



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Friday 22 August 2025
Commencing 4:00pm



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**Shire of Dowerin
Ordinary Council Meeting
4:00pm Friday 22 August 2025**



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr NP McMorran	Deputy President
Cr WG Allsopp	
Cr DP Hudson	
Cr BA Ward	

Staff:

Ms M Barthakur	Chief Executive Officer
Ms K Rose	Manager of Governance and Community Services
Mr S Mwale	Manager of Corporate Services

Members of the Public: Nil

Apologies:

Cr AJ Metcalf	
Cr JC Sewell	
Mr B Forbes	Manager of Infrastructure and Projects

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Ms Manisha Barthakur – Item 12.6 Appointment of Acting CEO

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

7.	Confirmation of Minutes of the Previous Meeting(s)
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7.1 Ordinary Council Meeting held on 22 July 2025
[Attachment 7.1A](#)

7.2 Special Council Meeting held on 12 August 2025
[Attachment 7.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7
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Moved Cr Ward Seconded: Cr McMorran

1160 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 22 July 2025, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 12 August 2025, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

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

9.	Recommendations from Committee Meetings for Council Consideration
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Nil

10.	Announcements by the President Without Discussion
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5 August

Regional Development training workshop was held in Dowerin which was well received.

18 August

The President attended the Great Eastern Council Zone meeting in Kellerberrin, where it was noted that the Shire of Dowerin is required to develop a Local Health Plan, due for completion in 2026.

In addition, Tony Brown has been appointed as the first Local Government Inspector, commencing in October.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

Corporate & Community Services



Date:	15 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Solomon Mwale, 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 11.1A – July 2025 LOP Attachment 11.1B – Credit and Star Card

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for July 2025.

Background

Nil

Comment

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

Consultation

Manisha Barthakur, Chief Executive Officer
Solomon Mwale, Manager of Corporate Services
Susan Dew, Finance and Administration Officer

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

Outcome: 5.3

Reference: 5.3.2

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 – 11.1

Moved: Cr Hudson

Seconded: Cr Allsopp

1161

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 11.1A and as detailed below:

List of Accounts Paid – July 2025

EFT 13803 to EFT 13908	\$192,834.71
Direct Debit: Bookeasy	\$242.00
Direct Debit: Gull Motorcharge	\$428.80
Direct Debit: National Australia Bank (VISA)	\$1,417.78
Direct Debit: Synergy	\$6,395.53
Direct Debit: Telstra	\$633.65
Direct Debit: Water Corporation	\$12,986.26
Direct Debit: WA Treasury	\$3,413.00
PPE 02 July 2025 – Wages	\$50,412.00
PPE 16 July 2025 – Wages	\$57,521.78
PPE 30 July 2025 – Wages	\$65,981.25
Superannuation PPE – July	\$10,223.48
Superannuation PPE – July	\$10,376.06
Superannuation PPE – July	\$12,982.10
TOTAL	\$425,848.40

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Disability Access and Inclusion Plan 2025-2030

Governance & Compliance



Date:	12 August 2025
Location:	Nil
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> <i>Disability Services Act 1993;</i> <i>Disability Services Regulations 2004</i>
SharePoint Reference:	Nil
Disclosure of Interest:	
Attachments:	Attachment 12.1A – DAIP 2025- 2030

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin has reviewed its Disability Access and Inclusion Plan (DAIP) as required by the Disability Services Act 1993. Following internal and external consultation, a new DAIP for the period 2025–2030 has been prepared. No submissions were received during the public comment period. Council is requested to adopt the updated plan to ensure compliance with legislative requirements and to guide the Shire's accessibility and inclusion initiatives over the next five years.

Background

Local governments in Western Australia are required to develop, implement, and review a DAIP at least every five years under the Disability Services Act 1993. The DAIP identifies strategies to ensure that people with disability, their families, and carers have equal access to facilities, services, and information provided by the Shire.

The current DAIP (2018–2023) expired in October 2023, due to staffing resources the review process was delayed and undertaken from May to June 2025, involving:

- Evaluation of the Shire's progress in implementing the 2020–2025 DAIP
- Consultation with Shire staff, elected members, and service providers
- A public advertising period inviting community feedback

The draft DAIP 2025–2030 was advertised for public comment for 14 days in accordance with the Disability Services Regulations 2004.

Comment

The DAIP 2025-2030 builds on the achievements of the previous plan and addresses identified gaps through practical, measurable strategies. The Plan aligns with the seven outcome areas of the Disability Services Act 1993:

1. Services and events – ensuring accessibility in planning and delivery
2. Buildings and facilities – improving physical access and signage
3. Information – ensuring materials are available in accessible formats
4. Customer service – training staff in inclusive communication and assistance
5. Complaint mechanisms – ensuring equitable access to feedback processes
6. Consultation – inclusive engagement in decision-making
7. Employment – equal opportunity and workplace adjustments

Key inclusions in the 2025-2030 Plan are:

