



MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 27 January 2026
Commencing 4:00pm

UNP





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**Shire of Dowerin
Ordinary Council Meeting
4:00pm Tuesday 27 January 2026**



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:04pm

In opening the President, Council and Management acknowledge the passing of Mr Les Muhleisen, and Mr John 'Shearer' Metcalf with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson

President

Cr RI Trepp

Deputy President

Cr JA Graffin

Cr AR Jones

Cr CJ Meakins

Cr JC Sewell

Staff:

Ms M Barthakur

Chief Executive Officer

Ms K Rose

Manager of Governance and Community Services

Mr B Forbes

Manager of Infrastructure and Projects

Ms M Shirt

Acting Manager of Corporate Services

Members of the Public:

Apologies:

Cr AJ Metcalf

Approved Leave of Absence:

3. Public Question Time

Nil

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 19 December 2025

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved: Cr Graffin **Seconded:** Cr Jones

1256 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 19 December 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

8.	Minutes of Committee Meeting(s) to be Received
	Nil
9.	Recommendations from Committee Meetings for Council Consideration
	Nil
10.	Announcements by the Chair Without Discussion
	<p>Australia Day Pool event held 26 January – congratulations to staff for a well organised and executed event.</p> <p>Senior Citizen of the Year Award was received by Deb North.</p> <p>Citizen of the Year Award was presented to Tracy Jones.</p> <p>Well done and congratulations to both award winners for 2026.</p>

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	12 January 2026
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:	Attachment 11.1A – December Monthly Financial Report

Purpose of Report

Executive Decision Legislative Requirement

Summary

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

Notes 14 – 16 Operational Data Sub program data

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

Consultation

Manisha Barthakur, Chief Executive Officer

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

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.1

Moved: Cr Sewell

Seconded: Cr Trepp

1257 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 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 & Community Services



Date:	12 January 2026
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:	Attachment 11.2A – December 2025 LOP Attachment 11.2B – Credit and Star Cards

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for December 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: *Deliver a high standard of governance and administration.*

Outcome: 4.1

Reference: 4.1c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

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

1258 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 -December 2025

EFT 14384 to EFT 14532	\$439,074.73
Direct Debits Total	\$44,052.84
Payroll Total	\$201,054.62
TOTAL PAYMENTS	\$693,182.19
	CARRIED 6/0

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

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Minnivale Recreation Reserve (the Campground) Designation to 2 Nights not exceeding 48Hrs Rest Area

Governance & Compliance



Date:	14 January 2026
Location:	Minnivale Recreation Reserve (Campground Site) Lot 104 (on Reserve 38721) Minnivale Town Site.
Responsible Officer:	Julian Goldacre, Environmental Health & Regulatory Officer
Author:	Julian Goldacre, Environmental Health & Regulatory Officer
Legislation:	<i>Caravan Parks and Camping Grounds Regulations 1997.</i>
SharePoint Reference:	
Disclosure of Interest:	Nil.
Attachments:	ATTACHMENT 12.1A - Existing and Proposed Signage Minnivale Rest Area

Purpose of Report
<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement
Summary

Council is asked to formally designate Minnivale Recreation Reserve (the Site) as a Rest Area, with clear conditions for camping and transient vehicle use. This will:

- Clarify permitted use and time limits.
- Support consistent enforcement by Ranger Services.
- Ensure compliance with the Caravan Parks and Camping Grounds Regulations 1997.

The proposal includes:

- Camping/RV stays limited to 2 nights / 48 hours in any 28-day period.
- Roadside rest area designation with a 24-hour maximum stay.
- Updated signage to communicate conditions, limitations, and enforcement.

Background

An information item was presented to Council at the December 2025 Council Workshop to update on the matters affecting the 'Campgrounds' (the Site) located in Minnivale town site. The matters highlighted are persons camping and caravaning at the Site for lengths of times of up to a year, and/or parking up caravans permanently.

The Site has historically been used for long-term camping and permanent caravan parking. Some of these arrangements date back to the early 1990s and pre-date compliance with the current Caravan Parks and Camping Grounds Regulations 1997. As a result, current use conflicts with these Regulations, and Rangers face enforcement challenges due to the lack of formal designation and appropriate signage.

