



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 May 2024
Commencing 2:00pm

ABN: 35 939 977 194

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 21 May 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 Theo Maisey 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 JC Sewell	
Cr BA Ward	

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Mr P Dittrich	Acting Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Executive Governance Coordinator

Members of the Public: Nil

Apologies:

Approved Leave of Absence: Cr AJ Metcalf

3. Public Question Time

Nil

4. Disclosure of Interest

16.1 *Confidential Item - Chief Executive Officer (CEO) Recruitment - Aaron Wooldridge*

5. Applications for Leave of Absence

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 16 April 2024

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved Cr McMorran

Seconded: Cr Sewell

0947 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 April 2024, as presented in Attachment 7.1A, 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 Asset & Works Committee Meeting held on 23 April 2024

[Attachment 8.1A](#)

8.2 Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024

[Attachment 8.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 8

Moved Cr Trepp

Seconded: Cr Allsopp

0948 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held on 23 April 2024, as presented in Attachment 8.1A, and the minutes of the Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024, as presented in Attachment 8.2A, 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

9. Recommendations from Committee Meetings for Council Consideration

9.1 Asset & Works Committee Meeting Recommendation(s)

9.1.1 Capital Roadworks Program

Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

[Attachment 9.1.1A](#)

[Attachment 9.1.1B](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 9.1.1

Moved Cr Hudson

Seconded: Cr Allsopp

0949 ~~The Asset & Works Committee recommend to Council the below projects are accepted for the Capital Roadworks Program for the 2024/2025 financial year:~~

~~Gravel Resheeting~~

- ~~1. Rabbit Proof Fence Road – SLK 38.54 – SLK 43.15~~
- ~~2. Amery Benjaberring Road – SLK 6.00 – SLK 8.67~~
- ~~3. Old Koorda Road – SLK 5.55 – SLK 6.55~~

~~LCRIP Phase 4, Part B:~~

- ~~1. Reseal of the Dowerin-Meckering Road SLK 18.40 – SLK 21.50~~
- ~~2. Culvert Repair on Metcalf Road SLK 3.58~~
- ~~3. Culvert Repair on Harris East Road SLK 4.38~~

~~Shoulder Reconditioning:~~

- ~~1. Dowerin Koorda Road SLK 15.52 – SLK 22.13~~

~~Intersection Upgrades:~~

- ~~1. Redding Road & Stewart Street~~

~~Town Road Reseals:~~

- ~~1. Memorial Avenue SLK 0.00 – SLK 0.84~~
- ~~2. Stacy Street – SLK 0.00 – SLK 0.57~~
- ~~3. Maisey Street – SLK 0.00 – SLK 0.38~~
- ~~4. Meckering Road – SLK 0.63 – SLK 0.85~~
- ~~5. Amery Benjaberring Road – SLK 8.40 – SLK 8.98~~
- ~~6. Minnivale North East Road – SLK 0.00 – SLK 0.10~~

~~Regional Road Group:~~

- ~~1. Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms. This extension will spend the surplus funds from Koomberkine North Road – totalling \$154,587.~~

AMENDED MOTION

Gravel Resheeting - *Subject to locally sourced gravel being made available:*

1. **Rabbit Proof Fence Road - SLK 38.54 - SLK 43.15**
2. **Amery Benjaberring Road - SLK 6.00 - SLK 8.67**
3. **Old Koorda Road - SLK 5.55 - SLK 6.55**

LCRIP Phase 4, Part B:

1. **Reseal of the Dowerin-Meckering Road SLK 18.40 - SLK 21.50**
2. **Culvert Repair on Metcalf Road SLK 3.58**
3. **Culvert Repair on Harris East Road SLK 4.38**

Shoulder Reconditioning:

1. **Dowerin Koorda Road SLK 15.52 - SLK 22.13**

Intersection Upgrades:

1. **Redding Road & Stewart Street**

Town Road Reseals:

