



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 18 February 2025  
Commencing 4:00pm

ABN: 35 939 977 194

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Shire of Dowerin  
Ordinary Council Meeting  
4:00pm Tuesday 18 February 2025



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:00pm. In opening the meeting, the Council, CEO and Staff acknowledges the passing of Trevor Collard with a minutes' silence.

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 AJ Metcalf	
Cr JC Sewell	
Cr BA Ward	

**Staff:**

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

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

3. Public Question Time

Nil attendance

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 17 December 2024  
[Attachment 7.1A](#)

Voting Requirements

Simple Majority  Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved Cr McMorran Seconded: Cr Allsopp

1057 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 17 December 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

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

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

8.1 Local Emergency Management Committee Meeting held on 30 January 2025  
[Attachment 8.1A](#)

Voting Requirements

Simple Majority  Absolute Majority

Officer's Recommendation/ Resolution - 8

Moved Cr Hudson Seconded: Cr Ward

1058 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Local Emergency Management Committee Meeting held on 30 January 2025, as presented in Attachment 8.1A be received.

CARRIED 7/0

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

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion



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 Program and by Nature and Type.

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.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, 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  
Solomon Mwale, Manager of Corporate Services  
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>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
Outcome:	5.3
Reference:	5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 11.1**

**Moved:** Cr Hudson

**Seconded:** Cr McMorran

**1059** 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 December 2024, as presented in Attachment 11.1A and January 2025, as presented in Attachment 11.1B.

**CARRIED 7/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

**11.2 List of Accounts Paid**

<b>Corporate &amp; Community Services</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 February 2025	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer	
<b>Author:</b>	Solomon Mwale, Manager of Corporate Services	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.2A - December 2024 LOP (confidential)</a> <a href="#">Attachment 11.2B - November Credit and Caltex Card Statements</a> <a href="#">Attachment 11.2C - January 2025 LOP (confidential)</a> <a href="#">Attachment 11.2D - December Credit and Caltex Card Statements</a>	

**Purpose of Report**

Executive Decision
  Legislative Requirement

**Summary**

This Item presents the List of Accounts Paid, paid under delegated authority, for December 2024 and January 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

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

Nil



List of Accounts Paid - January 2025	
EFT 13093 to EFT 13175	\$243,705.50
Direct Debit: Exetel	\$560.00
Direct Debit: National Australia Bank	\$0.37
Direct Debit: Synergy	\$2538.13
Direct Debit: Telstra	\$542.88
Direct Debit: Visa Payments	\$6,276.58
Direct Debit: Water Corporation	\$10,563.84
Direct Debit: Xenex Systems	\$457.05
PPE 14 January 2025 - Wages	\$51,694.30
PPE 29 January 2025 - Wages	\$58,929.59
Superannuation PPE - 14 January 2025	\$8,803.40
Superannuation PPE - 29 January 2025	\$8,990.50
<b>TOTAL</b>	<b>\$393,062.14</b>
	<b>CARRIED 7/0</b>

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

**11.3 Amendment to 2024/2025 Fees and Charges Schedule**

**Corporate and Community Services**



<b>Date:</b>	10 February 2025
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Solomon Mwale, Manager of Corporate Services
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation / Financial Management / Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	

**Purpose of Report**

- Executive Decision                       Legislative Requirement

**Summary**

This Item proposes an amendment to the adopted 2024/2025 Fees and Charges schedule, specifically under the Community Resource Centre merchandise section, to replace individual item pricing with a general category for promotional merchandise based on market value.

**Background**

Council adopted the 2024/2025 Annual Budget and Fees and Charges schedules at its Special Meeting held on 23 August 2024 (CMRef 1004). Management now seeks approval to modify the existing merchandise pricing framework by consolidating the promotional merchandise category.

The amendment seeks to streamline the merchandise pricing structure by removing the individually listed items (beanies, travel mugs, scarves, tin dog books, teaspoons, cloth badges, hat pins, keyrings, coasters, magnets, stickers, and promotional packs) and replacing them with a single category:

- **Merchandise/Miscellaneous Promotional Items – As per market value**

Under Section 6.19 of the Local Government Act 1995, Councils must provide local public notice before imposing any new fees or amending existing fees after the budget adoption. This report recommends that Council approves the proposed amendments and authorises public notification of the updated fee category.

### Comment

The streamlined approach to merchandise pricing provides flexibility in managing stock while ensuring clarity in pricing for customers. The shift to one line item allows for a pricing structure that better reflects fluctuating costs and procurement considerations.

The removal of individual item pricing will also eliminate any frequent administration updating the Fees and Charges schedule and ensures that the Shire can adapt to changes in merchandise offerings without requiring further Council approval.

### Consultation

Manisha Barthakur, Chief Executive Officer

Solomon Mwale, Manager of Corporate Services

Kahli Rose, Manager of Governance and Community Services

Shelley Matthews, Coordinator - Community Development

### Policy Implications

The proposed amendment aligns with the Shire's existing financial management policies. All financial transactions will be managed in accordance with established financial procedures and policies.

