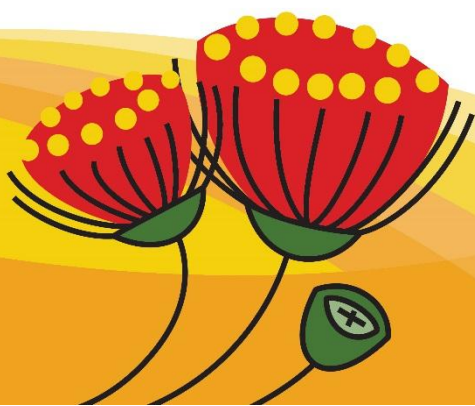




# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 27 May 2025  
Commencing 4:00pm



## NOTICE OF MEETING



Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 27 May 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2:00pm	Council Workshop
4:00pm	Council Meeting

Manisha Barthakur  
Chief Executive Officer  
16 May 2025

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)

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**Shire of Dowerin**  
**Ordinary Council Meeting**  
**4:00pm Tuesday 27 May 2025**



**1. Official Opening / Obituaries**

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

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

**Councillors:**

Cr RI Trepp	President
Cr NP McMorran	Deputy President
Cr WG Allsopp	
Cr DP Hudson	
Cr JC Sewell	
Cr BA Ward	

**Staff:**

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

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

Cr AJ Metcalf

**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.

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**11.3 Budget Amendment – Bowling Green Replacement**

Cr Darrel Hudson – Financial  
Cr Wayne Allsopp – Impartiality

**5. Applications for Leave of Absence**

Cr Robert Trepp - June

**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution – 5.1**

That, by Simple Majority pursuant to Sections 2.25(1) of the *Local Government Act 1995*, Cr Trepp be granted Leave of Absence for June 2025.

**6. Petitions and Presentations****7. Confirmation of Minutes of the Previous Meeting(s)**

7.1 Ordinary Council Meeting held on 30 April 2025

[Attachment 7.1A](#)**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation – 7**

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 30 April 2025, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

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

8.1 Local Emergency Management Committee held on 14 April 2025

[Attachment 8.1A](#)**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation – 8**

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held on 14 April 2025, as presented in Attachment 8.1A be received.

9.	Recommendations from Committee Meetings for Council Consideration
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9.1	Local Emergency Management Committee
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9.1.1	Local Emergency Management Arrangements
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Refer to LEMC Meeting minutes dated 14 April 2025

[Attachment 9.1.1A - Local Emergency Management Arrangements](#)

*The attached LEMA for Council's records has been amended as per the comments at the 14 April 2025 LEMC Meeting.*

	Voting Requirements
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Simple Majority



Absolute Majority

Committee Recommendation – 9.1.1
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That, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Local Emergency Management Committee recommend that Council:

1. Endorses the updated Local Emergency Management Arrangements (LEMA) as presented in Attachment 9.1.1A; and
2. Authorises the Chief Executive Officer to update any contact and/or resource information within the LEMA as required

10.	Announcements by the President Without Discussion
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11.	OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES	
11.1	Financial Activity Statements	
Corporate and Community Services		
Date:	15 May 2025	
Location:	Not Applicable	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer	
Author:	Solomon Mwale, 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 / 2024-2025 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:		

Purpose of Report
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☐

Executive Decision

☒

Legislative Requirement

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

Background
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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
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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 are draft financial statements with end of year adjustments still to be processed. Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors. Statements of Financial Activity – Statutory Reports by Program and Nature or Type

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

#### Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

#### Note 2 – Cash and Financial Assets

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

#### Note 3 – Receivables

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

#### Note 4 – Other Current Assets

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

#### Note 5 – Payables

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

#### Note 6– Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 – Disposal of Assets

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

#### Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 –Borrowings

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

#### Note 10 – Cash Backed Reserves

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

#### Note 11 – Other Current Liabilities

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

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

This note provides information on operating grants received.

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

This note provides information on non-operating grants received.

#### Note 14 – Explanation of Material Variances

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

### **Consultation**

Manisha Barthakur, Chief Executive Officer

Solomon Mwale, Manager of Corporate Services

Megan Shirt, Consultant



## Policy Implications

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

## Strategic Implications

### Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
Outcome:	5.3
Reference:	5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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 – 11.1**

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 April 2025, as presented in Attachment 11.1A.

