



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 24 March 2026  
Commencing 4:00pm



# Table of Contents

1.	<b>Official Opening / Obituaries</b>
2.	<b>Record of Attendance / Apologies / Leave of Absence</b>
3.	<b>Public Question Time</b>
4.	<b>Disclosure of Interest</b>
5.	<b>Applications for Leave of Absence</b>
5.1	<a href="#">Cr Ashley Jones - April 2026</a>
6.	<b>Petitions and Presentations</b>
7.	<b>Confirmation of Minutes of the Previous Meetings</b>
7.1	<a href="#">Ordinary Council Meeting held on 24 February 2026</a>
8.	<b>Minutes of Committee Meetings to be Received</b>
9.	<b>Recommendations from Committee Meetings for Council Consideration</b>
10.	<b>Announcements by the President Without Discussion</b>
11.	<b>Officer's Reports - Corporate and Community Services</b>
11.1	<a href="#">Monthly Financial Statements</a>
11.2	<a href="#">List of Accounts Paid</a>
11.3	<a href="#">Fee Waiver Request - Dowerin Companion Club</a>
11.4	<a href="#">Fee Waiver Request - Dowerin District High School</a>
12.	<b>Officer's Reports - Governance and Compliance</b>
12.1	<a href="#">Development Application - Lot 10187 Koombekine North Road, KOOMBEKINE</a>
12.2	<a href="#">Strategic Community Plan - Quarterly Progress Report, March 2026</a>
12.3	<a href="#">Councillor Code of Conduct - Review</a>
13.	<b>Officer's Reports - Asset &amp; Works</b>
14.	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
15.	<b>Elected Members' Motions</b>
16.	<b>Matters Behind Closed Doors</b>
17.	<b>Closure</b>

## Shire of Dowerin Ordinary Council Meeting 4:00pm Tuesday 24 March 2026

### 1. Official Opening / Obituaries

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

### 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
Mr B Forbes	Manager of Infrastructure and Projects
Ms R Wall	Manager of Corporate Services
Ms M Sumpton	Executive Assistant
Mr J Goldacre	Environmental Health Officer

#### Members of the Public:

#### Apologies:

Ms M Shirt	Acting Manager of Corporate Services
Ms K Rose	Manager of Governance and Community Services

#### Approved Leave of Absence:

Nil

### 3. Public Question Time

Nil

### 4. Disclosure of Interest

11.3 Cr Graffin - Impartiality

## 5. Applications for Leave of Absence

Cr Ashley Jones – April 2026

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation/ Resolution – 5

**Moved** Cr Meakins **Seconded:** Cr Sewell

1277 That, by Simple Majority pursuant to Sections 2.25(1) of the *Local Government Act 1995*, Cr Jones be granted Leave of Absence for April 2026.

CARRIED 6/0

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

## 6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 24 February 2026

[Attachment 7.1A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation/ Resolution – 7

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

1278 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 24 February 2026, 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

8.1 Audit, Risk and Improvement Committee Meeting held on 20 February 2026  
[Attachment 8.1A](#)

8.2 Local Emergency Management Committee Meeting held on 20 February 2026  
[Attachment 8.2A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation/ Resolution – 8

**Moved** Cr Graffin **Seconded:** Cr Meakins

**1279** 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 20 February 2026, as presented in Attachment 8.1A, and the Minutes of the Local Emergency Management Committee Meeting held on 20 February 2026, as presented in Attachment 8.2A, 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. Recommendations from Committee Meetings for Council Consideration

### 9.1 Audit, Risk, and Improvement Committee

#### 9.1.1 Risk Dashboard Review

Refer to ARIC Meeting minutes dated 20 February 2026

[Attachment 9.1.1A – February Risk Dashboard Action List](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation/ Resolution – 9.1.1

**Moved** Cr Trepp **Seconded:** Cr Jones

**1280** That, by Simple Majority, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, Council:

1. Adopts the Risk Dashboard Quarterly Report – February 2026, with ongoing allocation of resources and budget to address risks effectively