### 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

Section 6.16 of the Local Government Act 1995 - Imposition of Fees and Charges.

Section 6.19 of the Local Government Act 1995 - Local Public Notice of Fees and Charges.

Regulation 34 of the Local Government (Financial Management) Regulations 1996.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

There are no significant financial implications associated with this amendment. Any revenue generated from merchandise and miscellaneous sales will be accounted for under the Shire's existing financial reporting framework.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 11.3**

**Moved:** Cr Ward **Seconded:** Cr Allsopp

**1061** That Council, by Absolute Majority, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, resolves to:

1. Approve the amendment to the 2024/2025 Fees and Charges Schedule under the Community Resource Centre > Merchandise section, removing the following line items:

Description	F&C 24/25	GST	Stat/Council	Act/Regs
Beanies	20	Y	Council	LG Act 1995 S 6.16
Travel Mugs	20	Y	Council	LG Act 1995 S 6.16
Scarf	15	Y	Council	LG Act 1995 S 6.16
Tin Dog Books	11	Y	Council	LG Act 1995 S 6.16
Teaspoons	7.50	Y	Council	LG Act 1995 S 6.16
Cloth Badges	5	Y	Council	LG Act 1995 S 6.16
Hat Pin	5	Y	Council	LG Act 1995 S 6.16
Keyrings	5	Y	Council	LG Act 1995 S 6.16
Coasters	2	Y	Council	LG Act 1995 S 6.16
Magnets	1	Y	Council	LG Act 1995 S 6.16
Stickers	1	Y	Council	LG Act 1995 S 6.16
Merch Promo Packs	Advertised	Y	Council	LG Act 1995 S 6.16

2. Approve the amendment of the 2024/2025 Fees and Charges Schedule under the Community Resource Centre > Merchandise section, allowing the inclusion of:

Description	F&C 24/25	GST	Stat/Council	Act/Regs
Merchandise/Miscellaneous Promotional Items	Per Market Value	Y	Council	LG Act 1995 S 6.16

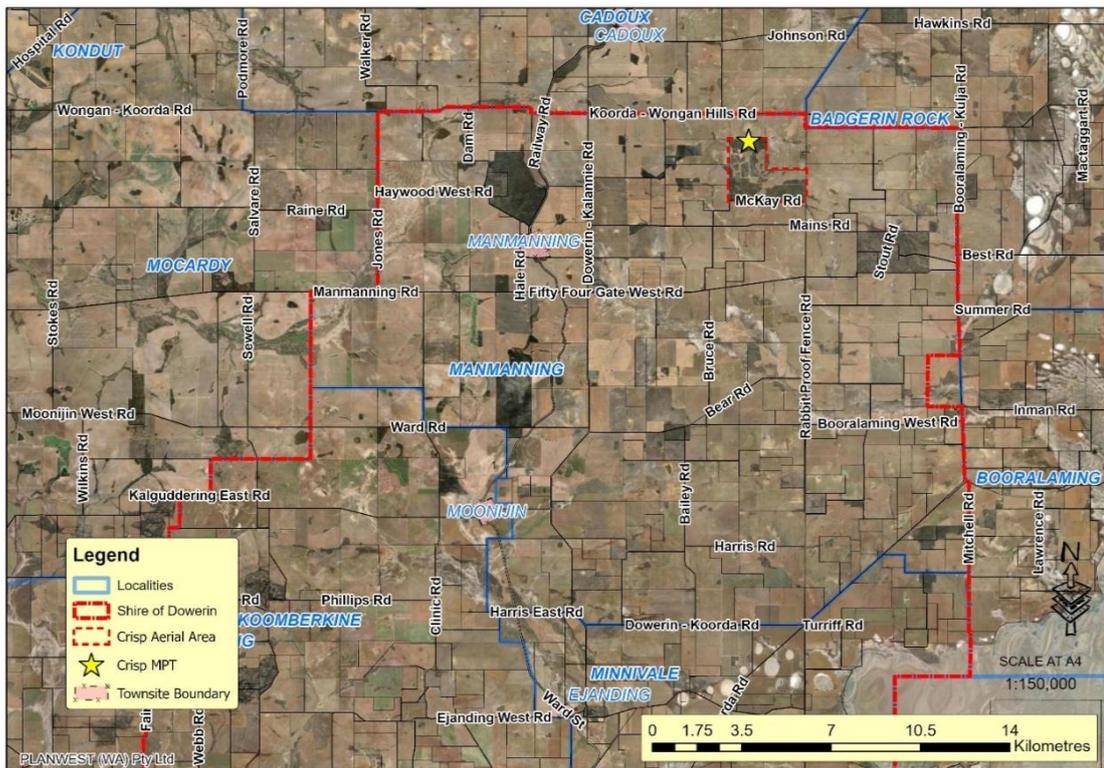
3. Authorise the Chief Executive Officer to provide local public notice of the updated fees in accordance with Section 6.19 of the Local Government Act 1995.

