



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 18 June 2024  
Commencing 2.00pm





## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday, 18 June 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

|             |                  |
|-------------|------------------|
| 2.00pm      | Council Meeting  |
| Followed by | Council Workshop |

Aaron Wooldridge  
Acting Chief Executive Officer  
13 June 2024

### 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](mailto:dowshire@dowerin.wa.gov.au).

# Table of Contents



|            |   |
|------------|---|
|            |   |
| <b>1.</b>  | <b>Official Opening / Obituaries</b>  |
| <b>2.</b>  | <b>Record of Attendance / Apologies / Leave of Absence</b>                    |
| <b>3.</b>  | <b>Public Question Time</b>   |
| <b>4.</b>  | <b>Disclosure of Interest</b>   |
| <b>5.</b>  | <b>Applications for Leave of Absence</b>                                      |
| <b>6.</b>  | <b>Petitions and Presentations</b>  |
| <b>7.</b>  | <b>Confirmation of Minutes of the Previous Meetings</b>                       |
| 7.1        | <a href="#">Ordinary Council Meeting held on 21 May 2024</a>                  |
| <b>8.</b>  | <b>Minutes of Committee Meetings to be Received</b>                           |
| <b>9.</b>  | <b>Recommendations from Committee Meetings for Council Consideration</b>      |
| <b>10.</b> | <b>Announcements by the President Without Discussion</b>                      |
| <b>11.</b> | <b>Officer's Reports – Corporate and Community Services</b>                   |
| 11.1       | <a href="#">List of Accounts Paid</a>   |
| <b>12.</b> | <b>Officer's Reports – Governance and Compliance</b>                          |
| 12.1       | <a href="#">Policy Manual Review – Council Policies</a>                       |
| <b>13.</b> | <b>Officer's Reports – Asset &amp; Works</b>                                  |
| <b>14.</b> | <b>Urgent Business Approved by the Person Presiding or by Decision</b>        |
| <b>15.</b> | <b>Elected Members' Motions</b>   |
| <b>16.</b> | <b>Matters Behind Closed Doors</b>  |
| 16.1       | <a href="#">Confidential Item – Chief Executive Officer (CEO) Recruitment</a> |
| <b>17.</b> | <b>Closure</b>  |

|   |   |
|---|---|
| <p><b>Shire of Dowerin</b><br/> <b>Ordinary Council Meeting</b><br/> <b>2.00pm Tuesday 18 June 2024</b></p> |  |
|---|---|

|           |                                      |
|-----------|--------------------------------------|
| <b>1.</b> | <b>Official Opening / Obituaries</b> |
|-----------|--------------------------------------|

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

|           |  |
|-----------|--|
| <b>2.</b> | <b>Record of Attendance / Apologies / Leave of Absence</b> |
|-----------|--|

**Councillors:**

- |               |           |
|---------------|-----------|
| Cr RI Trepp   | President |
| Cr WG Allsopp |           |
| Cr DP Hudson  |           |
| Cr JC Sewell  |           |
| Cr BA Ward    |           |

**Staff:**

- |                 |                                       |
|-----------------|---------------------------------------|
| Mr A Wooldridge | Acting Chief Executive Officer        |
| Mr P Dittrich   | Acting Deputy Chief Executive Officer |
| Mr B Forbes     | Asset & Works Coordinator             |
| Ms K Rose       | Governance Coordinator                |

**Members of the Public:**

**Apologies:**

- |                |                  |
|----------------|------------------|
| Cr NP McMorran | Deputy President |
|----------------|------------------|

**Approved Leave of Absence:**

- |               |
|---------------|
| Cr AJ Metcalf |
|---------------|

|           |                             |
|-----------|-----------------------------|
| <b>3.</b> | <b>Public Question Time</b> |
|-----------|-----------------------------|

|           |                               |
|-----------|-------------------------------|
| <b>4.</b> | <b>Disclosure of Interest</b> |
|-----------|-------------------------------|

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 Coordinator for inclusion in the Disclosures Register.

Aaron Wooldridge – Item 16.1 – Confidential Item - CEO Recruitment

|           |  |
|-----------|--|
| <b>5.</b> | <b>Applications for Leave of Absence</b> |
|-----------|--|

|           |                                    |
|-----------|------------------------------------|
| <b>6.</b> | <b>Petitions and Presentations</b> |
|-----------|------------------------------------|

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

7.1 Ordinary Council Meeting held on 21 May 2024

[Attachment 7.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation – 7**

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 21 May 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

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

Nil

**9. Recommendations from Committee Meetings for Council Consideration**

Nil

**10. Announcements by the President Without Discussion**

**11. OFFICER’S REPORTS – CORPORATE AND COMMUNITY SERVICES**

**11.1 List of Accounts Paid**

|   |  |  |
|---|--|--|
| <b>Corporate &amp; Community Services</b> |  | <br>SHIRE OF<br><b>DOWERIN</b><br>TIN DOG TERRITORY |
| <b>Date:</b>                              | 13 June 2024   |  |
| <b>Location:</b>                          | Not Applicable   |  |
| <b>Responsible Officer:</b>               | Peter Dittrich, Acting Deputy Chief Executive Officer                                      |  |
| <b>Author:</b>                            | As above   |  |
| <b>Legislation:</b>                       | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> |  |
| <b>SharePoint Reference:</b>              | Organisation/Financial Management/Reporting/Financial Statements and Credit Cards          |  |
| <b>Disclosure of Interest:</b>            | Nil  |  |
| <b>Attachments:</b>                       | <a href="#">Attachment 11.1A – May LOP</a>   |  |

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

This Item presents the List of Accounts Paid, paid under delegated authority, for May 2024.

**Background**

Nil

**Comment**

The List of Accounts Paid as presented have been reviewed by the Acting Deputy Chief Executive Officer.

**Consultation**

Aaron Wooldridge, Acting Chief Executive Officer

Peter Dittrich, Acting Deputy Chief Executive Officer

Rhonda Ratcliffe, Finance Officer

Susan Dew, Finance Officer

**Policy Implications**

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Regulation 12 and 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

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

### Financial Implications

Funds expended are in accordance with the Council's adopted 2023/2024 Budget.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer’s Recommendation – 11.1**

That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Acting Deputy 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 11.1A, and as detailed below:

| List of Accounts Paid – May 2024                      |                     |
|---|---------------------|
| EFT 12141 to EFT 12280                                | \$476,310.16        |
| Direct Debit: Australian Taxation Office              | \$87,495.00         |
| Direct Debit: DMIRS                                   | \$720.00            |
| Direct Debit: Exetel                                  | \$560.00            |
| Direct Debit: Gull Motorcharge                        | \$235.58            |
| Direct Debit: NAB                                     | \$1.94              |
| Direct Debit: Resonline                               | \$242.00            |
| Direct Debit: Saville Hotel Group                     | \$640.20            |
| Direct Debit: Visa Card                               | \$1,609.37          |
| Direct Debit: Synergy                                 | \$1,719.26          |
| Direct Debit: Telstra                                 | \$523.93            |
| Direct Debit: Water Corporation                       | \$8,575.20          |
| Direct Debit: Western Australian Treasury Corporation | \$20,716.27         |
| Direct Debit: Xenex Systems                           | \$616.06            |
| Superannuation PPE 8 May 2024                         | \$5,933.26          |
| Superannuation PPE 22 May 2024                        | \$6,102.89          |
| PPE 6 May 2024 – Conciliation Payment                 | \$635.54            |
| PPE 8 May 2024 - Wages                                | \$42,964.68         |
| PPE 22 May 2024 - Wages                               | \$45,417.14         |
|   |                     |
| <b>TOTAL</b>  | <b>\$701,018.48</b> |



**12. OFFICER’S REPORTS – GOVERNANCE AND COMPLIANCE**

**12.1 Policy Manual Review – Council Related Policies**

|  |   |  |
|--|---|--|
| <h2 style="color: red;">Governance &amp; Compliance</h2> |   | <br>SHIRE OF<br><b>DOWERIN</b><br>TIN DOG TERRITORY |
| <b>Date:</b>   | 13 June 2024  |  |
| <b>Location:</b>   | Not Applicable  |  |
| <b>Responsible Officer:</b>                              | Aaron Wooldridge, Acting Chief Executive Officer  |  |
| <b>Author:</b>   | Kahli Rose, Governance Coordinator  |  |
| <b>Legislation:</b>                                      | <i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i> |  |
| <b>SharePoint Reference:</b>                             | Organisation/Governance/Council Policies  |  |
| <b>Disclosure of Interest:</b>                           | Nil   |  |
| <b>Attachments:</b>                                      | <a href="#">Attachment 12.1A – Reviewed Policies</a>  |  |

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This Item presents the reviewed and proposed policies to Council for consideration and, if satisfactory, adoption.

**Background**

Policies contained within the Policy Manual are subject to a review schedule to ensure the relevancy of the policy remains in line with the Council’s strategic direction. The 4 policies brought to Council in this item, include:

1. 5.1 – Dowerin Home Care – Volunteer Driver Allowance Policy
2. 5.3 – Community Bus Hire Policy
3. 6.1 – Outbuildings in Residential Areas Policy, and
4. 6.3 – Sea Containers and Similar Storage Containers Local Planning Policy

**Comment**

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as marked documents in **Attachment 12.1A**.

The amendments are written in red and green text, with the strikethrough text showing the proposed deletions. Further comment on the amendments is detailed below:

**Policy**

## 5.1 Dowerin Home Care – Volunteer Driver Allowance Policy

**Comment***Paragraph 3*

- Sentence has been added regarding the purpose of the allowance, and that the out-of-pocket expense reimbursement must be approved by the Home Care Coordinator.
- Formatting amendments

*Paragraph 6*

- Allowance amounts have been increased by \$5, bringing the allowance to \$20 per trip to Northam, and \$35 per trip to Perth.

*Control Box*

- The review period has been amended from bi-annually to annual, to fall in line with the annual budget process and to amend the allowance amounts if necessary.

**Policy**

## 5.3 = Community Bus Hire Policy

**Comment**

General grammar/punctuation amendments, and the update of the review dates, are the only changes to this policy.

**Policy**

## 6.1 – Outbuildings in Residential Areas Local Planning Policy

**Comment**

General grammar/punctuation amendments, and the update of the review dates, are the only changes to this policy.

**Policy**

## 6.3 – Sea Containers and Similar Storage Containers Local Planning Policy

**Comment**

## Policy – point 1

- Comments from management confirming no restrictions on size of containers are stipulated in the Planning and Development Act or Regulations, or the Local Government Act or Regulations. This is to Councils Discretion.

## Policy – point 6(f)

- This has been amended to reflect that this policy covers any property within the town boundary.
  - Some properties along Jones Street and Dowerin - Meckering Road are zoned as Rural but are still contained within the townsite border on the Local Planning Scheme Town Map (2020) (included in Attachment 12.1A), this amendment ensures that these properties are included in the requirements of this Policy.

General grammar/punctuation amendments are the only other changes to this policy.

**Consultation**

Aaron Wooldridge, Acting Chief Executive Officer

Kahli Rose, Governance Coordinator

**Policy Implications**

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

**Strategic Implications**

**Strategic Community Plan**

- Community Priority: Our Organisation
- Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*
- Outcome: 5.3
- Reference: 5.3.2

**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**

The implications to Council on amending the policy is considered low risk.

|                                      |  |
|--------------------------------------|--|
| <b>Risk Profiling Theme</b>          | Failure to fulfil statutory regulations or compliance requirements   |
| <b>Risk Category</b>                 | People   |
| <b>Risk Description</b>              | Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers |
| <b>Consequence Rating</b>            | Moderate (3)   |
| <b>Likelihood Rating</b>             | Unlikely (2)   |
| <b>Risk Matrix Rating</b>            | Moderate (6)   |
| <b>Key Controls (in place)</b>       | Governance Management Framework  |
| <b>Action (Treatment)</b>            | Documented review processes  |
| <b>Risk Rating (after treatment)</b> | Adequate   |

**Financial Implications**

Funds have been included in the 2023/24 Budget to cover any costs associated with the policies. Similarly, funds will need to be allocated in future budgets.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation – 12.1**

**That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the Council Policies, pending amendments as presented in Attachment 12.1A**

|      |  |
|------|--|
| 13.  | <b>OFFICER'S REPORTS – ASSETS AND WORKS</b>  |
|      | Nil  |
| 14.  | <b>Urgent Business Approved by the Person Presiding or by Decision</b>                                       |
| 15.  | <b>Elected Members' Motions</b>  |
| 16.  | <b>Matters Behind Closed Doors</b>   |
| 16.1 | <b>16.1 – Confidential Item - Chief Executive Officer (CEO) Recruitment</b>                                  |
|      | <b><u><a href="#">Attachment 16.1 -Confidential Item - Chief Executive Officer (CEO) Recruitment</a></u></b> |
| 17.  | <b>Closure</b>   |



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 21 May 2024  
Commencing 2:00pm

ABN: 35 939 977 194

P (08) 9631 1202 E [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)  
13 Cottrell Street, Dowerin WA 6461

 [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au)