1. **Memorial Avenue SLK 0.00 - SLK 0.84**
2. **Stacy Street - SLK 0.00 - SLK 0.57**
3. **Maisey Street - SLK 0.00 - SLK 0.38**
4. **Meckering Road - SLK 0.63 - SLK 0.85**
5. **Amery Benjaberring Road - SLK 8.40 - SLK 8.98**
6. **Minnivale North East Road - SLK 0.00 - SLK 0.10**

Regional Road Group:

1. **Extend planned construction on Cunderdin Minnivale Road by 730m (SLK 24.50 to SLK 27.23) increasing total job length 2.73kms.**
 - a. **This extension will spend the surplus funds from Koomberkine North Road - totalling \$154,587.**

CARRIED 6/0

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

9.1.2 Namelcatchem Revegetation VCN Order

Refer to Asset & Works Committee Meeting Minutes dated 23 April 2024

Attachment 9.1.2A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 9.1.2

Moved Cr Ward

Seconded: Cr Allsopp

0950 The Asset & Works Committee recommend to Council that:

- 1. Council accept the 10-year plan as proposed by Natural Area, and the financial implications be allocated in future budgets.**

CARRIED 6/0

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

9.2 Bush Fire Advisory Committee Annual General Meeting

9.2.1 Election of Office Bearers

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 9.2.1

Moved: Cr Hudson

Seconded: Cr Ward

0951 That, in accordance with the Bush Fire Advisory Committee's Terms of Reference, the Bush Fire Advisory Committee recommends to Council that:

- 1. It accepts the nominations received for consideration as Office Bearers, as outlined in the minutes dated 6 May 2024.**

CARRIED 6/0

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

9.2.2 Fire Break Order 2024 - 2025

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

[Attachment 9.2.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 9.2.2

Moved Cr Trepp **Seconded:** Cr Allsopp

0 The Bush Fire Advisory Committee recommend to Council that:

- 1. The firebreak order for 2024 - 2025 be accepted and distributed to the community with fees and charges for the next financial year.**

CARRIED 6/0

For: Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

9.2.3 Ucarty Bush Fire Brigade - Rename

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 9.2.3

Moved Cr Hudson **Seconded:** Cr Ward

0953 The Bush Fire Advisory Committee recommend to Council:

- ~~**1. Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Ucarty Farmer Response Brigade.**~~

AMENDED MOTION

- 1. Authorisation is granted to the ACEO to advise the Fire and Emergency Services Commissioner that the Ucarty Bush Fire Brigade be renamed to the Dowerin Farmer Response Brigade.**

CARRIED 6/0

For: Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

9.2.4

Grant authorisation to the Shire of Dowerin ACEO to allocate existing members

Refer to Bush Fire Advisory Committee Annual General Meeting Minutes dated 6 May 2024

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 9.2.4

Moved

Cr Sewell

Seconded:

Cr Allsopp

0954

The Bush Fire Advisory Committee recommend to Council that:

1. **Authorisation is granted to the ACEO to contact and/or advertise to landholders within the Shire of Dowerin, informing them of a membership review, advising requirements, and required actions.**
2. **Authorise the ACEO to allocate members to brigades as appropriate based on review of responses received.**
3. **Authorise the ACEO to suspend membership of members who do not respond in line with the membership review requirements.**

CARRIED 6/0

For:

Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

10.

Announcements by the President Without Discussion

Red Cross/DFES Disaster Recovery/Response seminars. Event well put together and informative.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	14 May 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A - April MFR

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

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

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting 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

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, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	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

Councillor McMorran exited the meeting at 3:04pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1


Moved: Cr Hudson

Seconded: Cr Ward

0955 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 April 2024, as presented in Attachment 11.1A

CARRIED 5/0

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

11.2 List of Accounts Paid	
Corporate & Community Services	
 SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	15 May 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 11.2A - April LOP</u>

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
 Peter Dittrich, Acting Deputy Chief Executive Officer
 Rhonda Ratcliffe, Finance Officer
 Susan Dew, 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

