



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 23 June 2026
Commencing 4:00pm

UNCONFIRMED



Table of Contents

1.	Official Opening / Obituaries
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 26 May 2026
8.	Minutes of Committee Meetings to be Received
8.1	Audit & Risk Committee Meeting held on 4 June 2026
9.	Recommendations from Committee Meetings for Council Consideration
9.1	Audit & Risk Committee Meeting
9.1.1	Risk Dashboard Review
9.1.2	Regulation 17.1 (b) and (c), and Regulation 17 (1) (a) Audit Reports
10.	Announcements by the President Without Discussion
11.	Officer's Reports – Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Outstanding Historical Rental Debt Write-Off
12.	Officer's Reports – Governance and Compliance
12.1	2026/2027 Delegation Register
12.2	Fleet Policy
13.	Officer's Reports – Asset & Works
14.	Urgent Business Approved by the Person Presiding or by Decision
14.1	2026-2027 Schedule of Fees and Charges
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin Ordinary Council Meeting 4:00pm Tuesday 23 June 2026

1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:01pm
In the opening of the meeting, the Council and Staff acknowledge the passing of Robert (Sheedy) Tillet, Max Petchell, and Rick Hillier with a minutes 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 JC Sewell	

Staff:

Ms M Barthakur	Chief Executive Officer
Ms R Wall	Manager of Corporate Services
Ms K Rose	Manager of Governance and Community Services
Mr B Forbes	Manager of Infrastructure and Projects
Ms D Griffiths-I'Anson	Governance Officer

Members of the Public:

Apologies:

Cr CJ Meakins

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Manager of Governance and Community Services for inclusion in the Disclosures Register.

5. Applications for Leave of Absence

Cr Robert Trepp – July

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 5

Moved: Cr Graffin

Seconded: Cr Jones

1328 That, by Simple Majority pursuant to Sections 2.25(1) of the *Local Government Act 1995*, Cr Trepp be granted Leave of Absence for July 2026.

CARRIED 5/0

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

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 26 May 2026

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved: Cr Jones

Seconded: Cr Trepp

1329 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 26 May 2026, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

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

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

- 8.1 Audit & Risk Committee Meeting held on 4 June 2026
[Attachment 8.1A](#)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/ Resolution – 8

Moved: Cr Graffin Seconded: Cr Trepp

- 1330 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Audit, Risk and Improvement Committee Meeting held on 4 June 2026, as presented in Attachment 8.1A, be received.

CARRIED 5/0

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

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit & Risk Committee Meeting

9.1.1 Risk Dashboard Review

Refer to ARIC Meeting minutes dated 4 June 2026

[Attachment 9.1.1A – Risk Dashboard](#)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/ Resolution – 9.1.1

Moved: Cr Graffin Seconded: Cr Jones

- 1331 That, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Audit, Risk and Improvement Committee:
1. Receives the Risk Dashboard Quarterly Report – June 2026, as presented in Attachment 7.1A;
 2. Notes the revised structure of the Risk Dashboard following recommendations arising from the Regulation 17 Review; and
 3. Recommends to Council that it adopts the Risk Dashboard Quarterly Report – June 2026

CARRIED 5/0

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

9.1.2 Regulation 17.1 (b) and (c), and Regulation 17 (1) (a) Audit Reports

Refer to ARIC Meeting minutes dated 24 April 2026

[Attachment 9.1.2A – Regulation 17 \(1\) \(a\) Report](#)

[Attachment 9.1.2B – Regulation 17.1 \(b\) & \(c\) Report](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 9.1.2

Moved: Cr Graffin

Seconded: Cr Sewell

1332 That, in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996, the Audit, Risk and Improvement Committee recommends that Council:

1. Receives the Regulation 17 (1)(a) Financial Management Review Final Report, as provided in Attachment 7.2A;
2. Receives the Regulation 17 (1)(b) & (c) Review Final Report, as provided in Attachment 7.2B;
3. Notes the findings and management comments contained within both reports;
4. Notes that no high-risk findings were identified through either review; and
5. Notes the outcomes of the Regulation 17 reviews and supports ongoing implementation of the identified improvement actions and governance measures

CARRIED 5/0

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

10. Announcements by the President Without Discussion

11.1 Financial Activity Statements

Corporate and Community Services

Date:	4 June 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Rachael Wall, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2025-2026 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – May Monthly Financial Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period May 2026.

