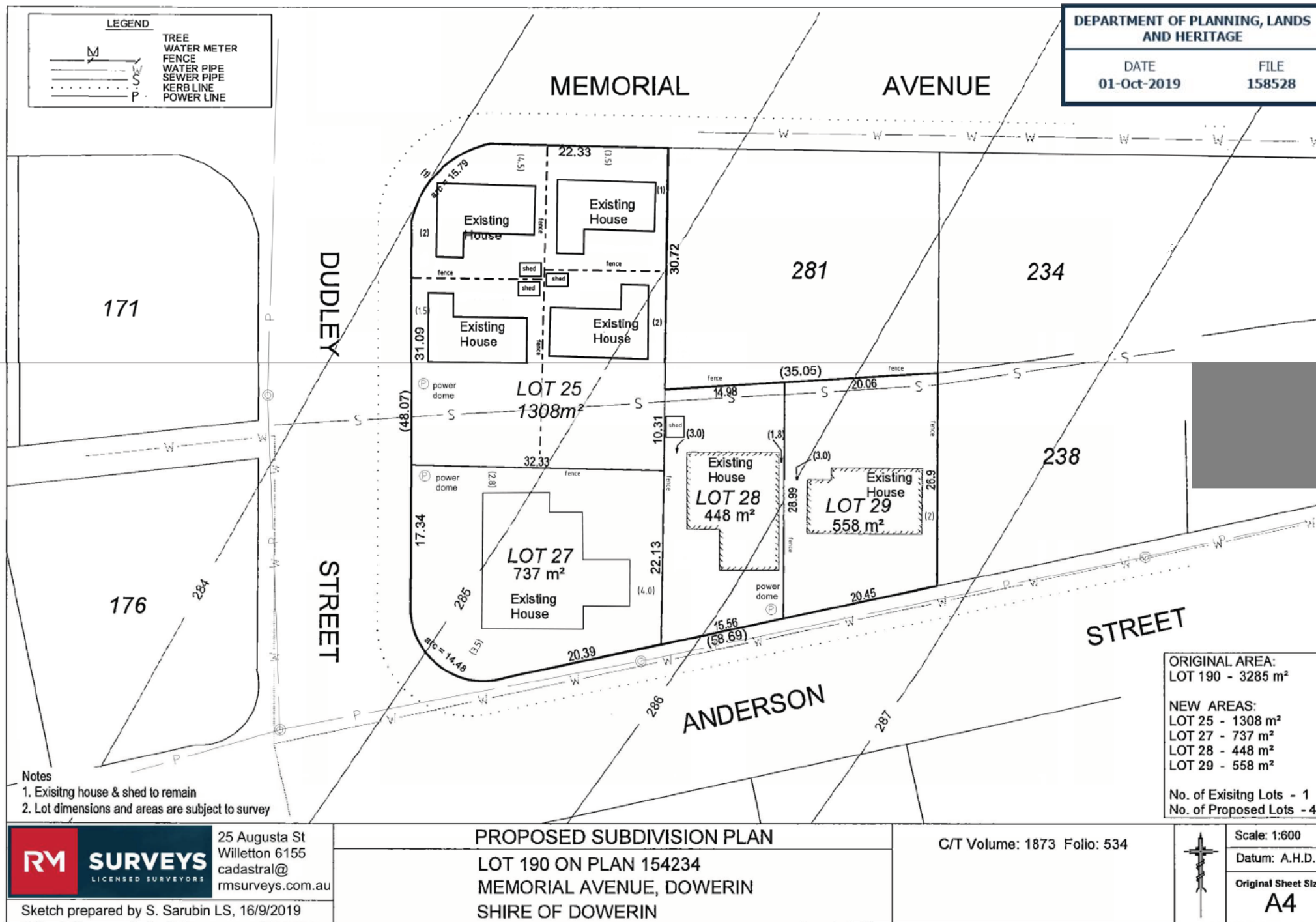
Date produced: 08-Oct-2019

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

WAPC REF: 158528
