



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Special Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Thursday 2 November 2023



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Shire of Dowerin  
Special Council Meeting  
Thursday 2 November 2023



**1. Official Opening / Obituaries**

The outgoing President will convene the meeting until the office of President (incoming) has been filled.

The President welcomes those in attendance and declares the meeting open at 6:00pm.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr BA Ward  
Cr WG Allsopp  
Cr NP McMorran  
Cr DP Hudson

**Councillors Elect:**

Cr AJ Metcalf  
Cr JC Sewell  
Cr RI Trepp

**Staff:**

Mr D Singe	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms K Rose	Executive & Governance Officer

**Members of the Public:** Ms A Rackham - Justice of the Peace

**Apologies:** Nil

**3. Swearing In of Councillors Elect**

In accordance with Section 2.29 of the *Local Government Act 1995*, Ms Ann Rackham, JP witnessed the declaration of the following re-elected elected members:

1. Councillor Sewell;
2. Councillor Trepp; and
3. Councillor Metcalf.

**4. Election of President**

The CEO invited nominations for the position of President of the Council, for the ensuing 2 years.

The following nomination was received:

Cr Trepp.

There being no further nominations Councillor Trepp was elected to the position of President for the Shire of Dowerin for a term of office expiring 2 November 2025.

**5. Declaration by the President**

Ms Ann Rackham, JP witnessed the declaration of Councillor Trepp as President of the Council.

*6.09pm – Councillor Trepp assumed the Chair.*

**6. Election of the Deputy President**

The President invited nominations for the position of Deputy President of the Council, for the ensuing 2 years.

The following nomination was received:

Cr Sewell - Declined

Cr McMorrان - Accepted

There being no further nominations Councillor McMorrان was elected to the position of Deputy President for the Shire of Dowerin for a term of office expiring 2 November 2025.

**7. Declaration by the Deputy President**

Ms Ann Rackham, JP witnessed the declaration of Councillor McMorrان as Deputy President of the Council.

**8. Draw for Position at the Council Table**

The President advised Council it had an option to change the current seating arrangement. Alternatively, Council could resolve to retain the existing seating arrangement.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation/Resolution- 8.1**

**Moved:** Cr Ward

**Seconded:** Cr McMorrان

**0875 That Council resolves that the seating arrangement for the next two-year period commencing today will be from left to right:**

- 1. Councillor Allsopp;**
- 2. Councillor Ward;**
- 3. Councillor Metcalf;**
- 4. (President) Councillor Trepp;**
- 5. (Deputy) Councillor McMorrان;**
- 6. Councillor Hudson; and**
- 7. Councillor Sewell.**

**CARRIED 7/0**

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

**9. Public Question Time**


Nil

**10. Disclosure of Interest**

Nil

## 11. ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

### 11.1 Nomination for Council Committees

<h1>Governance &amp; Compliance</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	30 October 2023	
<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/Committees/Council Committee General File	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><b>Attachment 11.1A</b> - Audit &amp; Risk Committee Terms of Reference</p> <p><b>Attachment 11.1B</b> - Asset &amp; Works Committee Terms of Reference</p> <p><b>Attachment 11.1C</b> - Bush Fire Advisory Committee Terms of Reference</p> <p><b>Attachment 11.1D</b> - Local Emergency Management Committee Terms of Reference</p>	

#### Purpose of Report

Executive Decision  Legislative Requirement

#### Summary

This Item seeks a resolution on the reinstatement and Terms of Reference of Council committees and seeks nominations from Councillors for these committees.

#### Background

The below table details Council's Committee's and representation. The table also shows which committees are required under legislation.

Committee	Legislated/Optional	Previous Membership	Meeting Cycle	Representatives required by existing ToRs
Audit & Risk Committee	<i>Local Government Act 1995 (Section 7.1A)</i>	Cr Trepp, Cr McMorran, Cr Ward	At least quarterly	3 Councillors, plus one external member

Asset & Works Committee	Optional	Cr Metcalf Cr Sewell Cr Trepp Cr Hudson (deputy)	At least quarterly	3 Councillors and a proxy.
Dowerin Bush Fire Advisory Committee	<i>Bush Fires Act 1954</i>	Cr Metcalf, Cr Hagboom (deputy)	Twice annually	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	Cr Trepp, Cr Hudson (deputy)	Quarterly	President
Australia Day Honours Committee	Optional	Cr Ward Cr Allsopp Cr McMorran (deputy)	Once Annually	2 Councillors

The Terms of Reference for each committee are included as Attachments.

### Comment

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the re-establishment, representatives, and terms of reference of its committees at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

The Audit & Risk Committee Terms of Reference allow for Council to appoint an external member with audit and financial management expertise. Expressions of interest for external members of the Audit & Risk Committee will be advertised over the coming weeks, and applicants submitted to Council in due course.

While not done historically, Council has the option under Section 5.11A of the Act to appoint some or all Councillors as deputy committee members to its committees. This is common practice in some local governments as it enables those deputies to attend and participate in committee meetings in those circumstances where the appointed delegate(s) are unable to. This is particularly useful in enabling a deputy committee member to attend a committee meeting to ensure quorums.

