

ADMINISTRATIVE SUPPORT SERVICES AGREEMENT



This Administrative Support Services Agreement ("Agreement") is entered into between:

Parties

Shire of Dowerin

Represented by: Manisha Barthakur, Chief Executive Officer
("the Shire")

150 Square

Represented by: Caroline Robinson, Director
("150 Square")

1. Purpose

The purpose of this Agreement is for the Shire to provide administrative support services to 150 Square for primarily NEWROC's administration assistance through the allocation of a Shire staff member.

2. Services

The Shire will provide administrative assistance services for up to eight (8) hours per fortnight.

The hours may be worked flexibly as agreed between the parties, including:

- Four (4) hours per week; or
- Eight (8) hours on a single day.

Specific duties and priorities will be determined operationally between the parties from time to time.

3. Fees and Payment

150 Square agrees to pay the Shire at a rate of \$40.00 per hour for services provided under this Agreement. Shire of Dowerin will invoice 150 Square.

The rate will apply with a start date of 1st June 2026 until 2026/2027 financial year ending 30 June 2027. This rate will be reviewed in the next financial year 2027/2028.

The parties acknowledge that the Shire's adopted Fees and Charges Schedule includes provisions for staff hire arrangements. The applicable fee for this arrangement has been determined and partially waived at the discretion of Council/CEO under the Shire's adopted framework and operational delegation.

The Shire will issue invoices periodically, and payment is to be made within fourteen (14) days of the invoice date.

4. Employment Relationship

The staff member providing the services will remain an employee of the Shire at all times.

Nothing in this Agreement creates an employment relationship between 150 Square and the staff member.



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5. Review of Arrangement

The parties agree to review this arrangement after approximately two to three (2–3) months from commencement to assess operational requirements and determine whether the allocated hours should be increased, decreased, or otherwise amended.

Either party may also request a review of the arrangement at any time during the term of this Agreement, particularly in the event of staffing changes, operational impacts, or changes affecting the cost-of-service delivery.

Any variation to this Agreement must be agreed in writing by both parties.

An annual review of terms and service fee is applicable.

6. Term and Termination

This Agreement commences on the date it is signed by both Parties and continues in force until 30 June 2027, unless terminated earlier by either Party. After 30 June 2027, the Agreement may continue on an ongoing basis unless terminated by either Party providing at least fourteen (14) days' written notice to the other Party.

Either party may terminate this Agreement by providing fourteen (14) days written notice to the other party.

The CEO of the Shire may immediately suspend or terminate the arrangement if operational requirements, staffing needs, or governance considerations require.

7. General

Both parties agree to work collaboratively and in good faith to ensure the effective delivery of services under this Agreement.

The staff member's timesheets and hours worked under this arrangement will be recorded and verified for invoicing purposes.

Signatures

Signed for and on behalf of the Shire of Dowerin:

Manisha Barthakur
Chief Executive Officer, Shire of Dowerin
Date: 26 / 5 / 2026

Caroline Robinson
Director, 150 Square
Date: 27 / 5 / 2026



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