



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

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

ABN: 35 939 977 194

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Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 20 February 2024



**1. Official Opening / Obituaries**

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

In opening the meeting, the Council, CEO and Management acknowledges the passing of Noella 'Jean' Jones with a minutes silence.

**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 AJ Metcalf	
Cr JC Sewell	
Cr BA Ward	

**Staff:**

Mr D Singe	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Executive and Governance Officer

**Members of the Public:** Nil

**Apologies:** Nil

**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 19 December 2023  
[Attachment 7.1A](#)

7.2 Special Council Meeting held on 9 January 2024  
[Attachment 7.2A](#)

**Voting Requirements**

Simple Majority  Absolute Majority

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

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

**0911** 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 19 December 2023, as presented in Attachment 7.1A, and the minutes of the Special Council Meeting held on 9 January 2024, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

**CARRIED 7/0**

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

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

Nil

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

Nil

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

Tony Maddox - Central Law courts (Hay Street) Thursday & Friday this week. Cr Trepp to attend on Friday.

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

### 11.1 Financial Activity Statements

# Corporate and Community Services



<b>Date:</b>	15 February 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 / 2023-2024 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.1A - December</a> <a href="#">Attachment 11.1B - January</a>

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This item presents the Statement of Financial Activity to Council for the period December 2023 and January 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**

David Singe, 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/Resolution – 11.1

**Moved:** Cr Hudson

**Seconded:** Cr McMorran

**0912** 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 December 2023, as presented in Attachment 11.1A, and January 2024, as presented in Attachment 11.1B.

**CARRIED 7/0**

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



## 11.2 List of Accounts Paid

# Corporate & Community Services



<b>Date:</b>	15 February 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="#">Attachment 11.2A - December</a> <a href="#">Attachment 11.2B - January</a>

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for December 2023, and January 2024.

### Background

Nil

### Comment

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

### Consultation

David Singe, Chief Executive Officer  
Aaron Wooldridge, Deputy 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 Ward

**Seconded:** Cr Hudson

**0913**

**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 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, Attachment 11.2B, and as detailed below:**

### List of Accounts Paid - December 2023

EFT 11682 to EFT 11775	\$502,900.58
Direct Debit: Synergy	\$12,807.63
Direct Debit: National Australia Bank Fees	\$443.14
Direct Debit: Water Corporation	\$3,489.23
Direct Debit: Telstra	\$762.56
Direct Debit: Australian Taxation Office	\$123,338.00
Direct Debit: Department of Transport	\$7,272.70
Direct Debit: Xenex Systems Pty Ltd	\$458.10
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Resonline	\$242.00
Direct Debit: Visa Payments	\$3,238.21
Direct Debit: Superannuation	\$13,346.38
PPE December 2023 - Wages	\$50,024.58
PPE December 2023 - Wages	\$46,101.76
<b>TOTAL</b>	<b>\$764,984.87</b>

List of Accounts Paid - January 2024	
EFT 11776 to EFT 11873	\$284,864.27
Direct Debit: Synergy	\$3,114.78
Direct Debit: Water Corporation	\$16,048.04
Direct Debit: Telstra	\$1,040.21
Direct Debit: Wesfarmers Kleenheat Gas	\$450.45
Direct Debit: Western Australian Treasury Corporation	\$4,036.61
Direct Debit: Gull Motorcharge Limited	\$278.24
Direct Debit: Xenex Systems Pty Ltd	\$452.71
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Visa Payments	\$5,072.92
Direct Debit: Resonline	\$242.00
Direct Debit: National Pump and Energy Pty Ltd	\$1,116.50
PPE January 2024 - Wages	\$43,989.00
PPE January 2024 - Wages	\$50,937.08
PPE January 2024 - Wages	\$48,489.53
<b>TOTAL</b>	<b>\$460,692.34</b>

**CARRIED 7/0**

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

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

### 12.1 Shire of Dowerin Delegations Register Review

# Governance & Compliance



<b>Date:</b>	12 February 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	David Singe, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation/Governance/Delegations
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a>

#### Purpose of Report

Executive Decision



Legislative Requirement

#### Summary

This Item presents a review of the Shire of Dowerin's Delegations Register to Council for consideration and, if satisfactory, adoption.

#### Background

It is a requirement of the Local Government Act 1995 to review the Delegation Register annually. Council adopted a comprehensive review of its Delegations Register at its December 2022 Meeting (CMRef 0714).

Subsequently, the Shire of Dowerin's Delegation Register has been reviewed and is presented to Council for consideration

#### Comment

The proposed amendments to the delegations bring them into alignment with current Council policies and factor in the position amendments from the recent organisation restructure.