PROPOSED 4 LOT SUBDIVISION
ZONE: RESIDENTIAL R10/35





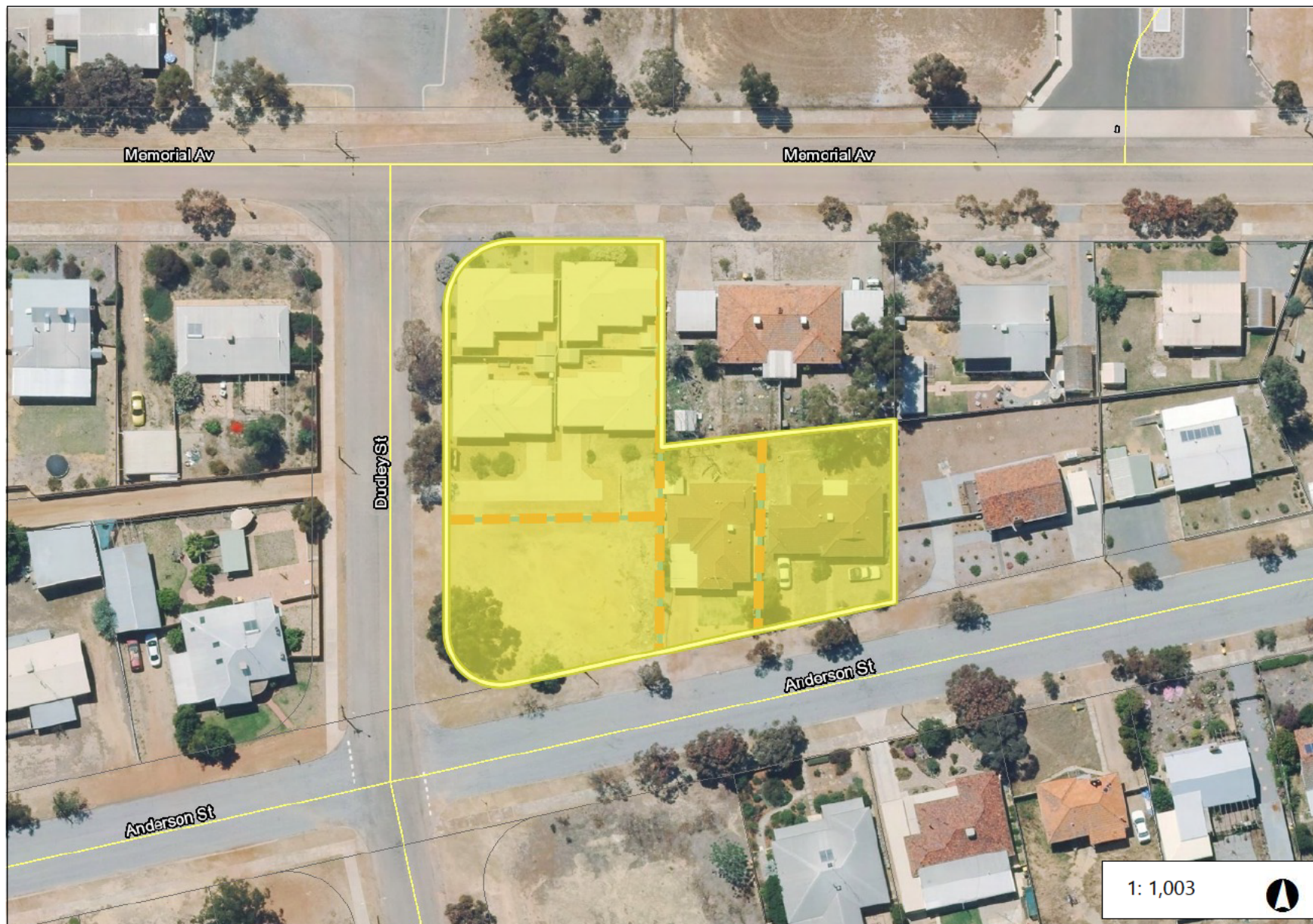
Department of Planning,
Lands and Heritage