CARRIED 6/0

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

## 9.1.2 Terms of Reference Update – ARIC

Refer to ARIC Meeting minutes dated 20 February 2026

### [Attachment 9.1.2A – Updated Terms of Reference](#)

#### Voting Requirements

Simple Majority  Absolute Majority

#### Officer's Recommendation/ Resolution – 9.1.2

Moved Cr Graffin Seconded: Cr Sewell

1281 That, in accordance with Regulation 16 and 17 of the Local Government (Audit) Regulations 1996, Council:

1. Receive and note the recommendation to amend the Terms of Reference to align with amendments to the *Local Government Act 1995*, including the establishment of an Independent Deputy Presiding Member; and
2. Approve the payment of an allowance to the Deputy Presiding Member, set at the same rate as the meeting attendance allowance payable to Councillors for committee meetings, in accordance with Section 5.100 of the *Local Government Act 1995*.

CARRIED 6/0

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

## 9.2 Local Emergency Management Committee

### 9.2.1 Co-Option of Additional LEMC Member

Refer to LEMC Meeting minutes dated 20 February 2026

#### Voting Requirements

Simple Majority  Absolute Majority

#### Officer's Recommendation/ Resolution – 9.2.1

Moved Cr Jones Seconded: Cr Graffin

1282 That, by Simple Majority, Council endorse the co-option of a representative from the Dowerin Community Club as a member of the LEMC

CARRIED 6/0

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

## 10. Announcements by the Chair Without Discussion

I advise Council that a resignation has been received from Cr Adam Metcalf since our last meeting. In accordance with the Local Government Act 1995, I declare that this results in a vacancy on the Council from 23 March 2026.

This will be formally considered later through the process prescribed under the LG Act.

**11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES**

**11.1 Financial Activity Statements**

<h2 style="color: red;">Corporate and Community Services</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 March 2026	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer	
<b>Author:</b>	Megan Shirt, Acting Manager of Corporate Services	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2025-2026 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A - February 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 February 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

Megan Shirt, Acting Manager of Corporate Services

Ben Forbes, Manager of Infrastructure and Projects

Lisa Beagley, Homecare Coordinator

## **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

<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 Meakins


1283

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 February 2026, 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	
<b>Corporate &amp; Community Services</b>	
 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY	
<b>Date:</b>	9 March 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Megan Shirt, Acting Manager of Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A - February List of Payments</a> <a href="#">Attachment 11.2B - Credit and Star Card Statements</a>

**Purpose of Report**

Executive Decision
  Legislative Requirement

**Summary**

This Item presents the List of Accounts Paid, paid under delegated authority, for February 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  
 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. 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**

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

**Financial Implications**

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.2

**Moved** Cr Jones

**Seconded:** Cr Graffin

**1284** 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 - February 2026

EFT 14640 to EFT 14735	\$386,223.07
Direct Debits Total	\$28,053.12
Payroll Total	\$167,872.88
<b>TOTAL PAYMENTS</b>	<b>\$582,149.07</b>

**CARRIED 6/0**

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

11.3 Fee Waiver Request – Dowerin Companion Club

Corporate & Community Services



<b>Date:</b>	10 March 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Manisha Barthakur, Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Cr Graffin – Impartial Interest
<b>Attachments:</b>	Nil

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

The Dowerin Companion Club has requested assistance with the cost of hiring the Shire bus for their regular activities. The Club currently has approximately 24 members and primarily supports elderly residents by providing opportunities for social outings and community connection.

Historically, bus hire fees for the Companion Club have varied under previous administrative arrangements, including both full waivers and discounted fees.

For the current financial year, the Chief Executive Officer approved a partial waiver of \$500 under delegated authority. However, this amount has proven insufficient to support the Club’s activities.

This report seeks Council approval for a structured fee waiver of \$1,000 per year for bus hire, for an initial period of three financial years, after which the arrangement will be reviewed.

**Background**

The Companion Club regularly hires the Shire bus to facilitate group outings and social activities for its members.

Under previous administrative arrangements, bus hire charges for the Club have varied, including both full waivers and partial fee reductions approved by previous Chief Executive Officers.

During the current financial year, the CEO approved a partial waiver of \$500 in accordance with delegated authority limits. The Club has since utilised this waiver but has indicated that the remaining hire costs continue to present a financial barrier to their activities.

The Club also covers fuel costs associated with bus hire.

