



# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Friday 19 December 2025  
Commencing 4:00pm

ABN: 35 939 977 194

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**Shire of Dowerin  
Ordinary Council Meeting  
4:00pm Friday 19 December 2025**



**1. Official Opening / Obituaries**

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

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

**Councillors:**

Cr DP Hudson  
Cr RI Trepp  
Cr JA Graffin  
Cr AR Jones  
Cr CJ Meakins  
Cr JC Sewell

President  
Deputy President

**Staff:**

Mr D Mollenoyux  
Mr B Forbes  
Ms K Rose  
Ms C Skinner

Acting Chief Executive Officer  
Manager of Infrastructure and Projects  
Manager of Governance and Community Services  
Compliance Officer

**Members of the Public:**

**Apologies:**

Ms M Barthakur  
Ms M Shirt

Chief Executive Officer  
Acting Manager of Corporate Services

**Approved Leave of Absence:**

Cr AJ Metcalf

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

**Item 9.1.1** Cr AR Jones, Impartiality

5.	Applications for Leave of Absence
6.	Petitions and Presentations

Nil

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

## 7.1 Ordinary Council Meeting held on 25 November 2025

## Attachment 7.1A

## Voting Requirements

## Simple Majority

## Absolute Majority

## Officer's Recommendation/ Resolution – 7

## Officer's Recommendation/ Resolution - 7

1226 That, by S

## to Sections 5.22(2) and

1226 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 25 November 2025, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

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



9.2	Audit, Risk, and Improvement Committee Meeting
9.2.1	2024/25 Annual Report & Annual Electors Meeting

Refer to ARIC Meeting minutes dated 19 December 2025

Attachment 9.2.1A – 2024/2025 Annual Report & Audited Financial Reports

## Voting Requirements

Simple Majority

## Absolute Majority

## Officer's Recommendation/ Resolution – 9.2.1

1229 That, in accordance with Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995*, Council, by Absolute Majority:

1. Accepts the 2024/25 Annual Report, as presented in Attachment 9.2.1A, for the 2024/25 financial year;
2. Adopts the 2024/25 Annual Report, as presented in Attachment 9.2.1A, for the 2024/25 financial year; and
3. Conducts its Annual Electors Meeting on Tuesday 3 February 2026 at the Dowerin Community Club, East Street Dowerin commencing at 6.00pm.
4. Requests that management undertake further investigation and appropriate follow-up action to obtain from the Office of the Auditor General and/or the external auditor a final and updated list of audit findings, deficiencies and matters requiring assessment arising from the end-of-financial-year audit, and that this information be provided to the Chief Executive Officer and reported to the Audit, Risk and Improvement Committee and Council as soon as practicable.

CARRIED 6/0

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

## 10. Announcements by the President Without Discussion

The President thanked the Manager of Infrastructure and Projects, and his team, for their efforts in fire-fighting and clean up during the storms that passed through on 14 December.

Cr Hudson wished Councillors and staff a safe and happy Christmas and New Year.

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

## 11.1 Financial Activity Statements

## Corporate and Community Services



Date:	11 December 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Megan Shirt, Acting 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 / 2025-2026 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	<a href="#">Attachment 11.1A – November Monthly Financial Report</a>

## Purpose of Report



Executive Decision



Legislative Requirement

## Summary

This item presents the Statement of Financial Activity to Council for the period November 2025.

## Background

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports which have been prepared and are presented to Council.

## Comment

To fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Nature and Type (Statutory) and by Program (for information).

Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

**Note 3 – Receivables**

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

**Note 4 – Other Current Assets**

This note provides details of other current assets that the Shire may hold.

**Note 5 – Payables**

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

**Note 6 – Rate Revenue**

This note provides details of rates levied during the year.

**Note 7 – Disposal of Assets**

This note gives details of the capital asset disposals during the year.

**Note 8 – Capital Acquisitions**

This note details the capital expenditure program for the year.

**Note 9 – Borrowings**

This note shows the Shire's current debt position and lists all borrowings.

**Note 10 – Cash Backed Reserves**

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

**Note 11 – Other Current Liabilities**

This note outlines any provisions the Shire has on hand relative to other current liabilities.

**Note 12 – Operating Grants and Contributions Received**

This note provides information on operating grants received.

