



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 25 November 2025
Commencing 4:00pm



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Shire of Dowerin
Ordinary Council Meeting
4:00pm Tuesday 25 November 2025



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4:06pm.

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 K Rose	Manager of Governance and Community Services
Mr S Mwale	Manager of Corporate Services
Ms C Skinner	Compliance Officer

Members of the Public:

Mstr C Hagboom

Apologies:

Nil

Approved Leave of Absence:

Cr AJ Metcalf

3. Public Question Time

Nil

4. Disclosure of Interest

Item 12.3 Cr Darrel Hudson, Impartiality and Proximity

5. Applications for Leave of Absence

Cr Ashley Jones - January

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 5**Moved** Cr Graffin**Seconded:** Cr Trepp

1207 That, by Simple Majority pursuant to Sections 2.25(1) of the Local Government Act 1995, Cr AR Jones be granted Leave of Absence for January.

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 Special Council Meeting held on 21 October 2025

[Attachment 7.1A](#)

7.2 Ordinary Council Meeting held on 28 October 2025

[Attachment 7.2A](#)**Voting Requirements**

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7**Moved** Cr Meakins**Seconded:** Cr Graffin

1208 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Special Council Meeting held on 21 October 2025, as presented in Attachment 7.1A, and the Minutes of the Ordinary Council Meeting held 28 October 2025, as presented in Attachment 7.2A, 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

8.	Minutes of Committee Meeting(s) to be Received
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8.1 Local Emergency Management Committee held on 20 October 2025

[Attachment 8.1A](#)

8.2 Asset and Works Committee Meeting held on 12 November 2025

[Attachment 8.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 8

Moved Cr Trepp

Seconded: Cr Graffin

1209 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Local Emergency Management Committee Meeting held on 20 October 2025, as presented in Attachment 8.1A, and the Minutes of the Asset and Works Committee Meeting, held on 12 November 2025, as presented in Attachment 8.2A, be received.

CARRIED 6/0

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

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 Relief and Support Plan (LERSP) Endorsement
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Refer to LEMC Meeting minutes dated 20 October 2025

[Attachment 9.1.1A - Local Emergency Relief and Support Plan - Wheatbelt - Northam](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 9.1.1

Moved Cr Trepp

Seconded: Cr Sewell

1210 That, by Simple Majority, in accordance with the *Emergency Management Act 2005 (WA)*, Council:

1. Notes the information provided on the Local Emergency Relief and Support Plan(LERSP); and
2. Endorses the LERSP as an addendum to the Shire of Dowerin's Local Emergency Management Arrangements (LEMA).

CARRIED 6/0

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

9.1.2 Update to Local Emergency Management Arrangements

Refer to LEMC Meeting minutes dated 20 October 2025

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 9.1.2**Moved** Cr Jones**Seconded:** Cr Graffin**1211**

That, by Simple Majority, in accordance with the *Emergency Management Act 2005 (WA)*, Council authorise the Manager of Governance and Community Services to update the terminology within the Shire of Dowerin's Local Emergency Management Arrangements to replace *Welfare Centre* with *'Emergency Evacuation Centre'* and *'Welfare Support'* with *'Emergency Relief and Support'*.

CARRIED 6/0

For: Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Sewell**9.2 Asset & Works Committee****9.2.1 Regional Road Group (RRG) 5 Year Plan**

Refer to AWC Meeting minutes dated 12 November 2025

[Attachment 9.2.1A - Revised RRG 5-Year Plan](#)

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 9.2.1**Moved** Cr Trepp**Seconded:** Cr Sewell**1212**

That, by Simple Majority, Council endorse the Revised Regional Road Group 5-Year Plan, as presented in Attachment 9.2.1A.