**CARRIED 7/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

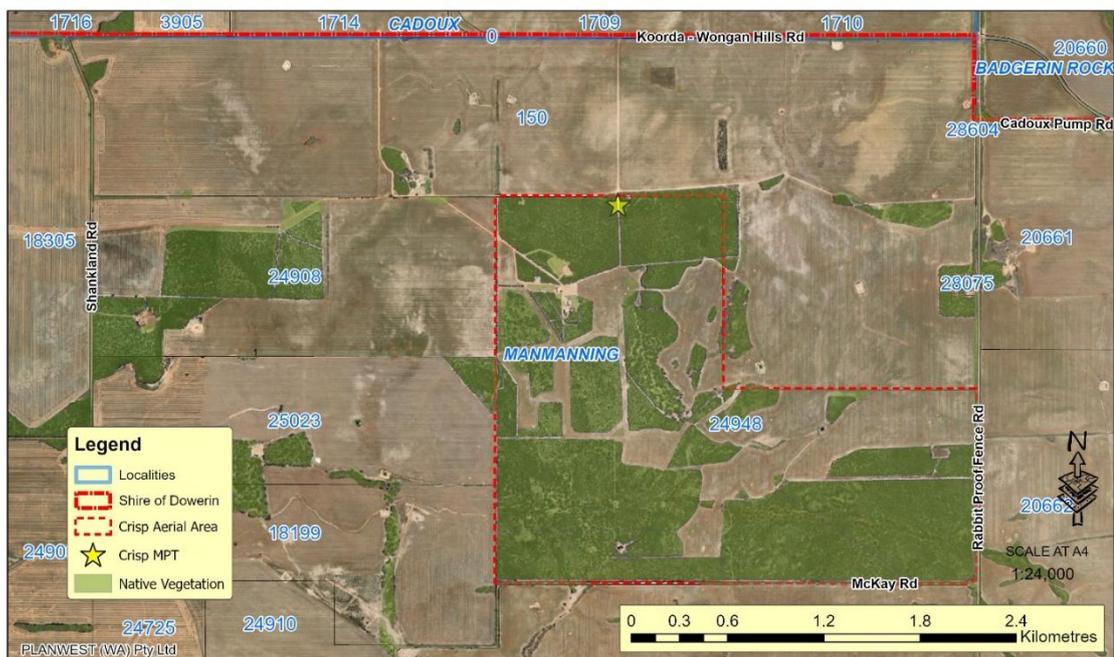


FIGURE 1 - LOCATION PLAN



Source: Landgate, ESRI, Planwest

FIGURE 2 - ENLARGEMENT OF SUBJECT LAND



Source: Landgate, ESRI, Planwest

The subject land appears to be partly cropped but most of the property is designated as native vegetation and remains undeveloped. It is assumed that the two lots are used as a single entity as most of Lot 150 is cultivated.

## Comment

An agreement has been entered into with the landowners for the installation of this telecommunications infrastructure to be located on the subject land in the form of a 30m telecommunications tower; together with a container to house the communication equipment with solar panels on top for power provision.

The applicant states that the telecommunications infrastructure will consist of the following:

- A 30m steel tower.
- A combination of Dual Pole Parabolic Antennas (Dishes) and Sector Antennas.
- A sea container housing the communications equipment; and
- Solar panels to power the system on the roof of the sea container.

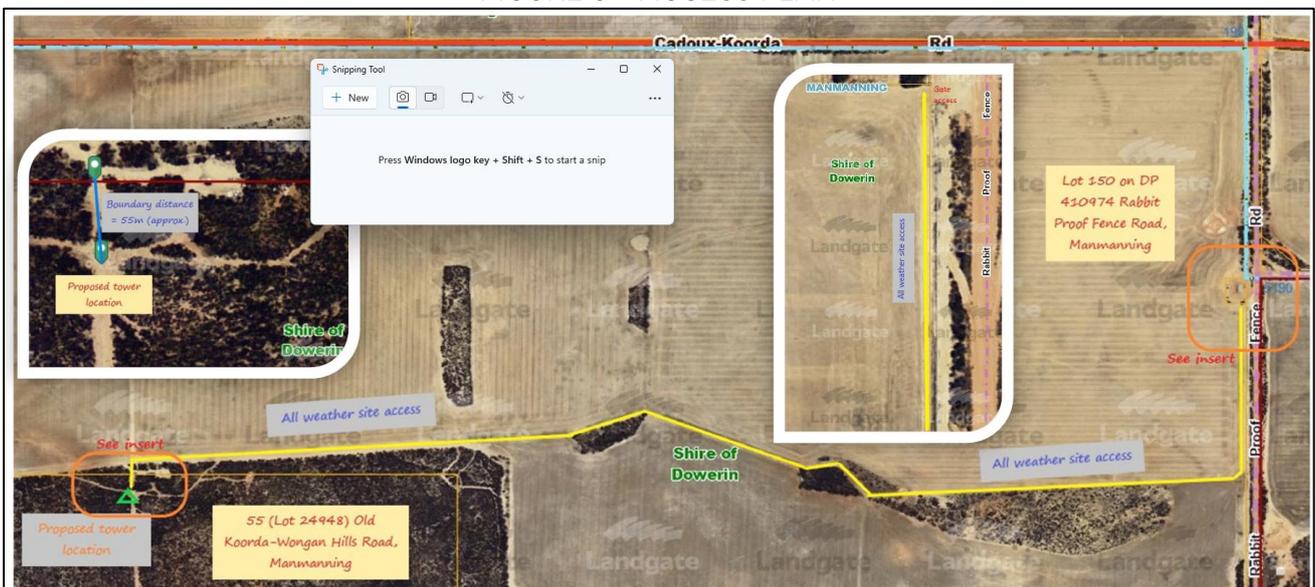
The tower will be near the northern boundary of the subject land as shown in the Site Plan in the DA application. The tower and associated infrastructure will occupy an area of approximately 400m<sup>2</sup>.

