



# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 28 April 2026  
Commencing 4:00pm





## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 28 April 2026 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

1:00pm	Dowerin Pool - on-site meeting
2:00pm	Workshop - NEWTRAVEL Presentation
3:00pm	Agenda Briefing
4:00pm	Council Meeting
4:30pm	Council Workshop

Manisha Barthakur  
Chief Executive Officer  
20 April 2026

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)

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## Shire of Dowerin Ordinary Council Meeting 4:00pm Tuesday 28 April 2026

### 1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:00pm

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

#### Councillors:

Cr DP Hudson	President
Cr RI Trepp	Deputy President
Cr JA Graffin	
Cr CJ Meakins	
Cr JC Sewell	

#### Staff:

Ms M Barthakur	Chief Executive Officer
Ms K Rose	Manager of Governance and Community Services
Mr B Forbes	Manager of Infrastructure and Projects
Ms R Wall	Manager of Corporate Services
Ms M Sumpton	Executive Assistant

#### Members of the Public:

#### Apologies:

#### Approved Leave of Absence:

Cr AR Jones

### 3. Public Question Time

### 4. Disclosure of Interest

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Manager of Governance and Community Services for inclusion in the Disclosures Register.

## 5. Applications for Leave of Absence

## 6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 24 March 2026

[Attachment 7.1A - UNCONFIRMED - Minutes 24 March 2026 - Ordinary Council Meeting](#)

7.2 Special Council Meeting held on 1 April 2026

[Attachment 7.2A - UNCONFIRMED - Minutes 1 April 2026 - Special Council Meeting](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 7

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 24 March 2026, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 1 April 2026, as presented in Attachment 7.2A be confirmed as a true and correct record of proceedings.

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

8.1 Asset & Works Committee Meeting held on 23 March 2026

[Attachment 8.1A - UNCONFIRMED - Minutes 23 March 2026 - Asset & Works Committee Meeting](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 8

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 March 2026, as presented in Attachment 8.1A, be received.

## 9. Recommendations from Committee Meetings for Council Consideration

## 10. Announcements by the President Without Discussion

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

**11.1 Financial Activity Statements**

<h2>Corporate and Community Services</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 April 2026	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer	
<b>Author:</b>	Megan Shirt, Acting Manager of Corporate Services	
<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 / 2025-2026 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A - Financial Activity Statement March 2026</a>	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

This item presents the Statement of Financial Activity to Council for the period March 2026.

**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**

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.

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 Nature and Type (Statutory) and by Program (for information).

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.

Notes 14 – 16 Operational Data Sub program data

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$5,000, 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**

Manisha Barthakur, Chief Executive Officer  
Megan Shirt, Acting Manager of Corporate Services  
Ben Forbes, Manager of Infrastructure and Projects

**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:	<i>Deliver a high standard of governance and administration.</i>
Outcome:	4.1
Reference:	4.1c

### 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

As per budget.

### Voting Requirements




Simple Majority



Absolute Majority

### Officer's Recommendation - 11.1

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the draft statutory Financial Activity Statement report for the period of March 2026, as presented in Attachment 11.1A.

11.2 List of Accounts Paid	
<h2 style="color: red;">Corporate &amp; Community Services</h2>	
	
<b>Date:</b>	9 March 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Megan Shirt, Acting Manager of Corporate Services
<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 - List of Payments March 2026</a> <a href="#">Attachment 11.2B - Credit Card and Star Card Statements March 2026</a>

### Purpose of Report

- Executive Decision
  Legislative Requirement

### Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for March 2026.