CARRIED 6/0

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

9.2.2 Regional Road Group – Dowerin-Meckering Road Reseal – Surplus Funding Allocation

Refer to AWC Meeting minutes dated 12 November 2025

Voting Requirements☐

Simple Majority

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Absolute Majority

Officer's Recommendation/ Resolution – 9.2.2**Moved** Cr Jones**Seconded:** Cr Meakins

1213 That Council, by Absolute Majority, in accordance with Section 6.8(1)(b) of the Local Government Act 1995 (WA):

1. Endorses the Committee's recommendation to allocate surplus Regional Road Group funding for the Dowerin-Meckering Road reseal project (SLK 21.50 – 23.84) with a total project cost of \$162,115; and
2. Approves the Shire's contribution of \$54,038 to be temporarily funded from the Road Reserve for the purpose of funding commitment, with funds to be replenished at the mid-year budget review using available municipal operating surplus.

CARRIED 6/0

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

10. Announcements by the President Without Discussion

The Shire President did not make any formal announcements, however, noted that the Chief Executive Officer will be on leave during December and wished her a pleasant break.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	13 November 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 / 2025-2026 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – October Monthly Financial Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

The statements 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 \$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

Solomon Mwale, Manager of Corporate Services

Policy Implications

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

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 Sewell**Seconded:** Cr Jones**1214**

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 October 2025, as presented in Attachment 11.1A.

CARRIED 6/0**For:**

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

11.2 List of Accounts Paid

Corporate & Community Services



Date:	13 November 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:	Attachment 11.2A - October 2025 LOP Attachment 11.2B - Credit and Star Cards

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

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 Graffin**Seconded:** Cr Sewell**1215**

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:

List of Accounts Paid – October 2025

EFT 14171 to EFT 14280	\$419,234.64
Direct Debit: Australian Taxation Office	\$79,693.58
Direct Debit: Gull Motorcharge	\$393.30
Direct Debit: National Australia Bank (VISA)	\$9,748.25
Direct Debit: National Australia Bank (SQUARE)	\$3.62
Direct Debit: Superloop	\$395.00
Direct Debit: Synergy	\$16,843.03
Direct Debit: Telstra	\$326.51
Direct Debit: Water Corporation	\$7,202.76
Direct Debit: WA Treasury – Loan 100	\$9,853.62
Direct Debit: WA Treasury – Loan 99	\$26,585.24
Direct Debit: Xenex	\$806.69
PPE 07 October 2025 – Wages	\$61,124.57
PPE 21 October 2025 – Wages	\$62,495.34
PPE 21 October 2025 – Wages	\$628.89
Superannuation PPE – 07 October 2025	\$11,156.47
Superannuation PPE – 21 October 2025	\$11,193.02

TOTAL \$717,684.53

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 – Lots 287-289 Cottrell Street, DOWERIN

Governance & Compliance



Date:	12 November 2025
Location:	Lots 287-289 Cottrell Street, DOWERIN
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Julian Goldacre, Regulatory Advisor
Legislation:	<i>Planning and Development (Local Planning Schemes) Regulations 2015,</i> <i>Shire of Dowerin Local Planning Scheme N° 2</i>
SharePoint Reference:	Nil
Disclosure of Interest:	
Attachments:	<u>Attachment 12.1A – Development Application 2025-08</u> <u>Attachment 12.1B – Storage Structure and Site Plan</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Council of the Shire of Dowerin to consider for approval this Development Application DA2025-08 submitted by D Morgan for the construction of a new structure of 30m length by 20m width by 7.76m apex height apex height with a wall height of 6m across lots 287 and 289 on Cottrell Street in the town of Dowerin for the purpose of storing undercover the trucks and trailers of the applicant with relevant conditions as outlined below.

Background

The development application DA2025-08 was formally received on the 15 of September 2025 for the Shire of Dowerin administration to consider (**Attachment 12.1A**). The DA2025-08 is for the construction of a new large structure for the purpose of storing trucks and trailers related to a haulage business in town. A similar purpose structure built some time ago is adjacent at No 47 Cottrell Street and in the same ownership of the applicant.

The structure and site plan as shown in **Attachment 12.1B** is 30m in length by 20m in width by 7.76m apex height with a wall height of 6m (the Structure) and arranged on lots 287 and 289 Cottrell Street (the Lots). The Structure will be fully open on both short (20m) sides (North and South) and enclosed on the long (30m) sides (East and West). The Structure is to be constructed of new Trimdek® profile coverings of wholly zinc metallic in colour which is characteristic of numerous large structures built in the rural and commercial locations of the wheatbelt. Accordingly, the DA2025-08 was assessed against the *Shire of Dowerin Local Planning Scheme N° 2* (the Scheme) and associated policy to assist Council in their resolution decision.