No fencing is proposed as part of the project, however, can be undertaken if the landholder requests it at the time of construction.

The subject land is located outside of mapped remnant vegetation, with no vegetation clearing required for the construction of the tower.

Access to the site will be via Lot 150 Rabbit Proof Fence Road (same landowner), onto an internal all-weather farm access track through the property as shown in the Site Plan (see **Figure 3** below). Access to the site during construction will amount to one semi-trailer accessing the site on one occasion (total of two 'movements' – one in and one out); followed by one six-wheeler Hiab accessing the site on one occasion (total of two 'movements' – one in and one out); and then lastly one commercial vehicle on two occasions (total of four 'movements' – two in and two out) – with construction anticipated to take two days.

**FIGURE 3 - ACCESS PLAN**



Source: DA, Planwest

The location and construction of the 'all weather site access' road crossover to Rabbit Proof Fence Road will need to be to the satisfaction of the local government to ensure that any existing drainage or formation of the existing road is not detrimentally impacted.

The applicant states that, at the completion of construction, it is highly unlikely that the applicant will be required to access the site for ongoing maintenance as much can be undertaken via the remote access software by our experienced and qualified technicians. However, if a need arises, it will be by a light vehicle (commercial vehicle) and would be on one occasion (total of two 'movements' - one in and one out). It is not proposed to establish formalised parking given the very infrequent nature of the access required to the tower once construction is complete and the tower is 'live'.

The applicant points out that the proposed tower is for wireless broadband only and does not transmit electromagnetic waves/fields to mobile phones, therefore it does not emit electromagnetic radiation and does not require an Environmental EME (Electromagnetic Energy) Report to be prepared or provided to support the development application.\*

**\*Council has received advice stating that the point-to-point communication antennas to be used have C-tick (radio) and A-tick (power supply) approvals where applicable, ensuring compliance with Australian regulations. The antennas comply with Class A of CISPR 32, meaning they are not expected to cause radio interference in this usage.**

**Consultation**

Paul Bashall, Consultant Planner, PLANWEST

**Policy Implications**

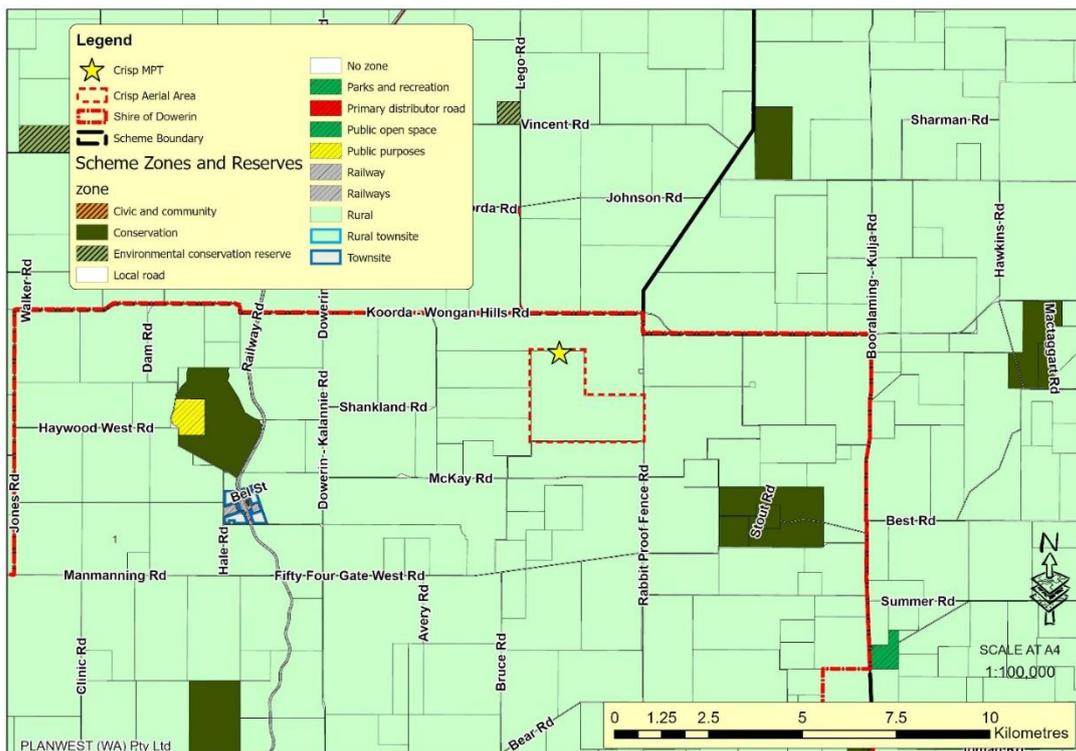
There are no local policies or Local Planning Policies (LPP) that impact the proposed development.

