



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 23 July 2019



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Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 23 July 2019



**1. Official Opening**

The President welcomed those in attendance and declared the meeting open at 3.10pm.

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

**Councillors:**

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

**Staff**

Ms R McCall	Chief Executive Officer
Mr G Brigg	Manager Works & Assets
Ms V Green	Executive & Governance Officer

**Members of the Public:** Mr S Parkin (until 3.24pm)

**Apologies:** Cr BN Walsh

**Approved Leave of Absence:** Cr JC Chatfield

**3. Public Question Time**

Mr Steve Parkin addressed Council regarding a number of matters, with the main points of discussion including:

1. Streetlighting and trees - it was suggested the trees in the Stewart Street required pruning to enable more light from the street lights to be visible. Additionally the lighting from the Short Stay Accommodation (SSA) to the CBD area required improvement as visitors to the SSA had reported finding it difficult to walk to the main street area at night;
2. Tree damage to footpath and kerbing - particularly outside the Community Resource Centre. It was suggested this be considered by the Streetscape Committee, though it was noted that both removing and retaining trees generally could be a contentious issue;
3. Footpath repairs - in a number of areas along the main street the bricks have gapped creating potential trip hazards. It was noted that while some funding was allocated in the 2019/20 Budget for footpath repairs it was not for this section of town. It was suggested any repair work could be undertaken by the Work Camp crew;
4. Stewart Street speed limit - it was requested the speed limit be reduced from 50km/hr to 40km/hr with more signage required to remind drivers of the 50km/hr speed limit in other areas of town. The Manager Works & Assets advised that Main Roads WA were the agency responsible for declaring and managing speed limits across the state and that specific criteria was required to be met to reduce a speed limit. It was also mentioned the law being that unless signposted to the contrary, the speed limit in built up areas was 50km/hr and it was up to individual drivers to take responsibility in adhering to that;

5. Entrances to town – while the entrance to town from Meckering was thought to be presentable, it was considered the entrance from Wyalkatchem could be improved with the old drive-in being noted as requiring improvement;
6. Potholes – a number were noted particularly around the public toilet parking area, near the Butchers and in the back lane-way. It was requested these be repaired;
7. Rubbish Tip Access Road – it was noted the speed humps along the road were getting larger with the suggestion that they be reduced in size to avoid damage to vehicles;
8. CCTV – it was suggested that this be installed around the CBD precinct, however, while grant funding is available, it is highly competitive with matching funding and evidence of crime statistics often required. In addition, the costs of supplying, installing and monitoring a quality system were significant. It was noted that Dowerin, particularly compared with other Wheatbelt towns, had a considerably low crime rate;
9. Rubbish Bins – it was noted that a number required repair, particularly in Stewart Street, with rust being the main cause;
10. Street signage – it was noted there was no signage indicating the location of the sports ground from Stewart Street or Goldfields Road. The CEO advised that a signage audit had commenced with funds included in the 2019/20 Budget to undertake corrective measures where required;
11. Standpipe – it was mentioned that the town standpipe had a low flow rate meaning it took a considerable amount of time for a truck to fill. The Manager Works & Assets advised the flow rate was restricted by Water Corporation to ensure supply to the townsite was not affected. It was queried whether the standpipe could be moved to assist with a greater flow rate, however, the costs in moving and re-establishing a standpipe were significant; and
12. Rusty the Dog – it was requested that this be moved to increase visibility and remove any potential hazards with its current location. The CEO advised this is already under consideration, with a proposal for new location(s) currently under development.

The President thanked Mr Parkin for taking the time to attend the meeting and discussing the matters with Council.

3.24pm – Mr Parkin left the meeting and did not return.

#### 4. Disclosure of Interest

Councillor Metcalf declared a Proximity Interest in Item 11.4.

#### 5. Applications for Leave of Absence

- 5.1 Councillor Chatfield has requested Leave of Absence for the July 2019 Ordinary Meeting of Council.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Councillor's Recommendation/Resolution

**Moved:** Cr Chatfield

**Seconded:** Cr Hagboom

**0007 That, by Simple Majority pursuant to Section 2.25 of the *Local Government Act 1995*, Council grants Councillor Chatfield Leave of Absence for the July 2019 Ordinary Meeting of Council.**

**CARRIED 6/0**

#### 6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 25 June 2019

### Attachment 7.1A

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Ward

**0008** That pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held on 25 June 2019, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

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

- 8.1 Dowerin Bush Fire Advisory Committee Meeting held on 3 July 2019  
**Attachment 8.1A**
- 8.2 Finance Committee Meeting held on 23 July 2019  
**Attachment 8.2A**

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

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

### Background

The Shire has established the following Committees of Council;

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

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

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

### Comment

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

It should be noted that the recommendations contained in the Finance Committee Agenda are to be considered by the Finance Committee at its meeting scheduled for 2.00pm on 23 July 2019. If the Committee resolves differently to the Officer's Recommendation(s) it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

#### Consultation

Not Applicable

#### Policy Implications

Nil

#### Statutory Implications

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

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

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

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

#### Risk Implications

Nil

#### Financial Implications

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

#### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Hagboom

**0009** That Council, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, resolves to receive the Minutes of the:

1. Dowerin Bush Fire Advisory Committee Meeting (unconfirmed) held on 3 July 2019, as presented in Attachment 8.1A; and
2. Finance Committee Meeting (unconfirmed) held on 23 July 2019, as presented in Attachment 8.2A.

**CARRIED 6/0**

**9.**

**Announcements by the President Without Discussion**

The President advised Council that Mr Trevor Gerrard had confirmed JK Williams & Co would be closing, with the timeframe for its closure unknown at this time. Mr Gerrard had advised he is hoping to clear any outstanding debts prior to the closure. Council noted that the closure of such a business in Dowerin was indeed unfortunate, it was seemingly a sign of the times for many regional and rural towns.

The President advised Council that he, along with Councillor Holberton and the Manager Works & Assets (MWA) attended the Wheatbelt North Regional Road Group meeting on Monday 22 July 2019 in Northam, with the President being appointed Chair and the MWA appointed to the Technical Committee for the next 2 years. Topics of discussion at the meeting included the spending all of funds received, and the requirement for the Shire to pay its \$6,000 allocation to the Wheatbelt Secondary Freight Group project soon.

*3.30pm - D Friend, Projects Officer, entered the meeting.*

## 10. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

### 10.1 Financial Activity Statements

<h1>Corporate &amp; Community Services</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	17 July 2019	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Susan Fitchat, Senior Finance Officer	
<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/2018-2019 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 10.1A</b> - Monthly Financial Activity Statements	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

For Council to receive the Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending June 2019, which were presented to the Finance Committee for review at its July 2019 meeting.

#### Background

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

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

#### Comment

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

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

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

### Capital Acquisitions

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

#### Note 1 – Significant Accounting Policies

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

#### Note 2 - Explanation of Material Variances

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

#### Note 3 - Net Current Funding Position - Statutory Requirement

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

#### Note 4 - Cash and Investments

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

#### Note 5 - Budget Amendments

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

#### Note 6 - Receivables

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

#### Note 7 - Cash Backed Reserves

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

#### Note 8 - Capital Disposals

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

#### Note 9- Rating Information

This note provides details of rates levied during the year.

#### Note 10 - Information on Borrowings

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

#### Note 11 - Grants and Contributions Received

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

#### Note 12 - Trust Funds

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

#### Note 13- Capital Acquisitions

This note details the capital expenditure program for the year.

### **Consultation**

Finance Committee Meeting of 23 July 2019

Rebecca McCall, Chief Executive Officer

### **Policy Implications**

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

### **Strategic Implications**

### **Strategic Community Plan**

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

#### Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. Regulation 34(4) allows the Statements to be presented to Council at an Ordinary Meeting within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in June, the Shire of Dowerin complies with statutory obligations.