- A staged approach to facility upgrades, prioritising high-use sites
- Ongoing review of Shire event planning checklists to incorporate accessibility considerations
- Expanding the use of digital and face-to-face engagement methods to reach people with varying access needs
- Annual staff disability awareness and inclusion training
- Monitoring and reporting through the Shire's Annual Report and submission of progress reports to the Department of Communities

Consultation

Manisha Barthakur, Chief Executive Officer
Kahli Rose, Manager of Governance and Community Services
Department of Communities
Dowerin Residents – Public Consultation Period (24 July – 8 August 2025)
Tony Turner, Contract EHO

Policy Implications

Nil

Statutory Implications

Disability Services Act 1993
Part 5 – requirement to develop, implement, and review DAIPs
Disability Services Regulations 2004
requirements for DAIP content and public consultation
Local Government Act 1995
Council's role in determining policy and strategy

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

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	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Legislative review schedule, Structured consultation process
Action (Treatment)	Adoption and lodgement of 2025-2030 DAIP
Risk Rating (after treatment)	Effective

Financial Implications

Implementation of the DAIP strategies will occur within existing operational budgets. Specific projects requiring additional funding will be considered in future budget deliberations or via external funding opportunities.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1

Moved: Cr Ward

Seconded: Cr McMorran

1162 That Council, by Simple Majority, in accordance with Section 5.20 of the Local Government Act 1995 and the requirements of Part 5 of the Disability Services Act 1993 and Regulation 10 of the Disability Services Regulations 2004:

1. Adopts the Shire of Dowerin Disability Access and Inclusion Plan 2025-2030 as presented in Attachment 12.1A; and
2. Authorises the Chief Executive Officer to submit the adopted Plan to the Department of Communities – Disability Services in accordance with the requirements of the Disability Services Act 1993.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.2 Committee Terms of Reference Review	
Governance & Compliance	
	
Date:	12 August 2025
Location:	Nil
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 > Corporate Management > Integrated Planning
Disclosure of Interest:	
Attachments:	Attachment 12.2A - TOR - ARIC Attachment 12.2B - TOR AWC Attachment 12.2C - BFAC Attachment 12.2D - LEMC

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Terms of Reference (TOR) for the Shire's Committees have been reviewed to ensure alignment with the *Local Government Act 1995*, relevant legislation and regulations, best practice governance principles, and operational requirements. The proposed updates provide greater clarity around committee purpose, membership, meeting procedures, and reporting obligations, ensuring each committee operates in accordance with statutory requirements and current organisational needs.

Background

Each Council Committee operates under an adopted TOR outlining its role, powers, composition, and meeting procedures. Regular review of these documents ensures they remain compliant with legislation, reflect current operational needs, and provide clear guidance to members.

The last full review of the Committees' TORs was undertaken in 2019. Legislative changes, including those introduced through the *Local Government Amendment Act 2024*, as well as updates to the *Emergency Management Act 2005* and operational changes in the Shire, have prompted this review.

Comment

The reviewed TORs are provided as Attachments 12.2A–D.

Key changes for each Committee are summarised below:

Audit, Risk and Improvement Committee (ARIC) (*Attachment 12.2A*)

- Updated in consultation with the Independent Presiding Member.
- Amended to comply with *Local Government Act 1995* reform requirements for ARIC, including:
 - Inclusion of at least one independent member as Presiding Member.
 - Exclusion of the CEO and employees as members.
- Clarified appointment process, term limits (up to 4 years, maximum 3 consecutive terms), and required skills/experience for the independent member.
- Added provision for \$250 per meeting allowance for the independent Presiding Member, payable in January and July each year.
- Strengthened meeting procedure provisions, quorum definitions, and rotation arrangements to maintain continuity.
- Updated reimbursement clauses in accordance with section 5.100 of the *Local Government Act 1995*.

Asset and Works Committee (AWC) (*Attachment 12.2B*)

- Updated in consultation with the Manager Infrastructure and Projects (MIP).
- Reformatted for consistency with other committee TORs.
- Clarified committee purpose to focus on strategic asset management, capital works planning, and oversight of key infrastructure projects.
- Updated membership to reflect current organisational structure and remove outdated positions.
- Strengthened role in reviewing asset lifecycle planning and major project delivery reports before presentation to Council.

3. Bush Fire Advisory Committee (BFAC) (*Attachment 12.2C*)

- Updated in consultation with the Chief Bush Fire Control Officer (CBFCO).
- Reformatted to align with section 67 of the *Bush Fires Act 1954*.
- Updated membership to confirm representation from all registered brigades, DFES, and Council, and removed inactive positions.
- Clarified advisory functions, including planning fire-break layouts, coordination of brigades, and recommending bush fire control officer appointments to Council.
- Included minimum meeting frequency (once annually) and clear quorum provisions.
- Added procedural detail for agenda distribution and minute preparation.