# Table of Contents



|            |   |
|------------|---|
| <b>1.</b>  | <b>Official Opening / Obituaries</b>  |
| <b>2.</b>  | <b>Record of Attendance / Apologies / Leave of Absence</b>                              |
| <b>3.</b>  | <b>Public Question Time</b>   |
| <b>4.</b>  | <b>Disclosure of Interest</b>   |
| <b>5.</b>  | <b>Applications for Leave of Absence</b>  |
| <b>6.</b>  | <b>Petitions and Presentations</b>  |
| <b>7.</b>  | <b>Confirmation of Minutes of the Previous Meetings</b>                                 |
| 7.1        | <a href="#">Ordinary Council Meeting held on 16 April 2024</a>                          |
| <b>8.</b>  | <b>Minutes of Committee Meetings to be Received</b>                                     |
| 8.1        | <a href="#">Asset &amp; Works Committee Meeting held on 23 April 2024</a>               |
| 8.2        | <a href="#">Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024</a>  |
| <b>9.</b>  | <b>Recommendations from Committee Meetings for Council Consideration</b>                |
| <b>9.1</b> | <b>Recommendations from the Asset &amp; Works Committee Meeting</b>                     |
| 9.1.1      | <a href="#">Capital Roadworks Program</a>   |
| 9.1.2      | <a href="#">Namelcatchem VCN</a>  |
| <b>9.2</b> | <b>Recommendations from the Bush Fire Advisory Committee Annual General Meeting</b>     |
| 9.2.1      | <a href="#">Renaming the Ucarty Bush Fire Brigade to Ucarty Farmer Response Brigade</a> |
| 9.2.2      | <a href="#">Delegation to the CEO to allocate members to brigades</a>                   |
| <b>10.</b> | <b>Announcements by the President Without Discussion</b>                                |
| <b>11.</b> | <b>Officer's Reports - Corporate and Community Services</b>                             |
| 11.1       | <a href="#">Financial Activity Statements</a>   |
| 11.2       | <a href="#">List of Accounts Paid</a>   |
| 11.3       | <a href="#">Rates Write Off</a>   |
| 11.4       | <a href="#">Recalcitrant Rates Debtors</a>  |
| <b>12.</b> | <b>Officer's Reports - Governance and Compliance</b>                                    |
| 12.1       | <a href="#">Purchasing Policy and Delegation Review</a>                                 |
| 12.2       | <a href="#">Integrated Strategic Plan Quarterly Review</a>                              |
| <b>13</b>  | <b>Officer's Reports - Asset &amp; Works</b>  |
| 13.1       | <a href="#">Request for Tender - T2024-01 Maintenance Grading Road Works</a>            |

|            |   |
|------------|---|
| <b>14.</b> | <b>Urgent Business Approved by the Person Presiding or by Decision</b>        |
| <b>15.</b> | <b>Elected Members' Motions</b>   |
| <b>16.</b> | <b>Matters Behind Closed Doors</b>  |
| 16.1       | <a href="#">Confidential Item - Chief Executive Officer (CEO) Recruitment</a> |
| 16.2       | <a href="#">Sale of Plant by Tender - T2024-02 CAT 120M Grader</a>            |
| <b>17.</b> | <b>Closure</b>  |

UNCONFIRMED



Shire of Dowerin  
Ordinary Council Meeting  
2.00pm Tuesday 21 May 2024



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

In opening the meeting, the Council, CEO and Management acknowledges the passing of Theo Maisey with a minutes silence.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

|                |                  |
|----------------|------------------|
| Cr RI Trepp    | President        |
| Cr NP McMorran | Deputy President |
| Cr WG Allsopp  |                  |
| Cr DP Hudson   |                  |
| Cr JC Sewell   |                  |
| Cr BA Ward     |                  |

**Staff:**

|                 |                                       |
|-----------------|---------------------------------------|
| Mr A Wooldridge | Acting Chief Executive Officer        |
| Mr P Dittrich   | Acting Deputy Chief Executive Officer |
| Mr B Forbes     | Asset & Works Coordinator             |
| Ms K Rose       | Executive Governance Coordinator      |

**Members of the Public:** Nil

**Apologies:**

**Approved Leave of Absence:** Cr AJ Metcalf

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

16.1 *Confidential Item - Chief Executive Officer (CEO) Recruitment - Aaron Wooldridge*

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

Nil

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

7.1 Ordinary Council Meeting held on 16 April 2024

[Attachment 7.1A](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution – 7

**Moved** Cr McMorran

**Seconded:** Cr Sewell

**0947** 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 16 April 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

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

8.1 Asset & Works Committee Meeting held on 23 April 2024

[Attachment 8.1A](#)

8.2 Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024

[Attachment 8.2A](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution – 8

**Moved** Cr Trepp

**Seconded:** Cr Allsopp

**0948** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held on 23 April 2024, as presented in Attachment 8.1A, and the minutes of the Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024, as presented in Attachment 8.2A, be received.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**9. Recommendations from Committee Meetings for Council Consideration**

**9.1 Asset & Works Committee Meeting Recommendation(s)**

**9.1.1 Capital Roadworks Program**

Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

[Attachment 9.1.1A](#)

[Attachment 9.1.1B](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution – 9.1.1**

**Moved** Cr Hudson

**Seconded:** Cr Allsopp

**0949** The Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:

**Gravel Resheeting**

1. Rabbit Proof Fence Road - SLK 38.54 - SLK 43.15
2. Amery Benjaberring Road - SLK 6.00 - SLK 8.67
3. Old Koorda Road - SLK 5.55 - SLK 6.55

**LCRIP Phase 4, Part B:**

1. Reseal of the Dowerin-Meckering Road SLK 18.40 - SLK 21.50
2. Culvert Repair on Metcalf Road SLK 3.58
3. Culvert Repair on Harris East Road SLK 4.38

**Shoulder Reconditioning:**

1. Dowerin Koorda Road SLK 15.52 - SLK 22.13

**Intersection Upgrades:**

1. Redding Road & Stewart Street

**Town Road Reseals:**

1. Memorial Avenue SLK 0.00 - SLK 0.84
2. Stacy Street - SLK 0.00 - SLK 0.57
3. Maisey Street - SLK 0.00 - SLK 0.38
4. Meckering Road - SLK 0.63 - SLK 0.85
5. Amery Benjaberring Road - SLK 8.40 - SLK 8.98
6. Minnivale North East Road - SLK 0.00 - SLK 0.10

**Regional Road Group:**

1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms. This extension will spend the surplus funds from Koomberkine North Road - totalling \$154,587.

**AMENDED MOTION**

**Gravel Resheeting** - *Subject to locally sourced gravel being made available:*

1. Rabbit Proof Fence Road - SLK 38.54 - SLK 43.15
2. Amery Benjaberring Road - SLK 6.00 - SLK 8.67
3. Old Koorda Road - SLK 5.55 - SLK 6.55

**LCRIP Phase 4, Part B:**

1. Reseal of the Dowerin-Meckering Road SLK 18.40 - SLK 21.50
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**Intersection Upgrades:**

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5. Amery Benjaberring Road - SLK 8.40 - SLK 8.98
6. Minnivale North East Road - SLK 0.00 - SLK 0.10

**Regional Road Group:**

1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms.
  - a. This extension will spend the surplus funds from Koomberkine North Road - totalling \$154,587.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

### 9.1.2 Namelcatchem Revegetation VCN Order

Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

#### Attachment 9.1.2A

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution – 9.1.2

**Moved** Cr Ward

**Seconded:** Cr Allsopp

#### 0950 The Asset & Works Committee recommend to Council that:

1. Council accept the 10-year plan as proposed by Natural Area, and the financial implications be allocated in future budgets.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

### 9.2 Bush Fire Advisory Committee Annual General Meeting

#### 9.2.1 Election of Office Bearers

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution – 9.2.1

**Moved:** Cr Hudson

**Seconded:** Cr Ward

#### 0951 That, in accordance with the Bush Fire Advisory Committee's Terms of Reference, the Bush Fire Advisory Committee recommends to Council that:

1. It accepts the nominations received for consideration as Office Bearers, as outlined in the minutes dated 6 May 2024.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

### 9.2.2 Fire Break Order 2024 - 2025

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

**[Attachment 9.2.2A](#)**

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/ Resolution - 9.2.2

**Moved** Cr Trepp **Seconded:** Cr Allsopp

**0952** **The Bush Fire Advisory Committee recommend to Council that:**

- 1. The firebreak order for 2024 - 2025 be accepted and distributed to the community with fees and charges for the next financial year.**

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

### 9.2.3 Ucarty Bush Fire Brigade - Rename

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/ Resolution - 9.2.3

**Moved** Cr Hudson **Seconded:** Cr Ward

**0953** **The Bush Fire Advisory Committee recommend to Council:**

- 1. Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Ucarty Farmer Response Brigade.**

#### **AMENDED MOTION**

- 1. Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Dowerin Farmer Response Brigade.**

#### **REASON:**

***Council resolved to rename the Ucarty Bush Fire Brigade to the Dowerin Farmer Response Brigade. This change will ensure the brigade is inclusive of all farmers in the Shire of Dowerin.***

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**9.2.4 Grant authorisation to the Shire of Dowerin ACEO to allocate existing members**

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution – 9.2.4**

**Moved**

Cr Sewell

**Seconded:**

Cr Allsopp

**0954**

**The Bush Fire Advisory Committee recommend to Council that:**

- 1. Authorisation is granted to the ACEO to contact and/or advertise to landholders within the Shire of Dowerin, informing them of a membership review, advising requirements, and required actions.**
- 2. Authorise the ACEO to allocate members to brigades as appropriate based on review of responses received.**
- 3. Authorise the ACEO to suspend membership of members who do not respond in line with the membership review requirements.**

**CARRIED 6/0**

**For:**

Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**10.**

**Announcements by the President Without Discussion**

Red Cross/DFES Disaster Recovery/Response seminars. Event well put together and informative.

**11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES**

**11.1 Financial Activity Statements**

**Corporate and Community Services**



|                                |   |
|--------------------------------|---|
| <b>Date:</b>                   | 14 May 2024   |
| <b>Location:</b>               | Not Applicable  |
| <b>Responsible Officer:</b>    | Peter Dittrich, Acting Deputy Chief Executive Officer   |
| <b>Author:</b>                 | As above  |
| <b>Legislation:</b>            | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>                      |
| <b>SharePoint Reference:</b>   | Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>Attachments:</b>            | <b><a href="#">Attachment 11.1A - April MFR</a></b>   |

**Purpose of Report**

- Executive Decision       Legislative Requirement

**Summary**

This item presents the Statement of Financial Activity to Council for the period April 2024.

**Background**

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

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

**Comment**

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

Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors. Statements of Financial Activity - Statutory Reports by Program and Nature or Type

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

Note 1 - Statement of Financial Activity



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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

Note 4 - Other Current Assets

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

Note 5 - Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 - Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 -Borrowings

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

Note 10 - Cash Backed Reserves

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

Note 11 - Other Current Liabilities

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

Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 - Explanation of Material Variances

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

**Consultation**

Aaron Wooldridge, Acting Chief Executive Officer  
Peter Dittrich, Acting Deputy Chief Executive Officer  
Megan Shirt, Consultant

**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 Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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

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

### Financial Implications

Nil

**Councillor McMorran exited the meeting at 3:04pm**

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.1

**Moved:** Cr Hudson

**Seconded:** Cr Ward


**0955** That Council, by Simple Majority pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the statutory Financial Activity Statement report for the period April 2024, as presented in Attachment 11.1A

**CARRIED 5/0**

**For:** Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

UNCONFIRMED

**11.2 List of Accounts Paid**

|   |  |  |
|---|--|--|
| <h1>Corporate &amp; Community Services</h1> |  | <br>SHIRE OF<br><b>DOWERIN</b><br>TIN DOG TERRITORY |
| <b>Date:</b>                                | 15 May 2024  |  |
| <b>Location:</b>                            | Not Applicable   |  |
| <b>Responsible Officer:</b>                 | Peter Dittrich, Acting Deputy Chief Executive Officer                                      |  |
| <b>Author:</b>                              | As above   |  |
| <b>Legislation:</b>                         | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> |  |
| <b>SharePoint Reference:</b>                | Organisation/Financial Management/Reporting/Financial Statements and Credit Cards          |  |
| <b>Disclosure of Interest:</b>              | Nil  |  |
| <b>Attachments:</b>                         | <a href="#"><b>Attachment 11.2A - April LOP</b></a>  |  |

**Purpose of Report**

Executive Decision       Legislative Requirement

**Summary**

This Item presents the List of Accounts Paid, paid under delegated authority, for April 2024.

**Background**

Nil

**Comment**

The List of Accounts Paid as presented have been reviewed by the Acting Deputy Chief Executive Officer.

**Consultation**

Aaron Wooldridge, Acting Chief Executive Officer  
 Peter Dittrich, Acting Deputy Chief Executive Officer  
 Rhonda Ratcliffe, Finance Officer  
 Susan Dew, Finance Officer

**Policy Implications**

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

Regulation 12 and 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

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

## Financial Implications

Funds expended are in accordance with the Council's adopted 2023/2024 Budget.

**Councillor McMorran re-entered the meeting at 3:09pm**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 11.2**

**Moved:** Cr Ward **Seconded:** Cr McMorran

**0956** That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Acting Deputy 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 11.2A, and as detailed below:

| List of Accounts Paid - April 2024                    |                       |
|---|-----------------------|
| EFT 12070 to EFT 12140                                | \$929,645.67          |
| Direct Debit: VISA                                    | \$2,680.11            |
| Direct Debit: Water Corporation                       | \$28,351.14           |
| Direct Debit: Xenex Systems                           | \$460.02              |
| Direct Debit: Exetel                                  | \$560.00              |
| Direct Debit: Telstra                                 | \$1,908.44            |
| Direct Debit: Resonline                               | \$242.00              |
| Direct Debit: Synergy                                 | \$16,911.29           |
| Direct Debit: NAB                                     | \$15.06               |
| Direct Debit: Sherriff's Office                       | \$167.00              |
| Direct Debit: Shire of Dowerin - Petty Cash           | \$171.85              |
| Direct Debit: Western Australian Treasury Corporation | \$36,438.86           |
| Superannuation PPE April 2024                         | \$12,398.70           |
| PPE 4 April 2024 - Wages                              | \$2,481.32            |
| PPE 10 April 2024 - Wages                             | \$41,171.61           |
| PPE 10 April 2024 - Wages                             | \$635.55              |
| PPE 11 April 2024 - Wages                             | \$30,460.01           |
| PPE 24 April 2024 - Wages                             | \$ 39,262.09          |
| PPE 24 April 2024 - Wages                             | \$2,788.33            |
|   |                       |
| TOTAL   | <b>\$1,146,749.05</b> |

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**11.3 Rates Write Off – April 2024**

**Corporate & Community Services**



|                                |  |
|--------------------------------|--|
| <b>Date:</b>                   | 13 May 2024  |
| <b>Location:</b>               | Not Applicable   |
| <b>Responsible Officer:</b>    | Aaron Wooldridge, Acting Chief Executive Officer   |
| <b>Author:</b>                 | Peter Dittrich, Acting Deputy Chief Executive Officer                                      |
| <b>Legislation:</b>            | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> |
| <b>SharePoint Reference:</b>   | Organisation/Rates and Evaluations/Reporting/2022 Recalcitrant Rates Debtors               |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>Attachments:</b>            | Nil  |

**Purpose of Report**

Executive Decision  Legislative Requirement

**Summary**

Proposal to write-off outstanding Rates and Charges.