#### Risk Implications

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

#### Financial Implications

The budgeted opening funding surplus as per the Budget adopted on 21 August 2018 presents as \$1,492,612 (Rate Setting Statement). The actual opening surplus is \$1,529,026, which reflects the Budget Review figure adopted in February of \$1,529,026.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Committee Resolution - 7.1

Moved: Cr Hudson

Seconded: Cr Trepp

0003 *That, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations 1996, the Finance Committee receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A, for the period ending June 2019.*

CARRIED 2/0

#### Meeting Comment

The Finance Committee raised queries regarding the June 2019 Monthly Financial Statement. The 30 June 2019 financials are a work in progress as accruals are yet to be finalised. It is proposed that Council be provided with a response to the queries and progress of the June 2019 financials within the fortnight.

#### Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Hagboom

0010 **That Council, by Simple Majority pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations 1996, receives the statutory Financial Activity Statement Reports, as presented in Attachment 10.1A, for the period ending June 2019.**

CARRIED 6/0

## 10.2 List of Accounts Paid

<h1>Corporate &amp; Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	17 July 2019	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Susan Fitchat, Senior Finance Officer	
<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>	<b>Attachment 10.2A</b> - List of Accounts Paid	

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

For Council to review the List of Accounts Paid during the month of June 2019 under Delegated Authority.

### Background

Nil

### Comment

The list as presented has been reviewed by the Senior Finance Officer, Manager Corporate & Community Services and the Chief Executive Officer.

The ending sequence numbers for May were as follows:

Cheque: 10688

EFT: 6861

The beginning sequence numbers for June were as follows:

Cheque: 10689

EFT: 6862

The credit card statement with supporting invoices is also included in the Attachment.

### Consultation

Finance Committee Meeting of 23 July 2019

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

### Risk Implications

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

### Financial Implications

Funds expended are in accordance with Council's adopted 2018/19 Budget.

### Voting Requirements



Simple Majority



Absolute Majority

### Committee Resolution - 7.2

Moved: Cr Hudson

Seconded: Cr Trepp

0004 That the Finance Committee recommends to Council that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10688 to 10701 and eft6862 to eft6958 as presented in Attachment 7.2A, from the Municipal Fund in June 2019.

CARRIED 2/0

### Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0011 That Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10688 to 10701 and eft6862 to eft6958 as presented in Attachment 10.2A, from the Municipal Fund in June 2019.

CARRIED 6/0

### 10.3 Recalcitrant Rates Debtors as at 30 June 2019

## Corporate & Community Services



<b>Date:</b>	3 July 2019
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services
<b>Author:</b>	Louise Sequerah, Temporary Rates 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/2019 Recalcitrant Rates Debtors
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 10.3A</b> – Recalcitrant Rates Debtors

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

As it is the end of the financial year, this month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100. Ratepayers may be paying by Special Arrangement, which are not normally reported.

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

#### Background

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

#### Comment

Most assessments have now moved to the Judgement Stage of debt recovery.

Some assessments are now at the Property Sale and Seizure Order stage of recovery. This involves seizing goods to the value of the debt, or if enough equity exists in the property, the sale of the property at auction.

#### Consultation

Finance Committee Meeting 23 July 2019

Louise Sequerah, Temporary Rates Officer

Susan Fitchat, Senior Finance Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

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

### Policy Implications

Sundry Debt Collection Policy

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

*Local Government Act 1995*

### Risk Implications

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

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

### Financial Implications

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

### Voting Requirements

Simple Majority

Absolute Majority

### Committee Resolution - 7.3

Moved: Cr Trepp

Seconded: Cr Hudson

0005 *That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.*

CARRIED 2/0

### Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0012 **That Council reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A, in accordance with Council Policy.**

CARRIED 6/0

## 10.4 Adoption of 2019/20 Budget

# Corporate & Community Services



<b>Date:</b>	15 July 2019
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services
<b>Author:</b>	Darren Friend, Projects
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996; and Waste Avoidance and Resources Recovery Act 2001</i>
<b>Sharepoint Reference:</b>	Organisation/Financial Management/Budgeting/2019-2020 Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 10.4A</b> - Draft 2019/20 Budget

### Purpose of Report

Executive Decision



Legislative Requirement

### Summary

The purpose of this report is to present the Draft 2019/20 Budget for adoption.

### Background

The Draft 2019/20 Budget has been compiled based on the principles contained in the Strategic Community Plan and in accordance with presentations made to Council at budget workshops held in June and July 2019.

Further information provided to Council and considered at the budget workshops included proposed Programs for Plant Replacement, Building Maintenance and Asset Acquisitions.

### Comment

The main features of the Draft 2019/20 Budget include:

1. A total increase of 4% in the value of rates levied. This increase applies across all rate categories which is then calculated using the valuations provided by Landgate for Gross Rental Valuations (GRV) and the Unimproved Valuations (UV). The impact on rates of individual properties will vary according to valuations as provided by Landgate;
2. The Schedule of Fees and Charges Schedule was reviewed with some changes made and the 2019/20 Schedule of Fees and Charges was adopted by Council at its June 2019 meeting. This enabled the new Schedule to come into effect on 1 July 2019;
3. Refuse collection charges increased by 4%;
4. Sewerage rates and charges increased by 4%;
5. Major purchases of plant, as per the Plant Replacement Program, will include the purchase of a second hand Jetpatcher, Tag Trailer and a Sewerage Jetta; and
6. Proposed capital expenditure for 2019/20 of \$2,643,800 includes the following:

- a. A road program totalling \$1,460,480 the cost of which is partially offset by Federal and State road funding. The net impact of these works on Council funds is \$200,000; and
- b. Continuation of Phase 1 of the Swimming Pool Refurbishment.

Other Investment activities include:

<b>Proceeds from Disposal of Assets</b>	
Sale of Housing Stock	\$140,000
Low Loader & Dolly	\$15,000
Light Vehicles	\$411,000
<b>TOTAL</b>	<b>\$566,000</b>

The following are proposed new loans or debentures for 2019/20;

<b>Dowerin Events Management Interest Free Loans</b>	
Swimming Pool Infrastructure Works	\$50,000
Tourism Entry Statement Works	\$37,500
<b>TOTAL</b>	<b>\$87,500</b>

The budget will include transfers from Reserves of \$281,716 and \$267,900 transfers to Reserves (plus approximate interest of \$60,000) resulting in an estimated increase of \$46,000 in the Reserve balance at the end of the 2019/20 financial year.

For further detail regarding transfers to and from Reserves, please refer to Note 7 of the Draft 2019/20 Budget.

The estimated brought forward balance is \$730,000, however, it must be noted that this figure is unaudited and may change once the annual accounts are finalised. The major influence on the brought forward figure is the receipt of 50% of the 2019/20 Financial Assistance Grants in June 2019 of \$760,000.

### Consultation

Consultation has occurred between the CEO, Manager of Works & Assets, Manager Corporate & Community Services and the Finance Project Officer.

Budget workshops were held with Council in June and July 2019 which included all proposed 2019/20 Programs.