**Note 13 – Non-Operating Grants and Contributions Received**

This note provides information on non-operating grants received.

**Note 14 – Explanation of Material Variances**

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

**Consultation**

Manisha Barthakur, Chief Executive Officer

Megan Shirt, Acting Manager of Corporate Services

Ben Forbes, Manager of Infrastructure and Projects

**Policy Implications**

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

**Strategic Implications****Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1c

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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 Sewell**Seconded:** Cr Graffin

**1230** 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 November 2025, as presented in Attachment 11.1A.

CARRIED 6/0

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

UNCONFIRMED

## 11.2 List of Accounts Paid

## Corporate &amp; Community Services



Date:	11 December 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Megan Shirt, Acting 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:	<a href="#">Attachment 11.2A – November 2025 LOP</a> <a href="#">Attachment 11.2B – Credit and Star Cards</a>

## Purpose of Report



Executive Decision



Legislative Requirement

## Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for November 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

Megan Shirt, Acting Manager of Corporate Services

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

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for Council showing creditors paid under delegated authority.

### Risk Implications

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

### Financial Implications

Nil

**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 11.2****Moved:** Cr Trepp**Seconded:** Cr Graffin

1231 That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the Local Government Act 1995 and Regulation 12 & 13 of the Local Government (Financial Management) Regulations 1996, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachments 11.2A and as detailed below:

**Summary of List of Accounts Paid – November 2025**

EFT 14281 to EFT 14383	\$381,940.56
Direct Debits Total	\$36,295.01
Payroll Total	\$167,038.47
<b>TOTAL PAYMENTS</b>	<b>\$585,274.04</b>

CARRIED 6/0

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

## 11.3 Shire Office Replacement Generator – Budget Amendment Consideration

## Corporate and Community Services



Date:	11 December 2025
Location:	Shire Office - 13 Cottrell Street, Dowerin
Responsible Officer:	Ben Forbes, Manager of Infrastructure and Projects
Author:	Darren Mollenoyux, Acting Chief Executive Officer Ben Forbes, Manager of Infrastructure and Projects
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Technical > Asset Management
Disclosure of Interest:	
Attachments:	Confidential Attachment – Replacement Generator Quotes Summary Report

## NOTE

The quotes received for this item relate to business and financial transactions. Under section 5.23(2) of the Local Government Act 1995, the public may be excluded where matters of a commercial nature are discussed. Where disclosure may prejudice the commercial position of either a supplier or the local government, the information is appropriately treated as confidential.

## Purpose of Report



Executive Decision



Legislative Requirement

## Summary

Council is asked to consider quotations received for the replacement of the failed generator at the Shire Office and to approve unbudgeted expenditure to fund its purchase and installation.

## Background

The Shire's generator provides essential backup power to ensure continuity of critical operations and emergency response capability during outages.

A grant submission earlier in the financial year sought full replacement funding; however, the application was unsuccessful. Only \$7,500 remains in the adopted 2025/26 Budget for co-contribution toward this project which was budgeted to be funded from the plant reserve.

The generator at the Shire Office became non-operational in or around September 2025. During a town-wide outage in November 2025, a local electrician was required to supply and install a temporary generator to maintain power to the building.

At the November 2025 Council Workshop, officers advised Councillors that the Disaster Ready Fund (DFES) grant application had been unsuccessful. Workshop notes indicate Council's support to proceed with immediate purchase of a new generator and dispose of the existing unit through an EOI/tender process with other small plant.

Officers subsequently undertook a market review and obtained detailed specifications for several generator models, including units powered by Cummins, Perkins and OEM engines. Warranty information has also been collated, noting that some suppliers did not specify warranty terms.

In the weekly update to Councillors on 5 December 2025, the CEO advised:

*"Generator - Budget Amendment & Next Steps"*

*Regarding the generator, we will require a budget amendment. In the event of a power failure, we will proceed with hiring a generator as an interim measure to ensure business continuity.*

*We will bring this matter back to Council in January for a full discussion on the long-term options and cost implications."*

A significant power outage on 9 December 2025 affected the Shire Office from approximately 4.30pm to 7.30pm, during which a scheduled Councillor Induction proceeded without power. This event further demonstrated the urgency of replacing the generator, as the Shire Office serves as a central point for emergency coordination and business continuity.