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

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

Councillor McMorran re-entered the meeting at 3:09pm

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 11.2

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


0956 That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Acting 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 11.2A, and as detailed below:

List of Accounts Paid - April 2024	
EFT 12070 to EFT 12140	\$929,645.67
Direct Debit: VISA	\$2,680.11
Direct Debit: Water Corporation	\$28,351.14
Direct Debit: Xenex Systems	\$460.02
Direct Debit: Exetel	\$560.00
Direct Debit: Telstra	\$1,908.44
Direct Debit: Resonline	\$242.00
Direct Debit: Synergy	\$16,911.29
Direct Debit: NAB	\$15.06
Direct Debit: Sherriff's Office	\$167.00
Direct Debit: Shire of Dowerin - Petty Cash	\$171.85
Direct Debit: Western Australian Treasury Corporation	\$36,438.86
Superannuation PPE April 2024	\$12,398.70
PPE 4 April 2024 - Wages	\$2,481.32
PPE 10 April 2024 - Wages	\$41,171.61
PPE 10 April 2024 - Wages	\$635.55
PPE 11 April 2024 - Wages	\$30,460.01
PPE 24 April 2024 - Wages	\$ 39,262.09
PPE 24 April 2024 - Wages	\$2,788.33
TOTAL	\$1,146,749.05

CARRIED 6/0

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

11.3 Rates Write Off – April 2024

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	13 May 2024	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer	
Author:	Peter Dittrich, Acting Deputy Chief Executive Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2022 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report

Executive Decision Legislative Requirement

Summary

Proposal to write-off outstanding Rates and Charges.

Background

At the February 2021 Ordinary Council Meeting, Council authorised the sale of the property located 38 Cottrell Street Dowerin (A380) to recover Rates and Charges owed to the Shire.

Comment

The sale of the property was concluded in December 2023.
 At the time of the sale the outstanding balance amounted to \$41,596.84. The sale price achieved was \$7,500. The property debt has continued to accrue penalty interest within the Rates system. The current amount owing is \$34,827.41.
 As the property has been sold by Council, there is no further avenue to recover the outstanding debt. Council is requested to authorize the write-off of the outstanding debt.

Consultation

Susan Dew, Rates Officer
 Tara Donnelly, Casual Rates Officer
 Aaron Wooldridge, Acting Chief Executive Officer
 Peter Dittrich, Acting Deputy Chief Executive Officer

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: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

An expense of \$34,827.41 will be charged to Rates – Doubtful Debts.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution – 11.3

Moved: Cr Allsopp


Seconded: Cr Ward

0957

That Council, in accordance with Section 6.12(1)(c) of the Local Government Act 1995, resolves to write off the amount of \$34,827.41 plus any additional interest accrued on assessment number A380, 38 Cottrell Street, Dowerin.

CARRIED 6/0

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

11.4 Recalcitrant Rates Debtors - April 2024	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; color: #C00000;">Corporate & Community Services</div>  </div>	
Date:	10 May 2024
Location:	
Responsible Officer:	Peter Dittrich, Acting Deputy Chief Executive Officer
Author:	Peter Dittrich, Acting Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2024 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.4A - Recalcitrant Rates Debtors and Outstanding Debtors (non-pensioners)</u>

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

The Shire of Dowerin recalcitrant Rates Debtors report for April 2024 details assessments not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% (roughly \$62,000) of the rates levied outstanding at the end of the financial year. The Council did not achieve this due to several assessments holding large debts.

Comment

As at the end of the April 2024, the Shire of Dowerin's recalcitrant list of properties shows 9 properties with outstanding rates for previous financial years totalling \$102,734.02.

One of the properties was seized and sold as part of the debt recovery process. The balance of the outstanding rates is presented to Council for write-off under a separate item (\$34,807.96). The properties are being monitored and will be reported to council at a later date for approval, as part of the 3-year rule on the recovery of debt.

Administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details of owners that has resulted in frequent contact and payments being made.

As per the Local Government Act 1995, local governments are required to recover rates. By taking no action will be a breach of the *Local Government Act 1995*.