### Policy Implications

Nil

### Strategic Implications

#### **Strategic Community Plan**

Community Priority: Our Leaders

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

Outcome: 2

Reference: L3

Community Priority: Our Infrastructure



2. That the Finance Committee, by Absolute Majority pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, for the purpose of yielding the deficiency disclosed by the 2019/20 Budget adopted at Part 1 above, recommends to Council that it imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 8 of the 2019/20 Budget):

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV)	10.079	\$770
Commercial/Industrial GRV	10.079	\$770
Town Rural (GRV)	10.079	\$770
Other Towns (GRV)	10.079	\$225
Rural Farmland (UV)	0.840	\$770
Commercial/Industrial (UV)	0.840	\$770
Town Rural (UV)	0.840	\$770
Mining (UV)	0.840	\$225

3. That the Finance Committee, by Absolute Majority pursuant to Section 41 of the *Health Act 1971*, recommends to Council that it imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1e on Page 11 of the 2019/20 Budget):

Gross Rental Value	Rate in \$	Minimum Rate/Charge
Sewerage Rates:		
Residential	0.075841	\$372
Commercial	0.075841	\$765
Vacant	0.075841	\$372
Government	N/A	\$765
Sewerage Fixtures:		
First Fixture	N/A	\$250
Additional Fixtures	N/A	\$114

4. That the Finance Committee, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, recommends to Council that it nominates the following due dates for the payment in full by instalments:

One Installment Option:

Full payment	9 September 2019
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Two Installment Option:

1 <sup>st</sup> Instalment due date	9 September 2019
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2 <sup>nd</sup> Instalment due date	13 January 2020
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Four Installment Option:

1 <sup>st</sup> Instalment Due Date	9 September 2019
2 <sup>nd</sup> Instalment Due Date	11 November 2019
3 <sup>rd</sup> Instalment Due Date	13 January 2020
4 <sup>th</sup> Instalment Due Date	13 March 2020

5. That the Finance Committee, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, recommends to Council that it adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid.
6. That the Finance Committee, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, recommends to Council that it adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
7. That the Finance Committee, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, recommends to Council that it adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
8. That the Finance Committee, by Absolute Majority pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, recommends to Council that it adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (Including Recycling) a. 240ltr Waste Bin Weekly Collection; and b. 240ltr Recycle Bin Fortnightly Collection.	\$344
Additional Refuse Service a. 240ltr Waste Bin Weekly Collection.	\$172
Minnivale Residential Collection (excluding Recycling)	\$172

9. That the Finance Committee, by Absolute Majority pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, recommends to Council that it adopts the following annual fees and allowances for elected members:

Council Meetings; Councillors	\$200 per meeting
Council Meetings; President	\$270 per meeting
Council Committee Meetings	\$75 per meeting

Allowance; Shire President	\$3,200 per annum
Allowance; Deputy Shire President	\$800 per annum

10. That the Finance Committee, by Absolute Majority pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, recommends to Council that the level to be used in the Statement of Financial Activity in 2019/20 for the reporting of material variance shall be 10% or \$10,000, whichever is the greater.

CARRIED BY ABSOLUTE MAJORITY 2/0

**Officer's Recommendation**

1. That Council, by Absolute Majority pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Shire of Dowerin 2019/20 Budget, as presented in Attachment 10.4A, for the 2019/20 financial year which includes the following:
  - a. Statement of Comprehensive Income by nature and type on Page 2 showing a net result for the 2019/20 financial year of \$223,897;
  - b. Statement of Comprehensive Income by Program on Page 4 showing a net result for the 2019/20 financial year of \$223,897;
  - c. Statement of Cash Flows on Page 6 showing a net result for the 2019/20 financial year of \$852,383;
  - d. Rate Setting Statement on Page 7 showing the required amount of \$1,352,400 to be raised from rates for the 2019/20 financial year;
  - e. Notes to and forming part of the Annual Budget on Pages 8 to 31; and
  - f. Transfers to/from Reserve Accounts as detailed in Page 21.
  
2. That Council, by Absolute Majority pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, for the purpose of yielding the deficiency disclosed by the 2019/20 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 8 of the 2019/20 Budget):

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV)	10.079	\$770
Commercial/Industrial GRV	10.079	\$770
Town Rural (GRV)	10.079	\$770
Other Towns (GRV)	10.079	\$225
Rural Farmland (UV)	0.840	\$770
Commercial/Industrial (UV)	0.840	\$770
Town Rural (UV)	0.840	\$770
Mining (UV)	0.840	\$225

3. That Council, by Absolute Majority pursuant to Section 41 of the *Health Act 1911*, recommends to Council that it imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1e on Page 11 of the 2019/20 Budget):

Gross Rental Value	Rate in \$	Minimum Rate/Charge
Sewerage Rates:		
Residential	0.075841	\$372
Commercial	0.075841	\$765
Vacant	0.075841	\$372
Government	N/A	\$765
Sewerage Fixtures:		
First Fixture	N/A	\$250
Additional Fixtures	N/A	\$114

4. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment in full by instalments:

One Installment Option:

Full payment	9 September 2019
--------------	------------------

Two Installment Option:

1 <sup>st</sup> Instalment due date	9 September 2019
2 <sup>nd</sup> Instalment due date	13 January 2020

Four Installment Option:

1 <sup>st</sup> Instalment due date	9 September 2019
2 <sup>nd</sup> Instalment due date	11 November 2019
3 <sup>rd</sup> Instalment due date	13 January 2020
4 <sup>th</sup> Instalment due date	13 March 2020

5. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid.
6. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
7. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

8. That Council, by Absolute Majority pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (Including Recycling) c. 240ltr Waste Bin Weekly Collection; and d. 240ltr Recycle Bin Fortnightly Collection.	\$344
Additional Refuse Service b. 240ltr Waste Bin Weekly Collection.	\$172
Minnivale Residential Collection (excluding Recycling)	\$172

9. That Council, by Absolute Majority pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees and allowances for elected members:

Council Meetings; Councillors	\$200 per meeting
Council Meetings; President	\$270 per meeting
Council Committee Meetings	\$75 per meeting
Allowance; Shire President	\$3,200 per annum
Allowance; Deputy Shire President	\$800 per annum

10. That Council, by Absolute Majority pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, adopts the level to be used in the Statement of Financial Activity in 2019/20 for the reporting of material variance as 10% or \$10,000, whichever is the greater.

## Resolution

**Moved:** Cr Metcalf

**Seconded:** Cr Ward

- 0013**
1. **That Council, by Absolute Majority pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Shire of Dowerin 2019/20 Budget, as presented in Attachment 10.4A (as amended), for the 2019/20 financial year which includes the following:**
    - a. **Statement of Comprehensive Income by nature and type on Page 2 showing a net result for the 2019/20 financial year of \$223,897;**
    - b. **Statement of Comprehensive Income by Program on Page 4 showing a net result for the 2019/20 financial year of \$223,897;**
    - c. **Statement of Cash Flows on Page 6 showing a net result for the 2019/20 financial year of \$683,816;**
    - d. **Rate Setting Statement on Page 7 showing the required amount of \$1,352,400 to be raised from rates for the 2019/20 financial year;**
    - e. **Notes to and forming part of the Annual Budget on Pages 8 to 31; and**
    - f. **Transfers to/from Reserve Accounts as detailed in Page 21.**
  2. **That Council, by Absolute Majority pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, for the purpose of yielding the**

deficiency disclosed by the 2019/20 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 on Page 8 of the 2019/20 Budget):

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV)	10.079	\$770
Commercial/Industrial GRV	10.079	\$770
Town Rural (GRV)	10.079	\$770
Other Towns (GRV)	10.079	\$225
Rural Farmland (UV)	0.840	\$770
Commercial/Industrial (UV)	0.840	\$770
Town Rural (UV)	0.840	\$770
Mining (UV)	0.840	\$225

3. That Council, by Absolute Majority pursuant to Section 41 of the *Health Act 1911*, recommends to Council that it imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 1e on Page 11 of the 2019/20 Budget):

Gross Rental Value	Rate in \$	Minimum Rate/Charge
<b>Sewerage Rates:</b>		
Residential	0.075841	\$372
Commercial	0.075841	\$765
Vacant	0.075841	\$372
Government	N/A	\$765
<b>Sewerage Fixtures:</b>		
First Fixture	N/A	\$250
Additional Fixtures	N/A	\$114

4. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment in full by instalments:

One Installment Option:

Full payment	9 September 2019
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Two Installment Option:

1 <sup>st</sup> Instalment due date	9 September 2019
2 <sup>nd</sup> Instalment due date	13 January 2020

