



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 19 November 2024  
Commencing 5:00pm



## NOTICE OF MEETING



Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday, 19 November 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

12:00pm	Council Workshop
5:00pm	Council Meeting

Manisha Barthakur  
Chief Executive Officer  
14 November 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**  
**5.00pm Tuesday 19 November 2024**



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 5.00pm.

**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

**Members of the Public:**

**Apologies:**

Mr A Wooldridge	Deputy Chief Executive Officer
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**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 15 October 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 15 October 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 Asset & Works Committee Meeting held on 30 October 2024.

[Attachment 8.1A](#)

**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 Ordinary Council Meeting held 30 October 2024, as presented in Attachment 8.1A, be confirmed as a true and correct record of proceedings.

<b>9.</b>	<b>Recommendations from Committee Meetings for Council Consideration</b>
<b>9.1</b>	<b>Asset &amp; Works Committee Meeting</b>
<b>9.1.1</b>	<b>Roads to Recovery Program - 2024/2025 Plan Adjustments</b>

Refer to Asset & Works Committee Meeting Minutes dated 30 October 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. Approve the adjustments to the Roads to Recovery program for 2024-2025, including the deferral of the Redding Road and Stewart Street intersection reconstruction and Amery-Benjaberring Rd, and Minnivale Northeast Road reseals.
2. Difference of \$129,544 (Shire contribution) to be invested on Memorial Ave, Stacy St, Maisey St and Meckering Rd reseals.

Note the progressive funding distribution over the five-year period and ensure future projects align with available funding.

<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**

<b>Corporate and Community Services</b>		 <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>
<b>Date:</b>	14 November 2024	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy 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>	<a href="#">Attachment 11.1A – October MFR</a>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This item presents the Statement of Financial Activity to Council for the period September 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

Aaron Wooldridge, 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: *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 October 2024, as presented in Attachment 11.1A.

11.2 List of Accounts Paid	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; color: #E91E63;">Corporate &amp; Community Services</div>  </div>	
<b>Date:</b>	14 November 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy 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 - October LOP</a> <a href="#">Attachment 11.2B - October 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 October 2024.

**Background**

Nil

**Comment**

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

**Consultation**

Manisha Barthakur, Chief Executive Officer

Aaron Wooldridge, Deputy 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. 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 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 Attachments 11.2A and 11.2B, and as detailed below:

### List of Accounts Paid – October 2024

EFT 12493 to EFT 19621	\$735,888.00
Direct Debit: Exetel	\$560.00
Direct Debit: Gull Motorcharge	\$199.23
Direct Debit: National Australia Bank	\$1.75
Direct Debit: National Australia Bank – VISA Card	\$1,499.42
Direct Debit: Resonline	\$242.00
Direct Debit: Shire of Dowerin (Tin Dog Store)	\$199.10
Direct Debit: Synergy	\$16,426.54
Direct Debit: Telstra	\$561.93
Direct Debit: Water Corporation	\$2,903.51
Direct Debit: Wesfarmers Kleenheat Gas	\$1,074.31
Direct Debit: Western Australian Treasury Corporation	\$26,585.24
Direct Debit: Western Australian Treasury Corporation	\$9,853.62
Direct Debit: Xenex Systems	\$468.99
PPE 09 October 2024 - Wages	\$42,395.01
PPE 09 October 2024 - Wages	\$1,435.17
PPE 23 October 2024 - Wages	\$45,160.24
PPE 23 October 2024 - Wages	\$1,558.80
Superannuation PPE – 09 October 2024	\$12,220.10
Superannuation PPE – 23 October 2024	\$5,791.84
<b>TOTAL</b>	<b>\$905,024.80</b>

**11.3 Budget Amendments – 2024/2025 Financial Year**

## Corporate & Community Services



<b>Date:</b>	14 November 2024
<b>Location:</b>	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<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>	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

This Item presents an amendment to the 2024/2025 Annual Budget to Council for consideration and approval.

**Background**

Since the adoption of the Annual Budget in August 2024, management has determined an amendment to the annual budget is required before the budget review is to commence in early 2025.