Comment

The Environmental Health and Regulatory Officer presents this item to Council to provide clarity on the current Site restrictions and options for management. Key points include:

- The Site does not meet the requirements to be a licensed caravan and camping facility under the Caravan Parks and Camping Grounds Regulations 1997.
- Existing facilities are minimal and basic, and the Site is located in a bushfire risk zone. Any development into a licensed facility would require additional planning and mitigation.
- The tap water at the Site requires treatment before use and is not suitable for direct consumption.
- The best approach is for Council to provide a legal approval for camping on the Site under its management order and Local Planning Scheme No. 2.
- Camping would be limited to 2 nights / 48 hours in any 28-day period, suitable for transient self-contained caravans and recreational vehicles (RVs).
- The Site road reserve can also be designated as a 24-hour rest area, allowing Ranger Services to manage and enforce temporary stays.
- Attachment 12.1A outlines proposed signage, including:
 - Roadside rest area limits (24 hours)
 - Legal permission for camping/RV stays (2 nights / 48 hours)
 - Conditions, penalties, and Ranger patrol information
 - Directional and Wheatbelt Way signage updates
 - Non-potable water notices and alternative signage options

This approach will provide legal clarity, support consistent enforcement, and address current misunderstandings about the Site's status, while allowing safe, transient camping and rest area use.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Julian Goldacre, Regulatory Officer

Russell Holleley, Technical Officer

Councillors, Council Workshop – December 2025

Policy Implications

Nil

Statutory Implications

Caravan Parks and Camping Grounds Regulations 1997.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1

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, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Staff training on regulations Regular inspections/audits Standard operating procedures
Action (Treatment)	Implement corrective procedures Update signage or safety measures Schedule compliance review
Risk Rating (after treatment)	Effective

Financial Implications

Estimated new signage and labour costs is \$3,500.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1**Moved:** Cr Meakins**Seconded:** Cr Graffin

1259 That Council, by Simple Majority, in accordance with the *Caravan Parks and Camping Grounds Regulations 1997* resolves:

1. That persons are approved to camp using a caravan or Recreational Vehicle (RV) — being a motor vehicle or trailer with living quarters for accommodation — for up to 2 nights (not exceeding 48 hours) in any 28-day period at the designated Rest Area, being Lot 104 on Reserve 38721 in the Minnivale Town Site.
2. That the road reserve portions of Lot 104 on Reserve 38721 in the Minnivale Town Site are designated and signposted as 24-hour roadside parking rest areas.
3. That Council instructs and authorises the Chief Executive Officer and Manager of Infrastructure and Projects to review existing and proposed signage and determine the most practicable designs and locations for the designated Rest Area and roadside rest area sites.

CARRIED 6/0

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

12.2 Minnivale Private Siding – ONRSR Registration and Shire Confirmation Letter

Governance & Compliance



Date:	15 January 2026
Location:	Minnivale Private Railway Siding, Hewitt Street, Minnivale
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Manisha Barthakur, Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Correspondence ARHS WA

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item is presented For Council to consider endorsing the provision of a formal letter to the Office of the National Rail Safety Regulator (ONRSR) confirming Rail Heritage WA's effective management and control of the Minnivale Private Siding under the existing Memorandum of Understanding (MOU).

Background

The Rail Heritage WA (ARHS WA Division) has been progressing registration of the Minnivale private siding with ONRSR. The process has been protracted due to regulatory interpretation issues, with ONRSR now requiring written confirmation from the Shire that Rail Heritage WA holds responsibility, management, and control of the siding, consistent with the current Memorandum of Understanding.

ONRSR requires a signed letter from an authorised Shire representative confirming that:

- Rail Heritage WA has effective management and control of the Minnivale Private Siding; and
- The current MOU is acknowledged and utilised as the operative agreement (lease-like arrangement) governing roles, responsibilities, and compliance.

Comment

This action will enable completion of the ONRSR registration process and finalise the transfer of responsibility for the Minnivale Private Siding to Rail Heritage WA under the existing MOU. As outlined in the attached correspondence, this has been a longstanding and protracted matter for both the Shire and Rail Heritage WA, and issuing the requested confirmation letter will assist in finally resolving the matter.

Subject to Council endorsement, issuing the confirmation letter is considered a low-risk, pragmatic step that supports resolution of a longstanding matter, provides regulatory clarity, and does not expose the Shire to additional financial or asset management obligations beyond current arrangements.

Consultation

Manisha Barthakur, Chief Executive Officer
 Kahli Rose, Manager of Governance and Community Services,
 Railway Heritage WA,
 Cr Darrel Hudson, Shire President
 Cr Robert Trepp, Shire Deputy President

Policy Implications

There are no immediate policy implications for the Shire of Dowerin. The request is consistent with the existing Memorandum of Understanding between the Shire and Rail Heritage WA and does not require adoption of a new policy or amendment to current Shire policies.