**Background**

At the February 2021 Ordinary Council Meeting, Council authorised the sale of the property located 38 Cottrell Street Dowerin (A380) to recover Rates and Charges owed to the Shire.

**Comment**

The sale of the property was concluded in December 2023.

At the time of the sale the outstanding balance amounted to \$41,596.84. The sale price achieved was \$7,500. The property debt has continued to accrue penalty interest within the Rates system. The current amount owing is \$34,827.41.

As the property has been sold by Council, there is no further avenue to recover the outstanding debt. Council is requested to authorize the write-off of the outstanding debt.

**Consultation**

Susan Dew, Rates Officer  
 Tara Donnelly, Casual Rates Officer  
 Aaron Wooldridge, Acting Chief Executive Officer  
 Peter Dittrich, Acting Deputy Chief Executive Officer

**Policy Implications**

Nil

### Statutory Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

|                                      |   |
|--------------------------------------|---|
| <b>Risk Profiling Theme</b>          | Failure to fulfil statutory regulations or compliance requirements    |
| <b>Risk Category</b>                 | Financial Impact  |
| <b>Risk Description</b>              | \$5,001 - \$50,000  |
| <b>Consequence Rating</b>            | Moderate (3)  |
| <b>Likelihood Rating</b>             | Almost Certain (5)  |
| <b>Risk Matrix Rating</b>            | Moderate (5)  |
| <b>Key Controls (in place)</b>       | Financial Management Framework; Debt Recovery Procedures; Legislation |
| <b>Action (Treatment)</b>            | Undertake debt recovery as per procedures and legislation             |
| <b>Risk Rating (after treatment)</b> | Effective   |



### Financial Implications

An expense of \$34,827.41 will be charged to Rates – Doubtful Debts.

### Voting Requirements

Simple Majority

Absolute Majority

### Officers Recommendation/Resolution – 11.3

**Moved:** Cr Allsopp

**Seconded:** Cr Ward


**0957** That Council, in accordance with Section 6.12(1)(c) of the Local Government Act 1995, resolves to write off the amount of \$34,827.41 plus any additional interest accrued on assessment number A380, 38 Cottrell Street, Dowerin.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

UNCONFIRMED

**11.4 Recalcitrant Rates Debtors - April 2024**

|   |  |  |
|---|--|--|
| <b>Corporate &amp; Community Services</b> |  | <br>SHIRE OF<br><b>DOWERIN</b><br>TIN DOG TERRITORY |
| <b>Date:</b>                              | 10 May 2024  |  |
| <b>Location:</b>                          |  |  |
| <b>Responsible Officer:</b>               | Peter Dittrich, Acting Deputy Chief Executive Officer  |  |
| <b>Author:</b>                            | Peter Dittrich, Acting Deputy Chief Executive Officer  |  |
| <b>Legislation:</b>                       | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>           |  |
| <b>SharePoint Reference:</b>              | Organisation/Rates and Evaluations/Reporting/2024 Recalcitrant Rates Debtors                         |  |
| <b>Disclosure of Interest:</b>            | Nil  |  |
| <b>Attachments:</b>                       | <b><u>Attachment 11.4A - Recalcitrant Rates Debtors and Outstanding Debtors (non-pensioners)</u></b> |  |

**Purpose of Report**

Executive Decision
  Legislative Requirement

**Summary**

The Shire of Dowerin recalcitrant Rates Debtors report for April 2024 details assessments not paying on an arrangement, with a previous year's balance of more than \$100.

**Background**

It is considered best practice for Council to have less than 4% (roughly \$62,000) of the rates levied outstanding at the end of the financial year. The Council did not achieve this due to several assessments holding large debts.

**Comment**

As at the end of the April 2024, the Shire of Dowerin's recalcitrant list of properties shows 9 properties with outstanding rates for previous financial years totalling \$102,734.02.

One of the properties was seized and sold as part of the debt recovery process. The balance of the outstanding rates is presented to Council for write-off under a separate item (\$34,807.96). The properties are being monitored and will be reported to council at a later date for approval, as part of the 3-year rule on the recovery of debt.

Administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details of owners that has resulted in frequent contact and payments being made.

As per the Local Government Act 1995, local governments are required to recover rates. By taking no action will be a breach of the *Local Government Act 1995*.

6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge.*  
*In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.*

#### Consultation

Susan Dew, Rates Officer  
Tara Donnelly, Casual Rates Officer  
Aaron Wooldridge, Acting Chief Executive Officer  
Peter Dittrich, Acting Deputy Chief Executive Officer

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation  
Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*  
Outcome: 5.3  
Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

**Risk Implications**

|                                      |   |
|--------------------------------------|---|
| <b>Risk Profiling Theme</b>          | Failure to fulfil statutory regulations or compliance requirements    |
| <b>Risk Category</b>                 | Financial Impact  |
| <b>Risk Description</b>              | \$50,001 - \$200,000  |
| <b>Consequence Rating</b>            | Major (4)   |
| <b>Likelihood Rating</b>             | Likely (4)  |
| <b>Risk Matrix Rating</b>            | Extreme (20)  |
| <b>Key Controls (in place)</b>       | Financial Management Framework; Debt Recovery Procedures; Legislation |
| <b>Action (Treatment)</b>            | Undertake debt recovery as per procedures and legislation             |
| <b>Risk Rating (after treatment)</b> | Effective   |

**Financial Implications**

The risk implications as set out above has now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in our risk description and our long-term outstanding debts are over \$64,000

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 11.4**

**Moved:** Cr Hudson **Seconded:** Cr Ward

**0958 That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.4A**

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE**

**12.1 Purchasing Policy and Delegation Review**

|  |  |  |
|--|--|--|
| <h2 style="color: #C00000;">Governance &amp; Compliance</h2> |  | <br>SHIRE OF<br><b>DOWERIN</b><br>TIN DOG TERRITORY |
| <b>Date:</b>   | 14 May 2024  |  |
| <b>Location:</b>   | Not Applicable   |  |
| <b>Responsible Officer:</b>                                  | Aaron Wooldridge, Acting Chief Executive Officer   |  |
| <b>Author:</b>   | Kahli Rose, Executive & Governance Officer   |  |
| <b>Legislation:</b>  | <i>Local Government Act 1995</i>   |  |
| <b>SharePoint Reference:</b>                                 | Organisation/Governance/Council Policies   |  |
| <b>Disclosure of Interest:</b>                               | Nil  |  |
| <b>Attachments:</b>  | <a href="#"><u>Attachment 12.1A - Reviewed Policy</u></a><br><a href="#"><u>Attachment 12.1B - Reviewed Delegation</u></a> |  |

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This Item presents Policy 3.11 - Purchasing Policy and Delegation 5.1 - Payments from the Municipal or Trust Funds to Council for consideration and, if satisfactory, adoption.

**Background**

The Purchasing Policy and Payments from the Municipal or Trust Funds are cornerstones of an effective Management System within the shires operational day to day workings.

Currently, the CEO and Deputy CEO are the only officers authorised to accept and approve purchase orders. This has hindered operations in the past and caused an interruption to workflow within the office, and at times significant delays in the progression of works and projects.

### Comment

Changes to the purchasing policy include the addition of the following roles and authorised officer limits as below, removal of the Manager of Works and Assets, as well as general punctuation and formatting corrections.

| Position                                | Amount    | Changes                    |
|---|-----------|----------------------------|
| <b>Chief Executive Officer</b>          | Unlimited | Nil                        |
| <b>Deputy Chief Executive Officer</b>   | \$50,000  | Nil - Title changes only   |
| <b>Executive Governance Coordinator</b> | \$10,000  | Increase of \$5,000        |
| <b>Asset &amp; Works Coordinator</b>    | \$20,000  | Not previously implemented |
| <b>CRC Coordinator</b>                  | \$10,000  | Not previously implemented |
| <b>Aged Care Coordinator</b>            | \$10,000  | Not previously implemented |

Changes in delegation relating to payments from the municipal or trust funds include the following sub-delegations being added; general punctuation and formatting corrections have also been applied to this delegation.

| Position                                | Changes                    |
|---|----------------------------|
| <b>Deputy Chief Executive Officer</b>   | Nil                        |
| <b>Executive Governance Coordinator</b> | Nil                        |
| <b>Asset &amp; Works Coordinator</b>    | Not previously implemented |
| <b>CRC Coordinator</b>                  | Not previously implemented |
| <b>Aged Care Coordinator</b>            | Not previously implemented |

### Consultation

Aaron Wooldridge, Acting Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Kahli Rose, Executive Governance Coordinator  
Linley Dreghorn, CRC Coordinator  
Lisa Begley, Aged Care Coordinator  
Council Workshop, 16 April 2024

### Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual, and the delegation included in the Shire's Delegation Register.

## Statutory Implications

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

### **“2.7. Role of council**

(1) *The council –*

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

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

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

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

### **“11A. Purchasing policies for local governments**

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of –*
  - (a) *the form of quotations acceptable; and*
  - (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
  - (b) *the recording and retention of written information, or documents, in respect of –*
    - (i) *all quotations received; and*
    - (ii) *all purchases made.”*

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

### **“5. CEO's duties as to financial management**

- (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
  - (a) *for the proper collection of all money owing to the local government; and*
  - (b) *for the safe custody and security of all money collected or held by the local government; and*
  - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
  - (d) *to ensure proper accounting for municipal or trust –*
    - (i) *revenue received or receivable; and*
    - (ii) *expenses paid or payable; and*
    - (iii) *assets and liabilities;**and*
  - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
  - (f) *for the maintenance of payroll, stock control and costing records; and*
  - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

- (2) *The CEO is to –*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
  - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
  - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.4

Reference: 5.4.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

|                                      |  |
|--------------------------------------|--|
| <b>Risk Profiling Theme</b>          | Failure to fulfil statutory regulations or compliance requirements |
| <b>Risk Category</b>                 | People   |
| <b>Risk Description</b>              | No noticeable regulatory or statutory impact                       |
| <b>Consequence Rating</b>            | Insignificant (1)  |
| <b>Likelihood Rating</b>             | Unlikely (2)   |
| <b>Risk Matrix Rating</b>            | Low (2)  |
| <b>Key Controls (in place)</b>       | Governance Management Framework                                    |
| <b>Action (Treatment)</b>            | Documented review processes  |
| <b>Risk Rating (after treatment)</b> | Adequate   |



### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 12.1

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0959** That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Regulation 11A of the *Local Government (Functions & General) Regulations 1996* and Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the review of Policy 3.11 - Purchasing Policy, as presented in Attachment 12.1A, and Delegation 5.1 - Payments from the Municipal or Trust Funds, as presented in Attachment 12.1B.

**CARRIED 5/1**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

**Against:** Cr Sewell

**12.2 Integrated Strategic Plan - Quarterly Monitoring Review - April 2024**

## Governance & Compliance



|                                |   |
|--------------------------------|---|
| <b>Date:</b>                   | 16 May 2024   |
| <b>Location:</b>               | Not Applicable  |
| <b>Responsible Officer:</b>    | Aaron Wooldridge, Acting Chief Executive Officer  |
| <b>Author:</b>                 | Kahli Rose, Executive and Governance Officer  |
| <b>Legislation:</b>            | <i>Local Government Act 1995</i>  |
| <b>SharePoint Reference:</b>   | Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review    |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>Attachments:</b>            | <b><u><a href="#">Attachment 12.2A - Integrated Strategic Plan - Quarterly Review</a></u></b> |

### Purpose of Report

Executive Decision                       Legislative Requirement

### Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2024 to Council for consideration and, if satisfactory, adoption.

### Background

The Shire of Dowerin has embedded an IPR into the “business as usual” of the organisation and have achieved a good standard of practice. This document sets out the key points of the IPR cycle.

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The next major review of the plan is due in the 2025/26 FY. The major review integrated the Strategic Community Plan and Corporate Business Plan, and this form the elements of the IPR Framework.

### Comment

The ISP is reviewed in May each year, in conjunction with the annual budget deliberation process, with reporting on operational progress quarterly, ensuring that the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor success of initiatives to deliver on the strategies and aspirations detailed in the ISP. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments.

Progress reporting is carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the ISP. The quarterly report is to be shared via a Council Item and on the Shire website. In addition, results will be formerly communicated to the community annually via the legislated end of year financial year Annual Report.

The Integrated Strategic Plan Quarterly Monitoring Review – April 2024 is presented to Council for its perusal as Attachment 12.2A

In this review, a traffic light colour system has been implemented to indicate progress.

Red = not commenced, Amber = In progress, and Green = completed.

The quarterly update comment has been updated. Council should refer to this for the up-to-date status.