The Asset and Works Committee has recommended adjustments to the 2024-2025 road program due to a decrease in available funding from the Roads to Recovery (R2R) program.

These adjustments impact both the scope and funding sources for planned projects.

Other amendments to the annual budget are only minor movements between internal accounts and the cash reserves. These movements will have a Nil effect to the bottom line.

**Comment**

The original 2024/2025 Budget was adopted by Council at its Special Council Meeting on 23 August 2024 (CMRef 1004).

The following budget amendment is an adjustment to the Road Construction Program due to a reduction in funding for the 2024/25 Roads to Recovery program. The reduction was a result of the Roads to Recovery apportioning the 2024-29 funding over each year.

**1. Removed Project**

- **Intersection Reconstruction of Redding Road and Stewart Street**
  - This intersection reconstruction has been removed from this financial year’s road program.

- **Funding Realignment:** The Shire is seeking State Blackspot funding to cover this project in a future period. This shift aims to alleviate pressure on the current R2R budget and reallocate available funds to higher priority works.

## 2. Postponed Reseal Projects

- **Deferral to 2025-2026 Financial Year:**
  - Amery Benjaberring Road (SLK 8.40 - 8.98)
  - Minnivale Northeast Road (SLK 0.00 - 0.10)
- **Justification:** These reseal projects will not proceed this financial year, as the available Roads to Recovery funding has been significantly reduced. Both projects are rescheduled for consideration in the 2025-2026 financial year to maintain the road network within budget constraints.

## 3. Reseal Projects Funded by Own Sources

- To ensure essential road maintenance is completed, four specific reseals will proceed, funded by the Shire's own-source revenue. These projects have undergone updated cost assessments:
  - **Memorial Avenue** (SLK 0.00 - 0.84): Previously listed in the original program, this reseal remains a priority due to its significant use and maintenance needs.
  - **Stacey Street** (SLK 0.00 - 0.57): This essential urban street will be resealed as planned, enhancing road safety and quality.
  - **Maisey Street** (SLK 0.00 - 0.38): As part of ongoing townsite road maintenance, this reseal will improve the condition of this residential road.
  - **Meckering Road** (SLK 0.63 - 0.85): This roads reseal will address wear and tear.
- **Total Combined Reseal Cost: \$135,290.00**

## 4. Gravel Resheeting Contributions

- **Old Koorda Road (SLK 0.00 - 8.89):**
  - The Shire will contribute \$51,854.00 to gravel resheeting on Old Koorda Road under the Roads to Recovery program.
  - This section requires resheeting to sustain its structural integrity, with contributions helping meet the minimum standard requirements for rural roads under the R2R program.

## 5. Budget Variance and Funding Adjustments

- **Local Government Contribution Variance:**
  - An additional \$2,942.00 in Local Government contribution is required to fulfill current program costs.
  - **Source of Adjustment:** This variance will be covered by reallocating funds from the materials under Road Maintenance budget (GL 2120212), where projected savings have been identified. This reallocation ensures no overall increase to the Shire's budget by strategically using internal savings.

## 6. Roads to Recovery Carry Forward for Culvert Replacements

- **Culvert Replacements on Manmanning Road (SLK 0.00 - 5.67):**
  - A carry-forward amount of \$7,702.00 from the 2023-2024 Roads to Recovery budget will co-fund the replacement of culverts under the Local Community Roads and Infrastructure Program (LCRIP) Phase 4 Part A.
  - **Project Cost Adjustment:** The inclusion of this carry-forward contribution increases the total project cost from \$244,768.00 to \$249,666.00. This increase supports the completion of crucial drainage improvements, which are vital for road longevity and safety.