4. Local Emergency Management Committee (LEMC) (*Attachment 12.2D*)

- Updated to reflect *Emergency Management Act 2005* section 38 requirements.
- Reformatted with clear purpose, objectives, membership, and function statements.
- Updated membership to ensure representation from all relevant emergency response and recovery agencies.
- Clarified meeting frequency (minimum quarterly), quorum, and voting arrangements.
- Strengthened reporting requirements to ensure recommendations and outcomes are presented to Council.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Tracy Jones, Independent Presiding Member (ARIC)

Paul Millsteed, Chief Bush Fire Control Officer/Presiding Member (BFAC)

Policy Implications

The Governance Framework will be updated to reflect the adoption of the new Terms of Reference.

Statutory Implications

Local Government Act 1995 – Sections 5.8 to 5.25 and associated regulations.

Emergency Management Act 2005 – Section 38 (LEMC).

Bush Fires Act 1954 – Section 67 (BFAC).

Strategic Implications

Updating the TORs ensures that all committees operate under clear, current, and compliant governance frameworks, supporting strategic decision-making and service delivery.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Non-compliance results in termination of services or imposed penalties to Shire / Officers
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (10)
Key Controls (in place)	Governance Framework
Action (Treatment)	Document Governance Framework Compliance Calendar
Risk Rating (after treatment)	Adequate

Financial Implications

Nil – adoption of updated TORs has no direct financial impact.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.2

Moved: Cr Hudson

Seconded: Cr Allsopp

1163

That Council, by Simple Majority, adopts the reviewed Terms of Reference for the following Committees as presented in Attachments 12.2A-D:

1. Audit, Risk and Improvement Committee (ARIC);
2. Asset and Works Committee (AWC);
3. Bush Fire Advisory Committee (BFAC); and
4. Local Emergency Management Committee (LEMC).

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.3 Register of Authorisations	
Governance & Compliance 	
Date:	12 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995, Local Government Amendment Act 2023, Local Government Regulations Amendment Regulations 2025</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A – Register of Authorisations

Purpose of Report
☐ Executive Decision ☒ Legislative Requirement
Summary

Council is requested to adopt the Register of Authorisations for the relevant statutory powers and appointments requiring Council resolution.

The register was prepared with the assistance of governance consultant Steven Tweedie to ensure compliance with legislative requirements and to distinguish between:

- Matters for Council determination (by resolution)
- Matters for the CEO (as of right, under delegation, or administrative function)

Background

Historically, the Shire has issued individual authorisations as needed but has not maintained a consolidated, Council-adopted register. The development of this register improves governance transparency, compliance, and ease of reference for both Council and administration.

- Following review, it has been identified that:
- Items 1.1, 1.2, 1.3 are matters of fact only and require no decision.
- Items requiring Council determination are:
 - 2.1.1 Criminal Code – Person in control of Local Government Property
 - 2.2.1 & 2.2.2 Environmental Protection Act – Referral of Proposals / Authorisation
 - 2.3.1 Equal Employment Opportunity Management Plans
 - 2.5.1 Gaming and Wagering Commission Act – Authorised Persons
 - 2.6.1 Liquor Control Act – Certificates, Licences, Extended Trading Permits
 - 2.7.1 Litter Act – Authorised Officers, Withdrawal of Infringement Notices
 - 2.8.1 Local Government Act – Public Statements on behalf of the Local Government
 - 2.8.2 Code of Conduct – Complaints Officers (Division 3)
 - 2.9.1 Rates and Charges (Rebates and Deferments) Act – Review and Determination Officers
- All other items in the register are matters for the CEO to determine, either as of right, under delegation, or as part of administrative operations.

Comment

The updated register:

- Consolidates all authorisations and appointments into one reference document.
- Clearly states the legislation, express powers or duties, and positions/persons appointed.
- Identifies any conditions or procedural requirements that apply to the appointment or authorisation.
- Clarifies the decision-making responsibility between Council and CEO.

Adopting the Council-related portions of the register will ensure statutory compliance and operational clarity while allowing the CEO to manage the remainder as per their legislative authority.

Consultation

Manisha Barthakur, Chief Executive Officer
Kahli Rose, Manager of Governance and Community Services
Steven Tweedie, Governance Specialist

Policy Implications

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

Statutory Implications

Adoption of the Council-relevant authorisations ensures compliance with the Local Government Act 1995 and other enabling legislation listed in the register.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Governance
Risk Description	Non-compliance with statutory authorisation requirements.
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Framework
Action (Treatment)	Adopt and maintain the Register of Authorisations (Council-relevant matters)
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.3

Moved: Cr Hudson

Seconded: Cr McMorran

1164

That Council, by Absolute Majority, in accordance with the *Local Government Act 1995* and relevant enabling legislation, adopts the Council-relevant components of the Shire of Dowerin Register of Authorisations as presented in Attachment 12.3A, being:

1. 2.1.1 Criminal Code – Person in control of Local Government Property
2. 2.2.1 Environmental Protection Act – Referral of Proposals
3. 2.2.2 Environmental Protection Act – Authorisation
4. 2.3.1 Equal Employment Opportunity Management Plans
5. 2.5.1 Gaming and Wagering Commission Act – Authorised Persons
6. 2.6.1 Liquor Control Act – Certificates, Licences, Extended Trading Permits
7. 2.7.1 Litter Act – Authorised Officers, Withdrawal of Infringement Notices
8. 2.8.1 Local Government Act – Public Statements on behalf of the Local Government
9. 2.8.2 Code of Conduct – Complaints Officers (Division 3)
10. 2.9.1 Rates and Charges (Rebates and Deferments) Act – Review and Determination Officers.
11. Department of Local Government, Sport and Cultural Industries as required.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.4 Council Policy 1.21 – Community Funding Policy	
Governance & Compliance 	
Date:	14 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.4A – Policy 1.21 – Community Funding

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To present the new *Community Funding Policy* (Policy 1.21) for Council's consideration and adoption. This policy establishes a consistent framework for assessing and awarding Shire contributions of up to \$1,000 for eligible projects, events, and activities that benefit the Dowerin community.