LOT 190 MEMORIAL AVENUE DOWERIN

Legend

□ Cadastre

— Minor Roads



0.1 0 0.03 0.1 Kilometers

Date produced: 08-Oct-2019

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

WAPC REF: 158528
PROPOSED 4 LOT SUBDIVISION



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM GOVERNANCE PLAN

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1 Program Governance Outline

1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an “IA Stage 4 Business Case” submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

1.4 Purpose of the Program Governance Plan

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

1.5 Governance and Delivery

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
 - Provide sound governance
 - Overall program management
 - Administration
- Management
 - Design and scoping of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

1.6 Formal Agreement

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

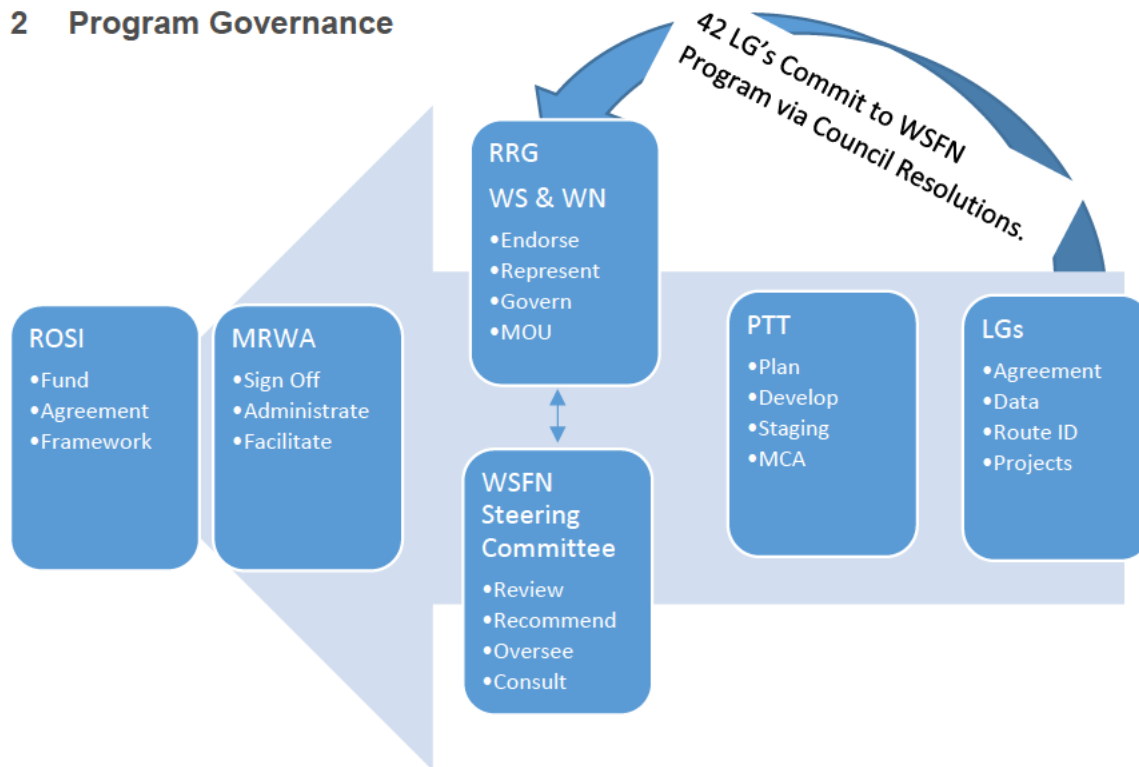
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	WSFN Steering Committee	LG	RRG	MRWA
Formal Agreement	Prepare & Submit	Commit	Approve	Sign Off
Governance Plan	Prepare & Submit	Receive	Approve	Sign Off
Program Delivery Plan	Prepare & Submit	Receive	Endorse	Sign Off
Preliminary MCA	Prepare & Submit	Receive	Approve	Sign Off
Annual Report	Prepare & Submit	Receive	Receive	Receive
Staging Plan	Prepare & Submit	Receive	Endorse	Approve
Annual Program Budget	Prepare & Submit	Receive	Endorse	Sign Off
Specific Projects	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

2 Program Governance



2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these processes have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

2.3 Wheatbelt North and Wheatbelt South Regional Road Groups

The WSNF Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSNF Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSNF program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

2.4 WSNF Steering Committee

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

Voting Delegates

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
 - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
 - Chairperson plus 1 other delegate

Non-Voting Delegates

- WSNF Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSFN Steering Committee meeting following the LG elections.

Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSFN Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

2.5 Program Technical Team

The PTT would be a technical working group consisting of the WSFN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

2.5.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

2.5.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.6 LGs

- 42 Local Governments are to formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSFN program documents:
 - Program Governance Plan
 - Program Delivery Plan
 - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN program.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM DELIVERY PLAN

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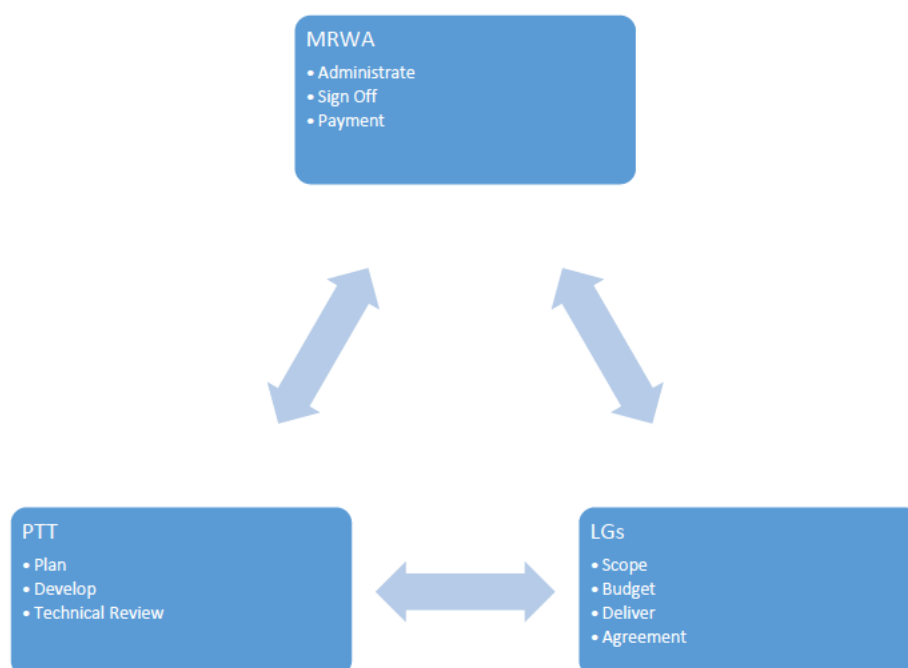
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1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

1.2 Program Technical Team

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

1.2.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

1.2.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

1.3 LGs

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
Regional Economic Development Grant	\$100K	Management
Local Government Co-contribution	\$252K 42 LGs x \$6K each	Management
Federal Government	\$70M	Capital Works
WA State Government	\$11.7M	Capital Works
Local Government	\$5.8M Individual LGs on project by project basis	Capital Works

2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
RED Grant	\$100,000
Local Government Co-contribution	\$252,000
In Kind Contribution (approximately)	\$100,000
Project Management Total	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
Project Manager	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
Project Administration and Communications Officer	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSNF Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.2 Capital Works Funding Administration

2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
Federal (ROSI)	80%	\$70M
State	13.3%	\$11.7M
LGA (Own Source)	6.7%	\$5.8M
Total	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSFN program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSFN.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
1. Program Staging Plan	<ul style="list-style-type: none"> ▪ PTT will develop a staging plan for program delivery. ▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LG ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Stage 1 priority projects will be determined via the MCA process. ▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.

