



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 17 December 2024
Commencing 2:00pm

ABN: 35 939 977 194

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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 2:06pm. In opening the meeting, the Council, CEO, and Management acknowledges the passing of Janees Riggs with a minutes' silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Approved Leave of Absence:

Cr AJ Metcalf

3. Public Question Time

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 19 November 2024

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved Cr McMorran

Seconded: Cr Ward

1043 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.

CARRIED 6/0

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

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

8.1 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/ Resolution - 8

Moved Cr Ward Seconded: Cr McMorran

1044 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.

CARRIED 6/0

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

9. Recommendations from Committee Meetings for Council Consideration

9.1 Australia Day Honour Committee Meeting

9.1.1 Confidential Item - 2025 Australia Day Award Nominations

[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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/ Resolution - 9.1.1

Moved Cr Allsopp Seconded: Cr Hudson

1045 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.

CARRIED 6/0

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

9.2 Audit & Risk Committee Meeting

9.2.1 2023/24 Annual Report & Annual Electors Meeting

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

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/ Resolution - 9.2.1

Moved Cr Ward **Seconded:** Cr McMorran

1046 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.

CARRIED 6/0

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

9.2.2 2024 Dowerin Home Care Audit

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

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/ Resolution - 9.2.2

Moved Cr Hudson **Seconded:** Cr Allsopp

1047 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.

CARRIED 6/0

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

10. Announcements by the President Without Discussion

President Trepp tabled a document named the "Seven Principles of Public Life" and provided this for all Councillors and staff for their information.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	11 December 2024
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2024-2025 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A - November MFR

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:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
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

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	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/Resolution - 11.1

Moved: Cr Sewell

Seconded: Cr Ward

1048 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.

CARRIED 6/0

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

UNCONFIRMED

11.2 List of Accounts Paid

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	12 December 2024	
Location:	Not Applicable	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer	
Author:	Kahli Rose, Governance Coordinator	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A - November LOP Attachment 11.2B - November Credit and Caltex Card Statements	

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 11.2

Moved: Cr Ward **Seconded:** Cr Allopp

1049 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
TOTAL	\$505,348.90

CARRIED 6/0

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

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

13. OFFICER'S REPORTS - WORKS AND ASSETS

Nil

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

Nil

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 to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 16a

Moved: Cr Hudson

Seconded: Cr Allsopp

1050 That, in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 6/0

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

COUNCIL WENT BEHIND CLOSED DOORS AT 2:25PM

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/Resolution - 16b

Moved: Cr McMorran

Seconded: Cr Sewell

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

CARRIED 6/0

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

COUNCIL CAME OUT FROM BEHIND CLOSED DOORS AT 2:28PM

16.1 Confidential Item 16.1 – Chief Executive Officer Key Performance Indicators

Voting Requirements

Simple Majority Absolute Majority

Resolution – 16.1

Moved: Cr Hudson **Seconded:** Cr McMorran

1051 That, in accordance with Sections 5.10, 5.38, 5.39(3)(b) of the *Local Government Act 1995* and Regulation 18D of the *Local Government (Administration Regulations) 1996*, Council endorses the Chief Executive Officer’s Key Performance Indicators for 2024/25, as presented in Attachment 16.1A.

CARRIED BY ABSOLUTE MAJORITY 6/0

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

17. Closure

The President thanked those in attendance and declared the meeting closed at 2:30pm.