The draft *Community Funding Policy* outlines eligibility criteria, assessment requirements, and approval processes for community funding applications. It is intended to provide a transparent, equitable, and accountable mechanism for supporting local initiatives, ensuring that funds are allocated in a way that reflects the Shire's values and strategic priorities.

The policy also introduces supporting documentation – an application form and an acquittal form – to streamline administration and ensure compliance with reporting obligations.

Background

The Shire of Dowerin has historically considered ad-hoc requests for financial assistance from individuals, community groups, and not-for-profit organisations. While these requests have been assessed on a case-by-case basis, there has been no formal policy in place to guide decision-making, eligibility, or reporting requirements.

The development of this policy aims to:

- Provide clarity and consistency in decision-making
- Ensure that all applications are assessed against set criteria
- Improve transparency in the allocation of funds
- Require post-project reporting (acquittal) to confirm funds have been used for their intended purpose

Comment

The *Community Funding Policy* provides:

- A maximum grant amount of \$1,000 (ex GST) per application
- Clear eligibility and ineligibility criteria
- Typical project examples to guide applicants
- A defined assessment framework linked to the Strategic Community Plan
- A requirement for recipients to acknowledge the Shire's contribution in media or promotional material
- An acquittal process within three months of project completion

Supporting templates – the Community Funding Application Form and Community Funding Acquittal Form – have been prepared to ensure consistent submissions and reporting.

It is proposed that Delegation 5.10 – Community Funding – be applied, enabling the Chief Executive Officer to approve applications in accordance with the policy, up to an amount of \$1,000, anything above this figure will require consultation with the Council, and a motion.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

This will be a new policy in the Shire's Governance Framework, recorded as Policy 1.21 – *Community Funding Policy*.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995 – s.2.7(2)(b) (Council to determine policies)

Local Government Act 1995 – s.5.42 (Delegation of powers and duties)

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Governance Framework
Action (Treatment)	Adoption of a formal policy with criteria, processes and reporting requirements.
Risk Rating (after treatment)	Effective

Financial Implications

The annual allocation for community funding will be determined as part of the annual budget process. Funding approvals are subject to available budget in the relevant financial year

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.4

Moved: Cr Allsopp

Seconded: Cr Ward

1165 That Council, by Simple Majority, in accordance with section 2.7(2)(b) of the *Local Government Act 1995*, adopts Policy 1.21 – *Community Funding Policy*, as presented in Attachment 12.4A.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.5 Policy 2.6 – Senior Employees and Acting CEO Policy	
Governance & Compliance 	
Date:	14 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.5A – Policy 2.6 – Senior Employees and Acting CEO

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To present the updated Policy 2.6 – Senior Employees and Acting CEO Policy for Council adoption, incorporating additional provisions for external Acting CEO appointments, mandatory appointments after specified absences, and strengthened governance requirements.

Background

Section 5.36 of the *Local Government Act 1995* requires that the CEO and any person appointed to act in the role are suitably qualified for the position. Council has an existing policy identifying Senior Employee positions eligible for Acting CEO appointments, however, the policy did not:

- Address situations where no Senior Employees are available or suitable;
- Specify timeframes for mandatory appointments; or
- Require Council notification in sudden or extended absence scenarios.

The updated policy addresses these gaps and formalises additional procedural and governance requirements for both internal and external Acting CEO appointments.

Comment

The updated policy:

- Retains the current designation of Senior Employees for internal Acting CEO appointments;
- Introduces a formal process and governance requirements for appointing an external Acting CEO in specific circumstances;
- Specifies mandatory Acting CEO appointments after five consecutive working days of CEO absence;
- Adds governance controls including Council notification requirements, written appointment documentation, conflict of interest checks, and minimum competency criteria;
- Clarifies remuneration arrangements for internal and external appointees; and
- References related documents including the Delegations Register, Leave Management Procedures, and CEO Performance Review Policy.

These amendments strengthen governance, reduce risk, and ensure continuity of leadership.

Consultation

Manisha Barthakur, Chief Executive Officer
Kahli Rose, Manager of Governance and Community Services
Councillors, July Workshop

Policy Implications

Adoption of the updated Policy 2.6 will replace the current Senior Employees and Acting CEO Policy.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995 – Sections 5.36, 5.37, 5.39A
Local Government (Administration) Regulations 1996

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Framework
Action (Treatment)	Review of Policy
Risk Rating (after treatment)	Effective

Financial Implications

There are no immediate costs associated with adopting the updated Policy 2.6 – Senior Employees and Acting CEO Policy.

