

MINUTES

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Friday 21 August 2026
Commencing 4:00pm

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Shire of Dowerin Ordinary Council Meeting 4:00pm Friday 21 August 2026

1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:02pm
In the opening of the meeting, the Council and Staff acknowledge the passing of Carol Braddon with a minute's silence.

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	<i>Via Teams</i>
Cr JC Sewell	

Staff:

Ms M Barthakur	Chief Executive Officer – <i>via Teams</i>
Ms K Rose	Manager of Governance and Community Services
Mr B Forbes	Manager of Infrastructure and Projects
Ms D Griffiths-I'Anson	Governance Officer

Members of the Public:

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil

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.

Item 12.2 – Cr Jason Sewell – Financial Interest

5. Applications for Leave of Absence

Cr Hudson - September

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 5

Moved Cr Graffin

Seconded: Cr Jones

1367 That, by Simple Majority pursuant to Sections 2.25(1) of the *Local Government Act 1995*, Cr Hudson be granted Leave of Absence for September 2026.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 28 July 2026

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved: Cr Graffin

Seconded: Cr Jones

1358 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 28 July 2026, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	6 August 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Megan Shirt, Financial Consultant, Accwest
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2026-2027 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – July Monthly Financial Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period July 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

Rachael Wall, Manager of Corporate Services

Ben Forbes, Manager of Infrastructure and Projects

Megan Shirt, Consultant

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

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 Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	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

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.1

Moved Cr Sewell

Seconded: Cr Graffin

1359

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 June 2026, as presented in Attachment 11.1A.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

UNCONFIRMED

11.2 List of Accounts Paid	
Corporate & Community Services  SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	6 August 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Rachael Wall, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - July List of Payments Attachment 11.2B - Credit and Star Card Statements

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for July 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
 Rachael Wall, Manager of Corporate Services
 Ben Forbes, Manager of Infrastructure and Projects
 Kahli Rose, Manager of Governance and Community Services
 Shelley Matthews, Community Development Coordinator
 Lisa Begley, Home Care Coordinator

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

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 Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.2

Moved: Cr Jones

Seconded: Cr Trepp

1360

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 as detailed below:

Summary of List of Accounts Paid – July 2026

EFT 15255 to EFT 15344	\$501,726.49
Direct Debits Total	\$21,052.55
Payroll Total	\$163,121.08
TOTAL PAYMENTS	\$685,900.12

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

11.3 Fee Waiver – NEWROC Administrative Agreement

Corporate & Community Services

Date:	29 July 2026
Location:	
Responsible Officer:	Rachael Wall, Manager of Corporate Services
Author:	Manisha Barthakur, Chief Executive Officer
Legislation:	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A – NEWROC Service Agreement

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to seek Council approval to provide staff support services to 150 Square at a reduced hourly rate where the services support NEWROC regional priorities and initiatives under the NEWROC Memorandum of Understanding (MoU). Council is requested to approve a reduced fee arrangement of \$40 per hour for staff support services provided by the Shire to 150 Square for NEWROC-related activities.

Background

The Shire of Dowerin is a member of the Northern Eastern Wheatbelt Regional Organisation of Councils (NEWROC) and actively supports regional collaboration initiatives through the NEWROC Memorandum of Understanding.

As part of supporting NEWROC priorities, the Shire has agreed to provide staff assistance and administration support to 150 Square, who provide Executive Officer services to NEWROC.

The Shire will invoice 150 Square for staff support provided. The requirement for support is expected to vary depending on NEWROC priorities, currently anticipated at approximately 1–3 days per fortnight, with additional assistance potentially required during periods of increased regional activity, including management of grant-funded projects such as regional waste initiatives and other strategic priorities.

The Shire's adopted Fees and Charges Schedule identifies a staff support fee of \$74.55 per hour.

Given the strategic regional partnership and mutual benefits achieved through NEWROC collaboration, it is proposed that a reduced fee of \$40 per hour be applied.

The value of the reduction from the adopted fee may exceed the Chief Executive Officer's delegation of \$500 based on hours worked for the year. Therefore, Council approval is sought for the ongoing reduced fee arrangement.

Comment

The proposed reduced rate recognises the collaborative nature of the NEWROC partnership while ensuring the Shire receives a contribution towards staff time and resources.

The arrangement will be invoiced directly to 150 Square based on actual hours worked.

The approved rate of \$40 per hour recognizes the collaborative nature of the NEWROC partnership while ensuring Shire recovers part of staff expenditure.