**OLD ROAD PROGRAM**

JOB CODE	PROJECT	LG CONTRIBUTION	FUNDING CONTRIBUTION	TOTAL PROJECT COST 2024/2025	COMMENT
<b>WSFN</b>					
WFN182I	Dowerin Kalannie Road SLK 37.81-41.71	\$92,340.01	\$1,292,760.12	\$1,385,100.13	
WFN182L	Dowerin Kalannie Road Bailey EW Intersection	\$8,374.00	\$117,232.00	\$125,606.00	Rolling this estimated value over from 2023/24 budget to complete project
WFN182M	Dowerin Kalannie Road Verge Maintenance	\$6,939.00	\$97,141.00	\$104,080.00	Rolling this estimated value over from 2023/24 budget to complete project
WFN182K	Dowerin Kalannie Road & Ward Road Intersection Planning and Development	\$3,333.33	\$46,666.67	\$50,000.00	See Changes Made based on steering committee letter from WSFN
	RSA 50% Contribution	\$4,000.00	\$4,000.00	\$8,000.00	50% Contribution for the (RSA) Road Safety Audit
WFN182J	Dowerin Kalannie Road Line Marking	\$12,434.00	\$173,161.00	\$185,595.00	This has been a late addition imposed by WSFN

**Black Spot**

BS183	Dowerin Meckering Road & Hindmarsh Back Road		\$753,286.26	\$753,286.26	Original Project funding \$801,922.00 to my knowledge there will be \$753,286.26 left in the budget for next financial year as we spent \$31,864.83 in 2022/2023 year and spent \$16,770.91 in 2023/2024 financial year. We currently have to my knowledge \$481,153.00 left to claim from main roads/Feds, the rest is in an account that Aaron knows more about. It also seems that the budget was set to the incorrect amount for this financial year we should discuss further.
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JOB CODE	PROJECT	LG CONTRIBUTION	FUNDING CONTRIBUTION	TOTAL PROJECT COST 2024/2025	COMMENT
<b>RRG</b>					
RRG001	Cunderdin Minnivale Road SLK 24.50 - 27.23	\$193,130.00	\$386,261.00	\$579,391.00	
<b>LCRIP</b>					
<b>Phase 4 Part A</b>					
LRC164	Manmanning Road SLK 0.00-5.67	\$2,804.00	\$241,964.00	\$244,768.00	Rolling this estimated value over from 2023/24 budget to complete project
LRC011	Fifty-Four Gates West Road SLK 0.00-2.65		\$114,180.28	\$114,180.28	Rolling this estimated value over from 2023/24 budget to complete project
<b>Phase 4 Part B</b>					
LRC183	Dowerin Meckering Road Reseal SLK 18.40 - 21.50		\$172,430.00	\$172,430.00	
	Metcalfe Road Culvert Repair SLK 3.58		\$16,341.50	\$16,341.50	
	Harris East Road Culvert Repair SLK 4.38		\$32,581.50	\$32,581.50	
<b>Roads To Recovery</b>					<b>Funding is confirmed at \$610,582.00.</b>
<b>Reseals</b>					
	Memorial Avenue SLK 0.00 - 0.84		\$53,650.00	\$53,650.00	
	Stacey Street SLK 0.00-0.57		\$39,875.00	\$39,875.00	
	Maisey Street SLK 0.00-0.38		\$29,203.00	\$29,203.00	
	Amery Benjaberring Road SLK 8.40-8.98		\$25,000.00	\$25,000.00	
	Minnivale NE Road SLK 0.00-0.10		\$5,000.00	\$5,000.00	
	Meckering Road SLK 0.63-0.85		\$15,950.00	\$15,950.00	
<b>Gravel Re-sheeting</b>					
	Old Koorda Road SLK 0.00 - 8.89	\$181,398.00	\$207,762.00	\$389,160.00	This will potentially be the change made for gravel supply purposes.
<b>Shoulder Reconditioning</b>					
R2R025	Dowerin Koorda Road SLK 15.52 - 22.13		\$113,692.00	\$113,692.00	
<b>Intersection Reconstruction</b>					
	Redding Road and Stewart Street		\$120,450.00	\$120,450.00	
<b>TOTAL</b>		<b>\$504,752.34</b>	<b>\$4,058,587.33</b>	<b>\$4,563,339.67</b>	