### Background

Nil

### Comment

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

### Consultation

Manisha Barthakur, Chief Executive Officer  
 Megan Shirt, Acting Manager of Corporate Services  
 Ben Forbes, Manager of Infrastructure and Projects

### 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: *Deliver a high standard of governance and administration.*

Outcome: 4.1

Reference: 4.1c

### 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 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

As per budget

### Voting Requirements



Simple Majority




Absolute Majority

### Officer's Recommendation - 11.2

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 Attachments 11.2A and 11.2B as detailed below:

#### Summary of List of Accounts Paid - March 2026

EFT 14736 to EFT 14873	\$640,977.73
Direct Debits Total	\$43,842.59
Payroll Total	\$148,985.45
<b>TOTAL PAYMENTS</b>	<b>\$833,805.77</b>

11.3 Temporary Use of Term Deposit Funds for Cash Flow Management	
<h2 style="color: red;">Corporate &amp; Community Services</h2>	
	
<b>Date:</b>	9 March 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Megan Shirt, Acting Manager of Corporate Services
<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>	Nil

### Purpose of Report

- Executive Decision
  Legislative Requirement

### Summary

To seek Council endorsement for the utilisation of term deposit funds to support short-term cash flow requirements, noting timing delays in grant income and the intent to replenish funds.

### Background

As part of the 2025/26 Budget, Council endorsed a transfer from reserves totalling \$900,039 to support operational and capital expenditure.

Since that time, two term deposits have matured and been transferred into the municipal account:

- \$1,225,877 - cleared on 13th April 2026
- \$1,121,972 - cleared on 8th April 2026

In addition, a further \$330,000 Bendigo term deposit is due to mature on 30 April 2026.

### Comment

The Shire is currently experiencing a timing lag in grant income, resulting in short-term cash flow constraints. While sufficient funds exist within term deposits and reserves, the timing mismatch between expenditure commitments and income receipts requires interim cash flow management.

The use of term deposit funds in this instance is not an additional expenditure, but a timing adjustment to ensure the Shire can meet its financial obligations, including large invoices due over the coming weeks.

This approach is consistent with prudent financial management practices adopted by local governments where:

- Cash flow timing differs from budgeted income streams
- Funds are available but not immediately liquid
- There is a clear intention and capacity to replenish funds

Management confirms that:

- The overall financial position of the Shire remains stable
- Funds utilised will be replenished once grant income is received
- This is a temporary measure to manage timing differences only

### Consultation

Manisha Barthakur, Chief Executive Officer

Megan Shirt, Acting Manager of Corporate Services

Ben Forbes, Manager of Infrastructure and Projects

### Policy Implications

Consistent with the Local Government Act 1995 and sound financial management principles, noting Council oversight and approval.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *Deliver a high standard of governance and administration.*

Outcome: 4.1

Reference: 4.1c

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

- Section 6.2 (Local Government Act 1995) – requires local governments to prepare and adopt an annual budget. The use of term deposit funds represents a cash flow adjustment within the adopted budget and does not constitute additional expenditure.
- Section 6.8 (Local Government Act 1995) – allows municipal funds to be applied to lawful purposes of the local government. The use of funds to meet operational commitments is consistent with this provision.
- Section 6.11 (Local Government Act 1995) – provides for the establishment and use of reserve funds. While a transfer from reserves of \$900,039 was budgeted, the temporary utilisation of additional term deposit funds reflects a timing difference rather than a change in Council's intent regarding reserve use. Funds will be replenished to ensure reserve balances align with Council's adopted budget position.
- Regulation 34 (Financial Management Regulations) – requires a local government to manage its finances efficiently and effectively. The temporary use of term deposit funds to address timing delays in revenue is consistent with prudent financial management.
- Regulation 19A (Financial Management Regulations) – requires monthly financial reporting to Council, ensuring transparency and oversight of the Shire's financial position.

- Regulation 33A (Financial Management Regulations) – requires a review of the annual budget where material variances occur. Any ongoing variance will be addressed through the budget review process if required.

This approach is also consistent with the Shire’s internal financial management practices, including maintaining liquidity to meet operational commitments while ensuring that reserve funds are replenished in line with budgeted intent.