	<ul style="list-style-type: none"> ▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required. ▪ PTT will make recommendations to the Steering Committee for endorsement. ▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects. ▪ LGs are to include projects in their annual budget for the proposed year. ▪ LGs to be responsible for all relevant approvals. ▪ PTT to work with LGs to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ PTT to work with LGs to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)



WSFN
WHEATBELT SECONDARY
FREIGHT NETWORK

MULTI-CRITERIA ANALYSIS METHODOLOGY

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSFN team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSFN Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSFN program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Seal Width
 - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
 - ROSMA as per RARF data
 - KSI
- Road Condition Data
 - as submitted by LGAs
 - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

Input Data

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
Total		100%	2.4 out of 5

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

Project Funding

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

Additional Pavement Condition Data

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.

POLICY NUMBER	-
POLICY SUBJECT	- Traffic Management - Shire of Dowerin Roads & Reserves Policy
DATE ADOPTED	-
POLICY OWNER	- Technical Services
DISTRIBUTION	- Elected Members, All Employees, Contractors, Goods & Service Providers, Public
RESPONSIBLE OFFICER	- Manager Works & Assets

Objectives

1. To ensure the safety of all workers and the public in line with safe system principles; and
2. To establish uniform procedures for traffic management at work sites and events that can be easily recognised and understood by all.

Policy

This protocol recognises that in accordance with the *Road Traffic Code 2000* (the Code): Regulation 297(2), Instruments of Authorisation (IoA) issued to The Shire of Dowerin by the Commissioner (the Commissioner) of Main Roads Western Australia (MRWA), the Shire is obliged to develop and implement traffic management procedures that will satisfy the Commissioner.

This protocol also provides direction in relation to traffic management of all works and events carried out or authorised by the Shire of Dowerin.

The Shire of Dowerin actively supports the MRWA "Traffic Management for Works on Road Code of Practice" (referenced herein as the "Works Code of Practice"); the Shire also actively supports the MRWA "Traffic Management for Events Code of Practice" (referenced herein as the "Events Code of Practice"), and will conduct its business in such a way as to:

1. Comply with the requirements of the latest amendment to the Works Code of Practice, Events Code of Practice and AS1742.3 for all work and events on roads and reserves undertaken by the Shire and its agents;
2. Authorise other parties not subject to an instrument of authorisation with MRWA to work within the local Government road and/or reserve. It is a condition of this approval that traffic management of road works is carried out in accordance with the "Works Code of Practice" or the Events Code of Practice.
3. Recognise that it has a duty of care under the *Occupational Safety and Health Act 1984* to provide a safe place of work for its employees and to ensure that persons who have access to the workplace are not exposed to hazards.
4. Prepare or have prepared a generic and/or specific (dependant on situation) traffic management plan(s) (TMP) for all works and events on roads and reserves under its control.
5. Keep a record of the traffic management plans and in particular the sign and device arrangement and any changes to such during the works for a period of seven (7) years from the date of completion of the road works.
6. Ensure road works and events traffic management tasks shall only be undertaken by persons who have successfully completed MRWA Traffic Management for Works on Roads - Basic Worksite Traffic Management as a minimum.
7. Ensure that Advanced Worksite Traffic Management training is given to the appropriate person(s) to allow for the review of TMP's and auditing of traffic management worksites and events.

Related Documentation

Administrative Procedure – Traffic Management for Works in a Road Reserve
AS/NZS ISO 31000 – Risk Management – Principles and Guidelines
Australian Standard AS 1742.3-2009 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads
Main Roads Western Australia Instrument of Authorisation for Events
Main Roads Western Australia Instrument of Authorisation for Works
Main Roads Western Australia Traffic Management for Events on Roads Code of Practice
Main Roads Western Australia Traffic Management for Works on Roads Code of Practice
Traffic Controllers' Handbook

Related Local Law and Legislation

Local Government Act 1995
Thoroughfares Local Law
Occupational Safety and Health Act 1984
Main Roads Act 1930
Road Traffic Act 1974
Road Traffic Code 2000

Related Delegation

Manager Works and Assets