Consultation

Manisha Barthakur, Chief Executive Officer
Rachael Wall, Manager of Corporate Services
Caroline Robinson, 150 Square

Policy Implications

The proposed reduced fee arrangement aligns with Council's approach to supporting regional partnerships and collaborative initiatives while maintaining transparency and accountability in relation to Council resources.

Statutory Implications

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: Investigate shared services and resourcing through partnerships

Reference: 4.1d

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Council approval, recording of hours and regular monitoring
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

The arrangement does not require additional budget allocation

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.3

Moved Cr Sewell

Seconded: Cr Jones

1361

That Council, by Absolute Majority, pursuant to Sections 6.16 and 6.19 of the Local Government Act 1995:

1. Approves a fee of \$40 per hour for staff support services provided to 150 Square in support of NEWROC activities.
2. Authorises the Chief Executive Officer to implement the arrangement and invoice 150 Square for actual hours worked at the approved rate.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

11.4 Fee Waiver – CEACA Housing Development

Corporate & Community Services

Date:	27 July 2026
Location:	
Responsible Officer:	Rachael Wall, Manager of Corporate Services
Author:	Manisha Barthakur, Chief Executive Officer
Legislation:	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to seek Council approval to waive planning and building regulatory fees associated with the CEACA housing development as part of the Shire's agreed contribution towards the project.

Background

The Shire of Dowerin is partnering with the Central East Accommodation and Care Alliance (CEACA) to support the delivery of four housing units within the Shire at 15 Anderson Street. CEACA is progressing the development of additional residential accommodation within the Shire of Dowerin to assist with addressing regional housing needs.

Council has previously supported the project through its commitment to contribute 5% of construction costs, estimated at \$100,000.

The CEACA development requires a range of statutory approvals, including:

- Development Application assessment;
- Building Permit and certification processes;
- Building regulatory services.

Council's existing Fees and Charges Schedule identify applicable fees associated with these services. Given Council's financial contribution to the project, it is considered appropriate to recognise the value of these fees as an in-kind contribution towards the overall project commitment.

Comment

The proposed fee waiver provides a practical mechanism to recognise Council's contribution to the CEACA project while maintaining transparency around the value of Council support.

Rather than Council paying the full \$100,000 contribution and separately receiving fees from CEACA, the value of applicable statutory fees will be deducted from the agreed contribution amount.

The estimated calculation will be:

Description	Amount
Council agreed contribution (5% construction cost)	\$100,000.00
Less: Development Application fees	(\$4,860.19)
Less: Building regulatory fees	To be confirmed
Remaining contribution payable	To be confirmed

Once building regulatory fees are determined, the final contribution amount payable to CEACA will be adjusted accordingly.

Consultation

CEACA Committee

Rachael Wall, Manager Corporate Services

Manisha Barthakur, Chief Executive Officer

Julian Goldacre, Regulatory Advisor

Policy Implications

The proposed fees and charges have been prepared in accordance with Council's adopted budget principles and cost recovery objectives.

Statutory Implications

- Local Government Act 1995;
- Local Government (Financial Management) Regulations 1996;
- Planning and Development Act 2005;
- Planning and Development Regulations 2009;
- Building Act 2011;
- Building Regulations 2012.

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

Objective: *Our community is diverse, health, and connected*

Outcome: *Continue to be a member of CEACA and advocate for external funding for housing.*

Reference: 1.4b

Asset Management Plan

Nil

Long Term Financial Plan

The proposed fee waiver will be recognised as an in-kind contribution towards the CEACA housing project and accounted for against Council's approved financial commitment.

While the waiver results in reduced fee revenue, the arrangement supports a strategic partnership that delivers long-term community benefits through increased housing availability and supports Council's broader economic and social sustainability objectives.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Council endorsement of contribution arrangement and transparent recording of waived fees
Action (Treatment)	Monitor project delivery and final contribution value
Risk Rating (after treatment)	Adequate

Financial Implications

The Shire has an approved budget allocation of **\$100,000** towards the CEACA housing development, representing Council's agreed contribution of 5% of the estimated construction cost.

The proposed waiver of planning and building regulatory fees does not result in an additional budget allocation or unbudgeted expenditure. Instead, the value of waived fees will be recognised as an **in-kind contribution** towards Council's approved \$100,000 commitment.