11.2 List of Accounts Paid	
<div>Corporate &amp; Community Services</div> <div>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</div>	
Date:	15 May 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Solomon Mwale, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<a href="#">Attachment 11.2A - April 2025 LOP</a> <a href="#">Attachment 11.2B - March Credit and Caltex Card Statements</a>

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for April 2025.

#### Background

Nil

#### Comment

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

#### Consultation

Manisha Barthakur, Chief Executive Officer  
Solomon Mwale, Manager of Corporate Services  
Susan Dew, Finance and Administration Officer

## Policy Implications

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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 – 11.2

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 11.2B, and as detailed below:

### List of Accounts Paid – April 2025

EFT 13431 to EFT 13534	\$369,662.60
Direct Debit: Gull Motorcharge	\$492.81
Direct Debit: National Australia Bank	\$3.86
Direct Debit: Shire of Dowerin – Petty Cash - Admin	\$143.85
Direct Debit: Shire of Dowerin – Petty Cash - Admin	\$191.05
Direct Debit: Shire of Dowerin – Visa Payment	\$4,623.33
Direct Debit: Superloop	\$395.00
Direct Debit: Synergy	\$20,736.47
Direct Debit: Telstra	\$609.91
Direct Debit: Water Corporation	\$9,555.21
Direct Debit: WA Treasury – Housing	\$9,853.62
Direct Debit: WA Treasury – SSA	\$26,585.24
Direct Debit: Xenex Systems	\$465.52
PPE 08 April 2025 - Wages	\$3,360.40
PPE 08 April 2025 – Wages	\$50,007.49
PPE 22 April 2025 – Wages	\$49,240.22
Superannuation PPE – 08 April 2025	\$8,528.90
<b>TOTAL</b>	<b>\$554,455.48</b>

11.3 Budget Amendment – Bowling Green Replacement	
<div>Corporate and Community Services</div> <div>  </div>	
<b>Date:</b>	31 March 2025
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Ben Forbes, Manager of Infrastructure and Projects
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services Solomon Mwale, Manager of Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Technical > Asset Management
<b>Disclosure of Interest:</b>	<b>Cr Darrel Hudson – Financial</b> <b>Cr Wayne Allsopp – Impartiality</b>
<b>Attachments:</b>	Nil

## Purpose of Report



Executive Decision



Legislative Requirement

## Summary

Following storm-related damage, LGIS has approved a full insurance claim to replace the Dowerin Bowling Green's synthetic playing surface. While the insurance will cover the cost of a like-for-like replacement (Ultra Plus surface), the Dowerin Bowling Club has requested an upgrade to a higher-quality Gold Fleck surface. The cost difference between the two surfaces is \$9,500, which the Club has formally requested be funded from the Bowling Green Reserve, currently holding \$144,188.

## Background

In 2024, a storm event caused significant damage to the Dowerin Bowling Green, rendering the existing synthetic surface unplayable. An insurance claim was lodged through LGIS, and full approval has now been granted to proceed with a like-for-like replacement of the Ultra Plus surface.

The Dowerin Bowling Club has since approached the Shire with a formal request to consider an upgrade to the Gold Fleck surface. This product is recognised as a higher standard, providing improved playing characteristics and longevity. The total cost of the upgrade is \$9,500 above the amount covered by insurance.

### Comment

The Bowling Green Reserve was established to support upgrades, renewals, and long-term maintenance of the green and associated infrastructure. The current reserve balance is \$144,188. Approval of this request would leave the reserve with a remaining balance of \$134,688.

The request aligns with the reserve's intended purpose and reflects the Club's commitment to improving facility standards for both club members and visiting players. As the remainder of the work is being funded through insurance, this represents a cost-effective opportunity to implement an upgraded surface with minimal financial outlay from Council-held reserves.

### Consultation

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager Infrastructure and Projects

Solomon Mwale, Manager Corporate Services

Dowerin Bowling Club

LGIS

### Policy Implications

3.11 – Purchasing Policy

4.7 – Asset Management Policy

### Strategic Implications

#### Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	We have functional infrastructure that meets the needs of the community
Outcome:	3.2
Reference:	3.2.1

#### Asset Management Plan

Supports the long-term use and improvement of key community sport and recreation assets.