Background

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

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

Comment

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Notes 14 – 16 Operational Data Sub program data

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

Consultation

Manisha Barthakur, Chief Executive Officer
Rachael Wall, Manager of Corporate Services
Ben Forbes, Manager of Infrastructure and Projects
Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>Deliver a high standard of governance and administration.</i>
Outcome:	4.1
Reference:	4.1c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1

Moved Cr Trepp

Seconded: Cr Jones

1333

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 May 2026, as presented in Attachment 11.1A

CARRIED 5/0

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

11.2 List of Accounts Paid

Corporate & Community Services

Date:	4 June 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Rachael Wall, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – May List of Payments Attachment 11.2B – Credit and Star Card Statements

Purpose of Report

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Executive Decision

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Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for May 2026.

Background

Nil

Comment

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

Consultation

Manisha Barthakur, Chief Executive Officer
Rachael Wall, Manager of Corporate Services
Ben Forbes, Manager of Infrastructure and Projects

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 Jones

1334

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 - May 2026

EFT 14874 to EFT 14973	\$790,890.61
Direct Debits Total	\$35,700.89
Payroll Total	\$149,187.17
TOTAL PAYMENTS	\$975,778.67

CARRIED 5/0

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

11.3 Outstanding Historical Rental Debt Write-Off

Corporate & Community Services

Date:	9 June 2026
Location:	N/A
Responsible Officer:	Rachael Wall, Manager of Corporate Services
Author:	Rachael Wall, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995 - Section 6.68</i>
Sharepoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

The purpose of this report is to seek Council approval to write off an outstanding debt of \$1,243.40 relating to unpaid rent and utility charges incurred by a former tenant of Unit 2, 13 Stacey Street, Dowerin.

Following the termination of the tenancy and subsequent vacation of the property in April 2024, an outstanding balance remained. Despite extensive efforts by the Shire to recover the debt, all recovery avenues have been exhausted, and the debt is considered unrecoverable.

Background

The former tenant of Unit 2, 13 Stacey Street was requested to vacate the property following breaches of the Residential Tenancies Act and the terms and conditions of the tenancy agreement.

The tenant subsequently vacated the property during late April 2024. At the conclusion of the tenancy, outstanding rent and utility charges remained unpaid, resulting in a debt of \$1,243.40 being owed to the Shire.

Since the termination of the tenancy, the Shire has undertaken a number of actions to recover the outstanding debt, including issuing correspondence, attempting contact with the former tenant and undertaking internal recovery processes.

Despite these efforts, no payments have been received and the debt remains outstanding.

Comment

Officers have reviewed the matter and are satisfied that all reasonable and practical recovery actions have been undertaken.

Given the value of the debt and the likelihood of recovery, further recovery action is not considered financially viable or in the best interests of the Shire. The cost of pursuing legal recovery action is likely to exceed the amount recoverable.

Accordingly, it is recommended that Council authorise the write-off of the debt in accordance with sound financial management practices.

It should be noted that a write-off is an accounting treatment only and does not extinguish the debt. Should circumstances change and recovery become possible in the future, Council retains the right to pursue recovery of the outstanding amount.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Susan Dew, Senior Finance Officer

Policy Implications

Delegation 5.2 - Defer, Grant Discounts, Waive or Write Off Debts

- a. *A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$500 per individual debt.*
- b. *A debt relating to a rate or service charge may only be written off where the dollar value does not exceed \$500 per individual debt.*
- f. *Write off of debts greater than these values must be referred to Council for a decision.*

Statutory Implications

Local Government Act 1995

Section 5.42 — Powers and duties of local governments

“Subject to this Act and any other written law, the powers and duties of a local government are to be exercised and performed by the council.”