**Four Instalment Option:**

<b>1<sup>st</sup> Instalment due date</b>	<b>9 September 2019</b>
<b>2<sup>nd</sup> Instalment due date</b>	<b>11 November 2019</b>
<b>3<sup>rd</sup> Instalment due date</b>	<b>13 January 2020</b>
<b>4<sup>th</sup> Instalment due date</b>	<b>13 March 2020</b>

5. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid.
6. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
7. That Council, by Absolute Majority pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
8. That Council, by Absolute Majority pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, adopts the following charges for the removal and deposit of domestic and commercial waste:

<b>Residential Premises (Including Recycling)</b> e. 240ltr Waste Bin Weekly Collection; and f. 240ltr Recycle Bin Fortnightly Collection.	<b>\$344</b>
<b>Additional Refuse Service</b> c. 240ltr Waste Bin Weekly Collection.	<b>\$172</b>
<b>Minnivale Residential Collection (excluding Recycling)</b>	<b>\$172</b>

9. That Council, by Absolute Majority pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees and allowances for elected members:

<b>Council Meetings; Councillors</b>	<b>\$200 per meeting</b>
<b>Council Meetings; President</b>	<b>\$270 per meeting</b>
<b>Council Committee Meetings</b>	<b>\$75 per meeting</b>
<b>Allowance; Shire President</b>	<b>\$3,200 per annum</b>
<b>Allowance; Deputy Shire President</b>	<b>\$800 per annum</b>

- 10. That Council, by Absolute Majority pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, adopts the level to be used in the Statement of Financial Activity in 2019/20 for the reporting of material variance as 5% or \$10,000, whichever is the greater.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

#### Reason

In relation to points 1 and 1a, an updated Statutory Budget was tabled at the meeting containing the most recent 2018/19 actuals to demonstrate to Council the surplus brought forward (net current asset) shown in the 2019/20 Budget.

In relation to point 10, Council believed a lower percentage rate was more applicable for the Shire of Dowerin.

*4.05pm - D Friend, Projects Officer, left the meeting and did not return.*

## 11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

### 11.1 Interim Audit Results for the Year Ending 30 June 2019

<h1>Governance &amp; Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 July 2019	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Vanessa Green, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Financial Management/External Audits/2018-2019 OAG Audit	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.1A</b> – Correspondence & Report	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

This Item presents to Council the results and findings of the Interim Audit for the year ending 30 June 2019, and the actions taken to rectify the deficiencies identified.

#### Background

The Office of the Auditor General (OAG) conducted its Interim Audit for the Shire of Dowerin on 20-21 May 2019. The Report on the results of the Audit has been received and is included as an Attachment for Council's Information.

While it is not necessary for Council or the Audit Committee to consider the results of the Interim Audit, only the Annual Audit, the Report is being presented to Council in the interests of transparency and good governance.

#### Comment

The Report identifies 6 areas which are considered deficient, being:

1. Purchasing and Payments Procedures;
2. Payroll Exceptions;
3. Reconciliation of Investment Balances and Fixed Assets;
4. Review of Month-End Reconciliation;
5. Receivables Master File; and
6. Invoice and Credit Note Request Forms.

The rating given to these deficiencies is Moderate, meaning the findings are of sufficient concern to warrant action being taken to rectify the deficiency as soon as practicable.

The Report details the Finding against each deficiency, indicates the Implications the deficiency may have on the organisation, and makes Recommendations on how the organisation can best

rectify the deficiency. Management were made aware of the identified deficiencies at the conclusion of the Audit and were afforded the opportunity to provide comment and context to the deficiency.

While the matters are fully detailed in the Report, they have been summarised in the table below:

Finding	Recommendation	Management Comment
Purchasing and Payments Procedures	<ol style="list-style-type: none"> <li>1. The Purchase Order Request form used should be consistent with the policy.</li> <li>2. Purchase orders should be raised for all transactions prior to the expenditure being incurred by the Shire and be authorised by an officer with delegated authority.</li> <li>3. All creditor EFT batch listings should be signed by the required two authorities as evidence of independent review and approval, and should be retained for accountability purposes.</li> <li>4. Supporting documents for petty cash expenditure should be retained for accountability.</li> </ol>	<p>Recruitment and restructures within the finance and administration team will result in improved practices and internal controls.</p> <p>Policies are being reviewed.</p> <p>Majority of deficiencies were a result of staff shortages rather than intentional inappropriate action by staff.</p>
Payroll Exceptions	<ol style="list-style-type: none"> <li>1. The payroll bank EFT report should be signed off by the two independent reviewers as evidence of review and authorisation.</li> <li>2. Termination calculations should be prepared and signed off by the independent reviewer for all terminated employees. We recommend the termination calculations for employee number 158 be reviewed to ensure they are correctly calculated and paid including leave entitlements.</li> <li>3. All pay rates should be supported by a signed contract or formal letter advising of the correct pay rate and be reviewed by another officer before processing. We recommend the pay rate of employee number 279 be rectified retrospectively.</li> <li>4. All allowances and deductions should be supported by an approved agreement or deduction form.</li> <li>5. All leaves taken should be supported by an appropriately authorised leave form.</li> </ol>	<p>All recommendations have been taken on board with new processes and procedures being implemented.</p> <p>Policies are being reviewed.</p>
Reconciliation of Investment Balances and Fixed Assets	<ol style="list-style-type: none"> <li>1. Reconciliations of investments should be performed and independently reviewed on a monthly basis.</li> <li>2. The fixed assets register reconciliations to the general ledger should be performed for all fixed assets on a regular basis to enable effective monitoring and accurate reporting to the Council.</li> </ol>	<p>the recommendations of the Auditors will be adopted.</p> <p>Implementation of both a monthly reconciliation of investments &amp; fixed assets with an independent review will commence.</p>

Review of Month-End Reconciliation	Reconciliations prepared by the Finance Manager should be reviewed by a more senior employee who is suitably independent to ensure an objective review is undertaken.	The implementation of the new organisation structure and recent recruitment will resolve the issue of staff shortages.  Consistent practice of separation of duties (review, independent review and authorisation) can now take place which will be aided by tighter internal controls.
Receivables Master File	An independent review of all changes made to receivables master files should be conducted periodically. This review should involve:  1. a download of all changes (new/old/modify) made to the master file 2. a representative sample then be tested and traced to originating/supporting documentation to ensure validity and timeliness.	Management will conduct a review of current procedures and implement the appropriate changes to ensure all changes are documented, verified & signed off by an independent reviewer.  It is anticipated this exercise will form part of a monthly check of all audit trails relating to creditors, debtors & payroll.
Invoice and Credit Note Request Forms	1. The Shire should use the Debtors Invoice Request form for all sundry debtors raised with the form being independently reviewed. 2. A Credit Note Request form should be developed and implemented to record the independent review and approval of credit notes raised.	As part of the review process being undertaken following the Audit, Management will include the recommendation and ensure it is implemented.

Staff may provide additional comment on the Findings at the meeting.

### Consultation

Senior Management  
Auditors / OAG

### Policy Implications

As mentioned in the Management Comment, the necessary policies will be reviewed and amended in accordance with the OAG recommendations.

### Statutory Implications

Section 10(4) of the *Local Government (Audit) Regulations 1996* states:

*“Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor’s report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor’s report.”*

Council’s auditors provided a management report in conjunction with its audit report for the year ended 30 June 2015.

### Strategic Implications

### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

#### Risk Implications

The Report identifies the Implications (risk) of each Finding. The implementation of the Recommendations will reduce and/or avoid the risk therefore any ongoing risk implications to Council are considered to be low.

#### Financial Implications

There would be minimal, if any, financial implications by implementing the OAG Recommendations.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Metcalf

**0014** That Council, by Simple Majority pursuant to Section 7.9(2) of the *Local Government Act 1995*, receives the results of the Interim Audit Report for the year ending 30 June 2019, as presented in Attachment 11.1A, and notes the Management's actions to rectify the deficiencies identified in the Report.