### Comment

On 10 December 2025, the Acting CEO reviewed the status of the generator replacement and met with relevant staff (Manager of Infrastructure and Projects, Technical Officer and Acting Manager of Corporate Services) to discuss the status of the generator replacement and determine confirm a formal agenda item and Council resolution were required, given the insufficient allocation in the 2025/26 Budget.

Replacement of the failed generator is essential to ensure ongoing operational resilience. Quotations reviewed range from approximately \$14,000 to \$37,000. Known engine and alternator brands—such as Cummins, Perkins, Stamford and Leroy Somer—provide higher reliability, longer service life, and better parts availability.

Warranty information sourced from the documents provided is summarised below:

- Perkins/Stamford models – 3 years / 2,000 hours
- Cummins/Stamford models – 3 years / 1,500 hours
- YTO/Dingol models – 2 years / 1,000 hours
- OEM/unspecified engine units – Warranty not specified

The required budget amendment will depend on the model selected and will range between approximately \$14,000 and \$37,000, plus installation (approximately \$2,500). The Plant Replacement Reserve is the appropriate funding source.

Full quotation details are provided under separate confidential cover.

A hire alternative was considered; however, at an estimated \$750 per week, this approach is not financially viable and would quickly exceed the cost of purchase while providing no long-term asset.

**Full details of quotations, including process will be provided under separate cover as a confidential item.**

### Consultation

Manisha Barthakur, Chief Executive Officer

Darrel Hudson, Shire President

Ben Forbes, Manager of Infrastructure and Projects

Russell Holleley, Technical Officer

Megan Shirt, Acting Manager of Corporate Services

Various generator suppliers

### Policy Implications

3.11 – Purchasing Policy

4.7 – Asset Management Policy

## Statutory Implications

### Local Government Act 1995

- Section 6.8(1)(b) – A local government is not to incur expenditure from its municipal fund for an additional purpose unless authorised in advance by a resolution of Council by absolute majority. As this change represents a variation to the adopted budget, Council endorsement is required.
- Section 6.11(2) – Money held in a reserve account (in this case, the Plant Replacement Reserve) must not be used for any purpose other than that for which the reserve was established unless authorised by absolute majority resolution of Council. Local Government (Financial Management) Regulations 1996
- Regulation 33A – Requires a local government to undertake a budget review between 1 January and 31 March each financial year and present the results to Council for consideration. This proposed amendment aligns with the scope of that review.

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.1

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Property (Plant, Equipment, Buildings)
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	High (10)
<b>Key Controls (in place)</b>	Asset Management Plan Ongoing Monitoring
<b>Action (Treatment)</b>	Plant Maintenance Plan Asset Management Plans
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

The 2025/26 Budget includes \$7,500 for co-contribution towards a generator grant that was unsuccessful; these funds can be applied to the purchase of a new generator.

The remaining purchase and installation costs may be funded through the Plant Replacement Reserve, which with current year budget transfers accounted for holds a balance of \$292,0000.

Use of the Reserve will require a formal budget amendment. A small budget allocation will also be required for anticipated income from disposal of the old generator.

### Voting Requirements

Simple Majority       Absolute Majority

### Officer's Recommendation/Resolution – 11.3

**Moved:** Cr Meakins      **Seconded:** Cr Trepp

**1232** That Council, by Absolute Majority, in accordance with Sections 6.8(1)(b) and 6.11(2) of the Local Government Act 1995 and Regulation 33A of the Local Government (Financial Management) Regulations 1996, resolves to:

1. Approve an amendment to the 2025/26 Budget to purchase a new generator for the Shire Office of \$14,900.
2. Approve the allocation of \$7,400 from the Plant Replacement Reserve to fund the purchase of an ABLE LG50X3 50kVA generator.
3. Include a provision in the 2025/26 Budget for income relating to the disposal of the existing generator with the budget review in February 2026.

CARRIED 5/1

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

**Against:** Cr Sewell

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

## 12.1 Appointment of Representative - CEACA Committee

## Governance & Compliance



Date:	27 November 2025
Location:	Nil
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:	Organisation>Governance
Disclosure of Interest:	Nil
Attachments:	Nil

**Purpose of Report**

Executive Decision



Legislative Requirement

**Summary**

The Shire of Dowerin is a Full Member of the Central East Accommodation and Care Alliance (CEACA), a regional collaboration of local governments focused on improving housing and care options for older residents in the Wheatbelt. Full Membership entitles the Shire to participate in CEACA's governance through a representative on its Management Committee.

