



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Asset & Works Committee Meeting

Held in Council Chambers

13 Cottrell Street, Dowerin WA 6461

Tuesday 18 March 2025

ABN: 35 939 977 194

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Shire of Dowerin
Asset & Works Committee Meeting
Tuesday 18 March 2025



1. Official Opening

The Chief Executive Officer welcomed those in attendance and declared the Meeting open at 5:06pm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr WG Allsopp
Cr AJ Metcalf
Cr RI Trepp

Staff:

Ms M Barthakur	Chief Executive Officer
Mr B Forbes	Manager of Infrastructure and Projects
Ms K Rose	Manager of Governance and Community Services

Apologies:

Approved Leave of Absence:

3. Disclosure of Interest

Nil

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

4.1 Asset & Works Committee Meeting held on 30 October 2024

[Attachment 4.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 4.1

Moved: Cr Metcalf

Seconded: Cr Allsopp

1080

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 30 October 2024 as presented in Attachment 4.1A, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

For: Cr Allsopp, Cr Metcalf, Cr Trepp

5. OFFICER'S REPORTS

5.1 Election of Meeting Chair and Deputy Chair

<h1>Asset & Works</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	14 March 2025	
Location:	Not Applicable	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer	
Author:	Kahli Rose, Manager of Infrastructure and Projects	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Corporate Management/Committees/Asset & Works	
Disclosure of Interest:	Nil	
Attachments:	Attachment 5.1A - Terms of Reference	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks the election of a Chair and Deputy Chair for the Shire of Dowerin Asset & Works Committee in accordance with the Committee's Terms of Reference.

Background

The Asset & Works Committee is an optional committee of Council, responsible for reviewing and providing advice on asset management, infrastructure planning, and works programs.

Under Section 5.12 of the Local Government Act 1995, the members of a committee are to elect a Chair from among themselves. Per the Committee's Terms of Reference, a Deputy Chair will be elected to act in the Chair's absence.

Comment

The election of the Chair and Deputy Chair will be conducted in accordance with Schedule 2.3, Division 1 of the Local Government Act 1995, which sets out the process for electing a presiding member. The CEO will conduct the election and call for nominations.

The Asset & Works Committee consists of three Councillor representatives and a proxy, as determined by Council. However, due to the recent resignation from the Committee by the previous Chair, Cr Jason Sewell, the Committee must now re-elect these positions.

Consultation

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager of Infrastructure and Projects

Kahli Rose, Manager of Governance and Community Services

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

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.12 of the Local Government Act 1995

Section 5.8 of the Local Government Act 1995

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non compliances
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Framework Committee Terms of Reference
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Councillors who attend a Committee meeting are entitled to be paid the meeting attendance fee as per Section 5.98 of the Local Government Act 1995. The 2024/25 Budget includes an allocation for this purpose under GL 2040113 Members – Sitting Fees.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 5.1

Moved: Cr Metcalf

Seconded: Cr Allsopp

1081

That, by Simple Majority, the Committee:

1. Elects Cr Trepp as Chair of the Committee.
2. Elects Cr Allsopp as Deputy Chair of the Committee.

CARRIED 3/0

For: Cr Allsopp, Cr Metcalf, Cr Trepp

Cr Metcalf nominate Cr Trepp as Chair - UNOPPOSED

Cr Metcalf nominate Cr Allsopp as Deputy - UNOPPOSED

Asset & Works Committee does not have delegated authority to make decisions.

All recommendations of the Asset & Works Committee are presented to Council for ratification.

6.	Questions from Members
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7.	Date of the Next Meeting
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Tuesday, 10 June 2025 commencing at 5:00pm

8.	Closure
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The Chair thanked those in attendance and declared the Meeting closed at 5:11pm

UNCONFIRMED