**CARRIED 6/0**

**11.2 Lots 11, 12, 15 and 16 (No. 2-6) Cottrell Street, Dowerin – Proposed Amalgamation**

**Governance & Compliance**



<b>Date:</b>	19 July 2019
<b>Location:</b>	Lots 11, 12, 15 and 16 Cottrell Street, Dowerin
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Hugo de Vos, Shire of Toodyay - Contract Planning Officer
<b>Legislation:</b>	<i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015; Shire of Dowerin Local Planning Scheme No. 2</i>
<b>Sharepoint Reference:</b>	Compliance/Development & Building/Development Applications
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.2A</b> – Local Planning Scheme Map <b>Attachment 11.2B</b> – Amalgamation Plan

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

A referral has been received from the Western Australian Planning Commission (WAPC), Reference 158151, requesting Council’s advice regarding a proposal to amalgamate Lots 11, 12, 15 and 16 located at No. 2-6 Cottrell Street, Dowerin.

**Background**

**Subject site**

The subject site is located within the Dowerin townsite and is opposite the Shire Administration Offices on Cottrell Street.

The current parcels of land are as follows:

Lot Number	Deposited Plan	Area (m <sup>2</sup> )
11	P222396	1012
12	P222396	1012
15	D023585	1182
16	D023585	842

The current parcels of land are zoned ‘Commercial’ under the Shire’s Local Planning Scheme No. 2. The Local Planning Scheme Map is included as an Attachment.

Current structures on the lots include one commercial building (showroom and workshop) to be renovated and extended in 2019. The Amalgamation Plan is also included as an Attachment.

### Utilities servicing

1. Water – scheme water available;
2. Power – available; and
3. Sewerage – condition of approval required.

### Proposal

The proposed application involves the amalgamation of the abovementioned lots into one (1) parcel. The area of this new lot will be 4,048m<sup>2</sup>.

This amalgamation is a Shire requirement to approve future extension and renovation works.

#### Comment

This proposal represents a straightforward rationalisation of property boundaries through amalgamation.

It is recommended Council advises the WAPC that the proposal to amalgamate Lots 11, 12, 15 and 16 is supported unconditionally.

#### Consultation

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

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 3

Reference: E5

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Risk Implications

Nil

#### Financial Implications

Nil

#### Voting Requirements

Simple Majority

Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Trepp

**Seconded:** Cr Holberton

**0015** That Council, by Simple Majority pursuant to Section 142(2)(a) of the *Planning and Development Act 2005*, advises the Western Australian Planning Commission (WAPC) that it supports the application for the amalgamation of Lots 11, 12, 15 and 16 located at No. 2-6 Cottrell Street, Dowerin (WAPC Ref: 158151) unconditionally.

**CARRIED 6/0**

**11.3 Lot 853 (No. 119) Dowerin-Meckering Road, Dowerin - Application for Development Approval - Extractive Industry (Extraction of Gravel)**

## Governance & Compliance



<b>Date:</b>	18 July 2019
<b>Location:</b>	Lot 853 (No. 119) Dowerin-Meckering Road, Dowerin
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Kobus Nieuwoudt, Manager Planning & Development - Shire of Toodyay
<b>Legislation:</b>	<i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015</i>
<b>Sharepoint Reference:</b>	Compliance/Development & Building/Development Applications
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.3A</b> - Location Plan

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

An application for Development Approval has been received for the extraction of gravel under Council's Local Planning Scheme No. 2 (the Scheme) at Lot 853 on Deposited Plan 66101 (No. 119) Dowerin-Meckering Road, Dowerin (the property).

It is recommended Council approves the application subject to conditions.

### Background

The property is zoned 'Rural' by the Scheme.

Under the Scheme, the use class 'Industry - Extractive' is a use that can be considered for approval but is not permitted unless the local government has exercised its discretion by granting development approval.

An assessment of the proposal under the relevant provisions of the Scheme shows the application generally complies with the Scheme and relevant State planning policies.

There is an existing gravel pit on the property which is located approximately 1.5km southeast of Dowerin's commercial centre. The property is accessed from Dowerin-Meckering Road. The Location Plan for the property is included as an Attachment.

The application is retrospective in nature (i.e. the development has already commenced).

The term 'industry - extractive' has the meaning given to it in Part 6 of Schedule 1 of the model provisions for local planning schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015*. The model provisions define 'industry - extractive' as follows:

*"...means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –*

- (a) *the processing of raw materials including crushing, screening, washing, blending or grading;*
- (b) *activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;”*

Aerial photography of the gravel pit on the property shows the pit has an area of approximately 3.2ha. The nearest edge of the pit is setback approximately 35m from the Dowerin-Meckering Road boundary.

The applicant has not provided a ‘Pit Management Plan’ with the application. The pit is currently open.

#### **Comment**

As mentioned above, an assessment of the proposal under the relevant provisions of the Scheme shows the application generally complies with the Scheme and relevant State planning policies. The nearest sensitive land use (single house) is located approximately 270m northwest of the existing gravel pit. The Environmental Protection Authority’s Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses recommend a minimum setback of 1km to sensitive land uses.

Given the modest setback to the closest sensitive receptor, officers recommend Council imposes a condition requiring the applicant to have prepared and submit an acoustics assessment, prepared by a suitably qualified consultant within 60 days of the approval. The assessment must demonstrate that pit excavations and associated activities will comply with the *Environmental Protection (Noise) Regulations 1997*.

With regards to potential impacts on groundwater quality, visual pollution, flora and fauna or sites of cultural heritage, staff do not anticipate any issues.

It is recommended Council approves the application, subject to the conditions outlined in the Officer’s Recommendation.

#### **Consultation**

Given that the gravel pit has existed for many years, neighbour consultation was not undertaken. However, it is recommended Council impose a condition for an acoustics assessment to be submitted within 60 days of the approval. The acoustics assessment must demonstrate that pit excavations and associated activities will comply with the *Environmental Protection (Noise) Regulations 1997*.

#### **Policy Implications**

Nil

#### **Statutory Implications**

The following legislation is applicable to the application:

1. *Planning and Development Act 2005;*
2. *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations encompass the “deemed provisions for local planning schemes”);*
3. Shire of Dowerin Local Planning Scheme No. 2;
4. State Planning Policy 2.5 – Rural Planning;
5. State Planning Policy 4.1 – State Industrial Buffer; and
6. *Environmental Protection (Noise) Regulations 1997.*

#### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Economy

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

Outcome: 3

Reference: E5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

#### Risk Implications

Reputational - Low, the application was considered on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

Financial - Nil

Compliance - Low, there are no compliance risks in relation to the recommendation. Should Council approve the application, the applicant would be subject to conditions of development approval.

Legal - Low, Council would be issuing a valid development approval, assessed on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

#### Financial Implications

There are no direct financial implications.

The applicant has paid the applicable statutory application fee in accordance with Schedule 2 of the *Planning and Development Regulations 2009* (i.e. \$739).