This item seeks to appoint Cr Trepp to that role.

**Background**

Many Wheatbelt communities, including Dowerin, are experiencing an ageing population and increasing demand for seniors housing that enables residents to remain in their home towns as they age. To address this regional issue, several local governments formed the Central East Accommodation and Care Alliance (CEACA). CEACA works collaboratively to:

- Advocate for aged-care investment across the region
- Apply for, manage, and deliver seniors housing projects
- Identify gaps in aged accommodation and services
- Develop consistent planning and funding priorities across member councils

CEACA has successfully attracted significant external funding and has already delivered aged housing in multiple councils. The Shire of Dowerin joined as an Associate Member and subsequently transitioned to Full Membership, enabling direct participation in decision-making and eligibility for housing allocations. As part of CEACA's current project cycle, Dowerin has been allocated two seniors housing units, with the potential for further units based on demand assessments and committee decisions.

Because of this, it is essential that the Shire has an active and informed representative participating in CEACA discussions, ensuring Dowerin's needs are articulated and considered when regional priorities and funding submissions are determined.

In September 2025, Council appointed the Chief Executive Officer as an interim representative due to the approaching local government election and uncertainty regarding Council membership. With the election now completed, it is appropriate that representation formally transfers to an elected member.

### Comment

The CEACA representative plays a strategic role in shaping aged housing provision across the region. Responsibilities include attending Management Committee meetings, reviewing project proposals, participating in regional advocacy, and ensuring Dowerin's demographic trends, land availability, and housing priorities are accurately reflected in CEACA's decisions.

Appointing Cr Trepp provides:

- Continuity in regional collaboration and advocacy
- Direct Council involvement in shaping aged housing outcomes
- Local knowledge in discussions affecting future housing allocations
- Improved alignment between CEACA strategies and Council's strategic direction

In addition, appointing an elected member rather than an officer reflects good governance, ensures member-led decision-making, and reinforces Council's commitment to supporting ageing in place within the community.

### Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Councillors, November Workshop

Cr Darrel Hudson, Shire President

Cr Robert Trepp, Deputy President

### Policy Implications

Nil

### Statutory Implications

#### Local Government Act 1995

##### Section 5.11 – Tenure of committee membership

- (1) "A person's appointment to a committee continues until –
  - a. the next ordinary local government election day; or
  - b. the person resigns from the committee; or
  - c. the person is removed, by resolution of the local government, from the committee.
- (2) If a member of a committee is an elected member of the council, the person's membership of the committee continues until the person's term of office as an elected member ends or the person ceases to be an elected member.
- (3) If a member of a committee is a person who is not an elected member of the council and the person is removed from the committee under subsection (1)(c), their appointment may be terminated at any time by the local government."

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Community

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

Outcome: 1.4

Reference: 1.4b

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## 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	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Appointment of representative on committee to ensure active participation and advocacy.
Action (Treatment)	Appointment of representative member.
Risk Rating (after treatment)	Effective

### Financial Implications

There are no direct financial implications associated with the appointment of a representative.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 12.1

Moved: Cr Hudson

Seconded: Cr Sewell

1233 That Council, in accordance with Section 5.11 of the Local Government Act 1995, Appoints Cr Robert Trepp, Deputy Shire President, as the Shire of Dowerin representative to the Central East Accommodation and Care Alliance (CEACA) Management Committee.

CARRIED 6/0

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

UNCONFIRMED

13.	OFFICER'S REPORTS - ASSET & WORKS
	Nil
14.	Urgent Business Approved by the Person Presiding or by Decision

UNCONFIRMED

14.1 NEWROC Joint Affordable and Key Worker Housing Project - Regional Housing Support Fund

## Corporate & Community Services



Date:	12 December 2025
Location:	28 Goldfields Road, Dowerin
Responsible Officer:	Darren Mollenoyux, Acting Chief Executive Officer
Author:	Darren Mollenoyux, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	
Disclosure of Interest:	
Attachments:	<a href="#">NEWROC - Key Worker Housing Cost Benefit Analysis</a> <a href="#">NEWROC - Key Worker Business Case Investment</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

Following completion of the NEWROC Worker Housing Demand Business Case by the Wheatbelt Development Commission, the State Government has recently opened applications for the Regional Housing Support Fund (RHSF), providing an opportunity for NEWROC member Shires to jointly seek funding for the Affordable and Key Worker Housing Project. To progress a regional application before the deadline, Council endorsement is required for in-principle support and a proposed financial contribution.