The final value of the fee waiver and corresponding adjustment to the cash contribution will be confirmed once all applicable building regulatory fees have been calculated.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.4

Moved Cr Sewell

Seconded: Cr Graffin

1362

That Council, by Absolute Majority, pursuant to Sections 6.16 and 6.19 of the Local Government Act 1995:

1. Approves the waiver of applicable planning fees and building regulatory fees associated with the CEACA housing development as an in-kind contribution towards Council's agreed project contribution.
2. Notes that Council's agreed contribution of \$100,000 (representing 5% of estimated construction costs) will be reduced by the value of waived statutory fees.
3. Notes that the current value of waived fees includes:
 - a. Development Application fees of \$4,860.19; and
 - b. Building regulatory fees, which will be calculated once relevant applications are submitted.
4. Authorises the Chief Executive Officer to finalise the calculation of the remaining contribution payable to CEACA once all applicable fees are confirmed.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1 Two Signs for Directional & Advertising of the Dowerin Quarry on Along Dowerin Shire Managed Roads

Governance & Compliance

Date:	10 August 2026
Location:	Whitsed, Dowerin – Koorda, and Dowerin – Kalannie Roads
Responsible Officer:	Julian Goldacre, Regulatory Advisor
Author:	Julian Goldacre, Regulatory Advisor
Legislation:	<i>Planning and Development Act 2005, & Shire of Dowerin Local Planning Scheme No. 2</i>
SharePoint Reference:	
Disclosure of Interest:	Nil.
Attachments:	Attachment 12.1A – Signage on Whitsed Road Attachment 12.1B – Signage on Dowerin-Kalannie and Koorda Roads

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Council of the Shire of Dowerin to consider for approval two roadside signs for advertising, and directional purposes on roads managed by the Shire of Dowerin for the purpose of the Dowerin Quarry.

Background

The Shire of Dowerin administration received two development applications for two signs along Dowerin Shire managed roads. The advertising and directional signage is in support of the quarry on Lot 28732 Whitsed Road known as the 'Dowerin Quarry' operated by L & G Granite Pty Ltd. The first development application (DA2026/08) proposes a 900mm by 900mm directional signage at the Whitsed Road entrance off the Dowerin – Koorda Road for the quarry location and is presented in Attachment 1. The second development application (DA2026/09) proposes a 900mm by 1,800mm advertising signage located on the north-east portion of the Dowerin – Kalannie and Dowerin – Koorda Roads intersection and is presented in Attachment 2.

The DA2026/08 and DA2026/09 development applications do not meet the exemption requirements of Schedule 5 of the Shire of Dowerin Local Planning Scheme No. 2. Also, as the proposals are to be placed on 'reserves' (road) they must also be considered by Council. Also, Main Roads WA were provided these documents and stated they were only concerned with roads they manage and control, not those of local governments.

The Environmental Health Officer – Regulatory Advisor (the Officer) worked with the applicant, a Mr L Green of L & G Granite Pty Ltd to undertake preparation of DA2026/08 and DA2026/09. The Officer formally notified Main Roads WA for advice, and the Department of Lands as the formal 'Landowner' of the road reserves for consent.

Comment

The Signs for Dowerin Quarry Advertising:

The DA2026/08 freestanding aluminium signage is located at the intersection of Whitsed and Dowerin - Koorda Roads and is 'directional' in nature to guide traffic to the Dowerin Quarry business premises. This sign 0.81m² in area (0.9 meters in width X 0.9 meters height) and supported on posts with the sign base at 1.5 meters above natural existing ground level and the top of the sign at 2.4 meters above ground level. The sign setbacks are 4 metres away from the bitumen formed roadside edge of Dowerin - Koorda Road, 3 meters from the gravel formed Whitsed Road, and 3.5 metres from the adjoining paddock fence line. This positioning aligns with the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs'. The colours used for the advertising presentation are black, red and white.

The DA2026/09 freestanding aluminium signage is located at the intersection of Dowerin - Kalannie and Dowerin - Koorda Roads and is for the purpose of business advertising for the Dowerin Quarry. This sign 1.62m² in area (1.8 meters in width X 0.9 meters height) and supported on posts with the sign base at 1.5 meters above natural existing ground level and the top of the sign at 2.4 meters above ground level. The sign setbacks are 7 metres away from the bitumen formed roadside edge of Dowerin - Kalannie Road, 7 meters from the bitumen formed Dowerin - Koorda Road, and 25 metres from the adjoining paddock fence line. This positioning aligns with the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs'. Again, the colours used for the advertising presentation are black, red and white.