### Comment

The Companion Club provides an important social service to older members of the Dowerin community by supporting social connection, wellbeing and community participation.

Providing a structured and capped fee waiver supports these activities while ensuring transparency and consistency in how fee concessions are applied.

A capped multi-year arrangement also allows Council to periodically review the arrangement and determine whether the support remains appropriate.

### Consultation

Manisha Barthakur, Chief Executive Officer

Megan Shirt, Acting Manager Corporate Services

Julie Bailey President, Companion Club

Cheryl Murray, Secretary, Companion Club

### Policy Implications

Nil.

### Statutory Implications

*Local Government Act 1995*

#### **Section 6.12 – Power to defer, grant discounts etc. for amounts due to local government**

(1) A local government may –

- a. defer the time for payment of an amount due to it; or
- b. grant a discount or other concession for payment of an amount due to it.

### Strategic Implications

#### **Strategic Community Plan**

Community Priority: Our Community

Objective: *Continue to advocate, support and value service delivery to our community*

Outcome: 1.1

Reference: 1.1a

#### **Asset Management Plan**

Nil

#### **Long Term Financial Plan**

Nil

**Risk Implications**

The financial risk is minimal, as the waiver is capped and formally approved by Council. A structured, multi-year arrangement provides clarity and accountability, reducing the risk of ad hoc or inconsistent fee concessions.

Supporting the Companion Club also mitigates reputational risk, demonstrating the Shire's commitment to community inclusion and the wellbeing of elderly residents.

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Less than \$5,000
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Engagement practices with external stakeholders
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The proposed \$1,000 per year fee waiver is accommodated within the existing operational budget and does not create any additional financial risk. The Companion Club continues to cover fuel costs for the bus, ensuring partial cost recovery.

Past arrangements for similar waivers have been successfully managed, and this proposal continues the same approach without impacting Shire finances

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.3

**Moved** Cr Meakins

**Seconded:** Cr Sewell

**1285**

That Council by Simple Majority, pursuant to section 6.12 of the Local Government Act 1995, resolves to:

1. Approve a fee waiver of \$1,000 per financial year for the Dowerin Companion Club for the hire of the Shire bus.
2. Apply the waiver for an initial period of three (3) financial years commencing in the 2025/2026 financial year.
3. Undertake a review of the arrangement at the conclusion of the third year to determine whether the waiver should be continued.

**CARRIED 5/0**

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

UNCONFIRMED

11.4 Fee Waiver Request – Dowerin District High School

Corporate & Community Services



<b>Date:</b>	10 March 2026
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Manisha Barthakur, Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995;</i>
<b>Sharepoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.4A – Request from DDHS and previous waiver</a>

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

Dowerin District High School (DDHS) has historically received a fee waiver for the use of several Shire-managed facilities to support school programs and community engagement activities.

Council previously approved a three-year fee waiver arrangement, which has now expired. The School has requested that Council consider continuing the waiver for the 2026 calendar year.

This report seeks Council consideration of the request.

**Background**

Dowerin District High School regularly utilises Shire-managed facilities for educational, sporting and community programs.

Previous Council resolutions approved a three-year fee waiver arrangement which supported the School's use of facilities including:

- Shire Oval and sports facilities (Faction Athletics Carnival, Cross Country, Running Club, T20 Cricket, Badminton and Emergency Services Cadet training)
- Dowerin Swimming Pool (swimming lessons, faction carnival and cadet water activities)
- Dowerin Town Hall (school production and occasional events)

The previous waiver arrangement expired at the end of the last calendar year. The School has requested that Council consider continuing the waiver for the 2026 calendar year.

It is noted that facilities managed by the Dowerin Community Club are outside the jurisdiction of the Shire, and any arrangements for their use must be negotiated directly with the Club.

### Comment

The Shire has historically supported the local school through fee waivers recognising the benefit these activities provide to students and the broader community.

The continued use of Shire facilities by the School supports youth development, community participation and educational opportunities for local students.

Operational and maintenance costs for these facilities are already accommodated within existing budgets and the financial impact of the waiver is minimal.

Providing a structured and transparent waiver ensures clarity around the arrangement and maintains the positive working relationship between the Shire and the School.