Comment

The Scheme determines the land *use* for a structure storing trucks and trailers as a 'transport depot' which is a permissible use in the Scheme. Notwithstanding this permissibility, there are requirements under the Scheme with regards to the *works* component (the construction of the Structure) to be addressed as follows:

- A. The Scheme clause 4.7.3 requires that in the absence of a reticulated sewer access point (the Lots are unsewered), this development will be restricted to 'dry industry' type (i.e. industries predicted to generate wastewater for disposal on-site of a daily rate of less than 540 litres per 1000m²). This requirement means that should washdown of trucks and trailers (liquid refuse) occur then such wastewater is restricted to the Lots and disposed of through a designated capacity on-site disposal system, in this case 2,229 litres per day. Solutions exist such as onsite septic tank/s and specialised disposal drains for consideration on application to the Shire administration.

Additionally for Council information, any washdown liquid refuse must remain on the Lots pursuant to clauses 4.1.2(a) & (b) of the *Shire of Dowerin Health Local Laws 1998* (as amended). This component will be an advice note given it is outside the planning statute for this development consideration.

- B. The proposed rear setback of the Structure to the East boundary setback is 3m although the Table 2 Development Table (Table 2) of the Scheme requires 7.5m. Council can consider reducing this to 3m as proposed and is supported by the Officer given such structures require, pending a building surveyor consideration, a minimum 3m setback for fire separation considerations. The front (West) boundary and the North and South structure opening setbacks meet the Table 2 requirements.

On a cautionary note for Council consideration, and information, given the Structure setback distance also has National Construction Code (NCC) considerations, it would be prudent to allow scope, in the event the building permit process so requires, that should a 6m setback be required by the building surveyor pursuant to the NCC, that the Chief Executive Officer is delegated authority to adjust the planning approval to cater for such a 6m boundary requirement so as to remove the need and expense to bring this matter back to Council. Therefore, the delegation to increase the setback from 3m up to 6m in distance is recommended should the case require. The applicant Mr D Morgan is agreeable should this matter eventuate. Other than the requested delegation component, the adjustment of the setback to meet NCC requirements, if such a requirement is required, will be provided as an advice note given this is outside the planning statute for this development consideration. This possibility with regards to the NCC setbacks was discussed with Mr D Morgan and he is agreeable to accommodate such adjustments as deemed necessary despite wanting to maximise frontage area as per this DA2025-08.

- C. Table 2 sets out the minimum number of onsite car parking bays stated as one parking bay per two employees. The Officer in discussions with Mr D Morgan found that staff parking is already catered for on the structure at No 47 Cottrell Street (Adjoining the Lots to the South) and the Structure proposed is strictly parking only. Consequently, no staff parking on the Lots is required.
- D. Table 2 plot ratio is also at Council discretion. The Officer has calculated the Structure size against the Lots size and determined a plot ratio for this proposal at 0.17. For the sake of round numbers and practicable site use in this instance a plot ratio of 0.20 is recommended for Council consideration.

E. Table 2 has considerations for landscaping. In discussions with Mr D Morgan on consideration for the prescribed 10% of free area will amount to 353m² of landscaping for essentially a storage area incidental to the existing Structure at No 47 Cottrell Street. Given the existing Cottrell street verge trees, it was agreed that a landscaped area of 200m² would be practicable. This takes into consideration the Lots developed would be used by trucks and trailers and the safety of staff undertaking the gardening of a smaller footprint is more suitable and safer. Agreement was reached that landscaping with passive landscaping objects and drought hardy vegetation would be appropriate. It is recommended this is positioned behind the verge tree line off Cottrell Street on the Lots to avoid trailer and truck movement encroachment. Notwithstanding this, the applicant is free to install vegetation where it is deemed fit given the 200m² is the agreed minimum.

The above points A through to E cover the Scheme requirements and considerations and invokes Councils capacity to reasonably vary some of the Scheme requirements. The Officers discussion above will be at Council discretion and Council can amend as Council sees fit to do so.

