



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 20 August 2024  
Commencing 2:00pm

ABN: 35 939 977 194

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

**Staff:**

Mr B Jones	Acting Chief Executive Officer
Ms K Rose	Governance Coordinator

**Members of the Public:**

**Apologies:**

Cr AJ Metcalf	
Mr A Wooldridge	Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Applications for Leave of Absence**

5.1 Cr McMorran - September

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution - 5.1**

**Moved** Cr Trepp

**Seconded:** Cr Hudson

**0995** 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 2024.

**CARRIED 6/0**

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

**6. Petitions and Presentations**

UNCONFERMED

**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/ Resolution - 7**

**Moved** Cr Ward **Seconded:** Cr Allsopp

**0996** 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.

**CARRIED 6/0**

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

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

8.1 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

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

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

**0997** 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.

**CARRIED 6/0**

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

<b>9.</b>	<b>Recommendations from Committee Meetings for Council Consideration</b>
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<b>9.1</b>	<b>Audit &amp; Risk Committee Meeting</b>
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<b>9.1.1</b>	<b>Risk Dashboard Quarterly Report</b>
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Refer to Audit & Risk Committee Meeting Minutes dated 31 July 2024

[Attachment 9.1.1A](#)

<b>Voting Requirements</b>
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Simple Majority  Absolute Majority

<b>Officer's Recommendation/ Resolution – 9.1.1</b>
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**Moved** Cr Hudson **Seconded:** Cr Allsopp

**0998** **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.

**AMENDED MOTION**

**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, and impose a due date of March 2025 Audit & Risk Committee Meeting, due to the commencement of the incoming CEO in October 2024.**

**CARRIED 6/0**

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

**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

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

**Moved** Cr Ward

**Seconded:** Cr Hudson

**0999** 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.

**CARRIED 6/0**


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

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

Nil

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

**11.1 List of Accounts Paid**

<b>Corporate &amp; Community Services</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	15 August 2024	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy 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>	<a href="#"><u>Attachment 11.1A - July LOP</u></a> <a href="#"><u>Attachment 11.1B - June Credit and Star Card Statements</u></a>	

**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

<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/Resolution - 11.1**

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**1000**

**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
<b>TOTAL</b>	<b>\$401,812.92</b>


**CARRIED 5/1**

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

**Against:** Cr Sewell

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

**12.1 2024 Local Government Convention**

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

**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**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	People
<b>Risk Description</b>	Less than \$5,000
<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>	
<b>Action (Treatment)</b>	
<b>Risk Rating (after treatment)</b>	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
<b>Total (excluding Cocktail Gala)</b>	<b>\$2,595.00</b>

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 12.1**

Moved: Cr \_\_\_\_\_ Seconded: Cr \_\_\_\_\_

0 **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.

LOST 0/6

**Against:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

**MOTION LAPSED**

UNCONFIRMED

**12.2 Special Council Meeting - 2024/25 Budget Adoption**

**Governance and Compliance**



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

Nil

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution - 12.2

**Moved:** Cr Trepp

**Seconded:** Cr Ward

**1001 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.**

**CARRIED 6/0**

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

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

Nil

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

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

Nil

**17. Closure**

The President thanked those in attendance and declared the meeting closed at 2:35pm.

UNCONFERMED