### Consultation

Manisha Barthakur, Chief Executive Officer

Megan Shirt, Acting Manager Corporate Services

Ben Forbes, Manager Infrastructure and Projects

Sonia Hammond, Principal – Dowerin District High School

Council Workshop – 18 February 2026

### Policy Implications

Nil.

### Statutory Implications

*Local Government Act 1995*

**Section 6.12 – Power to defer, grant discounts etc. for amounts due to local government**

- (1) A local government may –
  - a. defer the time for payment of an amount due to it; or
  - b. grant a discount or other concession for payment of an amount due to it.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Community

Objective: *Continue to advocate, support and value service delivery to our community*

Outcome: 1.1

Reference: 1.1a

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

The financial risk associated with this fee waiver is minimal, as operational budgets already accommodate routine facility maintenance. Risk is further mitigated by limiting the waiver to Shire-managed facilities only, with any use of Community Club-managed facilities being outside Shire jurisdiction and subject to separate arrangements. All bookings and facility use will be documented to ensure audit compliance and proper oversight.

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Less than \$5,000
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Engagement practices with external stakeholders
<b>Action (Treatment)</b>	Developed protocols
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications

Routine operating and maintenance costs for Shire facilities will continue to be met within existing operational budgets.

The waiver supports educational and community outcomes and aligns with the Shire's objectives for community wellbeing and youth engagement.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.4

**Moved** Cr Graffin

**Seconded:** Cr Sewell

**1286** That Council pursuant to section 6.12 of the Local Government Act 1995 (WA):

1. Approves a fee waiver for Dowerin District High School for the use of Shire-managed facilities for the 2026 calendar year.
2. Notes that any use of Dowerin Community Club-managed facilities is outside the jurisdiction of the Shire of Dowerin and must be arranged directly with the Community Club.
3. Requires that all facility bookings be coordinated through the Shire Administration Office in accordance with normal booking procedures.

**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 Development Application - Lot 10187 Koombekine North Road, KOOMBEKINE**

**Governance & Compliance**



<b>Date:</b>	26 February 2026
<b>Location:</b>	Lot 10187 Koombekine North Road, Koombekine.
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Julian Goldacre
<b>Legislation:</b>	<i>Planning and Development Act 2005,          Planning and Development Regulations 2009,          Planning and Development (Local Planning Schemes) Regulations 2015,          Shire of Dowerin Local Planning Scheme N° 2</i>
<b>Sharepoint Reference:</b>	
<b>Disclosure of Interest:</b>	Nil.
<b>Attachments:</b>	<a href="#">Attachment 12.1A - Development Application</a> <a href="#">Attachment 12.1B - Construction Drawings</a> <a href="#">Attachment 12.1C - Site Plans</a>

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

For the Council of the Shire of Dowerin to consider for approval.

**Background**

The Development Application DA2026-03 (**Attachment A**) submitted by the Applicant - Auspan Building Systems Pty Ltd on behalf of the Owner - Wheeldon Vale Pastoral Co Pty Ltd with contact provide as Mr M Metcalf was received by the Shire of Dowerin administration on the 22 January 2026 for the proposed construction of a fabricated metal new multipurpose storage shed of 432m<sup>2</sup> footprint and apex height of 10.65 meters (the DA). Construction is proposed to occur on Lot 10187 Koombekine North Road, Koombekine; **Attachments B and C** provides the site and building specific details.

### Comment

The DA supporting information provided in **Attachments B and C** present a farm shed (the Shed) of a modest size of 432m<sup>2</sup> and an apex height of 10.65 meters; this design and size of shed is synonymous of the wheatbelt region. The Shed is shown as enclosed on three sides with a permanent opening at the south narrow portion. Construction is to occur on Lot 10187 zoned Rural pursuant to the Shire of Dowerin Local Planning Scheme No. 2 (the Scheme); the Shed will be setback from the Lot boundary by 126.5 metres from the north boundary, and 32.5 meters from the east boundary. Consequently, the DA proposed on the Rural zoned land is in consideration of the 'works' component and therefore requires a Council approval. Also, for the avoidance of doubt the Scheme does permit the incidental 'uses' such as a shed on Rural zoned land provided the use is ancillary too, and the predominant rural activity of the land remains preserved.