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution

**Moved:** Cr Ward

**Seconded:** Cr Holberton

**0016**

**That Council, by Simple Majority in accordance with Clause 68(2)(b) of the 'deemed provisions' in the *Planning and Development (Local Planning Schemes) Regulations 2015*, approves the application for Development Approval for the extraction of gravel (industry - extractive) at Lot 853 (No. 119) Dowerin-Meckering Road, Dowerin, subject to the following conditions:**

- 1. Crushing activities is not to be undertaken on the site without the prior written approval of the local government;**
- 2. Hours of operation on the site shall be limited to 6.00am to 6.00pm, Monday to Saturday, excluding public holidays;**
- 3. No polluted and/or sediment laden run-off is to be discharged directly or indirectly into drains or watercourses;**
- 4. All works must be undertaken in a manner that minimises soil erosion, and any exposed areas of soil must be stabilised to prevent soil erosion to the satisfaction of the local government;**
- 5. The internal road infrastructure is to be maintained and appropriately managed for dust suppression to the satisfaction of the local government during extractive operations on an ongoing basis;**
- 6. A 'Pit Management and Site Rehabilitation Plan' ('the plan') must be submitted to and approved by the Chief Executive Officer within sixty (60) days of this approval. When approved, the plan will be endorsed and will then**

form part of the approval. The plan must show the following:

- a. A plan showing the location any existing and proposed excavation of the land showing distances to property boundaries, water courses, remnant vegetation and buildings;
  - b. Details of the material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
  - c. Details of the proposed number and size of trucks entering and leaving the site each day/week/month (as appropriate) and the route of routes to be taken by those vehicles;
  - d. A description of the measures to be taken to minimise dust nuisance, erosion, watercourse salinity and dangers to the general public;
  - e. Demonstrating that any sensitive land uses (e.g. residences) within 1km of the site will not be adversely affected;
  - f. Details of measures to be taken as appropriate to minimise impacts on groundwater quality, visual pollution, flora and fauna and sites of cultural or heritage significance;
  - g. Management plan to control the spread of noxious weeds, Dieback and other harmful diseases;
  - h. Details of the storage of fuel and flammable materials on the site; and
  - i. What rehabilitation/reinstatement of the excavation site is to be undertaken upon completion of the extraction; and
7. The Applicant shall prepare and submit, to the satisfaction of the local government, an acoustics assessment prepared by a suitably qualified consultant within 60 days of the date of this approval, demonstrating that pit excavations and associated activities will comply with the *Environmental Protection (Noise) Regulations 1997*.

**Advice Notes:**

- Note 1: If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.
- Note 2: The extractive industry is to operate in accordance with the requirements of the *Environmental (Noise) Protection Regulations 1997*.
- Note 3: Site operation to comply with the *Mines Safety and Inspection Act 1994* at all times.
- Note 4: Where the extractive industry necessitates the removal of native vegetation, the applicant is required to seek and obtain a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. It is the responsibility of the applicant and/or landowner to ensure compliance with the Clearing Vegetation Regulations.

CARRIED 6/0

4.18pm – Councillor Metcalf declared a Proximity Interest in this Item and left the meeting.

**11.4 Lot 6042 on Deposited Plan 27493, Dowerin - Application for Development Approval - Extractive Industry (Extraction of Gravel)**

<h2 style="color: red;">Governance &amp; Compliance</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	18 July 2019	
<b>Location:</b>	Lot 6042 on Deposited Plan 27493, Dowerin	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Kobus Nieuwoudt, Manager Planning & Development - Shire of Toodyay	
<b>Legislation:</b>	<i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015</i>	
<b>Sharepoint Reference:</b>	Compliance/Development & Building/Development Applications	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.4A</b> - Location Plan <b>Attachment 11.4B</b> - Management Plan	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Summary**

An application for Development Approval has been received for the extraction of gravel under Council's Local Planning Scheme No. 2 (the Scheme) at Lot 6042 on Deposited Plan 27493, Dowerin (zoned 'Rural').

It is recommended Council approves the application subject to conditions.

**Background**

The property is zoned 'Rural' by the Scheme.

Under the Scheme, the use class 'Industry - Extractive' is a use that can be considered for approval but is not permitted unless the local government has exercised its discretion by granting development approval.

An assessment of the proposal under the relevant provisions of the Scheme shows the application generally complies with the Scheme and relevant State planning policies.

Lot 6042 on Deposited Plan 27493 is located approximately 3.2km northwest of Dowerin townsite. Lot 6042 is landlocked but is accessed via Lot 21523 on Reserve 5274 (the Dowerin rifle range premises - vested in West Australian Rifle Association Inc.), then onto Rifle Range Road via Reserve 18864 (vested in the Shire) to the intersection of Goomalling-Wyalkatchem Road. The Location Plan for the property is included as an Attachment.

The application is retrospective in nature (i.e. the development has already commenced).

The term 'industry - extractive' has the meaning given to it in Part 6 of Schedule 1 of the model provisions for local planning schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015*. The model provisions define 'industry - extractive' as follows:

*"...means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –*

- (a) the processing of raw materials including crushing, screening, washing, blending or grading;*
- (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;"*

The existing gravel pit on Lot 6042 is located approximately 600m from the boundary with Lot 21523 (rifle range premises) and approximately 50m from the eastern boundary of the lot (note that a 20m wide unmade road is located along the eastern boundary of Lot 6042).

The applicant has provided a basic 'Pit Management Plan' which is included as an Attachment.

The perimeter of the pit is given as approximately 3.6ha. The applicant advises the pit is currently open and that they are unsure of the expected pit life.

The applicant advises that there are 4 trucks entering and leaving the site from Monday to Saturday each week (weather permitting). The trucks use the Rifle Range Road access, going over the Wyalkatchem-Goomalling Road and onto the CBH site (an approximate total of 5.8km one way). The applicant further advises that there is a dozer and loader on site all, of which are owned and operated by WBHO Infrastructure. WBHO Infrastructure use a water truck to minimise dust within the pit and on the access roads.

#### **Comment**

As mentioned above, an assessment of the proposal under the relevant provisions of the Scheme shows the application generally complies with the Scheme and relevant State planning policies. The nearest sensitive land use (single house) is located approximately 2.2km north of the existing gravel pit. The Environmental Protection Authority's Guidance Statement No. 3 - Separation Distances between Industrial and Sensitive Land Uses recommend a minimum setback of 1km to sensitive land uses.

The gravel pit is surrounded by cropped land and staff anticipate no impacts on groundwater quality, visual pollution, flora and fauna or sites of cultural heritage. Consequently, it is recommended Council approves the application, subject to the conditions outlined in the Officer's Recommendation.

#### **Consultation**

Industry - Extractive is a use that is depicted with the symbol 'D' in the Scheme. 'D' means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Given that the gravel pit is located 2.2km from the nearest single house, it is unlikely that the use of the land for gravel extraction would materially affect neighbouring landowners. Community consultation was therefore not undertaken.

#### **Policy Implications**

Nil

#### **Statutory Implications**

The following legislation is applicable to the application:

1. *Planning and Development Act 2005;*
2. *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations encompass the "deemed provisions for local planning schemes");*
3. Shire of Dowerin Local Planning Scheme No. 2;
4. State Planning Policy 2.5 - Rural Planning;

5. State Planning Policy 4.1 – State Industrial Buffer; and
6. *Environmental Protection (Noise) Regulations 1997*.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 3

Reference: E5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

Reputational – Low, the application was considered on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

Financial - Nil

Compliance – Low, there are no compliance risks in relation to the recommendation. Should Council approve the application, the applicant would be subject to conditions of development approval.

Legal – Low, Council would be issuing a valid development approval, assessed on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

### Financial Implications

There are no direct financial implications.

The applicant has paid the applicable statutory application fee in accordance with Schedule 2 of the *Planning and Development Regulations 2009* (i.e. \$739).