The Development Applications seek only to advertise, and direct for the purposes of supporting the Dowerin Quarry business undertakings only. Therefore, these signs are not for the purposes of advertisements that advertise goods and services which are not produced, displayed or offered for sale, or which is otherwise not relevant to the Dowerin Quarry business undertakings. Consequently, this will be a condition for the resolution.

Signage Design & Installation:

The DA2026/08 and DA2026/09 applications provided no details on what will be used support the two signs in place. This matter is important as such supports are conditioned so that should a vehicle hit the signage the supports will deform in a manner and form to minimise or eliminate injury to occupants of a vehicle. The Officer discussed this matter with the Manager of Works and guidance material was obtained titled 'Mainroads Western Australia Guideline Sign Structural Design' that provides the required information and will form part of the conditions to the resolution. Also, the matter of signage design such as reflective types are also detailed in the document and will also form part of the conditions to the resolution.

Assessment on Merits for DA2026/08 and DA2026/09

Both Development Applications with appropriate conditions applied are appropriate for Council consideration of approval. Roadside signage of this nature is prevalent on the Dowerin roadside surroundings and are traditional legacies with contemporary meaning today. The signs are of a small scale, appropriately set back from the roads, and are supporting a local business. Notwithstanding that support and reflective design details are not provided, the Officer has consulted and sourced the appropriate documentations from Main Roads WA that will permit the applicant to undertake the requirements for safe roadside signage design and installation. All things considered and with the appropriate conditions in place the two Development Applications are recommended by the Officer for approval by Council.

Consultation

Ben Forbes, Manager of Infrastructure and Projects. Shire of Dowerin,
L Martin, Senior State Land Officer, Department of Planning, Lands and Heritage,
T Newman, State Land Officer, Department of Planning, Lands and Heritage
E Davies, Stakeholder Engagement Manager, Mainroads

Policy Implications

There are no Council policy implications associated with this proposal.

Regard has been given to relevant Main Roads Western Australia guidance concerning the location, design and structural safety of roadside advertising signs.

Statutory Implications

The proposed signs constitute development under the *Planning and Development Act 2005* and require development approval under the Shire of Dowerin Local Planning Scheme No. 2, as they do not satisfy the exemptions for advertisements contained in Schedule 5 of the Scheme.

The applications are to be determined in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, including clauses 66, 67 and 68 of the deemed provisions relating to consultation, matters to be considered and the determination of development applications.

As the signs are proposed within Crown Road reserves, the applications require the appropriate Crown landowner authorisation. The Minister for Lands' Instrument of Authorisation permits the Chief Executive Officer to sign selected development applications involving Crown land; however, this signature only acknowledges the making of the application and does not authorise occupation of the road reserve.

Clause 3.2 of the Shire of Dowerin *Activities in Thoroughfares and Public Places and Trading Local Law 2022* also requires a permit to erect or place an advertising sign on a thoroughfare. In determining the permit, the local government must consider the matters prescribed by clause 3.3, including the sign's dimensions, location, potential road safety hazards and public liability insurance.

Under clause 3.2(3)(c), an advertising sign must not be located on or within three metres of a carriageway. Accordingly, the final location of each sign must comply with this minimum clearance requirement.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Economy
Objective:	<i>We are an attractive location to invest, live, play, visit, and work.</i>
Outcome:	Prioritise key economic drivers
Reference:	2.3

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Failure to correctly assess, approve and permit signage within Shire-managed road reserves may result in legislative non-compliance and create a road safety or public liability exposure
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Signage monitored by the EHO/Regulatory Officer during travel to and from Dowerin to ensure compliance with the Council resolution.
Action (Treatment)	Issue and Serving a Notice under the <i>Planning and Development Act 2005</i> in the event of the development application use and/or works occur beyond the Council resolution.
Risk Rating (after treatment)	Effective

Financial Implications

Increase in income through Development application fees of \$ 294.00.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.1

Moved Cr Sewell

Seconded: Cr Graffin

1363

That Council, by Simple Majority, in accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, approves the following two Development Applications with conditions:

- 1) Approval for DA2026/08 as presented for the purpose of a freestanding aluminium signage to be located at the intersection of Whitsed and Dowerin - Koorda Roads for 'directional' purposes to guide traffic to the Dowerin Quarry business premises only.
- 2) The following conditions are applied being:
 - I. The sign shall be only 0.81m² in area (0.9 meters in width X 0.9 meters height) and supported on posts with the sign base at 1.5 meters above natural existing ground level and the top of the sign at 2.4 meters above ground level. The sign setbacks are 4 metres away from the bitumen formed roadside edge of Dowerin - Koorda Road, 3 meters from the gravel formed Whitsed Road, and 3.5 metres from the adjoining paddock fence line. And, all positioning shall align with the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs' and where a discrepancy may occur the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs' will prevail in consultation with the Shire of Dowerin administration where the Chief Executive Officer is delegated in this instance to amend the DA2026/08 drawing plans when deemed fit and proper to do so.
 - II. This signage is only to be for directional purposes only and shall not be used for advertisement use that advertise goods and services not produced, displayed or offered for sale, or which is otherwise not relevant to the Dowerin Quarry business undertakings;
 - III. Supports for this sign are to be of a nature, quality and substance to minimise or eliminate injury to occupants of a vehicle in the event of a fixed-object collision and are to be of such nature, quality and substance as described and as applicable to the document 'Mainroads Western Australia Guideline Sign Structural Design';
 - IV. The sign design shall incorporate as applicable the matters concerning signage brightness, engineering rule/s, footings requirements and as are all detailed in 'Mainroads Western Australia Guideline Sign Standards'.
- 3) Approval for DA2026/09 as presented for the purpose of a freestanding aluminium signage to be located at the intersection of Dowerin - Kalannie and Dowerin - Koorda Roads for the purpose of this business advertising for the Dowerin Quarry.
 - I. The sign shall be only 1.62m² in area (1.8 meters in width X 0.9 meters height) and supported on posts with the sign base at 1.5 meters above natural existing ground level and the top of the sign at 2.4 meters above ground level. The sign setbacks are 7 metres away from the bitumen formed roadside edge of Dowerin - Kalannie Road, 7 meters from the bitumen formed roadside edge of Dowerin - Koorda Road, and 25 metres from the adjoining paddock fence line. And, all positioning shall align with the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs' and where a discrepancy may occur the 'Mainroads Western Australia Policy and Assessment Guidelines for Static Advertising Signs' will prevail in consultation with the Shire of Dowerin administration where the Chief Executive Officer is delegated in this instance to amend the DA2026/09 drawing plans when deemed fit and proper to do so.
 - II. This signage is only to be for related advertisements that advertise goods and services produced, displayed or offered for sale and which is otherwise only to be relevant to the Dowerin Quarry business undertakings;10

- III. Supports for this sign are to be of a nature, quality and substance to minimise or eliminate injury to occupants of a vehicle in the event of a fixed-object collision and are to be of such nature, quality and substance as described and as applicable to the document 'Mainroads Western Australia Guideline Sign Structural Design';
- IV. The sign design shall incorporate as applicable the matters concerning signage brightness, engineering rule/s, footings requirements and as are all detailed in 'Mainroads Western Australia Guideline Sign Standards'.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

UNCONFIRMED

CR SEWELL LEFT THE CHAMBERS AT 4:13pm

12.2 Western Australian Planning Commission Application No: 203561 for Black-Spot Road Alignment Subdivision.	
Governance & Compliance SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	10 August 2026
Location:	Lot 89 on DP106281 and Lot 12631 on DP132010 both adjoining the Intersection of Hindmarsh Back Road, and Dowerin-Meckering Road
Responsible Officer:	Julian Goldacre, Regulatory Advisor
Author:	Julian Goldacre, Regulatory Advisor
Legislation:	<i>Land Administration Act 1997, and Planning and Development Act 2005.</i>
SharePoint Reference:	
Disclosure of Interest:	Cr Jason Sewell, Financial Interest.
Attachments:	Attachment 12.2A - WAPC Subdivision No. 203561 Referral

Purpose of Report

☐

Executive Decision

☐

Legislative Requirement

Summary

For Council to consider Western Australian Planning Commission Subdivision Application No. 203561 and determine the Shire's response to the proposed boundary realignment and road reserve widening associated with the Dowerin-Meckering Road and Hindmarsh Back Road intersection Black Spot Project.

Background

The Shire of Dowerin received by email dated Friday, 3 July 2026 the details of a Western Australian Planning Commission referred subdivision application No: 203561 (the Application) for which the Dowerin Shire as a referral agency has been invited to provide comment on should it be so pertinent to do so.

A Discussion by the Environmental Health Officer/ Regulatory Advisor along with the Manager of Infrastructure and Projects, Ben Forbes, reveals that "The project is known as the Dowerin-Meckering/Hindmarsh Back Road Intersection Black Spot Project. It involves realigning and widening the intersection to improve sight distances, constructing a suitable clear zone, and installing new delineators, signage and pavement markings. This has been a long-standing project dating back to 2022. Since then, we have been working through a substantial number of issues relating to clearing permits and land acquisition".

