



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 19 March 2024  
Commencing 2:00pm

ABN: 35 939 977 194

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Shire of Dowerin  
Ordinary Council Meeting  
2.00pm Tuesday 19 March 2024



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2.01pm.

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

**Councillors:**

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

**Staff:**

Mr A Wooldridge	Acting Chief Executive Officer
Ms K Rose	Executive & Governance Officer

**Members of the Public:** Nil

**Apologies:** Cr AJ Metcalf  
Cr WG Allsopp

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**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 20 February 2024  
[Attachment 7.1A](#)

7.2 Special Council Meeting held on 6 March 2024  
[Attachment 7.2A](#)

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/ Resolution - 7**

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

**0921** 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 20 February 2024, as presented in Attachment 7.1A, and the minutes of the Special Council Meeting held on 6 March 2024, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

**CARRIED 5/0**

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

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

8.1 Audit & Risk Committee Meeting held on 12 March 2024  
[Attachment 8.1A](#)

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/ Resolution - 8**

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

**0922** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 12 March 2024, as presented in Attachment 8.1A, be received by Council.

**CARRIED 5/0**

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

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

9.1 Audit & Risk Committee Recommendation(s)

**9.1.1 2023 Compliance Audit Return**

Refer to Audit & Risk Committee Meeting Minutes dated 12 March 2024

[Attachment 9.1.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

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

**Moved** Cr Trepp

**Seconded:** Cr Ward

**0923** **Recommends to Council that it adopts the 2023 Compliance Audit Return and submits it to the Department of Local Government, Sport & Cultural Industries prior to 31 March 2024, as presented in Attachment 9.1.1A.**

**CARRIED 5/0**

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

**9.1.2 Risk Dashboard Quarterly Report – March 2024**

Refer to Audit & Risk Committee Meeting Minutes dated 12 March 2024

[Attachment 9.1.2A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution – 9.1.2**

**Moved** Cr McMorran

**Seconded:** Cr Ward

**0924** **The Audit & Risk Committee;**

- 1. Recommends to Council that it adopts the Risk Dashboard Quarterly Report – March 2024; as presented in Attachment 9.1.2A, and**
- 2. Recommends that Council acknowledge that the Risk Dashboard currently needs a detailed review, which management will undertake by the next Audit & Risk Committee Meeting (June TBD).**

**CARRIED 5/0**

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

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

Nil

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

### 11.1 Financial Activity Statements

# Corporate and Community Services



<b>Date:</b>	12 March 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Acting Chief Executive Officer
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.1A - February MFR</b>

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 - Statement of Financial Activity

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

#### Note 2 - Cash and Financial Assets

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

#### Note 3 - Receivables

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

#### Note 4 – Other Current Assets

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

#### Note 5 – Payables

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

#### Note 6- Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 – Disposal of Assets

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

#### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 – Borrowings

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

#### Note 10 – Cash Backed Reserves

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

#### Note 11 – Other Current Liabilities

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

#### Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

#### Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

#### Note 14 – Explanation of Material Variances

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

### **Consultation**

Aaron Wooldridge, Acting Chief Executive Officer

Megan Shirt, Consultant

### **Policy Implications**

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

### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

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

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

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 11.1**

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0925** 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 February 2024, as presented in Attachment 11.1A.

**CARRIED 5/0**

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



**11.2 List of Accounts Paid**

**Corporate & Community Services**



<b>Date:</b>	12 March 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Acting Chief Executive Officer
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b><u>Attachment 11.2A - February LOP</u></b>

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

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

**Background**

Nil

**Comment**

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

**Consultation**

Aaron Wooldridge, Acting Chief Executive Officer

Susan Dew, Finance Officer

Rhonda Ratcliffe, Finance Officer

**Policy Implications**

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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

## Financial Implications

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

**Voting Requirements**



Simple Majority



Absolute Majority

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

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0926**


**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 Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:**

**List of Accounts Paid - February 2024**

EFT 11874 to EFT 11966	\$455,448.62
Direct Debit: Synergy	\$12,989.00
Direct Debit: National Australia Bank Fees	\$10.28
Direct Debit: Water Corporation	\$6,947.17
Direct Debit: Telstra	\$515.60
Direct Debit: Xenex Systems Pty Ltd	\$1,505.24
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Resonline	\$242.00
Direct Debit: Visa Payments	\$1,854.31
Direct Debit: Gull Motorcharge Limited	\$1,186.76
Superannuation January - February	\$25,214.41
PPE December 2023 - Wages	\$40,476.86
PPE December 2023 - Wages	\$50,778.24
TOTAL	<b>\$597,728.49</b>

**CARRIED 5/0**

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

11.3 Budget Review	
<h1>Corporate and Community Services</h1>	
 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY	
<b>Date:</b>	12 March 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Acting Chief Executive Officer
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Budgeting/2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.3A - Budget Review Report</a> <a href="#">Attachment 11.3B - PCE Budget</a>

### Purpose of Report

- Executive Decision
  Legislative Requirement

### Summary

This Item presents the 2023/2024 Annual Budget Review to Council for consideration and, if satisfactory, adoption.

### Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to conduct a budget review between 1 January and 29 February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the adoption of the review. Council is to adopt the budget review by the 31st of March of each financial year.

### Comment

The 2023/2024 Budget was adopted by Council at its Ordinary Meeting on 18 July 2023 (CMRef 0819 - CMRef 0826).

Management had undertaken the budget review process in accordance with the revised legislation, during the January and February months. Due to the limited time allowed for the process by DLGSC, there was only one workshop conducted for the review by management and council on Thursday 29<sup>th</sup> February 2024.

The process in finalising the budget review resulted in a further \$218,347 variance improvement on the adopted budget. This means that from the review, the Shire's cash backed reserves will further improve by this amount, however, there were also funds from the reserve that were approved by council during the first half of the financial year to fund the Growing Region Housing Project.

The explanation to the major variances, is summarised in the below table, as well in the notes of the Budget Review Report, for the period ending 29 February 2024.

<u>Budget Program</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Variance</u>	<u>Variance Reason</u>
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Op. Grants, Subsidies & Contributions	\$968,914	\$1,056,911	\$87,997	\$79K higher Financial Assistance Grants being received than what was budgeted.
Fees and Charges	\$830,409	\$957,307	\$126,898	Higher Private Works (\$50K) and CRC (\$85K) Income.
Employee Costs	(\$1,966,082)	(\$1,831,319)	\$134,763	Employee costs are budgeted to be lower in Aged Care (\$74K) Road and Parks maintenance (\$61K). Other general underspend are in Culture (\$21K) and Admin (\$21K). Higher expenditure (\$76K) in the CRC program.
Materials & Contracts	(\$1,875,967)	(\$2,081,481)	(\$205,514)	Higher Materials and contracts in Aged Care (\$116K) and Road Maintenance (\$103K).
Buildings	(\$180,114)	(\$1,654,438)	(\$1,474,324)	Addition of Growing Regions proposed Housing project (\$1.6M), offset by removal of budgeted Hockey Pavilion upgrade (\$148K) that was subject to funding.
Purchase and construction of infrastructure roads	(\$4,410,569)	(\$3,496,897)	\$913,672	Reduction in expenditure due to duplication of Fifty-four gate road project (\$124K) in the original budget, and deferment of Black Spot works (\$790K) to FY25.
Transfer to Reserves	(\$398,426)	(\$218,347)	(\$616,773)	Additional transfer to Reserves - Plant Reserve \$100K, Land & Building Reserve \$50K, Depot \$18K and Roads and Infrastructure \$50K. These transfers are available as a result of deferments of projects and savings in this review.
Transfer from Reserves	\$218,510	\$459,307	\$677,817	See Note 7 - Additional transfer from Land and Building Reserve (\$485k) to fund Growing Region Housing project. Lower transfer required (\$28K) from Recreation

				Reserve due to deferment of Greening project.
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There are other variances that are of a minor nature and have been funded from the surplus from this review. These are commented in the attached Budget Review Report from note 4 on page 8 to page 11.

With all budget amendments that have been carried out from this review, they are captured in note 5, from page 12 to 14.

### Consultation

Aaron Wooldridge, Acting Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Department Coordinators  
29 February Council Workshop  
Megan Shirt, Consultant

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

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

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

#### 33A. Review of budget

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must –*
  - (a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government’s financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
  - (d) *include the following –*

- (i) *the annual budget adopted by the local government.*
  - (ii) *an update of each of the estimates included in the annual budget.*
  - (iii) *the actual amounts of expenditure, revenue, and income as at the date of the review.*
  - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- \*Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

#### **Risk Implications**

The Review must be completed by the 29 February 2024, be submitted to the council on or before 31 March and lodged with the DLGSC within 14 days after a council has made a determination or Council will be non-compliant with the requirements of the *Local Government (Financial Management) Regulations 1996*.

#### **Financial Implications**

If Council adopts the proposed 2023/2024 Budget Review amendments as presented, the result is a balanced budget.

#### **Voting Requirements**

Simple Majority

Absolute Majority

#### **Officers Recommendation/Resolution – 11.3**

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0927**

**That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council:**

- 1. Adopts the 2023/2024 Budget Review, as presented in Attachment 11.3A; and**
- 2. Submits a copy of the 2023/2024 Budget Review to the Department of Local Government, Sport and Cultural Industries.**

**CARRIED 5/0**

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

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

NIL

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

NIL

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

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

Nil

**17. Closure**

The President thanked those in attendance and declared the meeting closed at 2.40pm.