



# MINUTES

## Annual Electors Meeting

To be held at the Dowerin Community Club

East Street, Dowerin WA 6461

Tuesday 3 February 2026

Commencing 6:00pm

ABN: 35 939 977 194

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UNCONFIRMED

**Shire of Dowerin  
Annual Electors Meeting  
6.00pm Tuesday 3 February 2026**



**1. Official Opening**

The President welcomes those in attendance and declares the Meeting open at 6.00 pm.

In the opening of the meeting, the President acknowledged the passing of Mr John "Shearer" Metcalf, father of Cr Adam Metcalf and long-term Dowerin resident.

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

**Councillors:**

Cr DP Hudson	President
Cr RI Trepp	Deputy President
Cr JA Graffin	
Cr AR Jones	
Cr CJ Meakins	

**Staff:**

Ms M Barthakur	Chief Executive Officer
Mr B Forbes	Manager of Infrastructure and Projects
Ms K Rose	Manager of Governance and Community Services
Ms S Shirt	Manager of Corporate Services
Ms C Skinner	Compliance Officer
Ms P Begum	Rates Officer
Ms S Matthews	Community Development Coordinator
Ms M Sumpton	Executive Assistant

**Members of the Public:**

Lindsay Hagboom  
Jo Holberton  
Klint Hagboom  
Shea Donegan  
Darryl Kennedy  
Stephanie Graham  
Suzy Crippen  
Emma Richards  
Glenn Nordsvan  
Colleen Riggs  
Cameron Riggs  
Nicole Kennedy  
Jasmine Hedland

**Apologies:**

Cr JC Sewell

Cr AJ Metcalf

Tracy Jones

**3. Confirmation of Minutes of the Previous Meeting(s)**

3.1 Annual Electors Meeting held on 3 February 2025

[Attachment 3.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Emma Richards

**Seconded:** Shea Donegan

**1262** That, in accordance with Section 5.32 of the *Local Government Act 1995*, the Minutes of the Annual Electors Meeting held on 3 February 2025, as presented in Attachment 3.1A, be confirmed as a true and correct record of proceedings.

CARRIED

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

##### 4.1 Receipt of the 2024/25 Annual Report

<b>Corporate &amp; Community Services</b>		
<b>Date:</b>	3 February 2026	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer	
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Organisation/Corporate Management/Reporting	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 4.1A – 2024/25 Annual Report</a>	

##### Purpose of Report



Executive Decision



Legislative Requirement

##### Summary

This Item presents the 2024/25 Annual Report to the Annual Electors Meeting.

##### Background

The annual financial statements for the year ended 30 June 2025 have been completed, as has the annual audit of those financial statements by Council's auditors, Macri Partners Chartered Accountants (Macri).

The Audit & Risk Committee adopted the 2024/25 Annual Report at its December 2025 Meeting, with Council also adopting the 2024/25 Annual Report at its December 2025 Ordinary Council Meeting (CMRef 1229).

The 2024/25 Annual Report is provided as Attachment 4.1A.

##### Comment

The 2024/25 Annual Report consists of the following parts:

1. 2024/25 Annual Financial Statements;
2. Independent Auditor's Report;
3. President's Report;
4. CEO's Report; and
5. Statutory Reports.

In addition, reports on the activities and events undertaken by the Shire for the financial year are included.

### Consultation

Local Public Notice provided from 19 December 2025

19 December 2025 Ordinary Council Meeting

19 December 2025 Audit & Risk Committee

OAG & Macri Partners

Senior Management

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: Implement and monitor the annual budget to support timely progress toward strategic goals

Outcome: 4.1

Reference: 4.1c

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Section 5.27 of the *Local Government Act 1995* states that a general meeting of electors is to be held once every financial year on a day selected by the local government but not more than 56 days after the adoption of the annual report.

Section 5.29 of the *Local Government Act 1995* states that the CEO is to convene an electors' meeting by giving 14 days local public notice.

Regulation 15 of the *Local Government (Administration) Regulations 1996* state that the matters to be discussed at an Annual Electors Meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

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

### Financial Implications

Nil

### Meeting Comment

Cr Trepp, Shire President for the 2024/25 financial year read his report to the attendees, followed by Ms M Barthakur, CEO.

Cr Hudson (President) invited attendees to discuss any report queries with himself or the CEO after the meeting.

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution 4.1

Moved: Cr Jones

Seconded: Cr Meakins

1263 That, pursuant to Section 5.27 of the Local Government Act 1995 and Regulation 15 of the Local Government (Administration) Regulations 1996, the 2024/25 Annual Report, as presented in Attachment 4.1A, be received.

CARRIED

5. General Business	
5.1	<b>Klint Hagboom</b> What is the purpose and plan regarding the main street survey? The CEO explained that the Shire are looking into a main street revitalisation strategy, and are seeking the communities feedback on what should be incorporated into the area into the future, such as playgrounds, EV charging etc. The Shire are intending on applying for grants relating to the upgrades, however plans are required to be developed before we can continue with this process. The feedback received from the community will be incorporated into the plans.
	<b>Emma Richards</b> A main street strategy was done not too long ago, is this the best allocation of funds when there are other things that should be taking precedent. The President confirmed that any feedback is needed to guide us in the creation of the plans.
5.2	<b>Shea Donegan</b> Mr Donegan queried whether the Shire had received any feedback on the RRRP grant. The CEO explained that the governing body is still only looking at application submitted up to December 2024, and the Shire's application was sent in February 2025. We are hoping to hear back by mid this year.
5.3	<b>Manager of Infrastructure and Projects – Roads update</b> The MIP provided an overview of the roadworks and upgrades completed over the 2024/25 FY. The MIP also explained that the shire are experiencing difficulties locating gravel, resulting in higher prices to undertake roadworks and gravel resheeting as the gravel needs to be trucked in from locations away from the works. Residents were encouraged to speak with the Shire if they believe they have suitable gravel on their land, as the Shire will undertake the mineralogy and Geotech works to see whether there is a potential gravel pit available.
5.4	<b>Lindsay Hagboom</b> Mr Hagboom raised concerns regarding Rifle Range Road, noting that there had been discussion approximately a year ago about the road being bituminised, however this has not progressed. Mr Hagboom queried whether truck movements were being prioritised and why bypass or alternative funding had not been pursued. The Manager of Infrastructure and Projects advised that if Rifle Range Road is a community priority, this needs to be clearly communicated to the Shire. The MIP noted that there may be a potential Road to Recovery funding opportunity for this area, however advised that if bituminising works were undertaken, there would be no financial allocation available for gravel resheeting of any roads. The MIP further advised that bituminising Rifle Range Road may also impact Sanders Road, as increased truck movements may occur due to vehicles using Hindmarsh Road and Sanders Road to bypass travelling through the townsite. It was noted that sealing Rifle Range Road may encourage additional traffic to use this route. Mr Hagboom stated that the current detour through town is costing trucking companies approximately \$30,000 per year due to an additional 2.6 kilometre travel distance per truck load during harvest. The Chief Executive Officer encouraged community members to raise these matters with Councillors so they can be formally brought forward for consideration. The President advised that the matter would be looked into and discussed at Council, however, could not guarantee that the works would proceed. Mr Hagboom concluded by stating that Rifle Range Road should be prioritised, with Sanders Road potentially considered in the future.

6. Closure

There being no further business the President thanked those in attendance and declared the meeting closed at 6:42pm.

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