Consequently, it is understood that members of the Shire of Dowerin Council will be suitably familiar with this road safety undertaking.

Comment

The Application proposes (Attachment 12.2A) the widening of the two road reserves to facilitate a road safety realignment and upgrade of the Hindmarsh Back Road and Dowerin-Meckering Road intersection. In this process the creation of a single Lot will result (Lot 3).

Furthermore, as the existing Lots of 12631 and Lot 89 will have their boundaries moved as part of the road's alignments, they will be renumbered to Lot 2 and 1 respectively. These proposed works being the requirement for this subdivision are required as part of the Federally funded Black Spot road safety project aimed at improving sight distances and intersection safety. The additional small Lot 3 created is a consequence of Landgate WA requirements associated with the road widening process and is not intended to facilitate a development on that Lot.

The lands the subject of the subdivision are zoned Rural under the *Shire of Dowerin Town Planning Scheme No. 2* and will remain in agricultural use. The proposal will not generate additional traffic, create new vehicle access points, alter existing land uses, or enable further development because of this proposed subdivision. The subdivision is solely required to accommodate the proposed road reserve widening and associated road construction works.

The proposal is considered consistent with the objectives of Development Control Policy 3.4 as it will not adversely affect rural land use and is required to facilitate the delivery of important public road infrastructure and improve road safety outcomes.

There are no matters known which could be affected by this subdivision proposal to warrant a formal comment from the Shire of Dowerin. Nevertheless, given this road Black-Spot matter has been underway since 2022 then Council could be warranted to formally encourage the Western Australian Planning Commission to diligently expedite this matter to the earliest completion date. Furthermore, Council agrees with the applicant Mr Robert Agnew of Agnew & Machin Pty Ltd that the Application is to be concluded without conditions.

Consultation

Ben Forbes, Manager of Infrastructure and Projects.

Policy Implications

There are no Council policy implications associated with this proposal.

The application has been assessed regarding the Western Australian Planning Commission's *Development Control Policy 3.4 - Subdivision of Rural Land* and *State Planning Policy 2.5 - Rural Planning*. The proposal is consistent with the intent of these policies, as it facilitates public road infrastructure and road safety improvements without creating additional development potential or adversely affecting the continued agricultural use of the adjoining rural land.

Statutory Implications

Land Administration Act 1997, and
Planning and Development Act 2005.

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: *Ensure the road network is safe and capable of the freight task*

Outcome: Enhance and maintain the road transport network.

Reference: 2.1d

Asset Management Plan

The proposed intersection realignment and road widening works are identified within the Shire's 10-Year Road Program.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Errors, Omissions & Delays
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Fatality, permanent disability
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Council encourages a timely resolution to the subdivision proposal to facilitate the Black-Spot mitigation funding works.
Action (Treatment)	When the subdivision is resolved the Black-Spot works will commence at the earliest convenience
Risk Rating (after treatment)	Adequate

Financial Implications

Nil.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.2

Moved Cr Graffin

Seconded: Cr Jones

1364

That Council, by Simple Majority, in accordance with the *Land Administration Act 1997*, and

Planning and Development Act 2005:

1. Supports Western Australian Planning Commission Subdivision Application No. 203561 relating to Lot 89 on Deposited Plan 106281 and Lot 12631 on Deposited Plan 132010, which proposes boundary realignments, road reserve widening and the creation of Lot 3 to facilitate the Dowerin-Meckering Road and Hindmarsh Back Road intersection Black Spot Project;
2. Advises the Western Australian Planning Commission that the Shire of Dowerin:
 - a) has no objection to the proposed subdivision;
 - b) does not request that any conditions be imposed on the subdivision approval on behalf of the Shire; and
 - c) considers the proposal will facilitate important road safety improvements without adversely affecting the continued agricultural use of the adjoining land; and
3. Requests that the Western Australian Planning Commission progress its determination of the application as soon as practicable to enable the Black Spot road safety works to proceed.

CARRIED 5/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

CR SEWELL RE-ENTERED THE CHAMBERS AT 4.16pm

12.3 Proposed Renaming of Dowall Street to McDowall Street, MINNIVALE

Governance & Compliance

Date:	11 August 2026
Location:	Dowall Street, Minnivale
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Land Administration Act 1997</i>
SharePoint Reference:	
Disclosure of Interest:	
Attachments:	Attachment 12.3A – Letter of Request

Purpose of Report



Executive Decision



Legislative Requirement

Summary

At its Ordinary Council Meeting held on 28 April 2026, Council resolved to undertake community and stakeholder consultation on the proposed renaming of Dowall Street, Minnivale to McDowall Street.