However, future appointments of an Acting CEO, particularly where an external appointment is made under the new provisions, will result in costs relating to:

- Professional fees/remuneration for the Acting CEO;
- Travel expenses; and
- Accommodation or associated allowances where applicable.

These costs will vary depending on the duration of the appointment, the appointee's negotiated rate, and logistical requirements, and will be met from the CEO employment expenses allocation within the Annual Budget.

Where the total cost of an external appointment exceeds the CEO's delegated authority, separate Council approval will be sought.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.5

Moved: Cr McMorran

Seconded: Cr Hudson

1166 That Council, by Simple Majority:

1. Adopts the updated Policy 2.6 – Senior Employees and Acting CEO Policy as per Attachment 12.5A, incorporating the amendments marked in Attachment 12.5A; and
2. Notes that all future Acting CEO appointments will be managed in accordance with the updated policy.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.6 Appointment of Acting CEO – December 2025	
Governance & Compliance 	
Date:	14 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Chief Executive Officer - Impartiality
Attachments:	Attachment 12.6A – Acting CEO Agreement

Purpose of Report



Executive Decision



Legislative Requirement

Summary

Council is requested to consider the appointment of an external Acting Chief Executive Officer (A/CEO) to cover the Chief Executive Officer's approved annual leave from 5 December 2025 to 24 December 2025.

In accordance with the Shire's Policy 2.6 – Senior Employees and Acting CEO Policy and the *Local Government Act 1995*, two proposals were received for the role. After assessing experience, knowledge of the Shire's operations, continuity of service, and value for money, it is recommended that Mr Darren Mollenoyux of 150 Square Consulting be appointed.

Mr Mollenoyux has 27 years' experience in Local Government, including 11 years as CEO of the Shire of Bruce Rock, and a proven track record in governance, compliance, strategic planning, and community engagement. His prior involvement with the Shire through consultancy work, including the development of the Integrated Strategic Plan, ensures familiarity with the organisation's objectives and priorities, supporting a seamless leadership transition during the CEO's absence.

Background

The Chief Executive Officer is scheduled to take annual leave from 5 December 2025 to 24 December 2025. To ensure the continued smooth operation of the Shire and to meet legislative requirements under the *Local Government Act 1995*, it is necessary to appoint an Acting CEO for this period.

Two external quotes were obtained to cover the Acting CEO role:

Option A – Independent Consultant

- **Cost:** \$7,500 per week + GST + accommodation

Background: The individual has no prior involvement with the Shire and limited familiarity with current projects or operations.

Scope: Acting CEO duties for the defined period.

Option B – 150 Square Consulting (Mr Darren Mollenoyux)

Cost Breakdown:

- A/CEO Role: 13 days at 8 hrs/day + 4-hr handover = \$10,868 (inc. GST)
- Travel (return from Merredin, 3 trips): \$1,020 (GST-free)
- Total: \$11,888 (inc. GST), plus accommodation (to be arranged either via the CEO's residence or short-stay accommodation)

Background: Darren has 27 years' experience in Local Government, working in various positions at several Wheatbelt Shires, including the past 11 years as CEO in Bruce Rock.

Consideration: Mr Mollenoyux was also the current CEO's supervisor in a previous role. This professional relationship is disclosed for transparency, although no ongoing conflict of interest exists.

Comment

While both options meet the technical requirements for the Acting CEO role, Mr Mollenoyux's prior engagement with the Shire and his understanding of strategic objectives and local context position him as the stronger candidate. His appointment is expected to provide seamless continuity and minimal disruption during the CEO's absence.

Option B offers higher value in terms of governance, continuity, and organisational insight. Accommodation costs remain manageable and will be arranged cost-effectively.

Consultation

Manisha Barthakur, Chief Executive Officer
Councillors, July Workshop

Policy Implications

This appointment is consistent with Council's Policy 2.6 - Senior Employees and Acting CEO.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995 – Section 5.36

Council must be satisfied that a person appointed as CEO or Acting CEO is suitably qualified and experienced for the position.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non compliances
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Council Policies
Action (Treatment)	Appointment of A/CEO in CEO's extended absence.
Risk Rating (after treatment)	Effective

Financial Implications

The cost of appointing an external Acting CEO for the period 5 December 2025 to 24 December 2025 will be met from the [insert budget line item] allocation within the 2025/26 Annual Budget.