**Statutory Implications**

**Shire of Dowerin Local Planning Scheme 2 (the Scheme)**

Figure 4 provides an extract from the Scheme mapping showing the subject land and the surrounding designations that are mostly zoned Rural.

**FIGURE 4 - EXTRACT FROM LOCAL PLANNING SCHEME No 2**



**Source:** Landgate, DPLH, Planwest

The proposed use will be assessed against the Scheme that provides a definition for the proposed use as follows:

**telecommunications infrastructure** means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.

The proposed telecommunications tower and associated infrastructure are consistent with the abovementioned definition. The subject land is zoned Rural in the scheme and is designated in the Zoning Table as a 'D' use.

*A 'D' use means that the use is not permitted unless the local government has exercised its discretion by granting development approval.*

Section 64 of Schedule 2 Deemed provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulation 2015* requires advertising of complex applications for development approval. It is agreed (with the applicant) that the proposed telecommunications facility is not a complex application and therefore will not require advertising.

A telecommunications tower, especially in this location, is not considered to be contrary to any of the objectives of the Rural zone.

The proposed tower will not have any detrimental effect on the existing agricultural land use and will be located outside of the useable cropping land.

#### **State Planning Policy 5.2 – Telecommunications Infrastructure**

The intent of State Planning Policy 5.2 – Telecommunications Infrastructure is to “balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas”.

community life, from supporting the State’s economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on telecommunications networks. The importance of telecommunications services in Western Australia is recognised in the Western Australian Planning Commission’s (WAPC’s) State Planning Strategy 2050 (2014), which advocates for the provision of an effective state-wide telecommunications network. This network includes both above and below-ground infrastructure to support both fixed-line and wireless telecommunications.

The proposed development provides a wireless broadband network through line-of-site towers and complies with the intent of the Policy. Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access.

In this case, the facility is set well away from roads and sensitive receptors and is unlikely to affect visual amenity. Therefore, the proposal is consistent with the principles set out in the Policy and can be balanced with the need for effective telecommunications services.

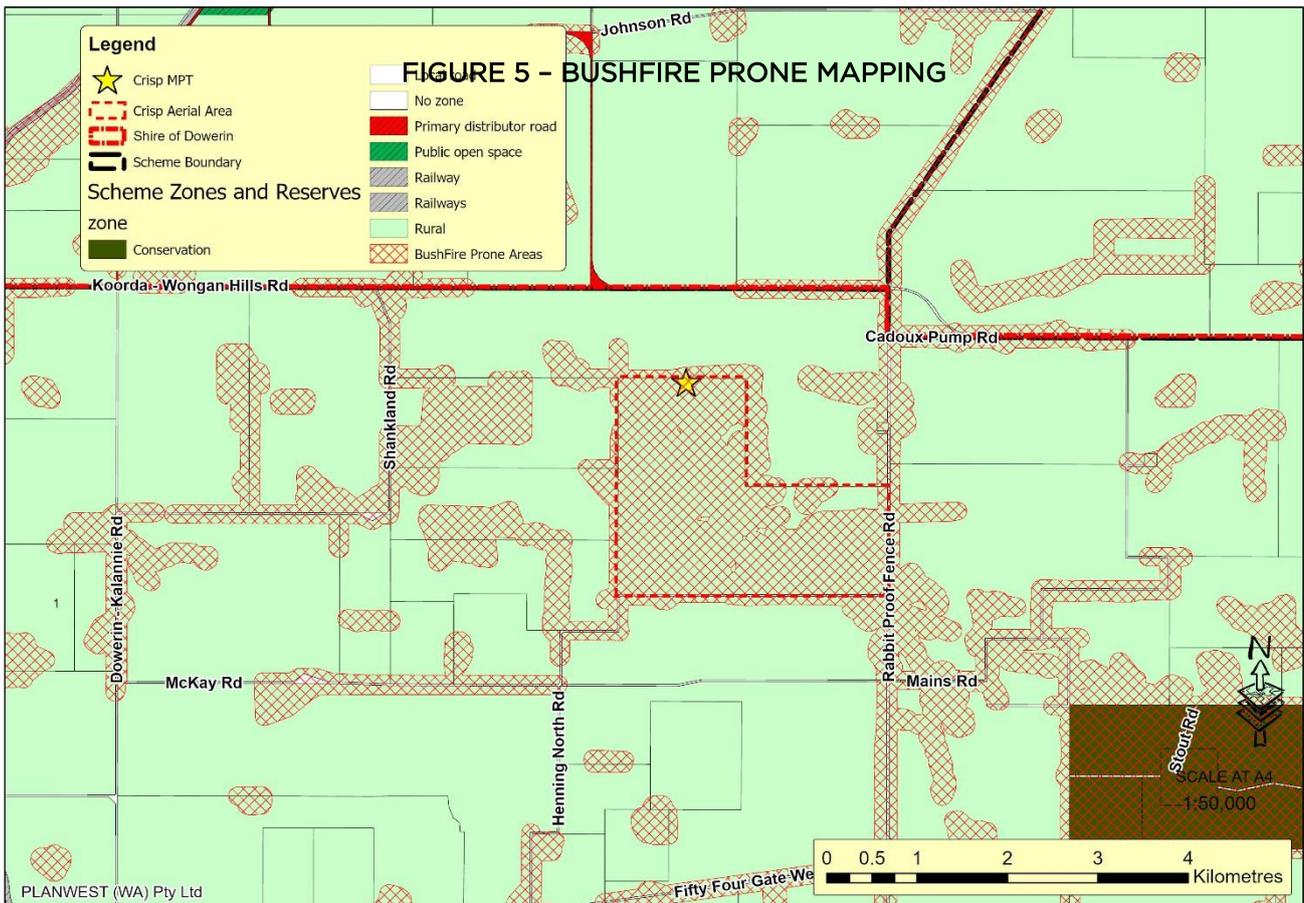
#### **State Planning Policy 3.7 (SPP3.7)– Planning in Bushfire Prone Areas**