**Risk Implications**

<b>Risk Profiling Theme</b>	Business & Community Disruption
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Monthly Financial Statements and Annual Audit
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

- No net financial impact to the budget position
- Short-term use of available cash reserves/term deposit funds
- Replenishment to occur upon receipt of outstanding grant funding by 30th June 2026

**Voting Requirements**

- Simple Majority                       Absolute Majority

**Officer’s Recommendation – 11.2**

That Council:

1. Notes the current cash flow position and timing delays in grant income
2. Endorses the use of funds from matured term deposits and the upcoming Bendigo term deposit to meet short-term financial commitments
3. Notes that the budgeted reserve transfer of \$900,039 has been exceeded on a temporary basis due to timing differences
4. Supports the replenishment of utilised funds upon receipt of grant income by end of financial year.
5. Requests ongoing updates on cash flow position as part of regular financial reporting

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

### 12.1 Council Policy Review – 3.11 Procurement Policy

<h1 style="color: #C00000;">Governance &amp; Compliance</h1>		 <p style="font-size: small; margin: 0;">SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>
<b>Date:</b>	14 April 2026	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rachael Wall, Manager of Corporate Services	
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services	
<b>Legislation:</b>	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Governance / Council Policies	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.1A – Current Purchasing Policy</a> <a href="#">Attachment 12.1B – Draft Policy 3.11 – Procurement Policy</a>	

#### Purpose of Report

Executive Decision
  Legislative Requirement

#### Summary

Council is asked to consider adopting the revised Policy 3.11 – Procurement Policy, which will replace the current Policy 3.11 – Purchasing Policy. The updated policy modernises the Shire’s approach to procurement, strengthens governance and compliance, and better reflects current local government practice and audit expectations.

#### Background

The current Policy 3.11 – Purchasing Policy was adopted in June 2018. Since that time, expectations around procurement across local government have increased, particularly in relation to governance, probity, documentation, sustainability, and value for money.

A review of the existing policy found that while the current purchasing thresholds remain appropriate, the policy would benefit from being updated to provide clearer guidance, stronger controls, and better alignment with contemporary legislative and audit requirements.

As part of this review, the policy has been renamed Policy 3.11 – Procurement Policy to better reflect its broader scope

**Comment**

The updated policy:

- Broadens the scope from transactional purchasing to a whole-of-procurement approach, including planning, evaluation, contract management, sustainability, and risk considerations;
- Strengthens governance and probity requirements, including clearer expectations around ethical conduct, conflicts of interest, transparency, and record keeping;
- Expands value for money considerations to include whole-of-life costs, technical merit, supplier capability, safety, sustainability, and local economic benefit;
- Introduces clearer and more robust controls for exemptions, emergency purchasing, Expressions of Interest, and sole supplier arrangements;
- More clearly and simply identifies the roles and responsibilities of staff in the procurement process;
- Clarifies requirements for contract variations, extensions, and re-tendering to reduce risk and ensure legislative compliance;
- Improves alignment with contemporary audit expectations, legislation, and better practice across the local government sector; and
- Incorporates a new clause to remove the requirement for purchase orders for transactions under \$100.

These amendments strengthen governance, improve consistency and accountability in procurement decision-making, and reduce compliance and audit risk.

Amendments to officer purchasing limits has been updated as shown in the below table:

ROLE	EXISTING	NEW	NOTE
Chief Executive Officer	Unlimited	Unlimited	N/A
Manag. Infrastructure and Projects	\$20,000	\$100,000	Prev. Asset & Works Coord.
Manag. Corporate Services	\$50,000	\$20,000	Prev. Deputy CEO
Manag. Governance and Community	\$10,000	\$20,000	Prev. Governance Coord.
Home Care Coordinator	\$10,000	\$10,000	Prev. Aged Care Coord.
Community Dev. Coordinator	\$10,000	\$10,000	Prev. CRC Coord.

**\*\* NOTE \*\***

*Above limits relate to the approval of purchase orders, and do not grant all staff access to the Shire's banking systems. Approved officers with access to the bank remain unchanged (CEO, MCS, MGCS).*

**Consultation**

Manisha Barthakur, Chief Executive Officer  
 Kahli Rose, Manager of Governance and Community Services  
 Glen Nordsvan and Megan Shirt, AccWest  
 Councillors, February and March Workshops

**Policy Implications**

If adopted, Policy 3.11 – Procurement Policy will replace Policy 3.11 – Purchasing Policy.