Estimated Costs – Option B:

- Base remuneration: \$10,868 (inc. GST)
- Travel: \$1,020 (GST-free)
- Accommodation: to be arranged at the CEO's residence or at the Short Stay Accommodation.
- Total Estimated Cost: \$11,888

Should the final cost exceed the current budget allocation, a budget amendment will be presented to Council for approval in accordance with the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.6

Moved: Cr Hudson

Seconded: Cr Ward

1167

That Council, by Absolute Majority, in accordance with the *Local Government Act 1995*:

1. Appoints Mr Darren Mollenoyux from 150 Square Consulting as Acting Chief Executive Officer for the period of the CEO's approved leave from 5 December 2025 to 24 December 2025.
2. Authorises the CEO and Shire President to finalise and execute the engagement agreement, including reasonable accommodation arrangements, as outlined in Attachment 12.6A.
3. Notes the CEO's disclosure of a previous professional reporting relationship with the recommended candidate.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.7 Local Government Convention 2025	
Governance & Compliance  SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	14 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.7A – Convention Program

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To determine attendance by Councillors and Staff at the 2025 Western Australian Local Government Association (WALGA) Local Government Convention.

Background

The WALGA Local Government Convention is the premier annual event for the local government sector in Western Australia, bringing together Elected Members, Chief Executive Officers, senior staff, and key stakeholders from across the State to discuss current issues, share knowledge, and build professional networks.

The 2025 Convention will be held Monday, 22 September to Wednesday, 24 September 2025 at the Perth Convention and Exhibition Centre. The theme is “Lean into Legacy”, focusing on how the decisions made today shape enduring outcomes for communities into the future. The program includes keynote addresses from national and international speakers, concurrent professional development sessions, networking events, and the WALGA Annual General Meeting (AGM), which will be held on Tuesday, 23 September 2025 at 2:15pm.

A copy of the full program is included as Attachment 12.7A.

Comment

The Shire of Dowerin did not attend the WALGA Local Government Convention in 2024. This year's program presents an opportunity for Elected Members and the Chief Executive Officer to re-engage with the broader sector, access professional development opportunities, and strengthen relationships with peers and industry partners.

Attendance at the Convention provides:

- Access to sessions covering emerging trends, legislative changes, and innovation in local government.
- Networking opportunities with representatives from other local governments, State and Federal agencies, and sector organisations.
- Direct participation in the WALGA AGM to represent the Shire's interests and contribute to State-wide policy direction.
- Professional development aligned to Council's governance and leadership responsibilities.

Given the evolving regulatory environment and the Shire's ongoing strategic projects, participation in the 2025 Convention is considered to be of value to both Elected Members and senior staff.

Consultation

Manisha Barthakur, Chief Executive Officer
Councillors, July Workshop

Policy Implications

Policy 1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	People
Risk Description	\$5,001 - \$50,000
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Framework, Policy 1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings.
Action (Treatment)	Nil
Risk Rating (after treatment)	Effective

Financial Implications

The estimated cost has been budgeted **per delegate** have been determined below :

Registration	\$1,250.00
Gala Cocktail Evening	\$190.00
Icons Breakfast	\$110.00
Accommodation (3 nights)	\$1,000.00
Meals	\$300.00
Total	\$2,850.00

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation/Resolution - 12.7

Moved: Cr Allsopp

Seconded: Cr Hudson

1168 That, by Simple Majority:

1. Councillors Trepp, McMorran, and the Chief Executive Officer be registered to attend the 2025 Western Australian Local Government Association Local Government Convention.
2. Councillors Trepp and CEO, Manisha Barthakur be registered as voting delegates for the Western Australian Local Government Association Annual General Meeting.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

12.8 2025-2026 Budget – Amendment to Motion	
Governance & Compliance  SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	15 August 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

At the Ordinary Council Meeting held on 12 August 2025, Council adopted the 2025/26 Annual Budget, including the due dates for rates instalments. The fourth instalment date for the four-instalment payment option was incorrectly recorded as 27 March 2026. The correct date, as intended, is 31 March 2026.

Background

Council resolved the adoption of the 2025/26 Annual Budget at the 12 August 2025 Special Council Meeting, including the setting of rates, charges, and instalment due dates. Following adoption, it was identified that the date of the fourth instalment for ratepayers opting for the four-instalment plan was recorded incorrectly.

This amendment ensures that the correct date is reflected for operational, administrative, and statutory compliance purposes.

Comment

This is a minor amendment that does not alter any other part of the budget or rates resolution. It corrects a clerical error to ensure consistency between Council's resolution, rates notices, and the Shire's financial management processes.

Consultation

Manisha Barthakur, Chief Executive Officer
Kahli Rose, Manager of Governance and Community Services
Solomon Mwale, Manager of Corporate Services
Susan Dew, Rates Officer
Lg Assist, Rates Consultant

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995 – s.6.45 and s.6.50
Local Government (Financial Management) Regulations 1996 – r.64(2)

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	
Action (Treatment)	Amendment to resolution
Risk Rating (after treatment)	Effective

Financial Implications

Nil – administrative correction only.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.8

Moved: Cr Ward

Seconded: Cr Allsopp

1169 That Council, by Absolute Majority, amends Point 4 of Resolution CMRef: 1155 from the 12 August 2025 Special Council Meeting to read as follows:

Four Instalments Option

- 1st Instalment due date 26 September 2025
- 2nd Instalment due date 28 November 2025
- 3rd Instalment due date 30 January 2026
- 4th Instalment due date 31 March 2026

All other parts of the resolution remain unchanged.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