### Consultation

Nil

### Policy Implications

Nil

### Statutory Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.1

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Risk Implications

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 12.2

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0960**

**That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review - April 2024, as presented in Attachment 12.2A.**

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

UNCONFIRMED

## 13. OFFICER'S REPORTS - WORKS AND ASSETS

### 13.1 Request for Tender - T2024-01 Maintenance Grading Road Works

# Works & Assets



|                                |   |
|--------------------------------|---|
| <b>Date:</b>                   | 14 May 2024   |
| <b>Location:</b>               | Not applicable  |
| <b>Responsible Officer:</b>    | Ben Forbes, Asset & Works Coordinator   |
| <b>Author:</b>                 | Kahli Rose, Executive Governance Coordinator  |
| <b>Legislation:</b>            | <i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996</i> |
| <b>SharePoint Reference:</b>   | Organisation/Corporate Management/Tendering   |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>Attachments:</b>            | <b>Attachment 13.1A -Tender Specifications</b>  |

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

This Item presents the draft tender specifications for the Request for Tender (RFT) - T2024-01 Maintenance Grading Road Works to Council for consideration and, if satisfactory, adoption.

#### Background

The Shire of Dowerin is committed to applying the objectives, principles and practices outlined in Policy 3.11 Purchasing Policy, to all purchasing activities and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

#### Comment

The RFT package will include all relevant documentation in accordance with legislative requirements and will incorporate the relevant selection qualitative criteria and weightings (as approved by Council) to be applied during the tender analysis.

Permission is sought from Council to advertise this RFT in accordance with legislative requirements, with a report to be provided to the next Ordinary Meeting of Council following the close of tenders for determination, once the appropriate advertising and evaluation process is completed.

## Consultation

Aaron Wooldridge, Acting Chief Executive Officer  
Peter Dittrich, Acting Deputy Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Council Workshop – 21 May 2024 Meeting

## Policy Implications

Policy 3.11 – Purchasing Policy and Policy 3.15 – Regional Price Preference Policy are applicable.

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure  
Objective: We have functional infrastructure that meets the needs of the community.  
Outcome: 3.2  
Reference: 3.2.3

### Asset Management Plan

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

### Long Term Financial Plan

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

## Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

### ***“3.57. Tenders for providing goods or services***

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

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

**Risk Implications**

|                                      |   |
|--------------------------------------|---|
| <b>Risk Profiling Theme</b>          | Supplier/Contract Management                                |
| <b>Risk Category</b>                 | Project Budget  |
| <b>Risk Description</b>              | \$200,001 - \$500,000                                       |
| <b>Consequence Rating</b>            | Moderate (3)  |
| <b>Likelihood Rating</b>             | Unlikely (2)  |
| <b>Risk Matrix Rating</b>            | Moderate (5)  |
| <b>Key Controls (in place)</b>       | AMP and LTFP  |
| <b>Action (Treatment)</b>            | Develop Standardised Contracts; Document Financial Controls |
| <b>Risk Rating (after treatment)</b> | Adequate  |

**Financial Implications**

The tender amounts will be a consideration in the 2024/2025 Capital Road Construction budget.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 13.1**

**Moved:** Cr Hudson **Seconded:** Cr Ward

**0961** That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works, as presented in Attachment 13.1A as amended;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;
3. Endorses advertising of the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works; and
4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**14. Urgent Business Approved by the Person Presiding or by Decision**

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

**Aaron Wooldridge exited the meeting at 3:48pm**

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr McMorran

**Seconded:** Cr Ward

**0962 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.**

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**Council went Behind Closed Doors at 3:48pm**

**16.1 16.1 - Confidential Item - Chief Executive Officer (CEO) Recruitment**

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 16.1**

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0963 That Council endorses the recommendations in the Confidential Report.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**Aaron Wooldridge re-entered the meeting at 4:00pm**



16.2

**16.2 - Confidential Item - Sale of Plant by Tender - CAT 120M Grader**

In accordance with Section 5.23(2)(c) of the Local Government Act 1995, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation/Resolution - 16.2**

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0964 That Council endorses the recommendations in the Confidential Report.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Trepp

**Seconded:** Cr McMorran

**0965 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.**

**CARRIED 6/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**Council came out from Behind Closed Doors at 4:02pm**

17.

**Closure**

The President thanked those in attendance and declared the meeting closed at 4:06pm.

**SHIRE OF DOWERIN**  
**List of Payments for Period Ending**  
**31st May 2024**

Last EFT No: 12140

| <u>Chq/EFT</u> | <u>Date</u> | <u>Name</u>                                       | <u>Description</u>  | <u>Amount</u> |
|----------------|-------------|---|---|---------------|
| EFT12141       | 01/05/2024  | Avon Waste  | Domestic rubbish removal f/n ended 26/3/24  | \$ 5,651.67   |
| EFT12142       | 01/05/2024  | Patricia Allsopp                                  | Mothers day after school activity supplies  | \$ 21.00      |
| EFT12143       | 01/05/2024  | Courtney's Cleaning - <b>FULLY FUNDED</b>         | Domestic Assistance 4 hrs per week- HCP3C   | \$ 870.45     |
| EFT12144       | 01/05/2024  | Bear Pantry Cafe                                  | Supply lunch for councillors  | \$ 71.40      |
| EFT12145       | 01/05/2024  | Brooks Hire                                       | Supply & deliver padfoot roller from 05/03/2024 to 10/03/2024 for Koombekine North road works                             | \$ 4,130.63   |
| EFT12146       | 01/05/2024  | BriJarCass Security Pty Ltd - <b>FULLY FUNDED</b> | CHSP - Provision of cleaning services by contractor   | \$ 3,069.00   |
| EFT12147       | 01/05/2024  | Competent Solutions Pty Ltd                       | Supply Protective clothing as per request forms   | \$ 1,291.71   |
| EFT12148       | 01/05/2024  | C&F Building Approvals                            | Consultancy - March 2024  | \$ 440.00     |
| EFT12149       | 01/05/2024  | Dowerin & Districts Farmshed                      | Supply x14 500kg bags of GP Cement for drainage works on Dowerin Kalannie Road WFN182G                                    | \$ 4,690.00   |
| EFT12150       | 01/05/2024  | Peter Joseph Harris                               | Rates refund for assessment A837 2 O'LOGHLEN STREET DOWERIN 6461  | \$ 369.59     |
| EFT12151       | 01/05/2024  | Joelectrics                                       | Repairs to lower float level in sewer pit   | \$ 1,747.11   |
| EFT12152       | 01/05/2024  | KAOS Electrical                                   | Installation of 2 new air conditioners and removal of old rooftop unit at the Shire Admin building                        | \$ 6,140.00   |
| EFT12153       | 01/05/2024  | Kahli Rose  | Kitchen supplies  | \$ 25.20      |
| EFT12154       | 01/05/2024  | Local Government Works Assoc.                     | 1 year membership LGWA  | \$ 100.00     |
| EFT12155       | 01/05/2024  | Lite n' Easy - <b>FULLY FUNDED</b>                | HCPL3- Lite N' Easy meals to assist with nutrition  | \$ 330.52     |
| EFT12156       | 01/05/2024  | MABLE TECHNOLOGIES - <b>FULLY FUNDED</b>          | HCPL3 - Provision of contractor for respite   | \$ 604.52     |
| EFT12157       | 01/05/2024  | Perth Laundry Equipment                           | SSA Washing machine and dryer rental Jan 24 - Jun 24  | \$ 419.46     |
| EFT12158       | 01/05/2024  | 5Rivers Plumbing & Gas                            | Dry hire 5T excavator 4 days for road works   | \$ 2,001.50   |
| EFT12159       | 01/05/2024  | Tough Jobs Done - <b>FULLY FUNDED</b>             | Provision of a garden home maintenance service  | \$ 308.00     |
| EFT12160       | 01/05/2024  | Wheatbelt Liquid Waste                            | Pump out sewer holding pond at Shire Sewerage plant   | \$ 1,430.00   |
| EFT12161       | 01/05/2024  | WALLIS COMPUTER SOLUTIONS                         | Equipment Finance rental  | \$ 1,001.00   |
| EFT12162       | 03/05/2024  | Bear Pantry Café - <b>REIMBURSED</b>              | AusChem Ag Course Catering  | \$ 242.00     |
| EFT12163       | 03/05/2024  | Dowerin Gourmet Butchershop                       | Anzac Day Breakfast - Meat  | \$ 356.50     |
| EFT12164       | 03/05/2024  | Georgie Sadler - <b>FULLY FUNDED</b>              | Music - Entertainment Family Fun Day  | \$ 350.00     |
| EFT12165       | 07/05/2024  | SOUTH REGIONAL TAFE - <b>REIMBURSED</b>           | 10 x Aus Chem Manual Courses @ CRC  | \$ 800.00     |
| EFT12166       | 07/05/2024  | ASTRO SYNTHETIC SURFACES PTY LTD                  | Supply Astro Turf top cricket pitch covers as per quote #24018/RO   | \$ 9,905.50   |
| EFT12167       | 07/05/2024  | Boekeman Machinery                                | Supply PTO switch for MF50R Tractor MT40007151  | \$ 121.94     |
| EFT12168       | 07/05/2024  | Bitumen Distributors Pty Ltd                      | Supply 2000L emulsion for Jetpatcher  | \$ 2,200.00   |
| EFT12169       | 07/05/2024  | Corsign WA  | Supply signage for WSFN works as per quote 00083623   | \$ 15,328.50  |
| EFT12170       | 07/05/2024  | Dowerin Tyre & Exhaust                            | Refit tyre to D005 Hino   | \$ 110.00     |
| EFT12171       | 07/05/2024  | Dowerin & Districts Farmshed                      | Monthly order for cleaning supplies for SSA- April 2024   | \$ 2,495.95   |
| EFT12172       | 07/05/2024  | Eastern Hills Chainsaws & Mowers                  | Supply earth auger as per quote 2749  | \$ 1,840.45   |
| EFT12173       | 07/05/2024  | G & C Glass                                       | Repair roller door at 1/13 Stacy St   | \$ 1,100.00   |
| EFT12174       | 07/05/2024  | Hersey's Safety Pty Ltd                           | Supply small consumables and PPE  | \$ 811.94     |
| EFT12175       | 07/05/2024  | HOME CHEF - <b>FULLY FUNDED</b>                   | HCPL4 - Supply Home Chef meals  | \$ 319.99     |
| EFT12176       | 07/05/2024  | Holberton Earthmoving                             | Supply road building services as per tender 2023-05 for gravel resheeting on Hindmarsh Back Road R2R015 SLK 0.30-2.20     | \$ 97,310.00  |
| EFT12177       | 07/05/2024  | INITIAL HYGIENE                                   | Collection of sanitary bins - All shire properties Mar 24   | \$ 485.91     |
| EFT12178       | 07/05/2024  | Lite n' Easy - <b>FULLY FUNDED</b>                | HCP3 - Provision of meals to assist with nutrition  | \$ 844.47     |
| EFT12179       | 07/05/2024  | Newtravel Inc                                     | NEWTRAVEL Event Support Project Council Contribution 2023-2024  | \$ 470.00     |
| EFT12180       | 07/05/2024  | Rural Ranger Services                             | Rural Ranger Services 18/04, 22/04 & 24/04  | \$ 1,197.52   |
| EFT12181       | 07/05/2024  | T-Quip  | Supply 4 X TOP137-1999-03 blades for Zero Turn Mower  | \$ 274.39     |
| EFT12182       | 07/05/2024  | WALLIS COMPUTER SOLUTIONS                         | Adobe Pro Subscription License - Quote #001802  | \$ 914.87     |
| EFT12186       | 10/05/2024  | Dowerin Tyre & Exhaust                            | Supply & fit 2 tyres to D07 Ranger  | \$ 1,088.55   |
| EFT12187       | 10/05/2024  | Dowerin & Districts Farmshed                      | Supply pallet of grey cement  | \$ 1,846.20   |
| EFT12188       | 10/05/2024  | DIALPLAN  | Fixed wireless internet for SSA, 13 Cottrell St & 4 O'Loughlen St   | \$ 267.00     |
| EFT12189       | 10/05/2024  | Irrigation Dosing Systems                         | Supply services for the diagnosis and repairs to the chlorination injection system on the town ovals reticulation system. | \$ 2,366.93   |
| EFT12190       | 10/05/2024  | Local Government Works Assoc.                     | Local Government Works Association 2024 Conference  | \$ 1,270.50   |
| EFT12191       | 10/05/2024  | Naughty Bugs Pest Control                         | Attend SSA common areas and treat for meat ants   | \$ 364.00     |
| EFT12192       | 10/05/2024  | Petchell Mechanical                               | Purchase of CAT DEF module  | \$ 14,927.37  |
| EFT12193       | 10/05/2024  | VANGUARD PUBLISHING                               | Dowerin SSA - AGO Advertising Holiday Planner 2024  | \$ 885.50     |
| EFT12194       | 10/05/2024  | 5Rivers Plumbing & Gas                            | Carry out backflow testing at Turriff Rd  | \$ 807.00     |
| EFT12195       | 10/05/2024  | Rackmart Pty Ltd                                  | Supply: 4 X sets of Acerack Longspan shelving 1800 X 600 9 X Extra shelves 1800 X 600                                     | \$ 1,713.00   |
| EFT12196       | 10/05/2024  | Rural Infrastructure Services                     | Supply consultant services as per schedule of rates to assist with Blackspot project planning BS183                       | \$ 2,456.47   |
| EFT12197       | 10/05/2024  | RHONDA HARRIET RATCLIFFE                          | Frosted window film for goldfish bowl   | \$ 50.00      |
| EFT12198       | 10/05/2024  | Safe Avon Valley                                  | Impound fees for April 2024 - 5 x Cats for 3 days each  | \$ 375.00     |
| EFT12199       | 10/05/2024  | RI & EJ Sewell                                    | Supply of gravel as per gravel agreement for Dowerin Kalannie Road WFN182G  | \$ 14,968.80  |
| EFT12200       | 10/05/2024  | Telly's Auto Electrical & Air-Conditioning        | Replace AVL controllers in Dowerin Fire Brigade appliances  | \$ 839.30     |
| EFT12201       | 10/05/2024  | Vernice Pty Ltd                                   | Supply Dozer for gravel Stockpile for Manmanning Road LRC164  | \$ 24,794.00  |
| EFT12202       | 10/05/2024  | Mark Wilson                                       | Trailer netting with clips for LNE Eskys  | \$ 45.70      |
| EFT12203       | 10/05/2024  | WINCHESTER INDUSTRIES (Avago Pty Ltd)             | Supply & Deliver 28T 5mm wash Aggregate & 30T 150 Rock for drainage Koorda Wongan Hills Road RRG023                       | \$ 6,169.90   |
| EFT12204       | 10/05/2024  | W EMMOTT & SONS                                   | Supply gravel and subbase material for Dowerin Kalannie Road and Moonijin East Intersection for WFN182G                   | \$ 5,562.81   |