Section 6.4 — Financial management

“A local government is to manage its finances in accordance with the requirements of this Act and the regulations.”

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	Asset Management Practices
Risk Category	Financial Impact
Risk Description	Less than \$5,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Administrative processes, Debt Collection processes
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

The write-off will result in a one-off expense of \$1,243.40 being recognised in the 2025/26 financial year.

The amount has already been provided for within Council's bad debt provisions and therefore no material impact on the adopted budget is anticipated.

The risk associated with approving the write-off is considered low. Failure to write off unrecoverable debts may result in Council's financial records overstating recoverable revenue.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.3

Moved Cr Graffin

Seconded: Cr Trepp

1335

That Council, by Simple Majority, pursuant to Section 5.42 and 6.4 of the *Local Government Act 1995*, resolve to:

1. Authorise the write-off of the outstanding debt of \$1,243.40 relating to unpaid rent and utility charges for the former tenant of Unit 2, 13 Stacey Street, Dowerin; and
2. Note that all reasonable recovery actions have been undertaken and that further recovery action is not considered financially viable.

CARRIED 5/0

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

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 2026/2027 Delegation Register

Governance & Compliance

Date:	10 June 2026
Location:	Nil
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A – 2026/2027 Delegation Register

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

The draft 2026/2027 Delegations Register has been prepared following the annual review of Council delegations.

The review has included administrative, legislative and operational amendments to ensure delegated authority remains current, appropriate and aligned with the Shire's organisational structure, legislative obligations and operational requirements.

The draft Delegations Register was presented to Council at the May 2026 Workshop. No amendments or concerns were raised by Council during workshop discussions.

Council is requested to consider adoption of the draft 2026/2027 Delegations Register.

Background

Section 5.46 of the Local Government Act 1995 enables Council to delegate certain powers and duties to the Chief Executive Officer. The Chief Executive Officer may then sub-delegate powers and duties to other employees where authorised by legislation.

The Delegations Register is reviewed annually to ensure delegated authority remains current, appropriate and reflective of legislative requirements, organisational responsibilities and operational practices.

The annual review process assists in ensuring that delegations remain practical and operationally effective, legislative references remain current, administrative efficiencies are maintained and appropriate governance and accountability measures continue to be applied.

The current Delegations Register was adopted by Council as part of the 2026/2027 annual review process.

Comment

A review of the Delegations Register has been undertaken in preparation for the 2026/2027 financial year.

The review considered legislative requirements, organisational changes and operational practices that have occurred since the previous review. The majority of amendments contained within the draft Register are administrative in nature and are intended to improve clarity, accuracy and consistency throughout the document.

Key amendments include:

- transfer of Ranger Services functions from the Manager Corporate Services to the Manager Governance & Community Services;
- amendments to delegations where sub-delegation is limited to employees only, including Ranger appointments now administered through the Manager Governance & Community Services portfolio;
- updates to Environmental Health Officer delegations to reflect the transition from a contractor-based arrangement to an internally appointed officer; and
- minor legislative, administrative and formatting amendments throughout the Register.

One new delegation has also been included within the Register:

9.8 – Grant Exemption as to Number of Dogs Kept at Premises

The proposed delegation would authorise the Chief Executive Officer and/or Manager Governance & Community Services to determine applications seeking approval to keep more than the prescribed number of dogs at a premises in accordance with the Dog Act 1976.

Currently, no delegation exists for this function, resulting in all applications being referred to Council for consideration and determination. The proposed delegation is intended to improve administrative efficiency and allow routine operational matters to be determined at officer level while maintaining legislative compliance and appropriate oversight.

The draft 2026/2027 Delegations Register was presented to Council at the June 2026 Workshop. No matters requiring amendment were identified by Council and no concerns were raised regarding the proposed changes.

The draft Delegations Register is attached for Council's consideration.