**Statutory Implications**

*Local Government Act 1995*

*Section 6.8 – Expenditure not included in annual budget*

*“(1) A local government may incur expenditure that is not included in the annual budget if the expenditure is required to meet an emergency.*

*(2) The mayor or president may authorise the expenditure and the decision is to be reported to the next ordinary council meeting.”*

*Local Government (Functions and General) Regulations 1996*

*Regulation 11 – Tendering exemptions*

*“(2) A local government is not required to invite tenders for a contract for the supply of goods or services if the supply is exempt under this regulation.”*

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration.

Outcome: 4.1

Reference: 4.1c

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**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>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Policy development Engagement with internal and external stakeholders
<b>Action (Treatment)</b>	Scheduled policy review Developed protocols
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications

There are no direct financial implications arising from the adoption of this policy. The revised policy strengthens controls around procurement and expenditure decisions.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.1

That Council, by simple majority, adopts Policy 3.11 - Procurement Policy, as presented in Attachment 12.1B, replacing the existing Policy 3.11 - Purchasing Policy as presented in Attachment 12.1A.

12.2 Committee Representation and Appointment	
<h2>Governance &amp; Compliance</h2>	
	
<b>Date:</b>	14 March 2026
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Kahli Rose, Manager of Governance and Community Services
<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/Governance/Committees/Council Committee General File
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This report seeks Council endorsement to appoint Councillors to committee vacancies arising from the resignation of Cr Adam Metcalf.

Council is requested to fill the vacant positions and nominate a representative to an external committee to ensure continuity of governance and representation.

### Background

Council has established a number of committees to support its governance functions, including the Asset & Works Committee and Bush Fire Advisory Committee (BFAC).

In addition, Council appoints representatives to external committees, including the Regional Road Group.

Following the resignation of Cr Adam Metcalf on 23 March 2026, a number of positions across these committees and external bodies have become vacant.

To ensure continuity of operations and appropriate representation, Council is required to appoint replacement members and nominate a representative where applicable.

## Comment

The appointment of Councillors to committees and nomination to external bodies is necessary to:

- maintain quorum requirements
- ensure continuity of committee functions
- provide appropriate Council representation

The following positions are currently vacant:

Committee / Body	Position
Asset & Works Committee	Chair
Bush Fire Advisory Committee	Member
Regional Road Group (external)	Council Representative

The following appointments remain unchanged:

Committee / Body	Position	Councillor
Asset & Works Committee	Deputy	Cr Trepp
Asset & Works Committee	Member	Cr Meakins
Asset & Works Committee	Proxy	Cr Jones
Bush Fire Advisory Committee	Member	Cr Sewell
Regional Road Group (external)	Proxy	Cr Meakins

Nominations will be called at the meeting.

## Consultation

Manisha Barthakur, Chief Executive Officer  
Kahli Rose, Manager of Governance and Community Services  
Ben Forbes, Manager of Infrastructure and Projects

## Policy Implications

Nil

## Statutory Implications

### Local Government Act 1995

#### **Section 5.10 – Appointment of Committee Members**

*(1) A committee is to have members appointed by the local government.*

*(2) A committee is to consist of –*

- 1. council members only; or*
- 2. council members and employees; or*
- 3. council members, employees and other persons; or*
- 4. council members and other persons; or*
- 5. employees and other persons; or*
- 6. other persons only.*

*(3) The President may be a member of any committee of the local government.*

*(4) The CEO may be a member of a committee that includes employees and other persons.*

#### **Section 5.11 – Tenure of Committee Membership**

*(1) Where a person is appointed as a member of a committee under section 5.10, the person's membership of the committee continues until –*

- a. the term of the person's appointment as a committee member expires; or*
- b. the committee is disbanded; or*
- c. the next ordinary election day, whichever happens first.*

#### **Section 5.98 – Fees etc. for Council Members**

*A council member who attends a council or committee meeting is entitled to be paid –*

- a. the prescribed minimum fee for attending a meeting; or*
- b. where the local government has set a fee within the prescribed range, that fee.*

## Strategic Implications

### **Strategic Community Plan**

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration

Outcome: 4.1

Reference: 4.1a

### **Asset Management Plan**

Nil

### **Long Term Financial Plan**

Nil

**Risk Implications**

Clearly defined Terms of Reference and proper appointment of members reduces the risk of committees acting outside their authority or meetings being invalid due to lack of quorum. It also supports compliance with statutory obligations.