6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge.*
In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.

Consultation

Susan Dew, Rates Officer
Tara Donnelly, Casual Rates Officer
Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer

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: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

The risk implications as set out above has now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in our risk description and our long-term outstanding debts are over \$64,000

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 11.4

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

0958 That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.4A

CARRIED 6/0

For: Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Purchasing Policy and Delegation Review

<h1 style="color: red;">Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	14 May 2024	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer	
Author:	Kahli Rose, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	<p style="color: red;"><u>Attachment 12.1A - Reviewed Policy</u> <u>Attachment 12.1B - Reviewed Delegation</u></p>	

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

This Item presents Policy 3.11 – Purchasing Policy and Delegation 5.1 - Payments from the Municipal or Trust Funds to Council for consideration and, if satisfactory, adoption.

Background

The Purchasing Policy and Payments from the Municipal or Trust Funds are cornerstones of an effective Management System within the shires operational day to day workings.

Currently, the CEO and Deputy CEO are the only officers authorised to accept and approve purchase orders. This has hindered operations in the past and caused an interruption to workflow within the office, and at times significant delays in the progression of works and projects.

Comment

Changes to the purchasing policy include the addition of the following roles and authorised officer limits as below, removal of the Manager of Works and Assets, as well as general punctuation and formatting corrections.

Position	Amount	Changes
Chief Executive Officer	Unlimited	Nil
Deputy Chief Executive Officer	\$50,000	Nil - Title changes only
Executive Governance Coordinator	\$10,000	Increase of \$5,000
Asset & Works Coordinator	\$20,000	Not previously implemented
CRC Coordinator	\$10,000	Not previously implemented
Aged Care Coordinator	\$10,000	Not previously implemented

Changes in delegation relating to payments from the municipal or trust funds include the following sub-delegations being added; general punctuation and formatting corrections have also been applied to this delegation.

Position	Changes
Deputy Chief Executive Officer	Nil
Executive Governance Coordinator	Nil
Asset & Works Coordinator	Not previously implemented
CRC Coordinator	Not previously implemented
Aged Care Coordinator	Not previously implemented

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Kahli Rose, Executive Governance Coordinator
Linley Dreghorn, CRC Coordinator
Lisa Begley, Aged Care Coordinator
Council Workshop, 16 April 2024

Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual, and the delegation included in the Shire's Delegation Register.

Statutory Implications

Section 2.27(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.”*

Regulation 11A of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

“11A. Purchasing policies for local governments

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of –*
 - (a) the form of quotations acceptable; and*
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and*
 - (b) the recording and retention of written information, or documents, in respect of –*
 - (i) all quotations received; and*
 - (ii) all purchases made.”*

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

“5. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
 - (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust –*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities;**and*
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) for the maintenance of payroll, stock control and costing records; and*
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

- (2) *The CEO is to –*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.1

Moved: Cr Hudson

Seconded: Cr Allsopp

0959 That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Regulation 11A of the *Local Government (Functions & General) Regulations 1996* and Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the review of Policy 3.11 - Purchasing Policy, as presented in Attachment 12.1A, and Delegation 5.1 - Payments from the Municipal or Trust Funds, as presented in Attachment 12.1B.

CARRIED 5/1

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

Against: Cr Sewell

12.2 Integrated Strategic Plan - Quarterly Monitoring Review - April 2024

Governance & Compliance



Date:	16 May 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Executive and Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.2A - Integrated Strategic Plan - Quarterly Review</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2024 to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin has embedded an IPR into the “business as usual” of the organisation and have achieved a good standard of practice. This document sets out the key points of the IPR cycle.

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The next major review of the plan is due in the 2025/26 FY. The major review integrated the Strategic Community Plan and Corporate Business Plan, and this form the elements of the IPR Framework.

Comment

The ISP is reviewed in May each year, in conjunction with the annual budget deliberation process, with reporting on operational progress quarterly, ensuring that the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor success of initiatives to deliver on the strategies and aspirations detailed in the ISP. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments.