### Background

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), comprising the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin and Trayning, commenced a joint initiative in 2024 to address the critical shortage of affordable and key worker housing across the region. As part of this work, NEWROC entered into an agreement with the Wheatbelt Development Commission to undertake a Workforce Housing Demand Analysis, a Cost Benefit Analysis, and the preparation of a Business Case, in collaboration with JE Planning and Econosis.

The background research confirmed that workforce housing shortages are a significant constraint on the ability of local governments, businesses, and essential service providers to attract and retain staff. The analysis also identified substantial undersupply across both public and private sector housing.

**Key findings for the Shire of Dowerin found:**

- A survey of the businesses in Dowerin and analysis on the NEWROC Business Case showed the estimated overall dwelling demand is predicted to be 7-11 times greater than current building activity and is estimated to require between 40 and 63 additional dwellings by 2031.
- There is an estimated shortage of 22-40 public and private sector workforce dwellings in the Shire of Dowerin. To accommodate the public and private sector workforce between 2025 and 2031, an additional 27 (low estimate) to 45 (high estimate) dwellings are required.
- The report recommended a range of housing options for single workers and families.
- Construction Recommendations: To meet current building activity and increased workforce housing requirements, it is recommended that 6-9 dwellings be constructed each year over the next 7 years within the Shire, with at least 4-6 dwellings being for workforce accommodation. This figure may incrementally address worker housing shortages and maintain ongoing replacement stock and additional dwellings for the broader community.

The State Government's recent announcement of the Regional Housing Support Fund (RHSF) provides NEWROC with a timely opportunity to progress this work. The Fund supports the delivery of key worker and community housing in regional WA, offering grants of up to \$5 million (ex GST) per application (total pool of \$25million) for projects capable of being delivered in the short term.

A meeting of NEWROC CEOs was held on 24 November 2025 to consider lodging a regional application to the RHSF. CEOs reached general agreement to proceed, with each member Shire to confirm its participation, in-principle support, and proposed co-contribution. The meeting also discussed project staging, combined project costs, timelines, and the need for letters of support.

At the NEWROC meeting on 2 December 2025, delegates resolved to receive the CEO meeting outcomes and confirmed that the Shires of Dowerin, Mt Marshall, Mukinbudin and Wyalkatchem would participate in a joint grant application. The Shires not participating agreed to provide letters of support.

For the Shire of Dowerin, the proposed project involves the construction of four modular grouped dwellings—three 2-bedroom, 1-bathroom units and one 3-bedroom, 2-bathroom unit—on Lot 28 Goldfields Road, delivered over two years.

**Comment**

The announcement of the Regional Housing Support Fund provides a significant opportunity for NEWROC to advance the Affordable and Key Worker Housing Project through a coordinated regional approach. Substantial groundwork has already been completed, including the Business Case, Cost Benefit Analysis and project scoping, placing NEWROC in a strong position to submit a competitive application.

Endorsing an in-principle financial contribution at this stage will not commit Council to a final funding amount. Rather, it will allow the participating NEWROC member Shires to demonstrate collective support and project readiness—both of which are key assessment criteria for the State Government. An in-principle resolution is also required to satisfy the Fund's mandatory requirement for evidence of local government commitment and co-contribution.

The NEWROC member Shires not participating in the delivery component of the project have agreed to provide letters of support for the joint application, further strengthening the regional submission.

The collaborative NEWROC approach presents a cohesive case for investment, highlighting the shared workforce housing challenges across the region, the efficiencies of pooled resources, and the advantages of coordinated planning and delivery. A joint submission is anticipated to carry greater weight than individual Shire applications and offers the best opportunity to secure State funding.

If the grant application is successful, participating member Shires will have the opportunity to finalise governance arrangements, funding commitments, project staging and delivery structures before entering into any binding agreements.

This agenda item therefore seeks Council's endorsement to participate in the joint NEWROC funding application and to provide the necessary in-principle support to enable the business case and grant submission to proceed within the required timeframe.