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls (in place)</b>	Engagement practices with external stakeholders; Terms of Reference
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Provision has been made in the 2025/26 Budget for committee sitting fees, payable at \$75 per meeting under GL 2040113 - Members Sitting Fees.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation - 12.2**

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


1. Notes the resignation of Cr Adam Metcalf and the resulting vacancies on Council committees and external representation;
2. Declares the following positions vacant, and calls for nominations to fill these vacancies:

Committee / Body	Position
Asset & Works Committee	Chair
Bush Fire Advisory Committee	Member
Regional Road Group (external)	Council Representative

3. Appoints the following Councillors:

Committee / Body	Position	Councillor
Asset & Works Committee	Chair	Cr _____
Bush Fire Advisory Committee	Member	Cr _____
Regional Road Group (external)	Council Representative	Cr _____

4. Notes all other committee appointments remain unchanged.

12.3 CEO Performance Review Panel	
<b>Governance &amp; Compliance</b>	
	
<b>Date:</b>	22 April 2026
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Manisha Barthakur, Chief Executive Officer
<b>Legislation:</b>	Local Government Act 1995
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<a href="#">Attachment 12.3A - Draft Policy 1.20 - CEO Performance and Salary Review Policy</a>

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

This report recommends that Council establish a CEO Performance Review Panel to undertake the CEO’s annual performance and salary review internally and adopt the Shire of Dowerin CEO Performance and Salary Review Policy to guide this process.

**Background**

Section 5.38 of the Local Government Act 1995 requires that the performance of the CEO be reviewed at least annually. The Local Government (Administration) Regulations 1996, under Schedule 2, outline the model standards for CEO recruitment, performance, and termination, which require the review process to be fair, transparent and agreed upon by both Council and the CEO. To ensure compliance and consistency, it is proposed that a formal policy be adopted and a Review Panel be established.

**Comment**

The proposed CEO Performance and Salary Review Policy outline the review framework, including performance criteria, responsibilities of a Review Panel, and provisions for conducting internal reviews without the need for an external consultant unless specifically resolved by Council. The formation of a CEO Performance Review Panel will ensure the review process is structured, compliant, and completed within required timeframes. The panel will consist of the Shire President and four elected members and will have responsibility for conducting the CEO review, developing or reviewing the performance agreement, and reporting outcomes to Council. Administrative support will be provided by the Governance team.

**Consultation**

Manisha Barthakur, Chief Executive Officer  
 All Councillors, Shire of Dowerin

**Policy Implications**

Nil

**Statutory Implications**

1. 5.39A. Model standards for CEO recruitment, performance and termination

(1) Regulations must prescribe model standards for local governments in relation to the following

- the recruitment of CEOs;
- the review of the performance of CEOs;
- the termination of the employment of CEOs.

2. Salaries and Allowance Act 1975

3. Corruption, Crime and Misconduct Act 2003

## 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

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	
<b>Action (Treatment)</b>	
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

There are no financial implications associated with conducting the CEO performance and salary review internally. Should Council wish to engage an independent consultant in the future, costs would be incurred, and a separate report would be presented for budget consideration.

## Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.3

That Council, by absolute majority

1. Adopt the attached Shire of Dowerin CEO Performance and Salary Review Policy;
2. Establish a CEO Performance Review Panel comprising the Shire President and four elected members named below:
  - a. President Darrel Hudson
  - b. Deputy President Robert Trepp
  - c. Tracey Jones (Independent Panel Member, remains as is)
  - d. Cr
  - e. Cr
3. Appoint the Shire President as Presiding Member of the Panel;
4. Authorise the Panel to undertake the CEO's annual performance and salary review in accordance with the Local Government Act 1995, Salaries and Allowance Act 1975 and the adopted Policy;
5. Request the Panel to report its findings and recommendations to Council for formal endorsement.