Most of the subject land is included in the Bushfire Prone mapping prepared by the Department of Fire and Emergency Services (DFES) as shown in Figure 5.

The intent of the SPP3.7 is “to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure”. The focus of the bushfire provisions relates to minimising risk to life and property damage. The proposed infrastructure does not appear to increase the risk to either of these factors.

Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access.

While the proposed facility is within an identified bushfire-prone area, the development does not result in an increase of residents or employees, nor does it increase the bushfire threat. CRISP employees have a duty of care to ensure that any access to landowners’ properties is undertaken in a manner to not cause a bushfire risk. As a business, we ensure that we remain up to date at all times of bushfire risks, harvest and vehicle movement bans in the areas where we are working, and any other restrictions imposed at a local or state level, and will always adhere strictly to these as imposed, especially during the peak fire season. Accordingly, a bushfire assessment has not been carried out given the above.



Source: Landgate, DFES, Planwest

**Strategic Implications**

**Local Planning Strategy (Strategy)**

The Council's Strategy was endorsed by the WA Planning Commission on 11th June 2013. The Strategy does not address details such as communication towers as it represents broader considerations.

**Strategic Community Plan**

Community Priority:	Our Economy
Objective:	Reliable telecommunications and community infrastructure
Outcome:	3
Reference:	3.4

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

<b>Risk Implications</b>	
<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Some temporary non compliances
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Compliance with Local Planning Scheme and Planning Regulations.
<b>Action (Treatment)</b>	Ongoing monitoring of compliance.
<b>Risk Rating (after treatment)</b>	Adequate

<b>Financial Implications</b>
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There are no further financial implications other than income generated from fees and charges.

## Conclusion

Access to a wireless broadband service will significantly improve digital accessibility of users in the locality. The tower, and its minimal associated infrastructure, is not considered to be of significant size or impact that warrants advertising.

The nearest public place that could view the tower is on Koorda-Wongan Hills Road that is about a kilometre north of the proposed tower.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution - 12.1

**Moved:** Cr Hudson

**Seconded:** Cr Metcalf

**1062** That, by Simple Majority in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council resolves to:

Approve the Development Approval application received on 14 January 2025, as presented in Attachment 12.1A, subject to the following conditions:

1. Any new crossovers to an existing road reserve are to be located and constructed to the satisfaction of the local government.

### Advice Notes

1. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.
2. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the local government and thereafter implemented, constructed and maintained to the satisfaction of the local government.
3. The applicant is advised of the obligations of the owner to comply with annual fire break notice issued under s33 of the *Bush Fires Act 1954*.
4. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005 Part 14*. An application must be made within 28 days of the determination.

CARRIED 7/0

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

12.2 Adoption of New Council Policies – 1.19 Recording of Council Meetings Policy

## Governance & Compliance



<b>Date:</b>	11 February 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation > Governance > Council Policies
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A - 1.19 - Recording of Council Meetings</a>

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This report presents to Council a new policy for consideration and if satisfactory, adoption. Policy 1.19 – Recording of Council Meetings will formalise the audio recording of Council meetings to enhance transparency, governance, and public access to meeting proceedings.