The proposal was subsequently advertised for public comment. No submissions were received by the close of the consultation period. It is therefore recommended that Council endorse the proposed name change and authorise the Chief Executive Officer to lodge the required road naming application and supporting information with Landgate.

Background

The proposal was initially raised by members of the community who identified an apparent historical spelling inconsistency in the name of Dowall Street. Historical information provided with the request indicates that the street was intended to commemorate Private Stewart Arthur McDowall, who farmed in Minnivale and is believed to have been the first man from Minnivale killed during the First World War.

Private McDowall enlisted in 1916 and served with the 16th Battalion, Australian Imperial Force. He was killed in action on 26 September 1917 during the Battle of Passchendaele. His grave was subsequently lost, and his name is recorded on the Menin Gate Memorial to the Missing, the Dowerin War Memorial and the Minnivale Memorial displayed in the Minnivale church, which is located on Dowall Street.

At its meeting held on 28 April 2026, Council resolved (CMRef 1305) to:

1. endorse the commencement of community and stakeholder consultation on the proposed renaming;
2. authorise the Chief Executive Officer to undertake consultation in accordance with Landgate's Geographic Naming Policies;
3. note the historical context of the proposal; and
4. request a further report following consultation, including a summary of submissions and an officer recommendation

Comment

The consultation process has now concluded and no submissions were received. Accordingly, no objections or other matters were raised through the public advertising process for Council to consider.

The proposed change would replace “Dowall” with the documented surname “McDowall”, while retaining the existing road type and substantially preserving the street’s established identity. The change is intended to more accurately recognise Private Stewart McDowall’s connection with Minnivale and his military service.

Landgate’s Policies and Standards for Geographical Naming in Western Australia discourage changes to established road names unless a compelling reason is demonstrated. Historical correction alone is not necessarily sufficient. The application should therefore include the full local and commemorative context, the original written request, the outcome of consultation, Council’s resolutions and a plan showing the full extent of the road. Final approval rests with Landgate acting under delegation from the Minister for Lands.

If approved, implementation will require notification to affected property owners and occupiers, emergency services, Australia Post, service providers and relevant government agencies. Road signage and the Shire’s records will also need to be updated. A suitable transition period should be applied to reduce disruption to affected residents and services.

Consultation

Manisha Barthakur, Chief Executive Officer
Dianne Hatwell, Community Member
Joan Metcalf, Community Member
Councillors, March Workshop
Councillors, April Ordinary Council Meeting
Public Consultation, May and June

Policy Implications

Nil

Statutory Implications

Section 26(2)(c) of the *Land Administration Act 1997* provides the Minister for Lands with the authority to name, rename or cancel the name of any road. Landgate administers road naming proposals on behalf of the Minister.

The proposal must be submitted to Landgate by the Shire and assessed in accordance with the *Policies and Standards for Geographical Naming in Western Australia*. Council’s endorsement does not itself formally change the road name, with the proposed renaming only taking effect following approval by Landgate.

The consultation undertaken by the Shire, together with Council’s resolution, the historical justification for the proposed change and the absence of submissions, will form part of the supporting documentation submitted to Landgate for assessment.

Strategic Implications

Strategic Community Plan

Community Priority	Our Organisation
Objective	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome	Deliver a high standard of governance and administration
Reference	4.1f

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Inadequate consultation or implementation of the road name change may cause confusion, inconvenience or dissatisfaction among affected residents, service providers and the broader community.
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Community and stakeholder consultation; no submissions received; Landgate assessment and approval process; notification of affected parties; coordinated signage and record updates
Action (Treatment)	Subject to Landgate approval, implement a coordinated communication and transition process for affected residents, emergency services, Australia Post, service providers and government agencies
Risk Rating (after treatment)	Effective

Financial Implications

Minor costs may be incurred for replacement street signage, public notifications and administrative updates. These costs can be met from the existing operational budget. Landgate *may* charge a service fee where a proposed road name change is assessed as non-essential.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.3