Consultation

Manisha Barthakur, Chief Executive Officer

Rachael Wall, Manager Corporate Services

Ben Forbes, Manager of Infrastructure and Projects

Kahli Rose, Manager Governance & Community Services

Policy Implications

Nil

Statutory Implications

Section 5.42 – Delegation of some powers and duties to CEO

"A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43."

Section 5.44 – CEO may delegate powers and duties to other employees

"A CEO may delegate to an employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than those referred to in section 5.44(2)."

Section 5.46 – Register of, and records relevant to, delegations to CEO and employees

"A local government is to keep a register of all delegations made under this Division and any information prescribed in relation to the exercise of those delegations."

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

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Annual review of the Delegations Register to ensure legislative compliance, operational effectiveness and governance oversight
Action (Treatment)	Nil required.
Risk Rating (after treatment)	Effective

Financial Implications

There are no direct financial implications associated with the adoption of the 2026/2027 Delegations Register.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.1

Moved Cr Graffin

Seconded: Cr Sewell

1336

That Council, by Simple Majority:

1. adopts the 2026/2027 Delegations Register as presented in Attachment 12.1A; and
2. authorises the Chief Executive Officer to make minor administrative, formatting or legislative reference amendments to the Delegations Register where required, provided such amendments do not alter the intent or effect of any delegation.

CARRIED 5/0

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

12.2 Fleet Policy

Governance and Compliance

Date:	10 June 2026
Location:	Nil
Responsible Officer:	Ben Forbes, Manager of Infrastructure and Projects
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - 7.23 - Fleet Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The draft Fleet Policy has been developed to establish clear organisational expectations regarding the procurement, use, maintenance and disposal of fleet vehicles, including the use of privately owned vehicles (grey fleet) for Shire business.

The policy has been developed to support consistent fleet management practices across the organisation, promote safe vehicle use, ensure compliance with Work Health and Safety obligations and provide clear guidance regarding the responsibilities of employees, contractors and volunteers.

The draft Fleet Policy was presented to Council at the May 2026 Workshop. Following workshop discussions, amendments were made to permit the installation of bull bars on Shire vehicles where operational requirements warrant their use.

Council is requested to consider adoption of the Fleet Policy.

Background

The Shire currently manages a fleet of vehicles utilised across a range of operational and administrative functions.

As part of ongoing governance and risk management improvements, a formal Fleet Policy has been developed to provide a consistent framework for the acquisition, operation, maintenance and disposal of fleet assets, whilst also addressing the use of privately owned vehicles for Shire business purposes.

The policy has been developed to support operational requirements, improve consistency in fleet management practices and ensure compliance with relevant legislative and Work Health and Safety obligations.

Comment

The draft Fleet Policy has been developed to establish clear organisational expectations regarding the procurement, use, maintenance and disposal of fleet vehicles, including the use of privately owned vehicles (grey fleet) for Shire business.

The policy aims to:

- ensure vehicles used for Shire operations are fit for purpose;
- promote safe driving practices and reduce organisational risk exposure;
- support compliance with Work Health and Safety obligations;
- improve consistency in fleet management practices across the organisation; and
- provide clear guidance to employees, contractors and volunteers regarding responsibilities and expectations.

The draft policy was presented to Council at the May 2026 Workshop for review and discussion.

Following workshop discussions, amendments were made to the vehicle specifications section of the policy to permit the installation of bull bars on Shire vehicles where operational requirements warrant their use. This amendment reflects the operational environment in which Shire vehicles are utilised and addresses feedback provided by Elected Members during the workshop.

No other substantive amendments were requested by Council.

The amended Fleet Policy is attached for Council's consideration and adoption.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Councillors, May Workshop

Policy Implications

Policy 7.23 - Fleet Policy will be added into the Council's suite of policies.

Statutory Implications

Work Health and Safety Act 2020

Section 19 – Primary duty of care

"A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers while the workers are at work in the business or undertaking."

