



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 June 2024
Commencing 2:00pm

ABN: 35 939 977 194

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 18 June 2024



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm. In opening the meeting, the Council, CEO and Management acknowledges the passing of Elaine Coulthard with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Cr NP McMorran	Deputy President
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Approved Leave of Absence:

Cr AJ Metcalf	
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3. Public Question Time

Nil

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 21 May 2024

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved Cr Allsopp

Seconded: Cr Ward

0966 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 21 May 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

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

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Recent rainfall has greatly helped the 2024 season crops, with lovely green paddocks starting to pop up.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

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

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1

Moved: Cr Hudson

Seconded: Cr Ward

0967 That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Acting Deputy Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.1A, and as detailed below:

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

CARRIED 5/0

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

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Council Related Policies

Governance & Compliance



Date:	13 June 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A – Reviewed Policies

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

Policy

5.1 Dowerin Home Care – Volunteer Driver Allowance Policy

Comment

Paragraph 3

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

Paragraph 6

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

Control Box

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

Policy

5.3 Community Bus Hire Policy

Comment

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

Policy

6.1 – Outbuildings in Residential Areas Local Planning Policy

Comment

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

Policy

6.3 – Sea Containers and Similar Storage Containers Local Planning Policy

Comment

Policy – point 1

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

Policy – point 6(f)

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

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Kahli Rose, Governance Coordinator

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.1

Moved: Cr Sewell

Seconded: Cr Allsopp

0968

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

CARRIED 5/0

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

13. OFFICER'S REPORTS - WORKS AND ASSETS

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

Council were requested to consider a late item relating to the May Financial Activity Statements.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14

Moved: Cr Trepp

Seconded: Cr Hudson

0969 That, in accordance with Clauses 5.4(1) and 5.2(2) of the Meeting Procedures Local Law 2021, Council accepts Late Item 14.1 - Financial Activity Statements for consideration.

CARRIED 5/0

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer

Peter Dittrich, Acting Deputy Chief Executive Officer

Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<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

Cr Sewell exited at 2:28pm

Cr Sewell entered at 2:30pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14.1

Moved: Cr Ward

Seconded: Cr Sewell

0970 That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period of May 2024, as presented in Attachment 14.1A.

CARRIED 5/0

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

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

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

A Wooldridge left the meeting at 2:47pm

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp **Seconded:** Cr Sewell

0971 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 5/0

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

Council went Behind Closed Doors at 2:48pm

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp **Seconded:** Cr Sewell

0973 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 5/0

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

Council came out from Behind Closed Doors at 2:53pm

A Wooldridge returned at 2:54pm

16.1

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution – 16.1

Moved: Cr Sewell

Seconded: Cr Allsopp

0974 That Council endorses the recommendations in the Confidential Report.

CARRIED BY ABSOLUTE MAJORITY 5/0

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

17.

Closure

The President thanked those in attendance and declared the meeting closed at 2:55pm.