13. OFFICER'S REPORTS - ASSET & WORKS

Nil

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

14.1 Development Application – Amendment – CBH Dowerin

Governance & Compliance		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	21 August 2025	
Location:	Lot 25 Irvine Rd, DOWERIN. CBH Site.	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer	
Author:	Julian Goldacre, Environmental Health Officer	
Legislation:	<i>Planning and Development Act 2005, Planning and Development Regulations 2009, Planning and Development (Local Planning Schemes) Regulations 2015, and Shire of Dowerin Local Planning Scheme N° 2.</i>	
Sharepoint Reference:	Development and Building > Development Applications	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.1A – Amended Development Application Attachment 14.1B – Original Site Map Attachment 14.1C – Amended Site Map	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

Council previously approved DA2025-05 for the CBH Group at Lot 25, Irvine Road Terminal (Resolution 1148). Following this, CBH submitted a corrected site plan proposing a revised location for certain works.

The proposal was assessed under the Planning and Development (Local Planning Schemes) Regulations 2015 and determined to require a formal amendment application. The amended application seeks approval for the relocation of the approved works within the site, with no changes to the scale, purpose, or conditions of the original approval.

Council is requested to endorse the amended site location for the development.

Background

At the Shire of Dowerin Ordinary Meeting of Council held on the 22 July 2025, the Council resolved (Resolution 1148) to approve the Development Application DA2025-05 (ATTACHMENT A - DA2025-05 Site Plan - Drawing No 361-ENG-CI-DCO-0025) for the CBH Group (CBH) Lot 25, Irvine Road Terminal in Dowerin. Conditions and advice notes were also provided for in the resolution.

Subsequently, Mr Timothy Roberts the Lead for Planning and Approvals at CBH discovered on receipt of the correspondence 'Council decision on application for development approval DA2025-05' that the incorrect site drawings were provided in the original DA2025-05 submission on the 24 June 2025. Mr Roberts contacted the Shire of Dowerin by email dated 19 August 2025 requesting DA2025-05 to be amended and provided a corrected site plan for consideration (ATTACHMENT B - DA2025-05 Site Plan Amendment - Drawing No 361-ENG-CI-DCO-0026). Furthermore, Mr Roberts requested the amendment be treated as 'minor' to facilitate the option of not having to require an amendment development application to be considered by Council.

Comment

The Environmental Health Officer considered the request for not requiring an amendment development application against the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) especially for consideration of the exemption pathway for 'minor' variances and the like. This review done in consultation with the Chief Executive Officer revealed that the proposed amended development proposal would need to be formally presented to Council in accordance with the Regulations subclause 77(1)(c) of Schedule 2, Part 9.

In summary for this decision to request an amendment development application. The Regulations subclause 77(3) proposed by Mr Roberts to waive a development application for the amendment to DA2025-05 would relate only to considerations of a minor amendment. This is to say that the DA2025-05 conditions and the like, the details of, if deemed minor could be amended but not the whole development purpose of the DA2025-05 itself. It is reasonably determined by the EHO in consultation with the CEO that the proposed whole relocation of the DA2025-05 'works' and 'uses' is not of a minor undertaking as proposed and reasoned by Mr Roberts. Consequently, Mr Roberts submitted a development application for a formal amendment to DA2025-05 for the whole new location on site of the two open storage bulkheads (BH), associated vehicular access and general drainage being the open drains, culverts, drainage basins (the Works) and proposed 'use' as presented in ATTACHMENT C - DA2025-05 Amendment Development Application (the Amendment DA).

The Amendment DA requests to vary the originally proposed siting of the Works to a new central south position at CBH Irvine Road (Lot 25) Terminal as shown in Attachment B. All the Works principally remain the same in size and scale of the original DA2025-05 approval although the drainage basin now proposed is smaller in scale. Consequently, no further discussion is warranted, and the conditions and advices notes of resolution 1148 remain applicable and requires no further amendments. Therefore, the purpose of this item is to formally resolve to endorse for approval the new site location of the Works for the intended 'use' for grain handling activities.

Consultation

Mrs Manisha Barthakur, Chief Executive Officer, Shire of Dowerin, and
Mr Timothy Roberts, Lead - Planning and Approvals, CBH Group.