**AMENDED ROAD PROGRAM**

JOB CODE	PROJECT	LG CONTRIBUTION	CO- CONTRIBUTION	FUNDING CONTRIBUTION	TOTAL PROJECT COST 2024/2025	COMMENT
<b>WSFN</b>						
WFN182I	Dowerin Kalannie Road SLK 37.81-41.71	\$92,340.01		\$1,292,760.12	\$1,385,100.13	
WFN182L	Dowerin Kalannie Road Bailey EW Intersection	\$8,374.00		\$117,232.00	\$125,606.00	Rolling this estimated value over from 2023/24 budget to complete project
WFN182M	Dowerin Kalannie Road Verge Maintenance	\$6,939.00		\$97,141.00	\$104,080.00	Rolling this estimated value over from 2023/24 budget to complete project
WFN182K	Dowerin Kalannie Road & Ward Road Intersection Planning and Development	\$3,333.33		\$46,666.67	\$50,000.00	See Changes Made based on steering committee letter from WSFN
	RSA 50% Contribution	\$4,000.00		\$4,000.00	\$8,000.00	50% Contribution for the (RSA) Road Safety Audit
WFN182J	Dowerin Kalannie Road Line Marking	\$12,434.00		\$173,161.00	\$185,595.00	This has been a late addition imposed by WSFN
<b>Black Spot</b>						
BS183	Dowerin Meckering Road & Hindmarsh Back Road			\$753,286.26	\$753,286.26	Original Total Project funding \$801,922.00.
						40% was claimed in 22/23 totalling \$320,768.80.
						End of 2023/24 an accumulated total of \$47,396.93 had been expended.
						As at end of 2023/24, a balance of \$273,371.87 (\$320,768.80-\$47,396.93) is currently in contract liabilities. Once this balance is expended in 2024/25, the next 40% can be claimed.
						\$481,153.20 (\$801,922-\$320,768.80) is still yet to be claimed, being the 60% balance remaining.
<b>RRG</b>						
RRG001	Cunderdin Minnivale Road SLK 24.50 - 27.23	\$193,130.00		\$386,261.00	\$579,391.00	

JOB CODE	PROJECT	LG CONTRIBUTION	CO- CONTRIBUTION	FUNDING CONTRIBUTION	TOTAL PROJECT COST 2024/2025	COMMENT
<b>LCRIP</b>						
<b>Phase 4 Part A</b>						
LRC164	Manmanning Road SLK 0.00-5.67		\$7,702.00	\$241,964.00	\$249,666.00	This project is also Co-funded by R2R 2023/24 carry forward surplus of funds of \$7,702.
LRC011	Fifty-Four Gates West Road SLK 0.00-2.65			\$114,180.28	\$114,180.28	
<b>Phase 4 Part B</b>						
LRC183	Dowerin Meckering Road Reseal SLK 18.40 - 21.50			\$172,430.00	\$172,430.00	
	Metcalf Road Culvert Repair SLK 3.58			\$16,341.50	\$16,341.50	
	Harris East Road Culvert Repair SLK 4.38			\$32,581.50	\$32,581.50	
<b>Roads To Recovery</b>						<b>Total R2R Funding 2024-2025 \$450,998 (Plus \$7,702 23/24 carry forward allocated to LRCIP LRC164)</b>
<b>Gravel Re-sheeting</b>						
	Old Koorda Road SLK 0.00 - 8.89	\$51,854.00		\$337,306.00	\$389,160.00	
<b>Shoulder Reconditioning</b>						
R2R025	Dowerin Koorda Road SLK 15.52 - 22.13			\$113,692.00	\$113,692.00	
<b>Own Source Funded Projects</b>						
<b>Reseals</b>						
	Memorial Avenue SLK 0.00 - 0.84	\$51,786.00			\$51,786.00	
	Stacey Street SLK 0.00-0.57	\$38,252.00			\$38,252.00	
	Maisey Street SLK 0.00-0.38	\$28,560.00			\$28,560.00	
	Meckering Road SLK 0.63-0.85	\$16,692.00			\$16,692.00	
<b>TOTAL</b>		<b>\$507,694.34</b>	<b>\$7,702.00</b>	<b>\$3,899,003.33</b>	<b>\$4,414,399.67</b>	