12.4 Work, Health and Safety Policy	
<b>Governance &amp; Compliance</b>	
	
<b>Date:</b>	14 April 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>Work, Health and Safety Act 2020</i>
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.4A - Policy 7.9 - Work, Health and Safety Policy</a>

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

A review of the Work Health Safety Policy has identified minor updates required to better reflect the intent and terminology of the Work Health and Safety Act 2020 (WA), as well as current insurer expectations regarding policy review frequency.

The proposed amendments do not alter the intent of the Policy but strengthen compliance, clarify responsibilities, and ensure alignment with current WHS expectations and audit standards.

**Background**

Policy 7.9 - Work Health Safety Policy was last reviewed on 18 February 2025 (CMRef:1065).

As part of ongoing policy review and governance practices, the Policy has been assessed against current legislative requirements under the Work Health and Safety Act 2020 (WA) and associated regulations.

The review also considered insurer expectations, including the requirement for annual policy review to support effective risk management and audit outcomes.

This review identified several minor gaps where wording could be improved to better reflect legislative obligations and contemporary WHS standards.

## Comment

The proposed amendments are minor in nature and include:

- Clarifying that the Shire's WHS obligations extend to all persons affected by its operations, including contractors and other relevant parties
- Strengthening consultation requirements to align with legislative obligations
- Including reference to the due diligence obligations of officers under the Work Health and Safety Act 2020 (WA)
- Reinforcing requirements for incident reporting, investigation, and corrective actions
- Strengthening references to safe systems of work
- Expanding wording to include rehabilitation *and* return to work following injury
- Formalising the requirement that the Policy is reviewed at least annually to align with insurer expectations and audit standards

These updates do not introduce new operational requirements but provide clearer alignment with legislative expectations and reinforce existing practices already undertaken by the Shire.

## Consultation

## Policy Implications

This report relates to Policy 7.9 - Work Health Safety Policy.

## Statutory Implications

*Work Health and Safety Act 2020 (WA)*

### Section 19 – Primary duty of care

- (1) *A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of –*
  - a. *workers engaged, or caused to be engaged by the person; and*
  - b. *workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.*
- (2) *A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.*

### Section 27 – Duty of officers

*An officer of a person conducting a business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.*

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration

Outcome: 4.1

Reference: 4.1f

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls (in place)</b>	
<b>Action (Treatment)</b>	
<b>Risk Rating (after treatment)</b>	Effective

**Financial Implications**

**Voting Requirements**




Simple Majority



Absolute Majority

**Officer's Recommendation - 12.4**

That Council, by Absolute Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt the revised Policy 7.9 - Work Health and Safety Policy with the amendments as noted in the Council report, and presented in Attachment 12.4A.

<b>12.5 Proposed Renaming of Dowall Street, Minnivale to McDowall Street – Community Consultation</b>	
<h2 style="color: red;">Governance &amp; Compliance</h2>	
	
<b>Date:</b>	22 April 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Manisha Barthakur, Chief Executive Officer
<b>Legislation:</b>	
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

To seek Council endorsement to initiate community and stakeholder consultation regarding the proposed renaming of **Dowall Street, Minnivale** to **McDowall Street**, in recognition of Private Stewart McDowall.

**Background**

Seeking Council’s endorsement to commence public consultation on the proposed renaming of Dowall Street, Minnivale to McDowall Street.

The proposal has been raised by two members of community to correct an apparent historical variation in spelling and to appropriately recognise Private Stewart McDowall, a soldier commemorated on the Dowerin War Memorial.

No formal renaming is proposed at this stage. The purpose of this report is to seek approval to consult with affected stakeholders in accordance with the requirements of the Landgate Geographic Naming Policies.

Historical records indicate:

- Stewart McDowall was born in New Zealand and migrated to Western Australia prior to 1912.
- He enlisted in the 16th Battalion, Australian Imperial Force, serving under the command structure associated with Colonel Sir John Monash.
- He served in campaigns including Belgium and the Western Front during World War I.
- Private McDowall was killed in action on 26 September 1917 during the Battle of Passchendaele, a campaign widely recognised for extreme conditions and high casualty rates.
- His burial location was not recovered; however, his name is commemorated on the Menin Gate Memorial to the Missing, which honours soldiers of the British Empire who were killed

in the region and have no known grave. He is also commemorated on the Dowerin War Memorial.