The DA proposed seeks to provide seasonal storage (analogous to 'garaging') of motorised machinery such as tractors, utility vehicles, and the like along with ancillary broadacre farming machinery and equipment for which the use of is specific for the operation of a broadacre farming business. Occupancy is stated as a maximum of two persons strictly for the purpose of storing and retrieving farm vehicles and associated machinery on a seasonal basis as farm activities require. Furthermore, the DA states that native vegetation clearing is not required and this is evidenced on the site plan that shows cleared farmland denuded of native or regrowth vegetation. Also, stormwater management is to be contained onsite and offers potential for stormwater capture and storage. With regard to amenity matters this is deemed not to be an issue given the DA proposed is within active rural lands, and located at 1.3km and 1.7km distant from two sensitive premises (dwellings) which themselves are also amongst large farm sheds. Likewise, whilst the Scheme takes into consideration potential loss of viable farmland, in this instance given the small proposed shed footprint such loss is evidently most minimal. Formal road access to the shed is via Koombekine North Road using an existing driveway on the farming property; should this access be prevented in the future, a formal road reserve does exist on the north boundary of the Shed accessing Metcalf North Road.

The DA as proposed has sound merit and statutory countenance. The size is modest and reduces viable farmland minimally, has no appreciable amenity impact of the long established rural setting, is suitably setback from the north and east boundary, is provided with road access with an alternative option, and will not clear any native vegetation by fact none exists at the site.

### Consultation

Ms T Bushell & Mr A Smith, Projects Coordinators, AUSPAN

### Policy Implications

None.

### Statutory Implications

Shire of Dowerin Local Planning Scheme No. 2,  
Shire of Dowerin Local Planning Strategy (2013),  
Planning and Development Act 2005, and  
Planning and Development (Local Planning Schemes) Regulations 2015.

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Economy  
 Objective: *Prioritise key economic drivers*  
 Outcome: 2.3  
 Reference: 2.3

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Regulatory oversight through Planning and Building Controls and Delegated Authority.
<b>Action (Treatment)</b>	Discuss a non-compliance with the planning approval in the first instance to endeavor to negotiate a mutually beneficial outcome that sets the correct standards and statutory requirements and outcomes; statutory enforcement and possible legal action the last resort in the event the reasonable actions and engagements undertaken.
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications

Development application fee of \$336.00.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 12.1

Moved Cr Graffin

Seconded: Cr Jones

1287

Council approves this development application for the construction of a multipurpose storage shed of 432m<sup>2</sup> footprint and apex height of 10.65 meters on Lot 10187 Koombekine North Road, Koombekine in the north-east portion as provided for and in full accordance with the provided planning documents DA2026-03 as presented to Council and with the following condition:

- a) This Council approval shall remain valid for four years from the date of this Council resolution, and

Council also provides this Advice Note provided in good faith and is not limited to with the onus on the Applicant and the Owner in this instance to ensure compliance with this development approval, and that:

1. This development application for the multipurpose storage shed is appropriate to be a Class 10A building pursuant to the National Construction Code provided the use is limited to provide seasonal storage of motorised machinery along with ancillary broadacre farming machinery and equipment for which the use of is specific for the operation of a broadacre farming business and thus does not require a Building Permit pursuant to the Building Regulations 2012 'Building work that does not require building permit' Schedule 4. The requirement to not need a Building Permit still requires the Shed building to be fully compliant with the National Construction Code and associated engineering requirements. Furthermore, should the Shed use change please contact the Shire of Dowerin administration to determine the required, if any, planning and building considerations.

CARRIED 6/0

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

12.2 Strategic Community Plan – Quarterly Progress Report, March 2026

## Governance & Compliance



<b>Date:</b>	12 March 2026
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A – SCP Quarterly Report – March 2026</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

In July 2025 Council adopted the 2025-2035 Strategic Community Plan, also known as “Building Dowerin 2035” establishing the community’s long-term vision and the Shire’s operational priorities. This report provides an update on progress for the second full quarter of implementation, demonstrating early achievement in several community, organisational, and economic initiatives.