Policy Implications

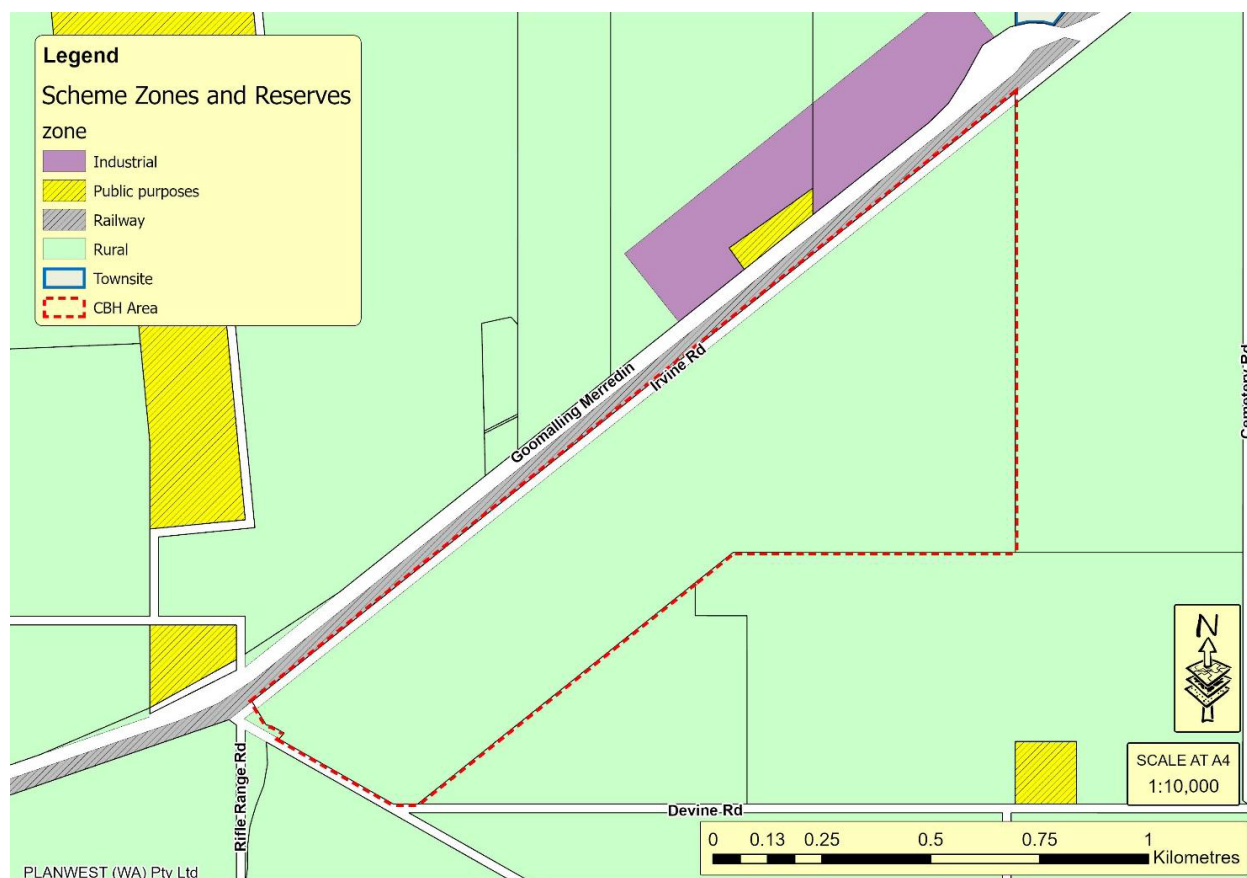
Nil

Statutory Implications

The land is zoned 'Rural' in the Shire of Dowerin Local Planning Scheme No 2 (the Scheme). Figure 4 provides an extract from the Scheme Map.

The Scheme provides for Primary production uses in the Rural zone as a 'P' use ('P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme).

FIGURE 4 - EXTRACT FROM LOCAL PLANNING SCHEME



Strategic Implications

Local Planning Strategy

The WAPC endorsed the Council's Local Planning Strategy (Strategy) on 11 June 2013. The strategy promotes the sustainable use of agricultural land within the Shire and puts forward several strategies to achieve this objective.

The relevant strategies are to:

- Recognise the agricultural industry as having economic and social significance to the Shire.
- Ensure the protection of agricultural resources by restricting subdivision of agricultural land that would remove it from being used for agricultural purposes.

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	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	Monitoring Development Progression.
Action (Treatment)	Verbal and/or written correspondence
Risk Rating (after treatment)	Effective

Financial Implications

An amendment fee as scheduled in the Planning Regulation 2009 of \$295.00 (no GST). The potential for increased use of rural roads around the property proportional to the increased capacity of the development to be monitored and assessed for roads budget implications.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 14.1

Moved Cr Allsopp

Seconded: Cr Hudson

1170 That, by Simple Majority, Council:

1. Approves the DA2025-05 Amendment development application to amend the site drawing N° 361-ENG-CI-DCO-0025 to site drawing N° 361-ENG-CI-DCO-0026 for the purpose to change the position for the two open storage bulkheads, associated vehicular access and general drainage being the open drains, culverts, drainage basin on Lot 25 Irvine Road, Dowerin CBH Group Terminal, and
2. Authorises the Chief Executive Officer to duly endorse the presented documents and to make the written record that site drawing N° 361-ENG-CI-DCO-0026 now supersedes by this amendment approval the former site drawing No 361-ENG-CI-DCO-0025, and to advise that the conditions and advice notes of Council resolution 1143 remain binding in full for the 'works' and 'uses' associated with the amended site drawing N° 361-ENG-CI-DCO-0026.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

15.	Elected Members' Motions
	Nil
16.	Matters Behind Closed Doors
	Nil
17.	Closure

The President thanked those in attendance and declared the meeting closed at 4:31pm.