**Consultation**

Shire of Dowerin CEO, Manisha Barthakur

Megan Shirt, Acting Manager of Finance

Ben Forbes, Manager of Infrastructure and Projects

Russell Holleley, Technical Officer

NEWROC CEOs

NEWROC Executive Officer - Preparation of Grant Funding Strategy, business case updates and support for RHSF application

Wheatbelt Development Commission, JE Planning and Econosis

**Policy Implications**

Nil

**Statutory Implications**

Nil

**Strategic Implications****Strategic Community Plan**

Community Priority: Prioritise key economic drivers

Objective: Attract external funding to repurpose the Old Bowling Greens

Outcome: 2.3

Reference: 2.3b

Community Priority: Prioritise key economic drivers

Objective: Collaborate with local groups and NEWROC to seek opportunities, funding and partnerships for the delivery of worker housing options.

Outcome: 2.3

Reference: 2.3c

**Asset Management Plan**

Nil

**Long Term Financial Plan**

The Long-Term Financial plan presented to Council in December 2022 included funding for renewal of building assets with no provision for new investment of this nature. However, the Council can review the plan based on the current economic and social climate. The Council has over the past few years been contributing funds to a Land and Building reserve, which at the end of FY26 is budgeted to have \$721K, as such these funds can be utilised for this project.

With the recent completion of the Council Plan and Workforce Plan, it is planned to commence the review of the Long-Term Financial Plan in 2026.

**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>	Major (4)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls (in place)</b>	Business Case, Financial Management Framework and Legislation, Risk Management Framework, Project Management Framework
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The estimated total cost to construct four modular grouped dwellings on Lot 28 Goldfields Road, Dowerin, is \$2,352,588, including a 15% contingency for design and construction. The Shire of Dowerin's indicative contribution is 10% of the project component attributable to the Shire, comprising a combination of cash and in-kind contributions as shown below:

ITEM	COST	REGIONAL HOUSING SUPPORT FUND REQUEST	SHIRE OF DOWERIN	STATUS
			CONTRIBUTION 10%	
Headworks, connections and fees	\$ 266,120	\$ 167,362	\$ 98,758	Funded by Reserve
Site works, internal services and landscaping	\$ 330,000	\$ 330,000		
Planning and technical costs provision	\$ 32,000	\$ -	\$ 32,000	Funded by Reserve
Construction	\$ 1,335,000	\$ 1,335,000		
<i>Three 2-bed, 1-bath</i>	<i>\$307,000 per dwelling</i>			
<i>One 3-bed, 2-bath</i>	<i>\$414,000 per dwelling</i>			
Design and construction contingency 15%	\$ 294,468	\$ 294,468		
Land Value - Lot 28 Goldfields Road, Dowerin	\$ 95,000		\$ 95,000	Owned by Council
<b>TOTAL</b>	<b>\$ 2,352,588</b>	<b>\$ 2,126,830</b>	<b>\$ 225,758</b>	

## Notes:

- The Shire's total contribution of \$225,758 includes a cash component of \$130,758 and an in-kind contribution of \$95,000 (land value).
- The cash contribution, if the RHSF application is successful, can be funded from the Shire's Land and Building Reserve (current balance \$716,241).
- Successful grant funding will require incorporation of the project into the Long-Term Financial Plan review to ensure financial sustainability.

**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 14.1****Moved:** Cr Meakins**Seconded:** Cr Trepp1234 ***That, by Absolute Majority Council***

1. Supports NEWROC progressing with the submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the NEWROC Affordable and Key Worker Housing Project.
2. Endorses Lot 28 Goldfields Rd, Dowerin as the site for the construction of Dowerin's dwellings.
3. Endorses, in principle, a financial contribution of \$225,758 towards the Shire of Dowerin component of the project for the construction of four modular grouped dwellings (three 2-bedroom, 1-bathroom units and one 3-bedroom, 2-bathroom unit) on Lot 28 Goldfields Road, Dowerin.
4. Confirms that, should the grant application be successful, the Shire's contribution will comprise of:
  - a) Cash contribution \$130,758 to be funded from Council's Land and Building Reserve, and
  - b) An in-kind contribution of \$95,000 representing the value of the land at Lot 28 Goldfields Road, Dowerin.
5. Authorises the Acting Chief Executive Officer to provide a letter to NEWROC confirming the Shire of Dowerin's in-principle support for the joint RHSF application, and outlining the details of Council's project contribution.