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Holberton

**Seconded:** Cr Trepp

**0017** That Council, by Simple Majority in accordance with Clause 68(2)(b) of the 'deemed provisions' in the *Planning and Development (Local Planning Schemes) Regulations 2015*, approves the application for Development Approval for the extraction of gravel (industry – extractive) at Lot 6042 on Deposited Plan 27493, Dowerin, subject to the following conditions:

1. The development hereby permitted taking place in accordance with the approved plan;
2. Crushing activities is not to be undertaken on the site without the prior written approval of the local government;
3. Hours of operation on the site shall be limited to 6.00am to 6.00pm, Monday to Saturday, excluding public holidays;
4. No polluted and/or sediment laden run-off is to be discharged directly or indirectly into drains or watercourses;

5. All works must be undertaken in a manner that minimises soil erosion, and any exposed areas of soil must be stabilised to prevent soil erosion to the satisfaction of the local government;
6. The applicant shall maintain the access road traversing Lot 21523 on Reserve 5274 (Dowerin Rifle Range), Reserve 18864 (Public Utilities Reserve vested in the Shire of Dowerin), and Rifle Range Road to the satisfaction of the local government;
7. The internal road infrastructure is to be maintained and appropriately managed for dust suppression to the satisfaction of the local government during extractive operations on an ongoing basis; and
8. An updated 'Pit Management and Site Rehabilitation Plan' ('the plan') must be submitted to and approved by the Chief Executive Officer within sixty (60) days of this approval. When approved, the plan will be endorsed and will then form part of the approval. The plan must be in accordance with the plan submitted with the application (refer condition 1) and show the following:
  - a. A plan showing the location any existing and proposed excavation of the land showing distances to property boundaries, water courses, remnant vegetation and buildings;
  - b. Details of the material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
  - c. Details of the proposed number and size of trucks entering and leaving the site each day/week/month (as appropriate) and the route of routes to be taken by those vehicles;
  - d. A description of the measures to be taken to minimise dust nuisance, erosion, watercourse salinity and dangers to the general public;
  - e. Demonstrating that any sensitive land uses (e.g. residences) within 1km of the site will not be adversely affected;
  - f. Details of measures to be taken as appropriate to minimise impacts on groundwater quality, visual pollution, flora and fauna and sites of cultural or heritage significance;
  - g. Management plan to control the spread of noxious weeds, Dieback and other harmful diseases;
  - h. Details of the storage of fuel and flammable materials on the site; and
  - i. What rehabilitation/reinstatement of the excavation site is to be undertaken upon completion of the extraction.

**Advice Notes:**

- Note 1:** If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.
- Note 2:** The extractive industry is to operate in accordance with the requirements of the *Environmental (Noise) Protection Regulations 1997*.
- Note 3:** Site operation to comply with the *Mines Safety and Inspection Act 1994* at all times.
- Note 4:** Where the extractive industry necessitates the removal of native vegetation, the applicant is required to seek and obtain a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. It is the responsibility of the applicant and/or landowner to ensure compliance with the Clearing Vegetation Regulations.

**CARRIED 5/0**

4.20pm – Councillor Metcalf entered the meeting.

## 12. OFFICER'S REPORTS – WORKS AND ASSETS

### 12.1 Wongan Hills-Koorda Road Restricted Access Vehicle Route Determination

<h1>Works &amp; Assets</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	15 July 2019	
<b>Location:</b>	Wongan Hills-Koorda Road	
<b>Responsible Officer:</b>	Glen Brigg, Manager of Works & Assets	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
<b>Sharepoint Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for the Wongan Hills-Koorda Road.

#### Background

An application has been submitted to Main Roads Western Australia (MRWA) Heavy Vehicle Services (HVS) requesting to inspect a section of the Wongan Hills-Koorda Road for a route determination RAV Category Network 7.1. Council's RAV Policy provides the CEO authorisation to allow HVS to inspect roads up to a RAV 4 without a formal Council decision. RAV Network 5 and above requires a Council decision.

#### Comment

The Wongan Hills-Koorda Road runs east west along the northern Shire boundary. HVS is requesting permission to inspect part of the Wongan Hills-Koorda Road for a route determination RAV Category Network 7.1. The section of road being inspected by HVS is from the Wongan Hills-Koorda, Cadoux-Koorda Road intersection through to the Shire of Koorda boundary. The road is currently a RAV Category N6.1 (Level 1 Accredited Mass Management Scheme (AMMS)) with an application to increase it to a RAV Category N7.1.

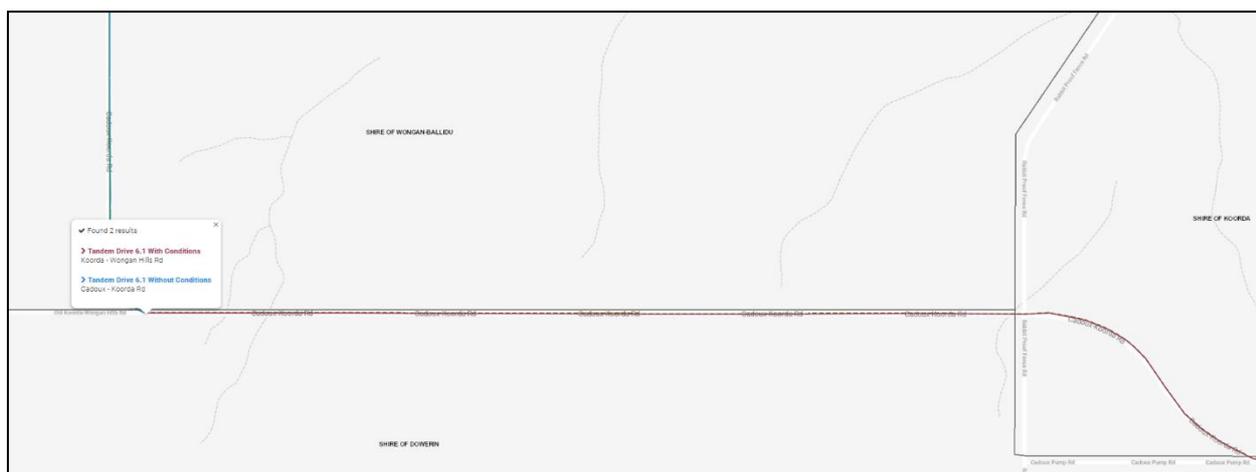
AMMS allows for three (3) concessional mass levels and does not prescribe the specific loading control methods that must be used or restrict commodity types. It allows for any product and any proven loading control method to be used. The current RAV Category N6.1 includes Level 1 of AMMS. HVS' application includes the Level 1 of the AMMS.

1. The AMMS Level 1 tandem axle group weight increases from 16.5 tonnes to 17 tonnes.
2. The AMMS Level 1 tri axle group weight increases from 20 tonnes to 21.5 tonnes.

Harvest Mass Management Scheme (HMMS) was developed to cater for loading difficulties due to no weighing facilities and the natural variation of grain density. HMMS provides up to a 10 per cent mass tolerance when transporting grain from a paddock to a registered grain receiver ('bin').

The AMMS Level 1 weights are still below allowable axle weights of HMMS. There are no changes to permitted length from RAV Category N6 to N7, as both allow vehicle lengths from 27.5 metres to 36.5 metres. The main changes from RAV Category N6 to N7 is Gross Volume Mass.

1. RAV Category N6 allows a maximum of 87.5 tonnes (without AMMS Level 1).
2. RAV Category N7 allows a maximum of 107.5 tonnes (without AMMS Level 1).
3. It is difficult to apply the Level 1 AMMS for Council consideration as axle configurations are unknown.



The section being inspected for route determination RAV Category Network 7.1 is from SLK 13.92 to SLK 23.43 (9.5km), which is bitumen sealed to a width of 6.2 metres. Some of the bitumen within this section hasn't been resealed since January 2000 which makes some of the seal 19 years old and past its average lifecycle of 18 years. Traffic counts in a non-harvest period between April and June 2018 indicates an average of 27.3 vehicles per day with 14% of vehicles being prime mover, trailer and above.

## Consultation

MRWA HVS

Rebecca McCall, CEO

Steve Young (SteveMac Fuels)

## Policy Implications

### Request to Access Roads

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

## RAV Road Reclassification

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

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

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

### Statutory Implications

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

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: 12

#### Asset Management Plan

The Wongan Hills-Koorda Road is factored into the Asset Management Plan. The road will be monitored for deterioration to see if the whole of life estimates change after increasing the RAV Network rating. If it is determined that the whole of life estimates change, the Asset Management Plan will need to be reviewed to accommodate for the associated impacts.