**SHIRE OF DOWERIN**  
**List of Payments for Period Ending**  
**31st May 2024**

| <u>Chg/EFT</u> | <u>Date</u> | <u>Name</u>                                       | <u>Description</u>   | <u>Amount</u> |
|----------------|-------------|---|--|---------------|
| EFT12205       | 10/05/2024  | Ampac Debt Recovery WA Pty Ltd                    | Debt collection charges April 24   | \$ 882.75     |
| EFT12206       | 10/05/2024  | Accwest Pty Ltd                                   | Assistance with Preparation of financial report for March 24   | \$ 962.50     |
| EFT12207       | 10/05/2024  | Mitchell Collard                                  | Power for VBFB Building 11/10/2023-10/12/2023  | \$ 1,294.22   |
| EFT12208       | 13/05/2024  | BriJarCass Security Pty Ltd - <b>FULLY FUNDED</b> | HCPL2- Provision of DA by contractor   | \$ 902.00     |
| EFT12209       | 13/05/2024  | LINKEDD - <b>FULLY FUNDED</b>                     | HCPL3- provision of self care activities   | \$ 4,752.60   |
| EFT12210       | 13/05/2024  | Lite n' Easy - <b>FULLY FUNDED</b>                | HCPL3- Provision of Lite n' Easy meals to assist with nutrition  | \$ 906.01     |
| EFT12211       | 13/05/2024  | MABLE TECHNOLOGIES - <b>FULLY FUNDED</b>          | HCPL3 -Respite care for client   | \$ 302.26     |
| EFT12212       | 13/05/2024  | Marda Property Care - <b>FULLY FUNDED</b>         | HCP3 - Garden & home maintenance services  | \$ 983.13     |
| EFT12213       | 13/05/2024  | MD Windsor - <b>FULLY FUNDED</b>                  | HCP4 - Supply & Fit motor to bed hoist   | \$ 874.50     |
| EFT12214       | 13/05/2024  | Goomalling Pharmacy - <b>FULLY FUNDED</b>         | HCP4 - Supply assisted living aids & webster packs   | \$ 1,162.30   |
| EFT12215       | 13/05/2024  | PIECO METALS PTY LTD                              | Rates refund for assessment A1216 E70/05734 MINING TENEMENT DOWERIN WA 6461  | \$ 85.38      |
| EFT12216       | 17/05/2024  | Avon Waste  | Refuse collection 23/04/2024 after applying Credit Note  | \$ 82.30      |
| EFT12217       | 17/05/2024  | A-Flo Equipment                                   | Supply self bundled 13,000L Diesel fuel tank   | \$ 29,855.87  |
| EFT12218       | 17/05/2024  | Courtney's Cleaning - <b>FULLY FUNDED</b>         | DA Contractor weekly assistance & travel   | \$ 378.35     |
| EFT12219       | 17/05/2024  | BriJarCass Security Pty Ltd - <b>FULLY FUNDED</b> | HCP3 - DA provided by contractor   | \$ 715.00     |
| EFT12220       | 17/05/2024  | Big Wheels Truck Alignment                        | Carry out wheel alignment on Jet Patcher Truck   | \$ 901.95     |
| EFT12221       | 17/05/2024  | Landgate  | Rural UV General Valuations first 500 shared   | \$ 6,195.00   |
| EFT12222       | 17/05/2024  | Dowerin & Districts Farmshed                      | Supply fuel meter for fuel pod   | \$ 1,584.25   |
| EFT12223       | 17/05/2024  | Department of Mines, Industry Regulation & Safety | BSL Form 81 March 24   | \$ 605.97     |
| EFT12224       | 17/05/2024  | Susan Dew   | Work Uniform   | \$ 181.72     |
| EFT12225       | 17/05/2024  | Eastern Hills Chainsaws & Mowers                  | Supply Blowers as per quote 2789#5   | \$ 1,567.70   |
| EFT12226       | 17/05/2024  | Holberton Earthmoving                             | As per Tender T2023-05 works scope 6.3.3.4 Additional works on Hindmarsh Back Road R2R015 as per spreadsheet.  | \$ 14,652.00  |
| EFT12227       | 17/05/2024  | LG & F HAGBOOM                                    | Supply gravel as per gravel agreement for Hindmarsh back Road R2R 015  | \$ 10,798.92  |
| EFT12228       | 17/05/2024  | INITIAL HYGIENE                                   | Collection of sanitary bins - All shire properties Apr 24  | \$ 485.91     |
| EFT12229       | 17/05/2024  | Joelectrics                                       | Replace faulty down lights outside the DCC   | \$ 1,179.88   |
| EFT12230       | 17/05/2024  | JAYNE GRIGSON - <b>REIMBURSEMENT</b>              | Reimburse for overpayment of Rent  | \$ 190.00     |
| EFT12231       | 17/05/2024  | Lite n' Easy - <b>FULLY FUNDED</b>                | HCP3 provision of Lite N Easy Meals to assist with nutrition   | \$ 544.99     |
| EFT12232       | 17/05/2024  | Midland Sand & Soil Supplies                      | Supply & Deliver 18m3 of 20mm Blue Metal for drainage works RRG003   | \$ 1,900.00   |
| EFT12233       | 17/05/2024  | Northam Carpet Court - <b>FULLY FUNDED</b>        | HCP3 -replacement flooring   | \$ 3,213.00   |
| EFT12234       | 17/05/2024  | Newground Water Services Pty Ltd                  | Carry out April routine checks on reticulation and ovals   | \$ 2,820.62   |
| EFT12235       | 17/05/2024  | Rural Ranger Services                             | Ranger services 29/04, 30/04 & 08/05/24  | \$ 953.92     |
| EFT12236       | 17/05/2024  | Tough Jobs Done - <b>FULLY FUNDED</b>             | Provision of a garden home maintenance service   | \$ 154.00     |
| EFT12237       | 22/05/2024  | Courtney's Cleaning - <b>FULLY FUNDED</b>         | DA provided by contractor & travel   | \$ 1,330.05   |
| EFT12238       | 22/05/2024  | BOC Limited                                       | Container Service - 29/03 - 27/04  | \$ 31.70      |
| EFT12239       | 22/05/2024  | Bear Pantry Cafe                                  | Refreshments for CRC events - Dec 23   | \$ 410.69     |
| EFT12240       | 22/05/2024  | Holberton Earthmoving                             | Float Bomag roller from Petchells to Depot   | \$ 495.00     |
| EFT12241       | 22/05/2024  | KAHLI ROSE  | Refreshments for May OCM & 2 workshops   | \$ 115.39     |
| EFT12242       | 22/05/2024  | NWSM GARAGE DOORS PTY LTD                         | Replace two damaged roller doors at the RecCentre/Basketball Courts  | \$ 18,920.00  |
| EFT12243       | 22/05/2024  | Perth Laundry Equipment                           | Washer & Dryer rental 22/05-21/06/2024   | \$ 419.46     |
| EFT12244       | 22/05/2024  | Paula PREEN<br><b>FULLY FUNDED</b>                | DA Contractor weekly for 4-5 hours weekly - 08/04, 10/04, 11/04, 15/04, 17/04, 18/04, 22/04, 24/04, 25/04, 29/04, 01/05, 02/05, 06/05, 08/05 & 09/05 | \$ 2,580.00   |
| EFT12245       | 22/05/2024  | St John Ambulance WA Ltd                          | Updating of First Aid kits for admin, depot and vehicles   | \$ 1,084.17   |
| EFT12246       | 22/05/2024  | Tough Jobs Done - <b>FULLY FUNDED</b>             | HCP3C - Provision of a Monthly Garden service  | \$ 96.25      |
| EFT12247       | 22/05/2024  | UCARTY HOLDINGS PTY LTD                           | Supply 8175m3 of gravel product for Berring East Road LRC013, as per gravel agreement.   | \$ 28,599.64  |
| EFT12248       | 22/05/2024  | WALLIS COMPUTER SOLUTIONS                         | Equipment Rental Finance #2  | \$ 1,215.50   |
| EFT12249       | 22/05/2024  | Yleena Farm                                       | Supply 673.92m3 of gravel for Koombekine North Road RRG003   | \$ 2,223.94   |
| EFT12250       | 27/05/2024  | ANTHONY COUGHLIN                                  | TV Receiver for Unit1/18 Memorial Ave  | \$ 343.50     |
| EFT12251       | 27/05/2024  | Courtney's Cleaning - <b>FULLY FUNDED</b>         | Respite- HCP4C - Overnight care  | \$ 2,240.00   |
| EFT12252       | 27/05/2024  | BriJarCass Security Pty Ltd                       | Contract cleaning for Shire of Dowerin for 20 hours 29/04/24-12/05/2024  | \$ 3,238.13   |
| EFT12253       | 27/05/2024  | SRivers Plumbing & Gas                            | Carry out backflow testing and repairs at Lot Road Reserve Dowerin Kalannie Rd FK1350014   | \$ 1,620.57   |
| EFT12254       | 29/05/2024  | SOUTH REGIONAL TAFE - <b>REIMBURSED</b>           | Providing Auschem course to local farmers  | \$ 360.00     |
| EFT12255       | 29/05/2024  | Avon Waste  | Domestic rubbish collection 07/05/24   | \$ 2,943.54   |
| EFT12256       | 29/05/2024  | Boekeman Machinery                                | Carry out repairs to PTO on MF50 Tractor   | \$ 1,873.77   |
| EFT12257       | 29/05/2024  | Bitumen Distributors Pty Ltd                      | Supply 2000l emulsion for Jet Patcher  | \$ 2,200.00   |
| EFT12258       | 29/05/2024  | BriJarCass Security Pty Ltd                       | Contract Cleaning Services for Shire of Dowerin 13/05/24-26/05/24  | \$ 2,557.50   |
| EFT12259       | 29/05/2024  | C&F Building Approvals                            | BSL & Form 81 April 24   | \$ 440.00     |
| EFT12260       | 29/05/2024  | Country Copiers                                   | Printer meter readings 02/04/24-07/05/24 - black 256389, colour 216776 & large 885   | \$ 1,137.67   |
| EFT12261       | 29/05/2024  | Landgate  | Mining tenements valuation roll  | \$ 296.15     |
| EFT12262       | 29/05/2024  | Dowerin & Districts Farmshed                      | Supply 10 X 20L Chlorine   | \$ 1,404.20   |
| EFT12263       | 29/05/2024  | Digga West & Earthparts WA                        | Supply 4 sets skids for rotary axe BC-000003-K X 4   | \$ 391.60     |
| EFT12264       | 29/05/2024  | Eastern Hills Chainsaws & Mowers                  | Supply 2 x HOP72560VLJ81 Cutter heads for Honda Brushcutter  | \$ 124.20     |
| EFT12265       | 29/05/2024  | E Fire & Safety                                   | Service fire equipment at works depot and plant  | \$ 3,189.45   |
| EFT12266       | 29/05/2024  | HOME CHEF - <b>FULLY FUNDED</b>                   | HCPL4 - Meal delivery to assist with nutrition   | \$ 319.99     |
| EFT12267       | 29/05/2024  | Holberton Earthmoving                             | Float Bomag roller to Petchells Mechanical   | \$ 495.00     |
| EFT12268       | 29/05/2024  | PR & DF Inman                                     | Supply gravel as per gravel agreement for shoulder box out on Dowerin Kalannie Road WFN182G  | \$ 11,012.76  |
| EFT12269       | 29/05/2024  | Intelife Group                                    | Supply arborist/collaring crew and mobilisation for Dowerin Kalannie Road WFN182H  | \$ 11,330.00  |
| EFT12270       | 29/05/2024  | Lite n' Easy - <b>FULLY FUNDED</b>                | HCP4 - Supply meals to assist with nutrition   | \$ 583.34     |