This policy will apply to:

1. All Council and Committee Members.
2. Ordinary Council Meetings, Special Council Meetings, Ordinary Committee Meetings and Special Committee Meetings conducted in Council Chambers

The Recording of Council Meetings Policy mandates the audio recording of Council meetings, ensuring the availability of accurate and accessible records. Key elements of the policy include:

- Automatic recording of Ordinary, Special, and Forum Council Meetings.
- Exclusions for confidential sessions in line with Section 5.23 of the Local Government Act 1995.
- Public access to recordings via the Shire’s website.
- Risk management provisions for defamatory content and compliance with relevant legislation.
- Five-year retention of recordings in accordance with the State Records Act 2000.

## Background

The Shire of Dowerin is committed to best-practice governance and service delivery. As part of ongoing policy review processes, this key policy has been developed to enhance transparency in Council proceedings.

The Recording of Council Meetings Policy aims to ensure Council meetings are recorded to provide accurate records, improve accessibility, and enhance public confidence in decision-making.

## Comment

The implementation of this policy will provide the following benefits:

### Recording of Council Meetings

- Strengthened governance and transparency.
- Increased public accessibility to Council discussions and decisions.
- A clear framework for managing confidential discussions and compliance with record-keeping laws.
- Legal protections against defamation claims related to publicly available audio recordings.

## Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

## Policy Implications

These policies will form part of the Shire's governance framework, guiding future operations in Council transparency. Should Council adopt the proposed policies, they will be incorporated into the Shire's Policy Manual.

## Statutory Implications

### Recording of Council Meetings Policy

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*State Records Act 2000*

*Freedom of Information Act 1992*

*Defamation Act 2005*

## 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

Budget planning for digital governance initiatives.

## Risk Implications

<b>Risk Profiling Theme</b>	Compliance, Transparency
<b>Risk Category</b>	Governance
<b>Risk Description</b>	Failure to meet statutory and community expectations
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Medium (9)
<b>Key Controls (in place)</b>	Policy implementation and risk assessment
<b>Action (Treatment)</b>	Ongoing monitoring and improvements
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

All financial implications as a direct result of these policies will be included in the annual budgeting process.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 12.2

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**1063** That, by Simple Majority in accordance with the *Local Government Act 1995*, Council resolves to adopt Policy 1.19 – Recording of Council Meetings Policy, as presented in Attachment 12.2A.

**CARRIED 7/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

12.3 Adoption of New Council Policies – 4.9 Road Safety Policy

## Governance & Compliance



<b>Date:</b>	11 February 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation > Governance > Council Policies
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.3A - 4.9 - Road Safety Policy</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

This report presents a new policy for Council's consideration and if satisfactory, adoption. Policy 4.9 – Road Safety Policy, establishes a framework to enhance road safety across the Shire, aligning with national and state road safety strategies.

The Road Safety Policy provides a structured approach to reducing road trauma and enhancing the safety of road users, including pedestrians, cyclists, and motorists. The policy includes:

- Application of Safe System principles in road planning and design.
- Risk-based maintenance and upgrades for road infrastructure.
- Enhanced speed management, road signage, and intersection safety measures.
- Fleet safety protocols for Shire-owned vehicles.
- Road safety awareness campaigns and public engagement initiatives.
- Post-crash response improvements in collaboration with emergency services.

### Background

The Shire of Dowerin is committed to best-practice governance and service delivery. As part of ongoing policy review processes, this policy has been developed to enhance and improve road safety management within the Shire.

The Road Safety Policy aligns with national and state strategies, addressing road network challenges within the Shire. The policy provides a structured approach to planning, maintaining, and improving roads while ensuring compliance with best practices and legislative requirements.

## Comment

The Shire of Dowerin manages over 945 km of roads, with 773 km unsealed. The policy aligns with the Driving Change – The Road Safety Strategy for WA 2020-2030 and the National Road Safety Strategy 2021-2030 to improve road safety outcomes.

The adoption of this policy will provide:

- A structured, risk-based approach to improving road conditions and reducing accidents.
- Greater alignment with *Driving Change – The Road Safety Strategy for WA 2020-2030* and *National Road Safety Strategy 2021-2030*.
- Clear responsibilities for Shire officers in maintaining a safer road network.
- Promotion of safer driving behaviours through awareness campaigns and collaboration with key stakeholders, including WALGA RoadWise and emergency services.

## Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

## Policy Implications

These policies will form part of the Shire's governance and infrastructure management framework, guiding future operations in Council transparency and road safety. Should Council adopt the proposed policy, it will be incorporated into the Shire's Policy Manual.

## Statutory Implications

*Local Government Act 1995*

*Road Traffic Code 2000*

*Main Roads Act 1930*

*Work Health and Safety Act 2020*

*National Road Safety Strategy 2021-2030*

*Driving Change – The Road Safety Strategy for WA 2020-2030*

*WALGA RoadWise Guidelines*

## 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

Road infrastructure planning, maintenance, and safety improvements.

### Long Term Financial Plan

Budget planning for road safety projects.