#### Long Term Financial Plan

The long-term financial plan accommodates for the Wongan Hills-Koorda Road maintenance and renewal. If the whole of life estimates alter within the Asset Management Plan the related costs will need to be factored into the Long Term Financial Plan.

### Risk Implications

Nil

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Holberton

**Seconded:** Cr Ward

**0018** That, by Simple Majority pursuant to the *Road Traffic Act 1974* and Section 3.53(2) of the *Local Government Act 1995*, Council approves Main Roads Western Australia Heavy Vehicle Services to inspect Wongan Hills-Koorda Road from SLK 13.92 to SLK23.43 (9.5km) for a route determination of Restricted Access Vehicle Category N7.1 which includes Level 1 of the Accredited Mass Management Scheme.

**CARRIED 6/0**

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

**13.1 Election of Office Bearers – 2019/20 Fire Season**

<h2 style="color: red;">Governance &amp; Compliance</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	22 July 2019	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Vanessa Green, Executive & Governance Officer	
<b>Legislation:</b>	<i>Bush Fires Act 1954</i>	
<b>Sharepoint Reference:</b>	Compliance/Ranger/Fire Services/2019-20 Office Bearers	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

This Item presents to Council for endorsement the elected office bearers from the Dowerin Bush Fire Advisory Committee Meeting held on 3 July 2019.

**Background**

The Dowerin Bush Fire Advisory Committee held its Annual General Meeting on 3 July 2019 where it appointed persons to the positions of Chief Bush Fire Control Officer (CBFCO), Deputy CBFCO, Fire Control Officers, Fire Weather Officers and Dual Bush Fire Control Officers for the 2019/20 fire season.

**Comment**

The Dowerin Bush Fire Advisory Committee Meeting Minutes are presented to Council as Attachment 8.1A to Item 8.1.

**Consultation**

Bush Fire Advisory Committee Meeting of 3 July 2019.

**Policy Implications**

Nil

**Statutory Implications**

Section 38 of the *Bush Fires Act 1954* states that the local government is to appoint persons to the positions of CBFCO, Deputy CBFCO, Fire Control Officers, Fire Weather Officers and Dual Bush Fire Control Officers.

## Strategic Implications

### Strategic Community Plan

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

Outcome: 1  
Reference: L1

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

Council would be in breach of the *Bush Fires Act 1954* if it did not consider this Item.

## Financial Implications

Nil

## Voting Requirements



Simple Majority



Absolute Majority

## Committee Resolution

- 4.1 Chief Bush Fire Control Officer  
Nominated: Paul Millstead  
Moved: Adam Metcalf  
There being no further nominations, Paul Millstead be elected unopposed as Chief Bush Fire Control Officer. Seconded: Len Holberton  
CARRIED
- 4.2 Deputy Chief Bush Fire Control Officer  
Nominated: Phil Pickering  
Moved: Paul Millstead  
There being no further nominations, Phil Pickering be elected unopposed as Deputy Chief Bush Fire Control Officer. Seconded: Lindsay Hagboom  
CARRIED
- 4.3 Fire Control Officers  
Moved: Paul Millstead  
That the Dowerin Bushfire Advisory Committee recommend to Council that the following persons be appointed as Fire Control Officers for the 2019/20 fire season: Seconded: Phil Pickering

Position	Name	Mobile
Fire Weather Officers	Paul Millstead	0427 311 721
Bush Fire Control Officers	Paul Millstead	0427 311 721
	Phil Pickering	0429 311 250
	Rebecca McCall	0417 449 451
	Glen Brigg	0429 311 160
Minnivale	Stephen Crute	0429 631 303
	Graham Ralph	0427 313 014
Cadoux-Manmanning	Alan Bear	9632 1278
	Simon Booth	0427 732 013
	Simon Emmott	0428 955 940

Ejanding	Paul Millsteed	0427 311 721
	Brett Jones	0428 323 012
Ucarty	Darrel Hudson	0428 311 063
	Gavin Hagboom	0427 341 026
Dual Fire Control Officers		
Shire of Cunderdin	Gavin Hagboom	0427 341 026
Shire of Goomalling	Phil Pickering	0429 311 250
	Gavin Hagboom	0427 341 026
Shire of Koorda	Alan Bear	0499 156 500
Shire of Wongan-Ballidu	Simon Emmott	0428 955 940
	Paul Millsteed	0427 311 721
Shire of Wyalkatchem	Stephen Crute	0429 631 303

CARRIED

### Officer's Recommendation

That Council, by Simple Majority in accordance with Section 38 of the *Bush Fires Act 1954*, makes the following appointments for the 2019/20 fire season:

Position	Name	Mobile
Fire Weather Officers	Paul Millsteed	0427 311 721
Bush Fire Control Officers	Paul Millsteed	0427 311 721
	Phil Pickering	0429 311 250
	Rebecca McCall	0417 449 451
	Glen Brigg	0429 311 160
Minnivale	Stephen Crute	0429 631 303
	Graham Ralph	0427 313 014
Cadoux-Manmanning	Alan Bear	9632 1278
	Simon Booth	0427 732 013
	Simon Emmott	0428 955 940
Ejanding	Paul Millsteed	0427 311 721
	Brett Jones	0428 323 012
Ucarty	Darrel Hudson	0428 311 063
	Gavin Hagboom	0427 341 026
Dual Fire Control Officers		
Shire of Cunderdin	Gavin Hagboom	0427 341 026
Shire of Goomalling	Phil Pickering	0429 311 250
	Gavin Hagboom	0427 341 026
Shire of Koorda	Alan Bear	0499 156 500
Shire of Wongan-Ballidu	Simon Emmott	0428 955 940
	Paul Millsteed	0427 311 721
Shire of Wyalkatchem	Stephen Crute	0429 631 303

**Resolution**

**Moved:** Cr Hagboom

**Seconded:** Cr Holberton

**0019** That Council, by Absolute Majority in accordance with Section 38 of the *Bush Fires Act 1954*, makes the following appointments for the 2019/20 fire season:

Position	Name	Mobile
Chief Bush Fire Control Officer	Paul Millstead	0427 311 721
Deputy Chief Bush Fire Control Officer	Phil Pickering	0429 311 250
Fire Weather Officers	Paul Millstead	0427 311 721
Bush Fire Control Officers	Paul Millstead	0427 311 721
	Phil Pickering	0429 311 250
	Rebecca McCall	0417 449 451
	Glen Brigg	0429 311 160
Minnivale	Stephen Crute	0429 631 303
	Graham Ralph	0427 313 014
Cadoux-Manmanning	Alan Bear	9632 1278
	Shayne Booth	0427 732 013
	Simon Emmott	0428 955 940
Ejanding	Paul Millstead	0427 311 721
	Brett Jones	0428 323 012
Ucarty	Darrel Hudson	0428 311 063
	Gavin Hagboom	0427 341 026
Dual Fire Control Officers		
Shire of Cunderdin	Gavin Hagboom	0427 341 026
Shire of Goomalling	Phil Pickering	0429 311 250
	Gavin Hagboom	0427 341 026
Shire of Koorda	Alan Bear	0499 156 500
Shire of Wongan-Ballidu	Simon Emmott	0428 955 940
	Paul Millstead	0427 311 721
Shire of Wyalkatchem	Stephen Crute	0429 631 303

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**Reason**

It was noted that an Absolute Majority was required for the resolution and Mr Booth's name required correction.

<b>14.</b>	<b>Elected Members' Motions</b>
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Nil

<b>15.</b>	<b>Matters Behind Closed Doors</b>
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Nil

<b>16.</b>	<b>Closure</b>
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There being no further business the President thanked those in attendance and declared the meeting closed at 4.30pm.