**SHIRE OF DOWERIN**  
**List of Payments for Period Ending**  
**31st May 2024**

| <u>Chg/EFT</u> | <u>Date</u> | <u>Name</u>                           | <u>Description</u>  | <u>Amount</u> |
|----------------|-------------|---------------------------------------|---|---------------|
| EFT12271       | 29/05/2024  | Local Government Professionals        | LG Professionals - Time Management Workshop - June 2024         | \$ 395.00     |
| EFT12272       | 29/05/2024  | OFFICEWORKS MIDLAND                   | HDMI Cable, Markers, File sheets                                | \$ 364.32     |
| EFT12273       | 29/05/2024  | Petchell Mechanical                   | Supply 4 sets cutting edges for 12M Grader                      | \$ 2,277.00   |
| EFT12274       | 29/05/2024  | SRivers Plumbing & Gas                | Attend O'Loghlen St laneway and clear sewer line to 5 O'Loghlen | \$ 3,377.87   |
| EFT12275       | 29/05/2024  | Rural Ranger Services                 | Ranger services 14/05/24, plus travel and admin fees            | \$ 944.08     |
| EFT12276       | 29/05/2024  | Goomalling Medical Surgery            | Hepatitis shots   | \$ 120.00     |
| EFT12277       | 29/05/2024  | Team Global Express                   | Freight from Dowerin to Perth 03/05/2024                        | \$ 92.57      |
| EFT12278       | 29/05/2024  | T-Quip                                | Supply 4 X TOP-137-1999-03                                      | \$ 174.28     |
| EFT12279       | 29/05/2024  | Tough Jobs Done - <b>FULLY FUNDED</b> | Provision of a garden home maintenance service                  | \$ 154.00     |
| EFT12280       | 29/05/2024  | Lo-Go Appointments                    | DCEO services - 4 weeks   | \$ 17,728.16  |
|                |             |                                       |   | \$ 476,310.16 |

| <u>Direct Debit</u> | <u>Date</u> | <u>Name</u>                                       | <u>Description</u>                                      | <u>Amount</u> |
|---------------------|-------------|---|---|---------------|
| DD13466.1           | 01/05/2024  | Exetel Pty Ltd                                    | Corporate Internet - May 2024                           | \$ 560.00     |
| DD13468.1           | 01/05/2024  | Water Corporation                                 | Water - Usage 8/2/24 - 9/4/24                           | \$ 8,563.73   |
| DD13470.1           | 02/05/2024  | Saville Hotel Group                               | Electricity - 28/3/24 - 27/4/24                         | \$ 640.20     |
| DD13472.1           | 02/05/2024  | Water Corporation                                 | Water - Usage 6/2/24 - 10/4/24                          | \$ 11.47      |
| DD13474.1           | 06/05/2024  | Shire of Dowerin - Visa Payments                  | Visa Card payments                                      | \$ 1,609.37   |
| DD13486.1           | 07/05/2024  | Xenex Systems Pty Ltd                             | Update settings on phones                               | \$ 163.35     |
| DD13489.1           | 08/05/2024  | Xenex Systems Pty Ltd                             | VOIP phone system May 2024                              | \$ 452.71     |
| DD13491.1           | 09/05/2024  | Synergy   | Electricity supply - 21/3/24 - 17/4/24                  | \$ 1,719.26   |
| DD13493.1           | 10/05/2024  | Western Australian Treasury Corporation           | Loan No. 103 Interest payment                           | \$ 20,716.27  |
| DD13507.1           | 15/05/2024  | Resonline Pty Ltd                                 | Room Manager - April 2024                               | \$ 242.00     |
| DD13511.1           | 16/05/2024  | Telstra Limited                                   | Telephone - Calls and service charges 27/3/24 - 27/4/24 | \$ 523.93     |
| DD13514.1           | 21/05/2024  | Australian Taxation Office                        | BAS Jan-Mar 2024  | \$ 87,495.00  |
| DD13526.1           | 21/05/2024  | Gull Motorcharge Limited                          | Fuel - Jerry cans for depot                             | \$ 235.58     |
| DD13533.1           | 30/05/2024  | Department of Mines, Industry Regulation & Safety | Refund Bond   | \$ 720.00     |
| DD13542.1           | 31/05/2024  | National Australia Bank                           | Square Fees for May 2024                                | \$ 1.94       |
|                     |             |   |   | \$ 123,654.81 |

| <u>Payroll</u> | <u>Date</u> | <u>Description</u> | <u>Notes</u>               | <u>Amount</u> |
|----------------|-------------|--------------------|----------------------------|---------------|
|                | 06/05/2024  | Payroll            | Conciliation Payment to SC | \$ 635.54     |
|                | 08/05/2024  | Payroll            |                            | \$ 42,964.68  |
|                | 22/05/2024  | Payroll            |                            | \$ 45,417.14  |
|                |             |                    |                            | \$ 89,017.36  |

| <u>Superannuation</u> | <u>Name</u>                               | <u>Notes</u>                 | <u>Amount</u> |
|-----------------------|---|------------------------------|---------------|
|                       | Precision Administration Services Pty Ltd | Superannuation - 08 May 2024 | \$ 5,933.26   |
|                       | Precision Administration Services Pty Ltd | Superannuation - 22 May 2024 | \$ 6,102.89   |
|                       |   |                              | \$ 12,036.15  |

| <u>SUMMARY</u>        | <u>Description</u>    | <u>Amount</u> |
|-----------------------|-----------------------|---------------|
| <u>EFT</u>            | 12141 - 12280         | \$ 476,310.16 |
| <u>Direct Debits</u>  | DD13466.1 - DD13542.1 | \$ 123,654.81 |
| <u>Payroll</u>        | May-24                | \$ 89,017.36  |
| <u>Superannuation</u> | May-24                | \$ 12,036.15  |
|                       |                       | \$ 701,018.48 |

# SHIRE OF DOWERIN



**April 2024**

Date: 6/05/2024  
Voucher:

One thousand six hundred and nine dollars and thirty-seven cents

**\$ 1,609.37**

Dr to.

**NAB VISA D89**

**MUNICIPAL FUND**

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

Recommended by the Finance Committee .....

| DATE OF SERVICE | GL                    | PARTICULARS<br><small>(If progress payment, state total amount of contract and amount of previous payments, if any)</small> | GST        | AMOUNT             |
|-----------------|-----------------------|---|------------|--------------------|
| 28/02/2024      | 120302110.0000        | NAB Visa card fee DCEO  | -          | \$ 9.00            |
| 26/04/2024      | FEV006.298.2101       | Tin Dog Store - Goods for ANZAC Day   | \$15.85    | \$ 298.52          |
| 26/04/2024      | 120506870.2101        | Tin Dog Store - Milk - Gentle Gym   | -          | \$ 12.40           |
| 26/04/2024      | 120402110.2101        | Tin Dog Store -Snacks - Council   | \$3.25     | \$ 32.54           |
| 26/04/2024      | 121402870.2101        | Tin Dog Store - Milk - Depot  | -          | \$ 26.40           |
| 26/04/2024      | 121402870.2101        | Tin Dog Store - Milk - Admin  | -          | \$ 6.98            |
| 24/04/2024      | P408.266.2266         | Department of Transport - Infringement notice   | -          | \$ 100.00          |
| 24/04/2024      | 121402870.2101        | Puma - Milk - Admin   | -          | \$ 5.50            |
| 18/04/2024      | 120402110.2101        | Tin Dog Store -Snacks - Council   | -          | \$ 25.48           |
| 12/04/2024      | 121309870.2101        | Spotlight - ANZAC Day wreaths   | \$6.45     | \$ 71.00           |
| 11/04/2024      | 121402050.2101        | SEEK - Advert for compliance officer  | \$32.50    | \$ 357.50          |
| 11/04/2024      | <i>BM044.298.2101</i> | e-Bay - Gym cards   | -          | \$ 31.47           |
| 10/04/2024      | W0035.241.2101        | Harvey Norman - LG Cord zero handstick  | \$54.46    | \$ 599.01          |
| 10/04/2024      | W0035.241.2101        | Harvey Norman - LG Vacuum SSA - refund  | -          | \$ 774.00          |
| 8/04/2024       | P408.266.2266         | Department of Transport - temporary permit  | -          | \$ 30.40           |
| 2/04/2024       | BM066.262.2101        | Reece australia - Shower rail and hose - SSA  | \$38.73    | \$ 426.00          |
| 2/04/2024       | P719.261.2261         | Caltex Woorooloo - Fuel CEO   | \$2.78     | \$ 30.57           |
| 15/04/2024      | 121402410.2100        | Zoom Subscription plus transaction fee  | -          | \$ 230.62          |
| 12/04/2024      | 121309410.2100        | Xero Subscription   | \$2.91     | \$ 32.00           |
| 17/04/2024      | 121402410.0000        | ADOBE Monthly subs -CDO   | \$2.64     | \$ 28.99           |
| 9/04/2024       | 121402410.0000        | ADOBE Monthly subs -EGO   | \$2.64     | \$ 28.99           |
|                 |                       |   |            |                    |
|                 |                       |   |            |                    |
|                 |                       |   |            |                    |
|                 |                       |   | <b>Sub</b> | <b>\$ 1,609.37</b> |
|                 |                       |   |            | <b>\$ 1,609.37</b> |

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

  
 CERTIFIED SPECIAL EMERGENCY PAYMENT .....PRESIDENT



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)



053/2579

DOWERIN SHIRE

PO BOX 111

DOWERIN WA 6461

Statement Period

29 March 2024 to 29 April 2024

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

**Your Account Summary**

|   |                      |
|---|----------------------|
| Balance from previous statement           | \$2,680.11 DR        |
| Payments and other credits                | \$3,454.11 CR        |
| Purchases, cash advances and other debits | \$2,367.65 DR        |
| Interest and other charges                | \$15.72 DR           |
| <b>Closing Balance</b>                    | <b>\$1,609.37 DR</b> |

**YOUR DIRECT DEBIT PAYMENT OF \$1,609.37 WILL BE  
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
 06/05/2024 AS PER OUR AGREEMENT.**



0001082 120/4557049800027159 / E-2579 S-8133 I-16265

see reverse for transaction details

## Transaction record for: Billing account

| Date                          | Amount A\$           | Details                   | Reference   |
|-------------------------------|----------------------|---------------------------|-------------|
| 3 Apr 2024                    | \$2,680.11 CR        | DIRECT DEBIT PAYMENT      | 74557044093 |
| 15 Apr 2024                   | \$6.72               | NAB INTNL TRAN FEE - (SC) | 74557044106 |
| <b>Total for this Period:</b> | <b>\$2,673.39 CR</b> |                           |             |



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



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



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

## Cardholder summary

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

| Cardholder account  | Cardholder name      | Credit limit | Payments and other credits (A) | Purchases and cash advances (B) | Interest and other charges (C) | Net Totals (B + C - A) |
|---------------------|----------------------|--------------|--------------------------------|---------------------------------|--------------------------------|------------------------|
| 4557-0455-3822-0801 | MR AARON GARTH WOOLD | \$5,000      | \$774.00                       | \$2,337.08                      | \$9.00                         | \$1,572.08             |
| 4557-0455-3837-2230 | MR DAVID JOHN SINGE  | \$10,000     | \$0.00                         | \$30.57                         | \$0.00                         | \$30.57                |
| 4557-0498-0002-7159 | BILLING ACCOUNT      | \$0          | <b>\$2,680.11 CR</b>           | <b>\$0.00</b>                   | <b>\$6.72 DR</b>               | <b>\$2,673.39 CR</b>   |
|                     |                      |              | \$3,454.11 CR                  | \$2,367.65 DR                   | \$15.72 DR                     | \$1,070.74 CR          |

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%



Statement for  
**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MR AARON GARTH WOOLDRIDGE  
Account No: 4557 0455 3822 0801  
Statement Period: 29 March 2024 to 29 April 2024  
Cardholder Limit: \$5,000

**Transaction record for: MR AARON GARTH WOOLDRIDGE**

| 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 Apr 2024         | \$426.00           | REECE 6038 BALCATTA                       |             |                           |                       |   | 00950209899        |
| 8 Apr 2024         | \$30.40            | SHIRE DOWERIN DOWERIN                     |             |                           |                       |   | 00833080258        |
| 9 Apr 2024         | \$28.99            | Adobe Sydney                              |             |                           |                       |   | 74773884098        |
| 10 Apr 2024        | \$599.01           | EZI*LG ELECTRONICS AUS EASTERN CREEK      |             |                           |                       |   | 74155894099        |
| <b>10 Apr 2024</b> | <b>\$774.00 CR</b> | <b>Harvey Norman Online Homebush West</b> |             |                           |                       |   | <b>74564454100</b> |
| 11 Apr 2024        | \$31.47            | eBay O*25-11411-27689 Sydney              |             |                           |                       |   | 74773884101        |
| 11 Apr 2024        | \$357.50           | SEEK AU 71730188 MELBOURNE                |             |                           |                       |   | 74201334101        |
| 12 Apr 2024        | \$32.00            | XERO AU INV-34638935 HAWTHORN             |             |                           |                       |   | 74201334102        |
| 12 Apr 2024        | \$71.00            | SPOTLIGHT PTY LTD STH MELBOURNE           |             |                           |                       |   | 74611554101        |
| 15 Apr 2024        | \$223.90           | ZOOM.US 888-799-9666 WWW.ZOOM.US CA       |             |                           |                       |   | 24011344105        |
| 17 Apr 2024        | \$28.99            | Adobe Sydney                              |             |                           |                       |   | 74773884106        |
| 18 Apr 2024        | \$25.48            | GREENWAY GROCERS PTY L DOWERIN            |             |                           |                       |   | 74940524107        |
| 24 Apr 2024        | \$5.50             | PUMA DOWERIN DOWERIN                      |             |                           |                       |   | 74211984114        |
| 24 Apr 2024        | \$100.00           | SHIRE DOWERIN DOWERIN                     |             |                           |                       |   | 00915114630        |
| 26 Apr 2024        | \$6.98             | GREENWAY GROCERS PTY L DOWERIN            |             |                           |                       |   | 74940524114        |

Continued next page



Transaction record for: MR AARON GARTH WOOLDRIDGE (continued)

| Date                         | Amount A\$        | Details                        | Explanation   | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference   |
|------------------------------|-------------------|--------------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 26 Apr 2024                  | \$44.94           | GREENWAY GROCERS PTY L DOWERIN |               |                           |                       |   | 74940524114 |
| 26 Apr 2024                  | \$26.40           | GREENWAY GROCERS PTY L DOWERIN |               |                           |                       |   | 74940524114 |
| 26 Apr 2024                  | \$298.52          | GREENWAY GROCERS PTY L DOWERIN |               |                           |                       |   | 74940524115 |
| 29 Apr 2024                  | \$9.00            | CARD FEE                       |               |                           |                       |   | 74557044120 |
| <b>Total for this period</b> | <b>\$1,572.08</b> |                                | <b>Totals</b> |                           |                       |   |             |

**Employee declaration**

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

Cardholder signature:

*Aaron Garth Wooldridge*

Date:

16-5-24



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 DAVID JOHN SINGE  
Account No: 4557 0455 3837 2230  
Statement Period: 29 March 2024 to 29 April 2024  
Cardholder Limit: \$10,000

