



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 17 December 2024  
Commencing 5:00pm





SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday, 17 December 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

10:00am	Council Workshop
2:00pm	Council Meeting

Manisha Barthakur  
Chief Executive Officer  
12 December 2024

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au).

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**Shire of Dowerin**  
**Ordinary Council Meeting**  
**2:00pm Tuesday 17 December 2024**



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2:00pm.

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

**Councillors:**

Cr RI Trepp	President
Cr NP McMorrان	Deputy President
Cr WG Allsopp	
Cr DP Hudson	
Cr JC Sewell	
Cr BA Ward	

**Staff:**

Ms M Barthakur	Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Governance Coordinator
Mr S Mwale	Manager of Corporate Services

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

Cr AJ Metcalf

**3. Public Question Time**

**4. Disclosure of Interest**

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

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

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

- 7.1 Ordinary Council Meeting held on 19 November 2024  
[Attachment 7.1A](#)

**Voting Requirements**

- Simple Majority
- Absolute Majority

**Officer's Recommendation – 7**

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 19 November 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

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

- 8.1 Australia Day Honours Committee Meeting held on 3 December 2024  
[Attachment 8.1A](#)
- 8.2 Audit & Risk Committee Meeting held on 10 December 2024  
[Attachment 8.2A](#)

**Voting Requirements**

- Simple Majority
- Absolute Majority

**Officer's Recommendation – 8**

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Australia Day Honours Committee Meeting held on 3 December 2024, as presented in Attachment 8.1A, and the Minutes of the Audit & Risk Committee Meeting held on 10 December 2024, as presented in Attachment 8.2A, be received.

<b>9.</b>	<b>Recommendations from Committee Meetings for Council Consideration</b>
<b>9.1</b>	<b>Australia Day Honour Committee Meeting</b>
<b>9.1.1</b>	<b>Confidential Item – 2025 Australia Day Award Nominations</b>

[Attachment 9.1.1A – ‘Confidential Item 6.1 – 2025 Australia Day Award Nominations’](#)

Refer to Australia Day Honours Committee Meeting Minutes dated 3 December 2024

<b>Voting Requirements</b>
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Simple Majority
  Absolute Majority

<b>Committee Recommendation – 9.1.1</b>
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That, by Simple Majority, the Committee recommends that Council:

1. Endorse the award recipients of the 2025 Citizen of the Year, Senior Citizen of the Year, Youth Citizen of the Year and Community Group of the Year.
2. Present the awards at the 2025 Australia Day Breakfast on Sunday, 26 January 2025.

<b>9.2</b>	<b>Audit &amp; Risk Committee Meeting</b>
<b>9.2.1</b>	<b>2023/24 Annual Report &amp; Annual Electors Meeting</b>

Refer to Audit & Risk Committee Meeting Minutes dated 10 December 2024.

[Attachment 9.2.1 – 2023/24 Annual Report](#)

<b>Voting Requirements</b>
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Simple Majority
  Absolute Majority

<b>Committee Recommendation – 9.2.1</b>
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That, by Simple Majority, the Audit & Risk Committee recommend that Council:

1. Accepts the 2023/24 Annual Report, as presented in Attachment 9.2.1A, for the 2023/24 financial year;
2. Adopts the 2023/24 Annual Report, as presented in Attachment 9.2.1A, for the 2023/24 financial year; and
3. Conducts its Annual Electors Meeting on Monday 3 February, 2025 at the Dowerin Community Club, East Street Dowerin commencing at 6.00pm.

<b>9.2.2</b>	<b>2024 Dowerin Home Care Audit</b>
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Refer to Audit & Risk Committee Meeting Minutes dated 10 December 2024.

[Confidential Attachment 9.2.2 – 2024 Dowerin Home Care Audit Findings](#)

<b>Voting Requirements</b>
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Simple Majority



Absolute Majority

<b>Committee Recommendation – 9.2.2</b>
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That, by Simple Majority, the Committee recommends that Council receives the Quality Audit, as presented in Confidential Attachment 9.2.2A, from Aged Care Quality and Safety Commission

*Note: To uphold client privacy, the official report from the Aged Care Quality and Safety Commission has been classified as a confidential item.*

<b>10.</b>	<b>Announcements by the President Without Discussion</b>
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**11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES****11.1 Financial Activity Statements****Corporate and Community Services**

<b>Date:</b>	11 December 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Governance Coordinator
<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 / 2024-2025 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.1A - November MFR</b>

**Purpose of Report**

Executive Decision



Legislative Requirement

**Summary**

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

**Background**

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

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

**Comment**

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

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

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



Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

**Consultation**

Manisha Barthakur, Chief Executive Officer

Megan Shirt, Consultant

Susan Dew, Finance and Administration 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 Organisation
- Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*
- Outcome: 5.3
- Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

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

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

**Financial Implications**

Nil

**Voting Requirements**




Simple Majority



Absolute Majority

**Officer's Recommendation - 11.1**

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

11.2 List of Accounts Paid	
<b>Corporate &amp; Community Services</b>	
 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY	
<b>Date:</b>	12 December 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Governance Coordinator
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A - November LOP</a> <a href="#">Attachment 11.2B - November Credit and Caltex Card Statements</a>

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

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

**Background**

Nil

**Comment**

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

**Consultation**

- Manisha Barthakur, Chief Executive Officer
- Susan Dew, Finance and Administration Officer

**Policy Implications**

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

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

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

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation - 11.2**

That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachments 11.2A and 11.2B, and as detailed below:

**List of Accounts Paid - November 2024**

EFT 12849 to EFT 12962	\$372,078.42
Direct Debit: Exetel	\$560.00
Direct Debit: Cash Cheque	\$150.00
Direct Debit: National Australia Bank	\$3.93
Direct Debit: Resonline	\$242.00
Direct Debit: Shire of Dowerin - VISA Payment	\$6,233.93
Direct Debit: Synergy	\$4,960.87
Direct Debit: Telstra	\$573.23
Direct Debit: Water Corporation	\$4,722.19
Direct Debit: Western Australian Treasury Corporation	\$20,716.27
Direct Debit: Xenex Systems	\$466.29
PPE 05 November 2024 - Wages	\$45,097.50
PPE 05 November 2024 - Wages	\$2,044.35
PPE 19 November 2024 - Wages	\$47,323.32
Superannuation PPE - 05 November 2024	\$7,220.89
Superannuation PPE - 19 November 2024	\$7,328.70
<b>TOTAL</b>	<b>\$505,348.90</b>

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

**13. OFFICER’S REPORTS – ASSETS AND WORKS**

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

**15. Elected Members’ Motions**

Nil

**16. Matters Behind Closed Doors**

**16.1 Confidential Item 16.1 – Chief Executive Officer Key Performance Indicators**

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer’s Recommendation – 16a**

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

16.1 The matter of *Confidential Item 16.1 – Chief Executive Officer Key Performance Indicators* will be discussed, and a resolution made.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer’s Recommendation – 16b**

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

The President will read aloud the Council Resolution(s) made Behind Closed Doors which will be reported in the Minutes.

**17. Closure**

The President thanked those in attendance, and closed the meeting at X:XXpm