### Consultation

Senior Management Group

### Policy Implications

Nil

## Statutory Implications

Section 5.10 of the Act stipulates the manner for the appointment of members to Council committees.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council's committees do not have delegated authority. As a result all recommendations of Council's committees must be presented to Council for consideration. It is recommended this remains in place.

An Absolute Majority decision of Council is required to appoint members to committees.

In June 2018 the role and functions of an Audit & Risk Committee, as specified in Regulation 16 of the *Local Government (Audit) Regulations 1996*, were strengthened to provide greater powers and oversight in assisting the CEO to carry out the reviews of audit systems. An Audit Committee's responsibilities were also extended to 'monitor and advise' the CEO in reviews conducted into financial management systems and audit systems and procedures, as well as support the auditor as required and have functions to oversee the implementation of audit recommendations made by the auditor, which have been accepted by Council, and accepted recommendations arising from reviews of local government systems and procedures.

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2 & 5.3

Reference: 5.2.1 & 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

Terms of Reference ensure committee members are aware of their role and responsibilities and mitigates the risk of committee's acting outside their responsibility.

## Financial Implications

Section 5.98 of the *Local Government Act 1995* states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members - Sitting Fees.

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation/Resolution 11.1

**Moved:** Cr Metcalf

**Seconded:** Cr Hudson

**0876** That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:

1. Confirms the re-establishment of the following Council committees:
  - a. Shire of Dowerin Audit & Risk Committee;
  - b. Shire of Dowerin Asset & Works Committee;
  - c. Shire of Dowerin Bush Fire Advisory Committee;
  - d. Shire of Dowerin Local Emergency Management Committee;
  - e. Shire of Dowerin Australia Day Honours Committee; and
2. Confirms the Terms of Reference for the following Council committees:
  - a. Shire of Dowerin Audit & Risk Committee, as revised and presented in Attachment 11.1A;
  - b. Shire of Dowerin Asset & Works Committee, as presented in Attachment 11.1B;
  - c. Shire of Dowerin Bush Fire Advisory Committee, as presented in Attachment 11.1C;
  - d. Shire of Dowerin Local Emergency Management Committee, as presented in Attachment 11.1D; and
3. Appoints the following Councillors as representatives to the following Council committees:

Committee	Representatives
Audit & Risk Committee	<b>Members:</b> Cr Trepp; Cr Ward; and Cr Hudson. <b>Deputies:</b> Cr McMorran
Asset & Works Committee	<b>Members:</b> Cr Metcalf Cr Sewell Cr Trepp



	<b>Deputies:</b> <b>Cr Allsopp</b>
<b>Dowerin Bush Fire Advisory Committee</b>	<b>Members:</b> <b>Cr Metcalf</b> <b>Deputies:</b> <b>Cr Allsopp</b>
<b>Dowerin Local Emergency Management Committee</b>	<b>President</b> <b>Deputies:</b> <b>Cr McMorran</b>
<b>Australia Day Honours Committee</b>	<b>Members:</b> <b>Cr Ward</b> <b>Cr Allsopp</b> <b>Deputies:</b> <b>Cr McMorran</b>

**CARRIED 7/0**

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

## 11.2 Nomination for External Committees

<h1>Governance &amp; Compliance</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	30 October 2023	
<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/Committees/Council Committee General File	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b><u>Attachment 11.2A</u></b> - GECZ Call for Nominations	

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This Item seeks nominations from Councillors for various external committees on which Council is represented and a Council resolution on those appointments.

### Background

The Shire of Dowerin is currently represented by Councillors on the following external committees:

Committee	Purpose	Meeting Cycle	Previous Membership
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	<ol style="list-style-type: none"> <li>To arrange and facilitate members working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;</li> <li>Developing and implementing resource sharing strategies or regional service delivery models;</li> <li>Delivery of training and development programs for elected members or staff; and</li> <li>Undertaking joint tendering or purchasing arrangements.</li> </ol>	Bi-monthly alternating among Member Councils.	President CEO Cr Ward (Deputy)

<p>WALGA Great Eastern Country Zone (GECZ)</p>	<ol style="list-style-type: none"> <li>1. To provide a united voice for Local Governments in the GECZ;</li> <li>2. To work collectively to enhance the sustainable social, environmental and economic development of the GECZ at strategic and project levels;</li> <li>3. To promote the profile of Local Government within the region encompassed within the GECZ;</li> <li>4. To speak on behalf of Local Governments in the GECZ;</li> <li>5. To elect, nominate and appoint Committees and representatives of the Zone to other organisations,</li> <li>6. To enter into agreements, formal or informal, with organisations having similar aims and objectives,</li> <li>7. To represent the views of Local Governments within the GECZ at the State Council of the Association;</li> <li>8. To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and</li> <li>9. To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes.</li> </ol>	<p>Bi-monthly alternating between Merredin and Kellerberrin.</p>	<p>President Cr Hudson CEO Cr Ward (Deputy)</p>
<p>Kellerberrin Regional Road Group</p>	<ol style="list-style-type: none"> <li>1. To allocate State Government Road Funding.</li> <li>2. To lobby the State on issues effecting roads and road funding in the region.</li> </ol>	<p>2-3 times per annum in Kellerberrin, Tammin or Cunderdin</p>	<p>Cr Metcalf Cr Hagboom (Deputy)</p>
<p>Goomalling Medical Surgery Advisory Committee</p>	<p>To provide input into the management and operation of the medical surgery based on the Shire's contribution of 33% (up to a maximum of \$25,000) per annum.</p>	<p>Bi-annually in Goomalling</p>	<p>Cr Ward Cr Sewell CEO Cr Trepp (Deputy)</p>
<p>Dowerin Events Management</p>	<ol style="list-style-type: none"> <li>1. For community service purposes to benefit any one or more of the communities within the Dowerin District community, including promoting, providing and carrying out all activities, facilities and projects for the benefit or welfare of the Dowerin District community, or any member or members of the Dowerin District who have a particular need by</li> </ol>	<p>Monthly</p>	<p>Cr Sewell Cr Trepp (Deputy)</p>