#### Long Term Financial Plan

Minimal financial impact; reserve usage aligns with intended purpose.

### Statutory Implications

#### Local Government Act 1995

- *Section 6.8(1)(b) – A local government is not to incur expenditure from its municipal fund for an additional purpose unless authorised by a resolution of Council by absolute majority. This includes budget amendments that were not included in the original annual budget.*
- *Section 6.11(2) – Money held in a reserve account is not to be used for any purpose other than that for which the reserve was established unless authorised by a resolution of Council by absolute majority.*

*Local Government (Financial Management) Regulations 1996*

- *Regulation 33A – Requires a local government to conduct a budget review between 1 January and 31 March each financial year, and present it to Council. This budget amendment falls within the scope of that review.*

**Risk Implications**

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	\$5,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (10)
Key Controls (in place)	Asset Management Plan Ongoing Monitoring
Action (Treatment)	Asset Management Plans
Risk Rating (after treatment)	Adequate

**Financial Implications**

**Cost of upgrade:** \$9,500 (above insurance-funded amount)

**Source of Funds:** Bowling Green Reserve

**Current Reserve Balance:** \$144,188

**Balance after allocation (if approved):** \$134,688

**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation – 11.3**

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

1. Support the request from the Dowerin Bowling Club to upgrade the synthetic surface to the Gold Fleck product, at an additional cost of \$9,500 above the amount covered by insurance; and
2. Approve the transfer out and expenditure of \$9,500 from the Bowling Green Reserve to fund the cost difference.



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

### 12.1 Establishment of CEO Performance Review Panel and CEO Performance and Salary Review Policy

## Governance & Compliance



<b>Date:</b>	15 May 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer Kahli Rose, Manager of Governance and Community Services
<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>	
<b>Attachments:</b>	<a href="#">Attachment 12.1A – Draft CEO Performance and Salary Review Policy</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

This report recommends that Council establish a CEO Performance Review Panel to undertake the CEO's annual performance and salary review internally and adopt the Shire of Dowerin CEO Performance and Salary Review Policy to guide this process.

### Background

Section 5.38 of the Local Government Act 1995 requires that the performance of the CEO be reviewed at least annually. The Local Government (Administration) Regulations 1996, under Schedule 2, outline the model standards for CEO recruitment, performance and termination, which require the review process to be fair, transparent and agreed upon by both Council and the CEO. To ensure compliance and consistency, it is proposed that a formal policy be adopted and a Review Panel be established..

### Comment

The proposed CEO Performance and Salary Review Policy outlines the review framework, including performance criteria, responsibilities of a Review Panel, and provisions for conducting internal reviews without the need for an external consultant unless specifically resolved by Council.

The formation of a CEO Performance Review Panel will ensure the review process is structured, compliant, and completed within required timeframes. The panel will consist of the Shire President and four elected members and will have responsibility for conducting the CEO review, developing or reviewing the performance agreement, and reporting outcomes to Council. Administrative support will be provided by the Governance team.

## Consultation

Manisha Barthakur, Chief Executive Officer  
All Councillors, Shire of Dowerin

## Policy Implications

Nil

## Statutory Implications

### 1. 5.39A. Model standards for CEO recruitment, performance and termination

*(1) Regulations must prescribe model standards for local governments in relation to the following –*

- (a) the recruitment of CEOs;*
- (b) the review of the performance of CEOs;*
- (c) the termination of the employment of CEOs.*

### 2. Salaries and Allowance Act 1975

### 3. Corruption, Crime and Misconduct Act 2003

## 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	Compliance, Transparency
Risk Category	Governance
Risk Description	Failure to meet statutory and community expectations
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Medium (9)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

### Financial Implications

There are no financial implications associated with conducting the CEO performance and salary review internally. Should Council wish to engage an independent consultant in the future, costs would be incurred, and a separate report would be presented for budget consideration.