The following are minor amendments to the annual budget in the form of movements between accounts and utilising surplus of own source funds from existing approved budgetary funds:

<b>Budget Program</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Variance</b>	<b>Variance Reason</b>
Oth. Gov - Consultancy (Strategic)	\$7,000	\$22,000	\$15,000	Increased budget for Strategic Plans. Movement of funds from GL 120402500 (Oth. Gov. - Statutory) to GL 120402510 (Oth. Gov - Consultancy (Strategic)).
Cash Reserves	\$210,791	\$0	(\$210,791)	Funds to be used for the Swimming Pool Improvements are not required as it was determined the pool did not have a leak and funds from the recreation reserve are no longer needed for the 2024/25 year.
Transport - purchase of Hustler FasTrak mower	\$65,000	\$22,000	(\$43,000)	Surplus of own source funding of \$65,000 from the acquisition of the new loader to be used for the acquisition of a Hustler FasTrak zero-turn mower from Eastern Hills for \$22,000. Balance of \$43,000 to be considered in mid-year budget review.

**Consultation**

Manisha Barthakur, Chief Executive Officer  
 Aaron Wooldridge, Deputy Chief Executive Officer  
 Ben Forbes, Assets & Works Coordinator  
 Asset & Works Committee

**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

#### **6.8. Expenditure from municipal fund not included in annual budget.**

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
- a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - b) is authorised in advance by resolution\*; or*
  - c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*1 (a) In subsection (1) –*

***additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.*

2) *Where expenditure has been incurred by a local government –*

- a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

### Risk Implications

If the budget amendment is not adopted, this will have an impact on the continuance of service deliveries, including the continuing improvements in road safety and community access within the road program.

**Financial Implications**

If Council adopts the proposed amendments for the 2024/2025 Budget as presented, the result is a balanced budget.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation – 11.3**

**That, by Absolute Majority, in accordance with Section 6.8(1)(b) Local Government Act 1995, Council:**

1. **INCREASE** budget for LCRIP Project Manmanning Road – SLK 0.00 – 5.67: Increase total project cost budget **from \$244,768 to \$249,666**. Own source funding reduced to **Nil** and increase in capital funding from \$241,964 to \$249,666.
2. **DECREASE** budget for Roads to Recovery Reseals Project (Capital Funded) **from \$168,678 to \$0**: Removing of projects for Memorial Avenue SLK 0.00-0.84, Stacey Street SLK 0.00-0.57, Maisey Street SLK 0.00-0.38, Amery Benjaberring SLK 8.40-8.98, Minnivale North East Road SLK 0.00-0.10, and Meckering Road SLK 0.63-0.85.
3. **DECREASE** budget for Roads to Recovery Gravel Re-sheeting Project (Old Koorda Road SLK 0.00-8.89) own source funding **from \$181,398 to \$51,854**.
4. **DECREASE** budget for Roads to Recovery Intersection Reconstruction Project (Redding Road and Stewart Street) **from \$120,450 to \$0**.
5. **INCREASE** budget for Own Source Projects **from \$0 to \$135,290**: Projects for Memorial Avenue SLK 0.00-0.84, Stacey Street SLK 0.00-0.57, Maisey Street SLK 0.00-0.38, and Meckering Road SLK 0.63-0.85.
6. **Transfer** budget of **\$15,000** from Oth. Gov. – Statutory GL 120402500 to Oth. Gov. – Consultancy Strategic GL 120402510.
7. **Transfer** back to the Recreation Cash Reserve **\$210,791** and decrease capital expenditure OC043 by this amount (swimming pool).
8. **Approve** the **\$22,000** purchase of the Hustler FasTrak mower utilising a portion of the surplus of funds from the acquisition of the new John Deere Loader and balance of surplus to be reviewed at the mid-year budget review.