### Transaction record for: MR DAVID JOHN SINGE

| 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 Apr 2024                   | \$30.57        | CALTEX WOOROLOO WOOROLOO |               |                           |                       |   | 74564454092 |
| <b>Total for this period</b> | <b>\$30.57</b> |                          | <b>Totals</b> |                           |                       |   |             |

### Employee declaration

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

0001062 120/4557049800027159 / E-2579 S-8135 I-16269





starcard

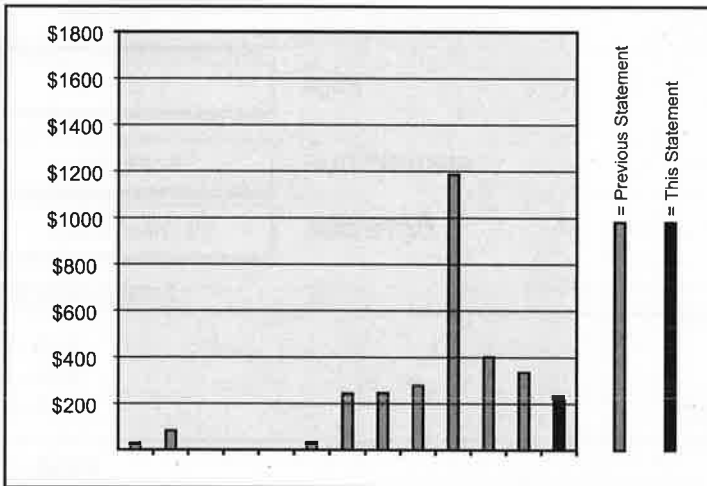
WEX Australia Pty Ltd  
ABN: 68 005 970 570  
GPO BOX 5342  
MELBOURNE VIC 3001  
Ph: 1300 234 279  
Fax: (03) 9274 9130  
Lost cards: 1300 234 279  
Web: caltex.com/au/starcard

Page 2 of 4

Account No. 141 724 211 - 0

Product Summary

Expenditure Trend



This Statement

|                              |        |
|------------------------------|--------|
| Diesel                       | 0.00   |
| Fuel - Other                 | 212.80 |
| Oil                          | 0.00   |
| Vehicle Service              | 0.00   |
| Travel                       | 0.00   |
| Accommodation                | 0.00   |
| Shop/Retail                  | 0.00   |
| *GST Free Retail             | 0.00   |
| Insurance & Recovery         | 0.00   |
| Management Fees              | 0.00   |
| *Card Fees (Input Taxed)     | 0.00   |
| Other charges                | 0.00   |
| *Other charges (Input Taxed) | 1.50   |
| GST                          | 21.28  |

Total Expenditure \$235.58  
\* = No GST



CALTEX

**starcard**

WEX Australia Pty Ltd  
ABN: 68 005 970 570  
GPO BOX 5342  
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Fax: (03) 9274 9130  
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Web: caltex.com/au/starcard

Page

3 of 4

Account No.

141 724 211 - 0

**Summary**

**Cardholder Summary**

| Card No.                 | Description | Total Litres  | Cardholder Total | GST          | Total (incl. GST) |
|--------------------------|-------------|---------------|------------------|--------------|-------------------|
| 5475 3198                | MTCE        | 30.00         | 54.71            | 5.37         | 60.08             |
| 5783 8699                | DEPOT       | 0.00          | 0.00             |              | 0.00              |
| 5889 1721                | P & G       | 82.98         | 159.59           | 15.91        | 175.50            |
| <b>TOTAL EXPENDITURE</b> |             | <b>112.98</b> | <b>214.30</b>    | <b>21.28</b> | <b>235.58</b>     |



starcard

Purchases by Cardholder  
ABN: 68 005 970 570  
GPO BOX 5342  
MELBOURNE VIC 3001  
Ph: 1300 234 279  
Fax: (03) 9274 9130  
Lost cards: 1300 234 279  
Web: caltex.com/au/starcard

Account Name **SHIRE OF DOWERIN**  
Account No. **141 724 211 - 0**

Period Ending **30 APR 24**  
Page **4 of 4**

| Cost Centre | Card Number | Date  | Docket Number | Supplier Name/ Location  | Supplier ABN# | Fuel Brand      | Vehicle Rego / Ref. | Odometer | Product                 | Unit Cost Incl. GST (CPL) | Qty / Lts    | Total Excl. GST | GST Amount     | Total Incl. GST |
|-------------|-------------|-------|---------------|--------------------------|---------------|-----------------|---------------------|----------|-------------------------|---------------------------|--------------|-----------------|----------------|-----------------|
|             | 5475 3198   | 30MAR | 15023         | BP ROADHOUSE GOOMALLING  | 40169488055   | BP              | D013                |          | 1 REGULAR ULP           | 194.93                    | 15.00        | 26.58           | 2.66           | 29.24 ✓         |
|             | 5475 3198   | 30MAR |               | WEX AUSTRALIA            | 68005970570   |                 | D013                |          | TRANS. FEE              |                           |              | 0.50            |                | 0.50            |
|             | 5475 3198   | 18APR | 15229         | BP ROADHOUSE GOOMALLING  | 40169488055   | BP              | D013                |          | 1 REGULAR ULP           | 198.93                    | 15.00        | 27.13           | 2.71           | 29.84 ✓         |
|             | 5475 3198   | 18APR |               | WEX AUSTRALIA            | 68005970570   |                 | D013                |          | TRANS. FEE              |                           |              | 0.50            |                | 0.50            |
|             |             |       |               | <b>MTCE</b>              |               |                 |                     |          | <b>TOTAL CARD SPEND</b> |                           | <b>30.00</b> | <b>\$54.71</b>  | <b>\$5.37</b>  | <b>\$60.08</b>  |
|             | 5889 1721   | 17APR | 5368          | DOWERIN FUEL STATION AND | 62669702407   | CALTEX STARCARD |                     |          | REGULAR ULP             | 210.89                    | 82.98        | 159.09          | 15.91          | 175.00 ✓        |
|             | 5889 1721   | 17APR |               | WEX AUSTRALIA            | 68005970570   |                 |                     |          | TRANS. FEE              |                           |              | 0.50            |                | 0.50            |
|             |             |       |               | <b>P &amp; G</b>         |               |                 |                     |          | <b>TOTAL CARD SPEND</b> |                           | <b>82.98</b> | <b>\$159.59</b> | <b>\$15.91</b> | <b>\$175.50</b> |

In accordance with Goods and Services Tax: Waiver of Tax Invoice Requirement (Corporate Card Statements) Determination 2020 (Instrument ID: 2020/SMB/0006), your business does not need to retain original tax invoices to claim input tax credits for the GST expenditure shown on this statement / report. To comply with this ruling the card must show a card holder name (and / or vehicle registration where applicable) and your business must maintain regulated policies for making adjustments for expenditure that is wholly or partly of a private or domestic nature, and to ensure that input tax credits are not claimed more than once for a single creditable acquisition. Please retain this document to substantiate your taxation claims.  
This document is issued by WEX Australia Pty Ltd, A.B.N. 68 005 970 570, Level 23, 367 Collins St, Melbourne VIC 3000.

|                       |   |  |
|-----------------------|---|--|
| <b>POLICY NUMBER</b>  | - | <b>5.1</b>   |
| <b>POLICY SUBJECT</b> | - | <b>5.1 Dowerin Home Care – Volunteer Driver Allowance Policy</b> |
| DATE ADOPTED          | - | 22 October 2019 (CMRef 0068)                                     |
| RESPONSIBLE OFFICER   | - | Deputy Chief Executive Officer                                   |
| REVIEWED              | - | 27 February 2023 (CMRef 0736)                                    |
|                       | - | <u>18<del>2</del> June 2024(CMRef:XXX)</u>                       |

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### Objective

To recognise and support the important contribution to our community made by the volunteer drivers of Dowerin Home Care (DHC), through the provision of a vehicle and an Allowance when transporting eligible residents to either Northam or Perth.

---

### Policy

The Shire of Dowerin recognises and supports Dowerin Home Care's objective of caring for older residents who need assistance to keep living independently at home and in our community.

The Shire has agreed to provide a fully maintained vehicle for DHC volunteers to utilise when transporting eligible residents to appointments and activities in Northam and Perth that are not available within the Shire of Dowerin.

The Shire ~~will has also agreed to~~ provide an Allowance to ensure volunteers are not out of pocket in any way when transporting our residents to Northam or Perth. The allowance shall be used for the purpose of out-of-pocket expenses only, that is outside the vehicle running costs i.e., fuel. The Dowerin Home Care Coordinator must authorise an allowance voucher for record and audit purposes.

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

The Allowance applicable to this Policy is:

1. ~~\$2015~~ per return trip to Northam; and
2. ~~\$350~~ per return trip to Perth.

### Further References

Shire of Dowerin Code of Conduct

| Document Control        |   |
|-------------------------|---|
| Policy Number           | 5.1   |
| Policy Version          | 2   |
| Policy Owners           | Deputy Chief Executive Officer  |
| Creation Date           | 22 October 2019 (CMRef 0068)  |
| Last Review Date        | 21 February 2023 (CMRef 0736)   |
| <u>Last Review Date</u> | <u>18<del>2</del> June 2024 (CMRef:XXX)</u>   |
| Next Review Due         | This policy will be reviewed <del>bi</del> -annually or more often where circumstances require. |

DRAFT



|                            |  |
|----------------------------|--|
| <b>POLICY NUMBER</b>       | - 5.3  |
| <b>POLICY SUBJECT</b>      | - 5.3 - Community Bus Hire Policy  |
| <b>DATE ADOPTED</b>        | - 21 April 2020 (CMRef 0175)   |
| <b>RESPONSIBLE OFFICER</b> | - Deputy Chief Executive Officer   |
| <b>REVIEWED</b>            | - 21 February 2023 (CMRef 0736)<br><a href="#">18 June 2024 (CMRef: XXX)</a> |

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### **Objective**

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

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### **Policy**

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

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

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

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

Conditions of Hire are included within the Hire Agreement available on the Shire website or at the Shire Administration Office. The Conditions of Hire to be reviewed periodically by the CEO.

### **Eligibility**

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

---

### **Roles & Responsibilities**

#### **Councillors**

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

#### **Chief Executive Officer**

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

#### **Deputy Chief Executive Officer**

~~The Deputy~~The Deputy Chief Executive Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration, and for ensuring Administration Staff are informed of any amendments to the policy.

**Administration Staff**

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

**Related Documentation**

Nil

**Related Legislation/Local Law/Policy/Procedure**

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

**Related Delegation**

Nil

| Document Control |   |
|------------------|---|
| Policy Number    | 5.3   |
| Policy Version   | <del>2</del> _3   |
| Policy Owners    | Executive & Governance Officer  |
| Creation Date    | 21 April 2020 (CMRef 0175)  |
| Last Review Date | 21 February 2023 (CMRef 0736)<br><u>18 June 2024 (CMRef: XXX)</u>                               |
| Next Review Due  | This policy will be reviewed <del>bi</del> -annually or more often where circumstances require. |

|                       |   |  |
|-----------------------|---|--|
| <b>POLICY NUMBER</b>  | - | <b>6.1</b>   |
| <b>POLICY SUBJECT</b> | - | <b>6.1 Outbuildings in Residential Areas Local Planning Policy</b>                                   |
| DATE ADOPTED          | - | 20 October 2020 (CMRef 0292)   |
| RESPONSIBLE OFFICER   | - | Executive & Governance Officer   |
| REVIEWED              | - | <a href="#">20 June 2023 (CMRef <del>XXX0795</del>)</a><br><a href="#">18 June 2024 (CMRef: XXX)</a> |

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### Objective

The objectives of this Policy are to:

1. control the size and height of outbuildings in residential ~~areas;areas.~~
  2. ensure that outbuildings are not visually intrusive to neighbouring properties or adjoining public spaces; and
  3. ensure that the construction of an outbuilding does not detract from the general aesthetics and amenity of the residential area.
- 

### Policy

#### Definitions

**'Outbuilding'** is an enclosed non-habitable structure that is detached from any dwelling, but is NOT a:

1. **'Garage'** is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the ~~dwelling;dwelling.~~
2. **'Verandah'** is a roofed open platform attached to a ~~dwelling;dwelling.~~
3. **'Patio'** is an unenclosed structure covered in a water impermeable material which may or may not be attached to a ~~dwelling;dwelling.~~
4. **'Gazebo'** is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.

**'Setback'** is the horizontal distance between a wall at any point and an adjacent Lot boundary, measured at right angles (90 degrees) to the building.

**'R Codes'** is a State Planning Policy made under Section 26 of the *Planning and Development Act 2005*. This policy is cited as State Planning Policy 7.3 – Residential Design Codes Volume 1 (R-Codes). The purpose of the R-Codes is to provide a comprehensive basis for the control of residential development throughout Western Australia.

#### Application

This Policy applies to new residential outbuildings on land in the district of Dowerin where the R-Codes apply.

#### Outbuildings

Applications not meeting this development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application for determination. Where an application is to be referred to

Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Dowerin:

1. Outbuildings that comply with the Residential Design Codes Deemed-to-comply Requirements; -and
2. Comply with the Building Code of ~~Australia~~;Australia.
  1. Are constructed of new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practising Structural Engineer as to the structural adequacy of the design and/or materials, unless a certified BA3 accompanies the application from a private certifier. The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed to ensure they do not detract from the visual amenity of the ~~area~~;area.
  2. Are not attached to a ~~dwelling~~;dwelling.
  3. Are not habitable or contain habitable features, such as bathroom or wet ~~bar~~;bar.
  4. Are not within the primary street setback ~~area~~;area.
  5. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed ~~amount~~;amount.
  6. Are setback in accordance with the requirements of the Residential Design Codes; and
  7. Are of size or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in the table below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council for planning consent:

| LOT AREA<br>(m <sup>2</sup> ) | MAXIMUM SINGLE<br>OUTBUILDING<br>(m <sup>2</sup> ) | TOTAL<br>OUTBUILDINGS<br>(m <sup>2</sup> ) | MAXIMUM WALL<br>HEIGHT<br>(m) | MAXIMUM RIDGE<br>HEIGHT<br>(m) |
|-------------------------------|--|--|-------------------------------|--------------------------------|
| 500 – 749                     | 46   | 62   | 2.4                           | 3.6                            |
| 750 – 999                     | 73   | 97   | 3.0                           | 3.6                            |
| 1000 – 1249                   | 94   | 125  | 3.0                           | 3.6                            |
| 1250 – 1699                   | 117  | 156  | 3.0                           | 3.9                            |
| 1700 – 2049                   | 130  | 202  | 3.0                           | 3.9                            |
| 2050 – 2999                   | 143  | 262  | 3.3                           | 4.2                            |
| 3000 - 5000                   | 157  | 375  | 3.6                           | 4.5                            |

## Roles and Responsibilities

### Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy.

### Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all procurement activities.

## Related Documentation

### Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

## Related Delegation

| <u>Document Control</u> |   |
|-------------------------|---|
| <u>Policy Number</u>    | <u>6.1</u>  |
| <u>Policy Version</u>   | <u>3<del>2</del></u>  |
| <u>Policy Owners</u>    | <u>Executive &amp; Governance Officer</u>   |
| <u>Creation Date</u>    | <u>20 October 2020 (CMRef 0292)</u>   |
| <u>Last Review Date</u> | <u>20 June 2023 (CMRef 0795)</u><br><u>18 June 2024 (CMRef: XXX)</u>                    |
| <u>Next Review Due</u>  | <u>This policy will be reviewed annually or more often where circumstances require.</u> |

DRAFT

|                            |   |  |
|----------------------------|---|--|
| <b>POLICY NUMBER</b>       | - | <b>6.3</b>   |
| <b>POLICY SUBJECT</b>      | - | <b>6.3 Sea Containers and Similar Storage Containers Local Planning Policy</b> |
| <b>DATE ADOPTED</b>        | - | 20 October 2020 (CMRef 0292)   |
| <b>RESPONSIBLE OFFICER</b> | - | <del>Executive &amp; Governance</del> <u>Coordinator/Officer</u>               |
| <b>REVIEWED</b>            | - | 20 June 2023 (CMRef 0795)<br><u>18 June 2024 (CMRef: XXX)</u>                  |

### Objective

The objectives of this Policy ~~is~~ are to control the use and placement of sea containers, or other similar structures in the townsites of the Shire, such that an acceptable standard of development is achieved and that the structure does not adversely affect the amenity of the area.

### Policy

1. All sea containers and other similar structures proposed to be located within the Shire require a Development Application to be submitted for assessment and approval by Council prior to locating a sea container on-site, with the exception of sea containers located on General Industry and Rural zones.
2. This policy is based on sea containers up to 6 metres (20 feet) in length for Residential, Townsite, Commercial, Light Industry and Rural Residential zones and up to 12 metres (40 feet) in length for General Industry and Rural zones. Container(s) larger than this may need to satisfy additional requirements.
3. Sea containers and other similar structures used for temporary storage during the conduct of building works will be exempt from these requirements, provided that the following criteria are achieved:
  - a) The structure is only being used for the secure storage of materials, plant, machinery or building equipment on a building site;
  - b) The building site has a current Development Approval and/or Building Permit;
  - c) Construction works are actively being undertaken on the site and do not lapse for any period greater than 60 days;
  - d) The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines;
  - e) The structure may not be permitted on the building site for a period longer than 6 months, unless the special approval of Council is obtained; and
  - f) The structure is removed from the building site immediately following the completion of the building works.
4. In determining applications for the placement of sea containers, Council will require the following information be provided by the applicant:
  - a) The necessary application for Development Approval and Building Permit application forms;
  - b) A scaled site plan and elevation showing the proposed location of the structure in relation to boundary setbacks, natural features and existing buildings;
  - c) A written submission detailing the proposed works to be undertaken to improve the visual amenity of the structure;
    - and
  - d) Payment of the relevant application fees.

**Commented [AW1]:** Kahli, please ensure any measurements stated in policy confers with within the relevant legislation at the bottom of this document. Thanks.

**Commented [KR2R1]:** Nothing relating to sizing of sea containers within the planning and development act, regs or LG act. Is to Council discretion.

**Commented [AW3R1]:** Great thanks. All is good.

5. As sea containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Commercial zones will not be supported unless the structure is for temporary building site works, as described in clause 2.
6. All sea containers and other similar structures shall comply with the following design and location criteria:
  - a) The structure is to be in good condition prior to location upon any property.
  - b) structure shall be suitably screened and located so it has low visibility from any road and/or adjoining property, observing all setback requirements contained in Council's Local Planning Scheme No. 2.
  - c) The structure should be located behind existing buildings and/or screening vegetation and not be located in front of the established or proposed building line.
  - d) The structure must be painted in a colour to blend with adjacent buildings or in an earth tone to blend with the natural landscape and vegetation.
  - e) Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) so as to conceal its appearance as a sea container.
  - f) No more than one sea container or similar storage structure will be permitted on ~~any property in a Residential or Rural Residential zones or properties located within the townsite.~~
  - g) Sea containers or similar structures are to be used for storage purposes only and shall not be used for habitation purposes, unless it can be demonstrated that the proposal meets the provisions of the Building Code of Australia and will not detrimentally impact the amenity of the locality where the development is to be situated.
  - h) The structure shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.
  - i) The structure shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
  - j) The structure is not to be located over septic tanks and/or leach drains or utilities.
  - k) Council may require additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container, particularly as a result of a complaint made against the sea container.
7. Council reserves the right to approve the siting of a sea container or other similar structure on a property for a fixed period of time. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval.
8. Council reserves the right to revoke any approval for the siting of a sea container or other similar structure on a property where it is compromising the amenity of an area or impacts on public safety.
9. Council may vary the requirements of this policy, where it is considered that full compliance with the policy is ~~impractical~~ impractical, or such variation is warranted in the circumstances of the case.

Commented [KR4]: Some blocks are classified as rural however still within townsite. Thoughts?

Commented [AW5R4]: Just full Rural or Rural Residential? If properties are classed as full Rural and are within the Planning Scheme 2 townsite border, we need to see if those blocks have approved exemptions given.

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#### Roles and Responsibilities

##### Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy.

##### Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all activities.

#### Related Documentation

**Related Legislation/Local Law/Policy/Procedure**

Local Government Act 1995

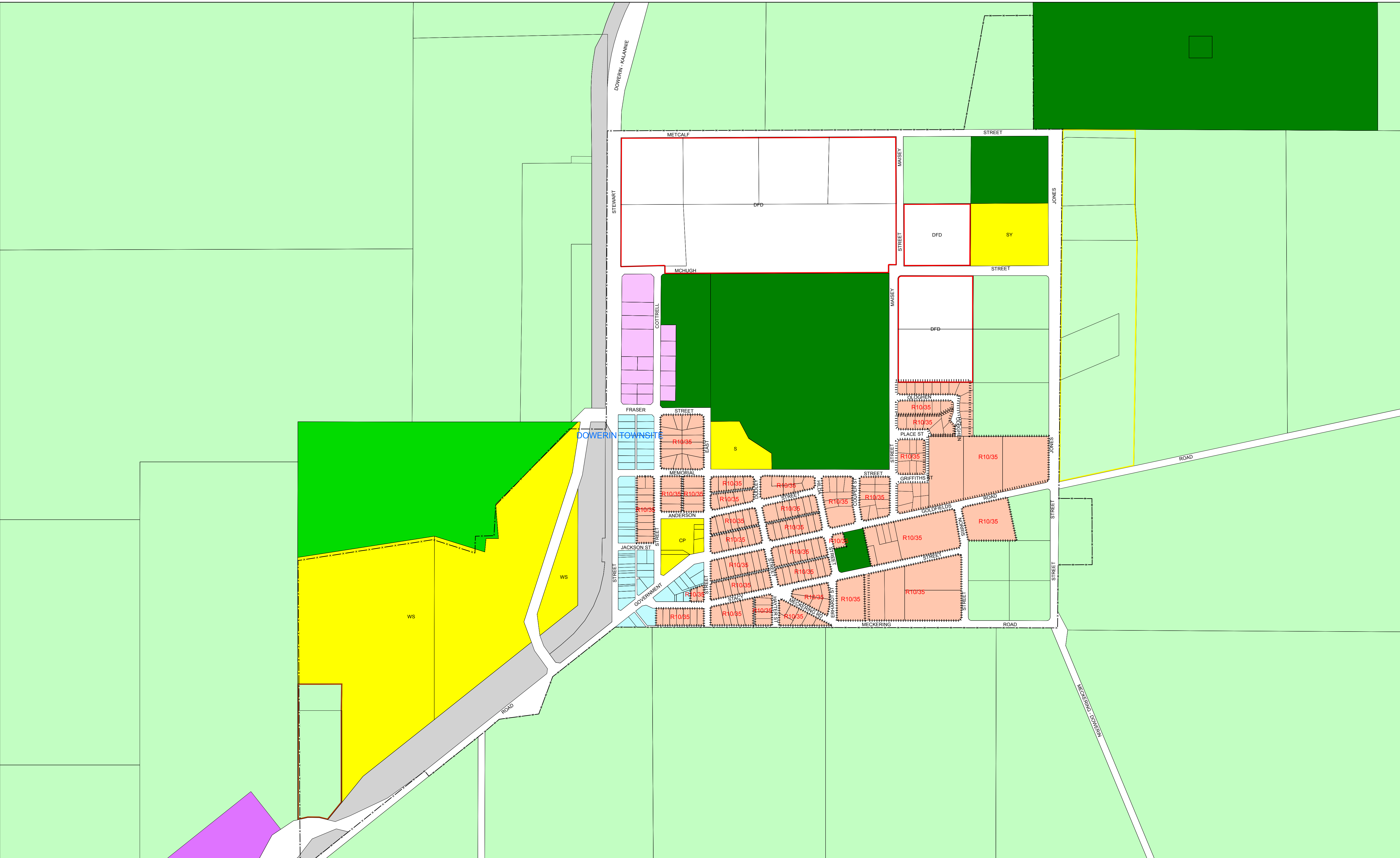
Planning and Development Act 2005

Planning and Development (local planning schemes) Regulations 2015

**Related Delegation**

| Document Control        |  |
|-------------------------|--|
| Policy Number           | 6.3  |
| Policy Version          | 2  |
| Policy Owners           | <del>Executive &amp; Governance</del> <a href="#">Coordinator</a> <del>Officer</del> |
| Creation Date           | 20 October 2020 (CMRef 0292)   |
| Last Review Date        | 20 June 2023 (CMRef 0795)  |
| <u>Last Review Date</u> | <del>12 June 2024</del> <a href="#">18 June 2024 (CMRef: XXX)</a>                    |
| Next Review Due         | This policy will be reviewed annually or more often where circumstances require.     |





Whilst all care has been taken to accurately portray the current Scheme Maps, no responsibility shall be taken for any omissions or errors in this document.

Consultation with the Local Government Authority should be made to view the legal version of the Scheme. Please advise PLANWEST of any omissions or errors in this document.

Digital data provided by the Department of Planning and Landgate, Perth, Western Australia.

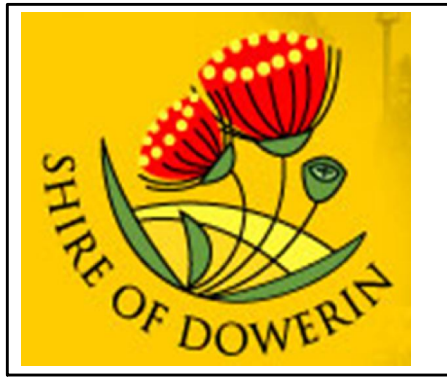
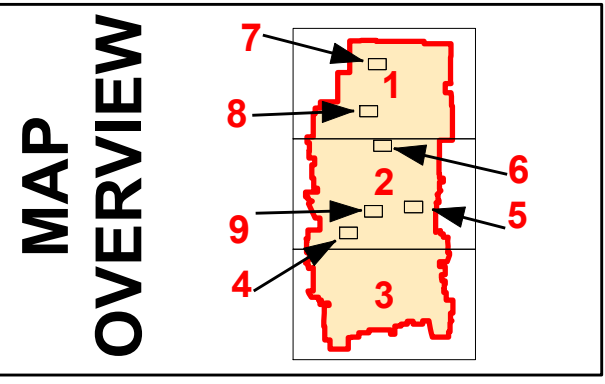
Produced by PLANWEST (WA) Pty Ltd.  
 Consultants in Planning, Design and Management  
 Tel: (08) 9271 9291 Fax: (08) 9370 1363  
 Mob: 0429 911 100 Email: planwest@bigpond.net.au

**LEGEND**

| ZONES |                        |
|-------|------------------------|
|       | Residential            |
|       | Commercial             |
|       | Light Industrial       |
|       | Industrial             |
|       | Townsite               |
|       | Rural Residential      |
|       | Rural                  |
|       | Special Use            |
|       | Dowerin Field Day Site |

| LOCAL SCHEME RESERVES |                      |
|-----------------------|----------------------|
|                       | Conservation         |
|                       | Parks and Recreation |
|                       | Railway              |
|                       | Public Purposes      |
|                       | Civic Purposes       |
|                       | School               |
|                       | Public Utilities     |
|                       | Refuse Site          |
|                       | Sales Yard           |
|                       | Water Supply         |

| OTHER |                   |
|-------|-------------------|
|       | Scheme Boundary   |
|       | Townsite Boundary |
|       | R Code Boundary   |



# SHIRE OF DOWERIN

## LOCAL PLANNING SCHEME No 2

SCALE 1:5,000

LOCAL PLANNING SCHEME MAP

(of 9) **4**

NORTH  
Scale (at A1)  
**1: 5,000**

Generated: 17 Dec 2010