CARRIED 6/0

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

## 14.2 Community Donation – Dowerin Football Club

## Corporate &amp; Community Services



Date:	19 December 2025
Location:	Dowerin Recreation Centre, Lot 35 Memorial Avenue, DOWERIN
Responsible Officer:	Darren Mollenoyux, Acting 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

Council is requested to consider a late item seeking approval for a community donation of \$12,000 to the Dowerin Football Club to assist with the upgrade of existing lighting infrastructure at the Dowerin Recreation Centre, located at Lot 35 Memorial Avenue, Dowerin.

The proposed lighting upgrade will improve safety, usability and functionality of the Club's facilities, support continued participation in organised sport, and enable greater use of the facility for training and community activities. The value of the proposed donation exceeds delegated authority and is therefore presented to Council for determination.

## Background

The Dowerin Football Club is a long-standing community sporting organisation that provides sporting, social and volunteer opportunities for residents of the Shire of Dowerin and surrounding areas.

The Club has identified the need to upgrade its lighting infrastructure to ensure facilities remain fit for purpose, meet contemporary safety expectations, and support evening training and events. Improved lighting will enhance visibility, reduce safety risks for players and spectators, and increase the overall capacity of the facility to be used by the broader community.

## Comment

The proposed donation is intended as a contribution towards the cost of upgrading lighting infrastructure and is not intended to fully fund the project. Improved lighting supports safer participation, extends the usable hours of the facility, and assists the Club to remain viable and accessible to players, volunteers and the wider community.

The Local Government Act 1995 allows Council to expend funds for purposes that benefit the local community. Supporting essential community sporting infrastructure aligns with Council's role in promoting health, wellbeing and community connection.

Given the value of the donation and its infrastructure-related purpose, Council consideration and approval is appropriate to ensure transparency and accountability.

## Consultation

Darren Mollenoyux, Acting Chief Executive Officer  
Ben Forbes, Manager of Infrastructure and Projects  
Kahli Rose, Manager of Governance and Community Services  
Dowerin Football Club Representative  
Shire Councillors, 19 December 2025 Workshop

## Policy Implications

Policy 1.21 - Community Funding Policy

Delegation 5.10 - Community Funding

Any community donation of this value must be approved by Council where it exceeds delegated authority. Consideration of this report satisfies that requirement.

## Statutory Implications

*Local Government Act 1995*

### Section 6.2 – Expenditure

“(1) A local government may incur expenditure for the purpose of achieving its objects or performing its functions.

(2) A local government is to incur expenditure only for a purpose for which it is authorised under this Act or another written law.”

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Community

Objective: Support and maintain facilities that promote an active and healthy lifestyle

*Develop a sport and recreation facilities plan for facility renewal and upgrades in partnership with clubs*

Outcome: 1.2

Reference: 1.2c

### Asset Management Plan

### Long Term Financial Plan

### 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	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Policy development; Engagement practices with external stakeholders
Action (Treatment)	Council consideration and formal resolution approving the expenditure
Risk Rating (after treatment)	Adequate

### Financial Implications

The proposed donation of \$12,000 will be applied as a contribution towards the upgrade of lighting infrastructure at the Dowerin Recreation Centre Grounds located at Lot 35 Memorial Avenue Dowerin. Funds will be replenished to the Municipal Account at the mid-year budget review from the Recreation Reserve, subject to Council approval.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 14.2

Moved: Cr Jones

Seconded: Cr Sewell

1235 That, by Simple Majority in accordance with *Section 6.2 of the Local Government Act 1995*, Council

1. Approve a community donation of \$12,000 to the Dowerin Football Club as a contribution towards the upgrade of lighting infrastructure at the Dowerin Recreation Centre; and
2. Notes the funds will be replenished from the Recreation Reserve at the mid-year budget review.

CARRIED 6/0

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

15.	<b>Elected Members' Motions</b>
	Nil
16.	<b>Matters Behind Closed Doors</b>
	Nil

**17. Closure**

The President thanked those in attendance and declared the meeting closed at 4:22pm.

UNCONFIRMED