The proposed renaming is intended to ensure historical accuracy and proper recognition of his service.

### Comment

The renaming is proposed to:

- Correct an apparent historical spelling inconsistency (“Dowall” → “McDowall”)
- Honour a fallen soldier commemorated within the Shire
- Strengthen local heritage recognition and community identity
- Align the street name with documented historical records

### Consultation

Di Hatwell, Member of Community  
Joan Metcalf, Member of Community  
Match Council Workshop  
Manisha Barthakur, CEO

### Policy Implications

Nil

### Statutory Implications

Landgate Geographic Names Committee Policies  
AS/NZS 4819 (Rural and Urban Addressing Standard)  
Local Government Act 1995 (WA)

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation  
Objective: Deliver a high standard of governance and administration  
Outcome: 4.1  
Reference: 4.1f

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

## Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	People
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)	
Action (Treatment)	
Risk Rating (after treatment)	Not Rated

## Financial Implications

Nil

## Voting Requirements



Simple Majority




Absolute Majority

## Officer's Recommendation - 12.5

That Council:

1. Endorses the commencement of community and stakeholder consultation on the proposed renaming of Dowall Street, Minnivale to McDowall Street;
2. Authorises the Chief Executive Officer to undertake consultation in accordance with the Geographic Naming Policies of Landgate;
3. Notes the historical context of the proposal, including the service of Stewart McDowall, a soldier of 16th Battalion AIF, and his commemoration on the Menin Gate Memorial to the Missing and the Dowerin War Memorial; and
4. Requests a further report be presented to Council following completion of consultation, including a summary of submissions and officer recommendation, for consideration of whether to proceed with the proposed renaming.

12.6 Establishment of the Dowerin Home Care Subcommittee	
<b>Governance &amp; Compliance</b>	
	
<b>Date:</b>	22 April 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Manisha Barthakur, Chief Executive Officer
<b>Legislation:</b>	
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<a href="#">Attachment 12.6A - Homecare (Aged Care) Subcommittee - Terms of Reference</a>

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

To seek Council approval to establish a Home Care Subcommittee to provide strategic oversight, advice, and governance support for the Shire’s Home Care services.

**Background**

The Shire of Dowerin delivers Home Care services, including Commonwealth Home Support Programme (CHSP) and Home Care Packages (HCP), which have experienced growth in recent months.

To support effective governance, service quality, and future planning, it is proposed that Council establish a Home Care Subcommittee.

The Subcommittee will provide a structured forum for oversight, performance monitoring, and strategic input, while maintaining Council’s overall decision-making authority.

### Comment

The Shire's Home Care service:

- Supports approximately 43 clients
- Has expanded in scope and capacity in recent months
- Operates within a regulated environment with funding and compliance obligations

As the service continues to grow, there is a need for:

- More focused oversight
- Regular review of financial and service level performance and compliance
- Strategic input into service development

Establishing a Subcommittee aligns with good governance practices and supports sustainable service delivery.

Nominations will be called at the meeting.

### Consultation

March Council Workshop

Lisa Begley, Homecare Coordinator

Manisha Barthakur, CEO

Vitish Guddoy, Consultant , QCI Consulting

### Policy Implications

Nil

### Statutory Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration

Outcome: 4.1

Reference: 4.1a

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

**Risk Implications**

Risk Profiling Theme	Engagement Practices
Risk Category	People
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (3)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Not Rated

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation - 12.6**

- Declares the following 3 positions vacant, and calls for nominations to fill these vacancies:

Committee / Body	Position
Dowerin Homecare Services Committee	Chair
Dowerin Homecare Services Committee	Deputy
Dowerin Homecare Services Committee	Member

- Appoints the following Councillors:

Homecare Committee Members	Position
Cr	Chair
Cr	Deputy
Cr	Member

**13. OFFICER'S REPORTS - ASSET & WORKS**

Nil

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

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

Nil

**17. Closure**

The President thanked those in attendance, and closed the meeting at X:XXpm