Key highlights for the quarter include:

- Delivery of expanded youth engagement initiatives through the CRC and Dowerin District High School.
- Growth of Home and Community Care service capacity in preparation for the *Support at Home* reform transition.
- Securing four new CEACA dwellings scheduled for completion by 2027.
- Draft Town Action Plan presented for council review
- Public Health data analysis and summary presented for council review which is forming the basis for Public Health Plan review.
- Mainstreet Revitalisation Strategy progressing and is currently under draft stage.
- Ongoing NEWROC collaboration on housing, telecommunications advocacy, and resource-sharing arrangements.

## Background

The ISP's quarterly reporting framework ensures Council and the community are regularly informed of the Shire's progress towards strategic goals. This quarter's report (Attachment 12.2A) provides a clear overview of progress against each strategic pillar (*Our Community, Our Economy, Our Environment, and Our Organisation*) identifying completed and in-progress actions.

## Comment

Overall, the quarter demonstrates strong early momentum under the new ISP, with tangible progress across several high-impact initiatives. Actions scheduled for 2026 are already being scoped to ensure delivery remains on track. Key highlights for this quarter include:

### Our Community

Progress has been achieved in several areas supporting accessibility, youth engagement and community wellbeing.

The DAIP 2025-2030 has been finalised and submitted following community consultation, establishing measurable accessibility improvements across Shire infrastructure and services.

Youth engagement continues to grow through collaboration between the Community Resource Centre and Dowerin District High School, including delivery of programs and planning for youth-led initiatives.

Home and Community Care services have expanded to meet increasing demand, while the CEACA housing project has progressed with the transfer of land and tendering now underway for construction.

### Our Economy

The Main Street Revitalisation Strategy has commenced, with community consultation undertaken in February 2026. Early work is also progressing toward a potential Town Team model to support business engagement and community activation.

The Shire continues to collaborate with NEWROC on regional housing research and funding opportunities to support worker and aged housing options.

### Our Environment

Waste management planning continues with NEWROC to identify long-term solutions for the Amery Refuse Site, including internal investigation of options to extend the life of the current facility, and identification of potential new sites.

The Shire has also implemented improvements to weed management, verge maintenance and pest control, including planning for a Paterson's Curse management program.

### Our Organisation

Quarterly reporting against the Strategic Community Plan is now embedded as part of the Shire's Integrated Planning and Reporting framework, ensuring alignment between strategic objectives and operational delivery.

Community communication has also improved through regular social media updates, SMS notifications, and the quarterly Council Connect newsletter.

Advocacy efforts continue through NEWROC, with the Shire actively participating in regional forums and contributing to submissions to the Inquiry into Local Government Funding and Fiscal Sustainability.

Overall, the report demonstrates positive progress toward the strategic objectives outlined in the Strategic Community Plan, with several initiatives already underway or completed within the first year of implementation.

### Consultation

Manisha Barthakur, Chief Executive Officer  
Kahli Rose, Manager of Governance and Community Services  
Ben Forbes, Manager of Infrastructure and Projects  
Megan Shirt, A/Manager of Corporate Services

### Policy Implications

Nil.

### Statutory Implications

#### **Local Government Act 1995**

##### *Section 5.56 - Planning for the future*

- (1) *"A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district."*

### Strategic Implications

#### **Strategic Community Plan**

Community Priority:	Our Organisation
Objective:	Deliver a high standard of governance and administration <i>Continue to implement, monitor and report against the Integrated Planning and Reporting milestones.</i>
Outcome:	4.1
Reference:	4.1f

#### **Asset Management Plan**

Nil

#### **Long Term Financial Plan**

Nil



12.3 Councillor Code of Conduct - Review

## Governance & Compliance



<b>Date:</b>	12 March 2026
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.3A - Tracked Councillor Code of Conduct</a>

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

Amendments to the Model Code of Conduct came into effect on 1 January 2026 following the introduction of the Local Government Inspector and associated regulatory changes.

Local governments are required to adopt the updated Code of Conduct by 31 March 2026.

The attached revised Code incorporates these legislative amendments. The changes primarily relate to the process for managing complaints about alleged breaches of the Code and introduce provisions enabling oversight by the Local Government Inspector.

### Background

Under section 5.104 of the *Local Government Act 1995*, local governments are required to adopt a Code of Conduct for council members, committee members and candidates that incorporates the Model Code prescribed under the *Local Government (Model Code of Conduct) Regulations 2021*.

