



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 August 2024
Commencing 2.00pm



NOTICE OF MEETING



Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday, 20 August 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Meeting
Followed by:	Budget Workshop

Brian Jones
Acting Chief Executive Officer
16 August 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.

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 20 August 2024



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr B Jones	Acting 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:

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

5.1 Cr McMorran – September

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 5.1

That, by Simple Majority pursuant to Sections 2.25(1) of the *Local Government Act 1995*, Cr McMorran be granted Leave of Absence for September.

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 16 July 2024

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 7 August 2024

[Attachment 7.2A](#)

7.3 Special Council Meeting held on 15 August 2024

[Attachment 7.3A](#)

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 16 July 2024, as presented in Attachment 7.1A, the Minutes of the Special Council Meeting held on 7 August 2024, as presented in Attachment 7.2A, and the Minutes of the Special Council Meeting held on 15 August 2024, as presented in Attachment 7.3A, be confirmed as a true and correct record of proceedings.

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

8.1 Local Emergency Management Committee held on 22 July 2024

[Attachment 8.1A](#)

8.2 Audit & Risk Committee Meeting held on 31 July 2024

[Attachment 8.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officers 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 Local Emergency Management Committee Meeting held on 22 July 2024, as presented in Attachment 8.1A, and the Audit & Risk Committee Meeting held on 31 July 2024, as presented in Attachment 8.2A, be received by Council.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit & Risk Committee Meeting

9.1.1 Risk Dashboard Quarterly Report

Refer to Audit & Risk Committee Meeting Minutes dated 31 July 2024

[Attachment 9.1.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation - 9.1.1

Recommends to Council that, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

- 1. Receives the Risk Dashboard Quarterly Report - June 2024, as presented in Attachment 7.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin; and**
- 2. Recommends to Council that it adopts the Risk Dashboard Quarterly Report - June 2024.**
- 3. Acknowledges that the Risk Dashboard still requires a detailed review, which management will undertake by the next Audit & Risk Committee Meeting in September.**

ACEO Comment: Given the current circumstances and the new CEO's commencement in October, the ACEO recommends deferring the risk dashboard overhaul and review until the new CEO is in place and able to address the concerns.

9.1.2 Interim Audit Results for the Year Ending 30 June 2024

Refer to Audit & Risk Committee Meeting Minutes dated 31 July 2024

[Attachment 9.1.2A - Interim Audit Management Letter](#)

[Attachment 9.1.2B - Interim Audit Findings Report](#)

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation - 9.1.2


Recommends to Council that, in accordance with the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

- 1. Receives the Auditor's Interim Audit Findings Report, as presented in Attachment 7.2B, from Macri Partners Chartered Accountants for the 2023/24 financial year;**
- 2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and**
- 3. Recommends to Council that it receives the Auditor's Interim Audit Findings Report, as presented in Attachment 7.2B, from Macri Partners Chartered Accountants for the 2023/24 Interim Audit.**

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

<h1 style="color: red;">Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	15 August 2024	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, 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:	<u>Attachment 11.1A - July LOP</u> <u>Attachment 11.1B - June Credit and Star Card Statements</u>	

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Brian Jones, Acting 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

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 - 11.1

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 Attachment 11.1A, Attachment 11.1B, and as detailed below:

List of Accounts Paid - July 2024	
EFT 12407 to EFT 12492	\$241,883.49
Direct Debit: Exetel	\$560.00
Direct Debit: Gull Motorcharge	\$272.92
Direct Debit: Resonline	\$242.00
Direct Debit: Shire of Dowerin - CRC	\$167.60
Direct Debit: Visa Card - Payment	\$4,688.54
Direct Debit: Synergy	\$4,863.29
Direct Debit: Telstra	\$524.77
Direct Debit: Water Corporation	\$841.50
Direct Debit: Xenex Systems	\$477.46
PPE 2 July 2024 - Wages	\$44,748.74
PPE 16 July 2024 - Wages	\$42,820.30
PPE 30 July 2024 - Wages	\$41,722.83
Superannuation PPE - 2 July 2024	\$5,987.89
Superannuation PPE - 17 July 2024	\$6,064.34
Superannuation PPE - 31 July 2024	\$5,947.25
TOTAL	\$401,812.92

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 2024 Local Government Convention

<h2 style="color: red;">Governance and Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 August 2024	
Location:	Not Applicable	
Responsible Officer:	Brian Jones, Acting Chief Executive Officer	
Author:	Brian Jones, Acting Chief Executive Officer	
Legislation:	n/a	
SharePoint Reference:		
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Convention Program	

Purpose of Report

Executive Decision Legislative Requirement

Summary

To determine attendance by Councillors and Staff at the 2024 Western Australian Local Government Association Local Government Convention.

Background

The Western Australian Local Government Association (WALGA) Local Government Convention will be held Tuesday 8 October to Thursday 10 October 2024 at the Perth Convention Centre. The theme of the convention is "Innovation Ecosystem", a copy of the program has been included as Attachment 12.1A.

Comment

Nil

Consultation

Nil

Policy Implications

Policy 1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings.

Statutory Implications

Nil

Strategic Implications

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Less than \$5,000
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

The estimated cost per delegate have been determined below:

Registration	\$1,295.00
Accommodation (3 nights)	\$1,000.00
Meals	\$300.00
Total (excluding Cocktail Gala)	\$2,595.00

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That, by simple majority:

1. Councillors _____, _____, and _____, and the Chief Executive Officer be registered to attend the 2024 Western Australian Local Government Association Local Government Convention.
2. Councillors _____ and _____ be registered as delegates and _____ the proxy for the Western Australian Local Government Association Annual General Meeting.

12.2 Special Council Meeting – 2024/25 Budget Adoption

Governance and Compliance



Date:	16 August 2024
Location:	Not Applicable
Responsible Officer:	Brian Jones, Acting Chief Executive Officer
Author:	Brian Jones, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

To consider convening a Special Meeting of Council for the purpose of adopting the 2024/25 Budget.

Background

Councillors were provided with a copy of the 2024/25 Detailed Budget and a list of amendments made following the Budget Workshop with the Agenda papers for the Ordinary Council meeting, on Friday 16 August 2024.

Due to further amendments required to be made to the Statutory Budget, this document will not be ready for Council consideration until late on Thursday 22 August 2024.

Accordingly, it is recommended that a Special Meeting of Council be held on the afternoon of Friday 23 August 2024 for the purpose of adopting the Shire of Dowerin 2024/25 Budget.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Local Government Act

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held –

(a) if called for by either –

(i) the mayor or president; or

(ii) at least 1 /3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

5.5. Convening council meetings

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting

Strategic Implications

Nil

Risk Implications

Nil

Financial Implications

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation 12.2

That, by simple majority, Council resolve to hold a Special Council Meeting at 3:00pm on Friday 23 August 2024 for the purpose of adopting the 2024/25 Budget.

13.	OFFICER'S REPORTS - ASSETS AND WORKS
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Nil

14.	Urgent Business Approved by the Person Presiding or by Decision
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15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

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