## Risk Implications

<b>Risk Profiling Theme</b>	Compliance, Transparency, and Road Safety
<b>Risk Category</b>	Governance and Infrastructure
<b>Risk Description</b>	Failure to meet statutory and community expectations
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Medium (9)
<b>Key Controls (in place)</b>	Policy implementation and risk assessment
<b>Action (Treatment)</b>	Ongoing monitoring and improvements
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

All financial implications as a direct result of these policies will be included in the annual budgeting process.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 12.3

**Moved:** Cr Ward

**Seconded:** Cr Sewell

**1064**

**That, by Simple Majority in accordance with the *Local Government Act 1995*, Council resolves to adopt 4.9 – Road Safety Policy, as presented in Attachment 12.3A.**

**CARRIED 7/0**

**For:** Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

**12.4 Council Policy Review – 7.9 – Work, Health & Safety Policy**

## Governance & Compliance



<b>Date:</b>	11 February 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation > Governance > Council Policies
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.4A – 7.9 Work, Health and Safety Policy</a>

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This item presents the revised Policy 7.9 – Work Health and Safety Policy to Council for consideration and, if satisfactory, adoption. The policy has been reviewed in accordance with legislative requirements and now includes several key amendments.

**Background**

The Work Health and Safety Policy (WHS Policy) forms a key component of an effective Work Health and Safety Management System and outlines the Shire of Dowerin’s commitment to ensuring a safe and healthy working environment for all stakeholders.

The previous WHS Policy was adopted by Council in April 2024 (CMRef 0933). Given the implementation of the *Work Health and Safety Act 2020* and the requirement for annual review, the policy has now been updated to reflect best practices and current legislative requirements.

**Comment**

The reviewed WHS Policy incorporates several amendments to strengthen the Shire’s commitment to workplace health and safety. Key updates include:

1. Updated Responsibilities
  - The policy now states that the Chief Executive Officer is responsible for all Work Health and Safety practices within the organisation.
  - Managers and supervisors have an expanded role to ensure adherence to WHS procedures, particularly in recognising and addressing both physical and psychosocial hazards. They must also ensure staff have access to mental health support services and implement preventative strategies for stress and workplace bullying.
  - Employees are required to engage in mental health and wellbeing programs provided by the Shire.
2. Recognition of Psychosocial Hazards

- The policy now includes a commitment to proactively manage psychosocial hazards such as workplace stress, fatigue, bullying, and harassment to ensure worker well-being.
  - The Shire commits to consulting with employees on health and safety matters to help reduce workplace hazards and prevent injuries.
3. Risk Management Approach
- The policy incorporates the requirement to apply the hierarchy of risk control measures, prioritising elimination of risks where practicable.
  - A commitment to continuous improvement in WHS performance through best practice procedures and compliance with current legislative developments has been added.
4. Enhanced Safety and Health Objectives
- The Shire is now committed to providing and maintaining a healthy and safe work environment by proactively identifying, assessing, and controlling workplace hazards.
  - Personal Protective Equipment (PPE) provisions have been clarified to ensure all staff receive appropriate PPE where required.
  - A requirement has been added for the implementation of a WHS Management Induction Procedure for all new employees and regular training for existing employees.
  - Commitment to protecting the public, environment, equipment, and materials from injury, accidental loss, or damage.
5. Injury and Rehabilitation
- The policy now specifies that all practicable steps will be taken to rehabilitate employees following a workplace injury or illness.
6. Legislative and Compliance Updates
- References to the Code of Practice: *Managing Psychosocial Hazards at Work (Safe Work Australia)* have been included.
  - The policy now aligns with Australian Standard *AS 4801 - Occupational Health and Safety Management Systems*.
  - It continues to conform to statutory requirements as a minimum standard.
7. Document Control and Review Process
- Endorsement by the Chief Executive Officer has been updated to Manisha Barthakur.

### Consultation

Manisha Barthakur, Chief Executive Officer  
 Kahli Rose, Manager of Governance and Community Services  
 Ciara Skinner, Compliance and Executive Support Officer

### Policy Implications

Should Council adopt the revised policy, it will be incorporated into the Shire's Policy Manual.

### Statutory Implications

*Work Health and Safety Act 2020*  
*Work Health and Safety (General) Regulations 2022*  
*Australian Standard AS 4801 – Occupational Health and Safety Management Systems*  
*Code of Practice: Managing Psychosocial Hazards at Work (Safe Work Australia)*

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation  
 Objective: We are recognised as a transparent, well-governed, and effectively managed Local Government  
 Outcome: 5.4  
 Reference: 5.4.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	People
<b>Risk Description</b>	Non-compliance results in litigation, criminal charges, or significant damages or penalties to the Shire/Officers
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	Governance Management Framework LGIS Employee Assistance Program
<b>Action (Treatment)</b>	Documented review processes
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

There are no financial implications.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 12.4

**Moved:** Cr McMorran

**Seconded:** Cr Allsopp

**1065** That Council, by Absolute Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt the revised Policy 7.9 - Work Health and Safety Policy with the amendments as noted in the Council report, and presented in Attachment 12.4A.

**CARRIED 7/0**

**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

**13. OFFICER'S REPORTS - WORKS AND ASSETS**

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 declared the meeting closed at 4:32pm.