Moved Cr Trepp

Seconded: Cr Graffin

1365 That Council, by Simple Majority:

1. Notes that community and stakeholder consultation on the proposed renaming of Dowall Street, Minnivale to McDowall Street has concluded and that no submissions were received;
2. Endorses the proposed renaming of Dowall Street, Minnivale to McDowall Street in recognition of Private Stewart Arthur McDowall and the historical context set out in this report;
3. Authorises the Chief Executive Officer to submit a formal road name change application to Landgate, together with the required supporting documentation, for assessment and approval; and
4. Authorises the Chief Executive Officer, subject to Landgate approval, to coordinate implementation of the name change, including notification to affected owners and occupiers, emergency services, Australia Post, service providers and relevant government agencies, and the replacement of road signage and update of Shire records.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

12.4 Policy Review – Staff Uniform Policy

Governance & Compliance



Date:	11 August 2026
Location:	N/A
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation>Governance>Council Policies
Disclosure of Interest:	
Attachments:	Attachment 12.4A – Reviewed Staff Uniform Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider adopting the reviewed Policy 7.14 – Uniforms Staff Policy.

The review proposes amendments to clarify when permanent employees become eligible for the corporate uniform allowance, permit Shire polo shirts to be worn throughout the working week and remove the former Friday-only casual dress provisions.

Background

Policy 7.14 – Uniforms Staff Policy was adopted by Council on 25 September 2018 and was last reviewed on 21 April 2020.

The policy establishes the Shire's expectations regarding employee presentation and standards of dress and provides for corporate uniforms and compulsory personal protective equipment. It also outlines employee responsibilities relating to the wearing, care and replacement of uniforms and protective clothing.

A review has been undertaken to ensure the policy remains clear, practical and consistent with current workplace arrangements

Comment

The review has retained the existing policy objectives, corporate uniform allowance, personal protective equipment entitlements and standards relating to professional dress, personal hygiene and employee conduct.

The following amendments are proposed:

1. clarification that permanent employees become eligible for the annual corporate uniform allowance of up to \$500 following the successful completion of their probationary period;
2. confirmation that employees may wear the Shire of Dowerin polo shirt with appropriate skirts or pants on any working day;
3. removal of the former “Casual Dress Days” provisions, which limited casual dress and the wearing of Shire polo shirts to Fridays;
4. addition of provisions surrounding the use of branded clothing following the cessation of employment; and
5. two additional comments surrounding the safe use of PPE and wearing of piercings/jewellery.

The amendments provide greater flexibility for employees while maintaining the requirement to present professionally and wear clothing appropriate to their role and work activities.

The amendments do not alter the Shire’s obligations relating to the provision and use of compulsory personal protective equipment. Employees undertaking operational or other work requiring protective clothing must continue to comply with the policy, the Shire’s Personal Protective Equipment and Clothing Procedure and any lawful safety instructions.

The reviewed policy is presented at Attachment 12.4A for Council’s consideration.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

Adoption of the officer’s recommendation will amend Policy 7.14 – Uniforms Staff Policy.

The reviewed policy will replace the current version and will apply to all Shire employees from the date of adoption.

Statutory Implications

Statutory Implications

Local Government Act 1995

Section 2.7(2)(b) provides that Council’s governing role includes “determining the local government’s policies”.

Section 5.40(e) establishes the employment principle that local government employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety Act 2020*.

Section 5.41 provides that the Chief Executive Officer is responsible for managing the local government’s administration and operations, implementing Council decisions, establishing procedures and systems to implement Council policies, and managing and supervising employees.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
Outcome:	Deliver a high standard of governance and administration
Reference:	4.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Employment Practices
Risk Category	People
Risk Description	Unclear or inconsistently applied uniform and dress requirements may result in employee dissatisfaction, inconsistent professional presentation or inadequate compliance with workplace safety requirements.
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Staff Uniform Policy; Personal Protective Equipment and Clothing Procedure; approved annual budget; management and supervisory oversight; workplace safety requirements
Action (Treatment)	Adopt the reviewed policy and communicate the amended uniform eligibility and dress requirements to all employees
Risk Rating (after treatment)	Effective

Financial Implications

The reviewed policy retains the existing corporate uniform allowance of up to \$500 per eligible permanent employee per financial year.

Provision for corporate uniforms and compulsory personal protective equipment is included within the annual operational budget. The proposed amendments are not expected to result in any material additional financial impact.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.4

Moved Cr Graffin

Seconded: Cr Jones

1366

That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, adopts the reviewed Policy 7.14 – Uniforms Staff Policy, with the proposed amendments implemented, as presented in Attachment 12.4A

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell

UNCONFIRMED

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

17. Closure

The President thanked those in attendance, and closed the meeting at 4:18pm