### Voting Requirements



Simple Majority




Absolute Majority

### Officer's Recommendation – 12.1

That Council, by absolute majority

1. Adopt the attached Shire of Dowerin CEO Performance and Salary Review Policy;
2. Establish a CEO Performance Review Panel comprising the Shire President and four elected members named below:
  - a. Cr Robert Trepp (Presiding member)
  - b.
  - c.
  - d.
  - e.
3. Appoint the Shire President as Presiding Member of the Panel;
4. Authorise the Panel to undertake the CEO's annual performance and salary review in accordance with the Local Government Act 1995, Salaries and Allowance Act 1975 and the adopted Policy;
5. Determine that an independent consultant will not be engaged for this review unless resolved otherwise by Council at a future date; and
6. Request the Panel to report its findings and recommendations to Council for formal endorsement.

12.2 Approval for Use of Amended Logo on Townsite Entry Signage	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> <h2 style="color: red; text-align: center;">Governance &amp; Compliance</h2> </div> <div style="flex: 0.2; text-align: right;">  <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p> </div> </div>	
<b>Date:</b>	15 May 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer Kahli Rose, Manager of Governance and Community Services
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation > Corporate Management > Corporate Image
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<a href="#">Attachment 12.2A – Proposed entry statement</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

To seek Council approval to use a modified version of the Shire's official logo on new town entry signage, ahead of a broader corporate branding refresh scheduled for the 2025/26 financial year.

### Background

The Shire's current corporate logo, adopted as part of the official style guide, features a stylised sequence of icons representing the environment, built form, agriculture, and the town's well-known "tin dog." This version has been used across various materials but is one of five branding variants currently in use (Shire, CRC, SSA, tourism, town signage).

A refreshed entry signage design has now been developed, which includes a minor variation to the existing logo:

- The green tree-like icon has been replaced with a more distinct yellow wheat motif to reflect the region's strong grain-growing identity.
- Other elements, including the shed, tractor, and iconic red tin dog, remain, ensuring continuity and recognisability.

This change creates a stronger visual connection to Dowerin's agricultural heritage and reinforces the "Home of the Field Days" identity at key visitor entry points.

### Comment

The amended logo retains the familiar structure, colour palette, and line-art format of the original but makes a targeted icon change to improve local relevance and visual recognition. The wheat replaces the abstract green shape, offering a clearer representation of Dowerin's rural economy and character.

This variation is proposed for use only on town entry signage at this stage, as part of a gradual move toward a more unified brand. The change aligns with the future direction of the broader corporate refresh and gives Council an opportunity to gauge its suitability in public-facing applications.

### Consultation

Manisha Barthakur, Chief Executive Officer  
Kahli Rose, Manager of Governance and Community Services  
Ben Forbes, Manager of Infrastructure and Projects  
Councillors, April and May Workshops

### Policy Implications

Use of a logo outside the current adopted style guide is considered a departure from existing approvals and therefore requires Council approval.

### Statutory Implications

While there is no legislative restriction on logo use, the Local Government Act 1995 section 2.7(2)(b) outlines Council's role in determining local government policies, which includes endorsement of branding and corporate identity.

### 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

Town entry statements will be maintained as part of the ongoing asset maintenance program.

#### Long Term Financial Plan

Nil

### Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Compliance
Risk Description	Some Temporary Non-Compliances
Consequence Rating	Insignificant (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Council endorsement. Clear limitation of scope to signage only. Scheduled rebranding review in 2025/2026.
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

### Financial Implications

Funds for the new town entry signage incorporating the revised logo are included in the current 2024/25 budget. A full corporate style guide review and rebrand will be undertaken in the 2025/26 financial year, with associated costs to be included for consideration as part of that budget process.

### Voting Requirements



Simple Majority



Absolute Majority


### Officer's Recommendation – 12.2

That, by Simple Majority, Council:

1. Approves the use of the proposed amended logo on town entry signage as a temporary measure ahead of a formal corporate branding refresh in the 2025/26 financial year; and
2. Notes that the full corporate style guide review, incorporating the amended logo and unifying the Shire's various branding sets, will be developed and costed in the 2025/26 financial year.