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: *Enhance the local visitor experience, particularly the area around Rusty, Town Entries, Minnivale campgrounds, Railway museum and heritage walk trail experiences.*

Outcome: 2.4

Reference: 2.4c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Unsubstantiated, localized low impact on community trust, low profile or no media item
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Memorandum of Understanding
Action (Treatment)	Letter of Confirmation
Risk Rating (after treatment)	Effective

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.2

Moved: Cr Trepp

Seconded: Cr Sewell

1260 That, by Simple Majority pursuant to section 5.21 of the Local Government Act 1995 (WA), Council

1. Notes the request from Rail Heritage WA and ONRSR requirements; and
2. Authorises the Chief Executive Officer (or President) to sign and issue the requested confirmation letter on behalf of the Shire.

CARRIED 6/0

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

UNCONFIRMED

12.3 Review of Local Laws – FY2026/27

Governance & Compliance



Date:	15 January 2025
Location:	N/A
Responsible Officer:	Manisha Barthakur, Chief Executive Officer Kahli Rose, Manager of Governance and Community Services
Author:	Manisha Barthakur, Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To commence the statutory review of the following local laws, which were gazetted in 2018 and are due for review under the Local Government Act 1995 (WA):

- Dogs Local Law 2018
- Local Government Property Local Law 2018
- Parking and Parking Facilities Local Law 2018
- Waste Local Law 2018

Background

Section 3.16 of the *Local Government Act 1995 (WA)* requires all local laws to be reviewed within an eight-year period after they commenced or were last reviewed, to determine whether they should be repealed, amended, or remain unchanged.

The Shire of Dowerin's local laws (Dogs, Property, Parking, Waste) were adopted and gazetted in 2018 and are now approaching the timeframe for eight-year review.

The statutory review of local laws, as required under section 3.16 of the *Local Government Act 1995 (WA)*, must be conducted through a formal process that includes giving local public notice of the intent to review, making copies of the local laws available for inspection, and inviting written submissions from the community over a minimum period of six weeks. Following the close of submissions, a review report is prepared outlining recommendations on whether each local law should be retained, amended, or repealed, and this report is then presented to Council for determination.

Comment

Commencing the statutory review of the Shire's local laws proactively allows the organisation to effectively plan time, resources, and budget for the upcoming financial year. This approach demonstrates strong governance and compliance practices, providing assurance that the Shire is managing its legislative responsibilities efficiently.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Julian Goldacre, Environmental Health and Regulatory Officer

Policy Implications

There are no immediate policy implications arising from this item. The resolution relates solely to the commencement of a statutory review process in accordance with section 3.16 of the *Local Government Act 1995 (WA)* and does not result in the adoption, amendment, or repeal of any Shire policy or local law. Any future changes identified through the review process would be subject to a separate Council decision.

Statutory Implications

Nil

Strategic Implications**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1

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	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Governance framework requiring Council approval for agenda items and statutory reviews. Internal tracking of statutory review deadlines and operational planning. Standardised review process under s.3.16 LGA 1995.
Action (Treatment)	Proactively include local law review on Council agenda for FY26/27. Allocate time, resources, and budget to ensure completion within statutory timelines. Conduct public consultation and prepare review report for Council determination.
Risk Rating (after treatment)	Effective

Financial Implications

The review will be managed internally using the Shire's regular operational budget, with minimal reliance on consultants. A small amount of funds will be set aside if consultant advice is required, but no significant additional cost is expected.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.3**Moved:** Cr Graffin**Seconded:** Cr Jones

1261 That, Council, by Simple Majority, pursuant to section 3.16 of the Local Government Act 1995 (WA):

1. Resolves to commence the statutory review of the following local laws in the 2026/27 financial year:
 - a. Dogs Local Law 2018;
 - b. Local Government Property Local Law 2018;
 - c. Parking and Parking Facilities Local Law 2018; and
 - d. Waste Local Law 2018.
2. Authorises the Chief Executive Officer to give local public notice of the review and invite submissions in accordance with the Local Government Act 1995 (WA).
3. Requests that a review report be presented to Council following the close of the public submission period.

CARRIED 6/0

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

13. OFFICER'S REPORTS - ASSET & WORKS

Nil

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

Nil

17. Closure

The President thanked those in attendance, and closed the meeting at 4:14pm