The Shire of Dowerin adopted its current Code of Conduct in February 2021.

Recent governance reforms introduced the Local Government Inspector and amended the Model Code of Conduct to align with the new oversight framework.

As a result, local governments must review and adopt an updated Code of Conduct reflecting these legislative changes.

## Comment

The attached Code of Conduct incorporates amendments required under the updated Model Code of Conduct.

The general behavioural expectations contained within the Code remain largely unchanged, including expectations relating to integrity, respectful conduct, accountability, and meeting procedures.

The amendments primarily relate to the handling of behaviour complaints and the introduction of oversight by the Local Government Inspector.

### Local Government Inspector

The Local Government (Local Government Inspector) Regulations 2025 established the position of Local Government Inspector, providing an independent oversight function for certain conduct matters involving council members.

The Inspector has the authority to:

- receive referrals of certain conduct complaints
- oversee the handling of complaints by local governments
- appoint monitors to assist with or observe complaint processes.

### Mandatory Referral of Certain Complaints

The updated Code provides that certain complaints must be referred to the Inspector where required under the Model Code Regulations.

Where applicable, the authorised complaint recipient must refer the complaint to the Inspector under section 5.105(3) of the Act.

Following referral, the Inspector may:

- deal with the complaint directly; or
- refer the complaint back to the local government for determination.

### Appointment of a Monitor

The amendments allow the Inspector to appoint a monitor to assist the local government in dealing with matters raised by a complaint.

Where a monitor is appointed, the Inspector may direct the local government to defer further dealing with the complaint until the monitor has reported on the monitoring assignment. The local government must comply with that direction.

### Determination of Complaints

The amendments clarify that functions relating to determining complaints must be performed by Council.

However, Council may resolve (by Absolute Majority) to authorise either:

- a committee of council consisting only of council members; or
- an independent person.

Where an independent person is authorised, Council must resolve that the person is suitably qualified, impartial, and has no close association with councillors or employees.

### Restrictions on Authorised Persons

The amendments also specify categories of persons who cannot be authorised to determine complaints, including:

- council members of any local government
- employees of any local government
- employees of WALGA or Local Government Professionals WA
- persons associated with organisations advocating on behalf of local governments or councillors.

### Updated Complaint Process

Under the revised Code:

1. Complaints must be submitted in writing using the approved form within one month of the alleged breach.
2. The authorised officer determines whether the complaint must be referred to the Local Government Inspector.
3. The Inspector may investigate the matter, appoint a monitor, or refer the complaint back to the local government.
4. Where dealt with locally, Council determines whether a breach has occurred.
5. If a breach is found, Council may:
  - a. take no further action; or
  - b. implement a behaviour management plan.

Behaviour management plans may include mediation, counselling, training, or other corrective actions.

#### Consultation

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

#### Policy Implications

The updated Code ensures alignment with the prescribed Model Code of Conduct and associated legislative amendments.

#### Statutory Implications

*Local Government Act 1995*

#### **Section 5.104 – Code of conduct for council members, committee members and candidates**

- (1) Regulations may prescribe a model code of conduct for council members, committee members and candidates.
- (2) A local government is to prepare or adopt a code of conduct applying to council members, committee members and candidates that incorporates the model code of conduct.

*Local Government (Model Code of Conduct) Regulations 2021*

Prescribes the Model Code of Conduct to be adopted by local governments.

*Local Government (Local Government Inspector) Regulations 2025*

Provides for the establishment and functions of the Local Government Inspector.

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration

Outcome: 4.1

Reference: 4.1f

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<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>	Policy development; Engagement practices with external stakeholders
<b>Action (Treatment)</b>	Scheduled policy review; Developed protocols
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications

Nil

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution - 12.3

**Moved** Cr Graffin

**Seconded:** Cr Jones

**1289** That Council by Absolute Majority:

1. Adopts the Shire of Dowerin Code of Conduct – Council Members, Committee Members and Candidates (March 2026) as attached to this report.
2. Repeals the previous Code of Conduct (February 2021) upon adoption.
3. Notes that the amendments reflect legislative changes associated with the Local Government Inspector framework.

**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 4:20pm

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