## 13. OFFICER'S REPORTS – ASSETS AND WORKS

### 13.1 Black Spot Clearing Permit – Biodiversity Offset Site Nomination

<b>Asset &amp; Works</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	13 May 2025	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes. Manager of Infrastructure and Projects	
<b>Author:</b>	Ben Forbes. Manager of Infrastructure and Projects	
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Environmental Protection Act 1986</i> <i>Land Administration Act 1997</i>	
<b>SharePoint Reference:</b>	Community/Environmental Management	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 13.1A - Biodiversity Offset Options</a> <a href="#">Attachment 13.1B - Biodiversity Offset Maps and Site Details</a>	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

To seek Council's endorsement of Reserve No. 11597 (26 Gate Road) as the nominated biodiversity offset site to satisfy the Department of Water and Environmental Regulation's (DWER) requirements for the clearing permit associated with the Shire's Blackspot-funded road safety project. This includes a proposed change in land classification to "Conservation" to formalise the offset agreement.

### Background

As part of the Shire's application to clear native vegetation for a road safety upgrade project under the State Black Spot Program, DWER has advised that a biodiversity offset of 2.27 hectares is required. This includes 0.6 hectares of general Eucalypt woodland/dampland and 1.6 hectares of Wheatbelt Woodland TEC.

The offset is required to counterbalance environmental impacts from the clearing. For the offset to be accepted, DWER requires that the nominated land is protected in perpetuity, typically by changing its designation to "Conservation" and managing it accordingly.

Shire staff, together with environmental consultant Allister Butcher from Rural Infrastructure, assessed five Shire-owned parcels of land. Reserve 11597 was identified as the most suitable due to its existing native vegetation, size, and minimal rehabilitation requirement.

**Comment**

Reserve 11597 meets all technical and environmental criteria to act as a formal biodiversity offset site. It provides appropriate vegetation cover, is within proximity to the clearing site, and exceeds the minimum offset requirement.

Endorsing the offset location and initiating a land-use change to “Conservation” will enable the Shire to finalise its clearing permit, allowing construction to proceed in line with Blackspot project timelines. This process aligns with DWER guidance and minimises ongoing financial or resourcing implications for the Shire.

**Consultation**

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager of Infrastructure and Projects

Allister Butcher, Rural Infrastructure (Environmental Consultant)

DWER Officers, Onsite meeting and correspondence

**Policy Implications**

Nil

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

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

**Asset Management Plan**

Supports long-term environmental responsibility and permits the progression of essential road safety infrastructure.

**Long Term Financial Plan**

Minimal impact. Offset land is already under Shire management and requires no rehabilitation investment.

**Statutory Implications**

The proposed reclassification of Reserve 11597 from “Public Use” to “Conservation” engages the following legislation:

**Land Administration Act 1997**

- **S46(1):**  
*The Minister may, by order, place with any person the care, control and management of a reserve for the same or a different purpose.*
- **S51(1):**  
*Subject to this Act, the Minister may by order cancel, change the purpose of or amend the boundaries of, or amalgamate, reserves.*



**Local Government Act 1995**

- **S3.54(1):**  
*If land is vested in a local government otherwise than by the operation of another written law, or is placed under the control and management of a local government, it may do anything for the control and management of the land that it could do under this Act if it were the owner of the land.*

**Environmental Protection Act 1986**

- **Part V – Division 2:**  
*Clearing of native vegetation requires a permit, which may include conditions relating to environmental offsets.*

**Risk Implications**

<b>Risk Profiling Theme</b>	Environment Management
<b>Risk Category</b>	Natural Environment
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	High (10)
<b>Key Controls (in place)</b>	Engagement with DWER and environmental consultants.
<b>Action (Treatment)</b>	Classification amendment, formal offset registration
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The offset site requires no rehabilitation. The classification amendment and offset registration process involve administrative costs only.

**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation – 13.1**

That, by Simple Majority, Council:

1. Endorses Reserve No. 11597 (26 Gate Road, Dowerin) as the biodiversity offset site required to satisfy the clearing permit conditions for the Shire's Black Spot funded road upgrade project;
2. Supports changing the land classification of Reserve 11597 to "Conservation" to formalise its designation as a protected offset in accordance with DWER requirements; and
3. Authorises the Chief Executive Officer to finalise all required documentation and correspondence to progress the biodiversity offset and clearing permit with DWER.

14.	Urgent Business Approved by the Person Presiding or by Decision
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15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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17.	Closure
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The President thanked those in attendance, and closed the meeting at X:XXpm