By including these in the delegations it ensures that the use of the delegated authority is captured and provides transparency to Council and the community on the authority being exercised by staff.

## Consultation

David Singe, Chief Executive Officer  
Aaron Wooldridge, Deputy Chief Executive Officer  
Kahli Rose, Executive & Governance Officer  
Council Workshop 19 December 2023

## Policy Implications

These amendments bring delegations into alignment with current Council 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

Section 5.42 of the Local Government Act 1995 states that a number of the local government's powers and duties can be delegated to the CEO. Section 5.43 details the limitations on those delegations. Section 5.44 states the CEO may delegate powers and duties to other employees. The review has been conducted within these legislative requirements.

An Absolute Majority decision of Council is required to adopt the Delegations Register.

The separate legislation referenced in the individual delegations is also applicable.

Section 2.7(2)(b) of the Local Government Act 1995 is applicable and states:

### “2.7. Role of council

- (1) *The council –*
  - (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to –*
  - (a) *oversee the allocation of the local government's finances and resources; and*
  - (b) *determine the local government's policies.”*

Risk Implications	
<b>Risk Profiling Theme</b>	Misconduct
<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>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Governance Management Framework Delegations Register
<b>Action (Treatment)</b>	Document Governance Framework Review & document organisation's controls and systems
<b>Risk Rating (after treatment)</b>	Adequate

By not conducting the review and adopting the Register Council would be in breach of Section 5.46(2) of the Local Government Act 1995

### Financial Implications

Nil

### Voting Requirements

Simple Majority  Absolute Majority

### Officers Recommendation/Resolution - 12.1

**Moved:** Cr Allsopp **Seconded:** Cr McMorran


**0914** That, by Absolute Majority, in accordance with Sections 5.42, 5.44 and 5.46 of the *Local Government Act 1995*, Council adopts the reviewed Delegation Register, as presented in Attachment 12.1A.

**CARRIED 7/0**

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

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

**13.1 Roads to Recovery - Allocation of Surplus Funding**

<h1>Asset &amp; Works</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	2 February 2024	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#"><u>Attachment 13.1A</u></a>	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

This item is brought forward for Council to consider the reallocation of surplus Roads to Recovery funding, from McHugh Road to the Moonijin East Road program.

**Background**

Under the R2R Program, direct funding to local government is distributed according to a formula based on population and road length set by the Local Government Grants Commission. Each local government's R2R allocation is fixed for the life of the Program.

Local governments are to ensure that the R2R Program is delivering the best possible outcomes in the area of road safety. When selecting projects, R2R urge local governments to consider the likelihood that the selected project will reduce fatalities and serious injuries in crashes.

Council to date has a sum of \$9,029.69 of unallocated Roads to Recovery funding for 2023/24. These funds are savings from the completed project on McHugh Road. Council are required to determine the projects that the R2R funding is applied to.

**Comment**

It is recommended that the \$9,029.69 roads to recovery funding be allocated to the Moonijin East Road program.

In the 2023/24 budget, Council has agreed to allocate \$123,615.00 of Roads to Recovery funding to Moonijin East Road project, to gravel re-sheet 2.6km (0.08 to 2.68).

Drainage upgrades required in this section of road were not originally budgeted for, and currently pose risk to overspend allocated funds. Reallocation of the savings from McHugh Road will resolve the potential for this to become apparent.

**Consultation**

David Singe, Chief Executive Officer  
 Ben Forbes, Asset & Works Coordinator



**Policy Implications**

Asset Management Policy - Infrastructure is applicable.

**Statutory Implications**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* empowers a Council to review and amend its annual budget.

**Strategic Implications**

**Strategic Community Plan**

- Community Priority: Our Infrastructure
- Objective: We have functional infrastructure that meets the needs of the community
- Outcome: 3.2
- Reference: 3.2.1

**Asset Management Plan**

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

**Long Term Financial Plan**

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Project Time
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	RRG 5 Year Plan AMP and LTFP
<b>Action (Treatment)</b>	Roads to Recovery
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officers Recommendation/Resolution - 13.1**

**Moved**

Cr Metcalf

**Seconded**

Cr Ward

**0915**

**That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council reallocates \$9,029.69 of the 2023/24 Roads to Recovery Funding for McHugh Road to the Moonijin East Road Program.**

**CARRIED 7/0**

**For:**

Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

<b>14.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil

<b>15.</b>	<b>Elected Members' Motions</b>
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Nil

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

<b>17.</b>	<b>Closure</b>
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The President thanked those in attendance and declared the meeting closed at 2.57pm.