Progress reporting is carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the ISP. The quarterly report is to be shared via a Council Item and on the Shire website. In addition, results will be formerly communicated to the community annually via the legislated end of year financial year Annual Report.

The Integrated Strategic Plan Quarterly Monitoring Review – April 2024 is presented to Council for its perusal as Attachment 12.2A

In this review, a traffic light colour system has been implemented to indicate progress.

Red = not commenced, Amber = In progress, and Green = completed.

The quarterly update comment has been updated. Council should refer to this for the up-to-date status.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

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: 5.3.1

Asset Management Plan

Identified strategies and key actions will impact on the Asset Management Plan. Annual reviews of the Asset Management Plan will accommodate aligned strategies and key actions.

Long Term Financial Plan

Identified strategies and key actions will impact on the Long-Term Financial Plan. Annual reviews of the Long-Term Financial Plan will accommodate aligned strategies and key actions.

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

There are financial implications to Council in relation to this item as the IPR Suite of Plans recognise outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2018-2028.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.2

Moved: Cr Ward

Seconded: Cr McMorran

0960

That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review - April 2024, as presented in Attachment 12.2A.

CARRIED 6/0

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

13. OFFICER'S REPORTS - WORKS AND ASSETS

13.1 Request for Tender - T2024-01 Maintenance Grading Road Works

Works & Assets



Date:	14 May 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Asset & Works Coordinator
Author:	Kahli Rose, Executive Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>
SharePoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A -Tender Specifications

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the draft tender specifications for the Request for Tender (RFT) - T2024-01 Maintenance Grading Road Works to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin is committed to applying the objectives, principles and practices outlined in Policy 3.11 Purchasing Policy, to all purchasing activities and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

Comment

The RFT package will include all relevant documentation in accordance with legislative requirements and will incorporate the relevant selection qualitative criteria and weightings (as approved by Council) to be applied during the tender analysis.

Permission is sought from Council to advertise this RFT in accordance with legislative requirements, with a report to be provided to the next Ordinary Meeting of Council following the close of tenders for determination, once the appropriate advertising and evaluation process is completed.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Council Workshop – 21 May 2024 Meeting

Policy Implications

Policy 3.11 – Purchasing Policy and Policy 3.15 – Regional Price Preference Policy are applicable.

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:	3.2.3

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.

Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

“3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.”*

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$200,001 - \$500,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	AMP and LTFP
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls
Risk Rating (after treatment)	Adequate

Financial Implications

The tender amounts will be a consideration in the 2024/2025 Capital Road Construction budget.

Voting Requirements

Simple Majority Absolute Majority

Officer’s Recommendation/Resolution – 13.1

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

0961 That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works, as presented in Attachment 13.1A as amended;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;
3. Endorses advertising of the Tender Specifications for the RFT - T2024-01 Maintenance Grading Road Works; and
4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.

CARRIED 6/0

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

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

Aaron Wooldridge exited the meeting at 3:48pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Ward

0962 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 6/0

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

Council went Behind Closed Doors at 3:48pm

16.1 16.1 - Confidential Item - Chief Executive Officer (CEO) Recruitment

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 16.1

Moved: Cr Hudson

Seconded: Cr Ward

0963 That Council endorses the recommendations in the Confidential Report.

CARRIED BY ABSOLUTE MAJORITY 6/0

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

Aaron Wooldridge re-entered the meeting at 4:00pm

16.2

16.2 - Confidential Item - Sale of Plant by Tender - CAT 120M Grader

In accordance with Section 5.23(2)(c) of the Local Government Act 1995, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 16.2

Moved: Cr Trepp

Seconded: Cr Hudson

0964 That Council endorses the recommendations in the Confidential Report.

CARRIED BY ABSOLUTE MAJORITY 6/0

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr McMorran

0965 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 6/0

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

Council came out from Behind Closed Doors at 4:02pm

17.

Closure

The President thanked those in attendance and declared the meeting closed at 4:06pm.