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisations
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	Some temporary non compliances
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Existing vehicle maintenance programs; procurement procedures; WHS policies and procedures; management oversight.
Action (Treatment)	Adoption and implementation of Policy 7.23 – Fleet Policy to provide a consistent framework for fleet procurement, use, maintenance and disposal.
Risk Rating (after treatment)	Effective

Financial Implications

There are no direct financial implications associated with the adoption of the Fleet Policy.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.2

Moved Cr Graffin

Seconded: Cr Trepp

1337

That Council, by Simple Majority, adopts Policy 7.23 – Fleet Policy, as presented in Attachment 12.2A

CARRIED 5/0

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

UNCONFIRMED

13. OFFICER'S REPORTS - ASSET & WORKS

Nil

14. Urgent Business Approved by the Person Presiding or by Decision**14.1 2026-2027 Schedule of Fees and Charges****Corporate & Community Services**

Date:	18 June 2026
Location:	N/A
Responsible Officer:	Rachael Wall, Manager of Corporate Services
Author:	Rachael Wall, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.1A – 2026/2027 Fees and Charges

Purpose of Report

Executive Decision



Legislative Requirement

Summary

The purpose of this report is to seek Council's adoption of the Schedule of Fees and Charges for the 2026/27 financial year. The proposed fees and charges have been reviewed as part of the annual budget process and include statutory fees prescribed by legislation and local government fees determined by Council.

Background

Pursuant to Sections 6.16 and 6.19 of the Local Government Act 1995, a local government may impose fees and charges for goods and services provided by the local government. Fees and charges are reviewed annually to ensure they remain relevant, reflect cost recovery principles where appropriate, and align with statutory requirements.

The proposed 2026/27 Fees and Charges Schedule has been prepared in conjunction with the draft budget and includes:

- Statutory fees prescribed under relevant legislation;
- Cost recovery adjustments where appropriate;
- CPI increases to selected discretionary fees and charges;
- Administrative amendments and corrections to fee descriptions where required.

Comment

Early adoption ensures a smoother administrative transition and gives clarity to staff and the community on the applicable charges for the new financial year.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Lisa Begley, Home Care Coordinator

Shelley Matthews, Community Development Coordinator

Vitish Guddoy, Director – QCI Consulting

Policy Implications

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

Statutory Implications

- Local Government Act 1995
- Local Government (Functions and General) Regulations 1996
- Building Act 2011
- Planning and Development Act 2005
- Planning and Development Regulations 2009
- Any other relevant legislation prescribing statutory fees.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government
Implement and monitor the annual budget to support timely progress toward strategic goals

Outcome: 4.1

Reference: 4.1c

Asset Management Plan

Nil

Long Term Financial Plan

The annual review and adoption of fees and charges supports the Shire's Long Term Financial Plan by ensuring that revenues generated from user-pays services contribute towards the cost of service delivery and reduce reliance on rate revenue.

The application of statutory fees, cost recovery principles and appropriate CPI adjustments assists Council in maintaining financial sustainability and preserving the long-term viability of services, infrastructure and community assets. The review also ensures that fees and charges remain equitable, transparent and aligned with Council's objective of responsible financial management.

The adoption of the 2026/27 Fees and Charges Schedule is consistent with the Shire's Long Term Financial Plan and Corporate Business Plan, which identify the importance of maintaining diversified revenue sources and achieving sustainable operating outcomes.

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

Financial Implications

The adopted fees and charges will contribute to the revenue estimates contained within the 2026/27 Annual Budget. The schedule has been developed to ensure appropriate cost recovery while maintaining affordability for community members and service users.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14.1

Moved Cr Trepp

Seconded: Cr Jones

1338

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

1. Adopts the Schedule of Fees and Charges for the 2026/27 financial year as attached.
2. Authorises the Chief Executive Officer to implement the adopted Fees and Charges Schedule effective from 1 July 2026.
3. Notes that statutory fees will be amended as required should any legislative changes occur during the financial year.

CARRIED 5/0

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

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15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

Nil

17. Closure

The President thanked those in attendance, and closed the meeting at 4:15pm

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