	<p>reason of youth, age, infirmity or disablement, poverty, social or economic circumstances.</p> <p>2. To organise and conduct field days, to promote agricultural education &amp; professions and the display of farming services, machinery equipment, vehicles, and allied products and to organise other displays and events including such activities offering cultural, social and community orientated programs.</p> <p>3. To do all things necessary and generally for the purposes set out above, including to assume and maintain the conduct and operation of the Association, to maintain all assets of the Association, to arrange other activities offering cultural, social and community oriented programs to own and lease land, to provide recreation facilities, buildings, accommodation and other resources for the benefit of any one or more of the communities within the Dowerin District, as deemed appropriate by the Board from time to time.</p>		
Rural Water Council of WA	Further information on the Rural Water Council was not provided at the time of production.	3 Meetings per annum	Cr Hagboom

**Comment**

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the representatives to external committees at the first meeting after the elections.

The Officer’s Recommendation is to maintain representation on the above-mentioned committees given that Council has committed to three of these committees by way of an MoU and/or subscription and that representation is included as a condition of the MoUs; with the Kellerberrin Regional Road Group making determinations on significant regional road funding.

Nominations for each committee will be called at the meeting.

To assist Councillors with determining if they can participate in these committees the following information is provided regarding the meeting schedule and suggested time requirements:

1. NEWROC: Meets bi-monthly on Tuesday afternoons - 1.00pm alternating among the NEWROC members Councils. Preparation and pre-reading approx. 2 hours per meeting.
2. Kellerberrin Regional Road Group: Meets 2-3 times per annum in Kellerberrin, Tammin or Cunderdin for approx. 1 hour. Preparation and pre-reading approx. 2 hours. Cr Hudson is the current Chair of this committee with the MWA providing executive support to the committee.
3. Great Eastern Zone - WALGA: Meets bi-monthly in Merredin or Kellerberrin. Preparation and pre-reading up to 4 hours per meeting. The Prospectus provides additional information on WALGA, its Zones and State Council and is included as an Attachment.
4. Goomalling Medical Surgery Advisory Committee - Meets twice per annum in Goomalling. Preparation and pre-reading less than 1 hour per meeting.

5. Rural Water Council – meets three times per annum, with the location varied. These have previously been held in Merredin, Cunderdin, Northam or via Zoom. Preparation and pre-reading less than 1 hour per meeting.

#### Consultation

Nil

#### Policy Implications

Nil

#### Statutory Implications

Sections 5.10 and 5.11 of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2 & 5.3

Reference: 5.2.1 & 5.3.2

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

#### Risk Implications

Given that Council makes a financial contribution to these organisations, representation on committees ensures that the Shire of Dowerin's view is considered in any decision-making and mitigates the risk of decisions being contrary to the views of this Council.

#### Financial Implications

Nil

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution – 11.2

**Moved:** Cr Ward

**Seconded:** Cr Sewell

**0877**

**That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:**

Committee	Representatives
<b>North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)</b>	<b>Members:</b> <b>Cr Trepp</b> <b>CEO</b> <b>Deputy:</b> <b>Cr Ward</b>
<b>WALGA Great Eastern Country Zone (GECZ)</b>	<b>Members:</b> <b>Cr Trepp</b> <b>Cr McMorran</b> <b>CEO</b> <b>Deputy:</b> <b>Cr Hudson</b>
<b>Kellerberrin Regional Road Group</b>	<b>Members:</b> <b>Cr Hudson</b> <b>Deputy:</b> <b>Cr Metcalf</b>
<b>Goomalling Medical Surgery Advisory Committee</b>	<b>Members:</b> <b>Cr Ward</b> <b>Cr Sewell</b> <b>CEO</b> <b>Deputy:</b> <b>Cr Trepp</b>
<b>Dowerin Events Management</b>	<b>Members:</b> <b>Cr Sewell</b> <b>Deputy:</b> <b>Cr Trepp</b>
<b>Rural Water Council</b>	<b>Members:</b> <b>Cr Trepp</b>

**CARRIED 7/0**

**For:**

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

12.

**Closure**

The President thanked those in attendance and declared the meeting closed at 6:33pm.