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

**12.1 2025 Ordinary Council Meeting Dates**

<h2 style="color: red;">Governance &amp; Compliance</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 November 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</i>	
<b>SharePoint Reference:</b>	Organisation/Governance/Council Meetings	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

**Purpose of Report**

- Executive Decision                       Legislative Requirement

**Summary**

This Item presents the proposed dates for the 2025 Ordinary Council Meetings to Council for consideration and, if satisfactory, adoption.

**Background**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* and Policy 1.7 – Council Meetings, at least once each year a local government is to give local public notice of the dates, times, and place at which the Ordinary Meetings of Council are to be held in the next 12 months.

As such, the Shire of Dowerin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2025.

**Comment**

Since November 2019, Council's Ordinary Meetings have been held on the third Tuesday of the month commencing at 2.00pm. At its 21 November 2023 Ordinary Council Meeting, the Council resolved to amend policy 1.7 to state that there will not be a meeting convened during the month of January.

Easter 2025 is on Friday 18 April to Monday 21 April; hence the Ordinary Council Meeting will not be affected.

Conducting the Ordinary Meetings of Council on the third Tuesday also avoids conflict with the Field Days. Therefore, in accordance with Council Policy 1.7 – Council Meetings, and as there has

been no suggestion of a need to change the date or time of the Ordinary Meetings the Officer's Recommendation suggests that the status quo remain.

### Consultation

Nil

### Policy Implications

Policy 1.7 - Council Meetings is applicable. The Policy states:

*"Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 2.00pm.*

*In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.*

*Council will not hold a meeting for the month of January, due to low level community and agricultural activity."*

### 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 of the *Local Government (Administration) Regulations 1996* is applicable and states:

#### **"12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*
  - (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,**are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place, and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*



**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 Management Framework
<b>Action (Treatment)</b>	Document Governance Framework
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Funds are included in the 2024/25 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation - 12.1**

That, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council resolves to conduct its 2025 Ordinary Meetings of Council, on the third Tuesday during the months of February - December 2025, on the following dates:

18 February 2024
18 March 2024
15 April 2024
20 May 2024
17 June 2024
15 July 2024
19 August 2024
16 September 2024
21 October 2024
18 November 2024
16 December 2024

**12.2 Christmas and New Year Opening Hours**

## Governance & Compliance



<b>Date:</b>	11 November 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>	Nil
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**Purpose of Report**



Executive Decision



Legislative Requirement

**Summary**

This item seeks a Council resolution to close the Shire of Dowerin Administration Office, Works Depot, Dowerin Home Care Office, and Community Resource Centre for the 2024/25 Christmas/New Year period.

**Background**

For several years, the Administration, Depot and DHC (the Offices) have closed during the Christmas/New Year period as it is an extremely quiet period with minimal public visitations and phone enquiries. It is also common for many residents of the Shire to travel elsewhere at this time of year with other businesses also closing.

**Comment**

The Christmas Day public holiday will be observed on Wednesday 25 December 2024 with the Boxing Day public holiday being observed on Thursday 26 December 2024, meaning the Office will be closed on both those days. The New Year’s Day public holiday will be observed on Wednesday 1 January 2024.

It is therefore requested that Office closes from Wednesday 25 December 2024 to Friday 3 January 2025 inclusive. The Office will reopen as usual on Monday 6 January 2025.

The opening times over the Christmas/New Year period will be extensively advertised and circulated in advance.

**Consultation**

The CEO has undertaken consultation with the Senior Management Team.

**Policy Implications**

Nil

**Statutory Implications**

Nil

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.1

Reference: 5.1.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**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>	Nil
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are contained within the 2024/25 Budget.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation - 12.2**

*That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to close the Administration Office for the Christmas/New Year period from Wednesday 25 December 2023 to Friday 3 January 2025 inclusive, reopening at 8.30am on Monday 6 January 2025 with the hours of operation and emergency contacts being advertised to the community.*

13.	<b>OFFICER'S REPORTS – ASSETS AND WORKS</b>
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14.	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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15.	<b>Elected Members' Motions</b>
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Nil

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

17.	<b>Closure</b>
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The President thanked those in attendance, and closed the meeting at X:XXpm