The following are matters considered for advice notes given they fall outside the planning statutory instrument.

Firstly, stormwater management. Discussions with the Manager of Infrastructure and Projects Mr B Forbes reveals that stormwater is collected onto Cottrell Street and flows South to the main drain then onwards to the town dam. Given the hard area (the Structure roof and compacted areas of the Lots) of stormwater catchment it is recommended that the applicant consults with the Manager of Infrastructure and Projects to determine the best method for the discharge of stormwater off the Structure and the Lots onto Cottrell Street to ensure mutually agreeable stormwater management onto the public road, and to minimise 'drag out' (ground material such as gravel entering Cottrell Street).

Secondly, and related to point 'A' above will be the requirement to keep toilets, laundry, and shower/s liquid waste contained on the Lots that are unsewered. Whilst Mr D Morgan stated that the Structure will be wholly for truck and trailer storage and staff will be using the existing establishment for normal daily use at No 47 Cottrell Street (Adjoining the Lots to the South), advice will be provided should this change pursuant to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Thirdly, and again related to point 'A' above, is the requirement to keep truck and trailer washdown (liquid refuse) on the Lots wholly. This will require onsite collection and disposal system for which solutions exist and is a matter related to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Lastly, and related to point 'B' above the Structure is proposed to be built over the Lots dividing boundary lines. As boundaries are considered a fire source the applicant when seeking a Building Certification will require a 'performance solution' to deal with the Structure and the boundary matter on fire separation matters. Furthermore, the considered 3m setbacks also will be scrutinised although the Structure would be considered a Type 'C' isolated structure of non-flammable material therefore, subject to a building surveyor assessment, a 3m setback whilst considered appropriate for planning may conflict with the NCC requirements which is catered for by the delegation instrument to the Chief Executive Officer.

The DA2025-08 when measured against the Shire of Dowerin Local Planning Strategy 2013 (the Strategy) reveals that light industry development is supported on the merits of land availability within reach of essential services, on a major transport route, and located commensurate to their impact and use. Furthermore historically, it is identified in the Strategy that a local road transport contractor wishing to expand the business to accommodate larger truck combinations could not secure suitable lands and thus was required to use land of the Dowerin Machinery Field Days caravan parking area. In this context the Lots that were formally vacant crown land and now in the process with Landgate after purchase from the government to freehold now achieves this desire for securing land for a transport depot. Collectively the Lots are 4,127m² and is agreeable for development expansion of the haulage business with the applicant Mr D Morgan. With regards to the location the proposed transport depot is neighbouring a similar haulage business at No 47 Cottrell Street (Adjoining the Lots to the South) and is also owned by Mr D Morgan and all within the light industrial zone. Potentially sensitive premises are limited to the Short Stay Accommodation site off Fraser Street, and the residential zone to the South of Fraser Street. This Officer is not aware of any issues, complaints, nor concerns regarding the existing haulage business and/or light industrial activity in this area. Therefore, the objective of the Strategy is achieved.

Consultation

Mr D Morgan, the Applicant for DA2025-08,
 Mr G Crook, State Lands Officer, Land use management, Dept of Lands (DPLH) &
 Mr B Forbes, Works Manager
 Mr J Goldacre, Regulatory Advisor

Policy Implications

Shire of Dowerin Local Planning Strategy 2013. Industrial land statement and objectives.

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015,
Shire of Dowerin Local Planning Scheme No 2, &
Shire of Dowerin Health Local Laws 1998 (as amended).

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy
 Objective: *Facilitate growth of the local economy*
 Outcome: 2.2
 Reference: 2.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Interruption to Service
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Development Application Submission
Action (Treatment)	As above
Risk Rating (after treatment)	Effective

Financial Implications

Development application fee of \$336.00.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1**Moved:** Cr Meakins**Seconded:** Cr Sewell**1216**

That, by Simple Majority in accordance with *Shire of Dowerin Local Planning Scheme No 2*, Council approves the development application DA2025-08 for the construction of a 30m length by 20m width by 7.76m apex height with a wall height of 6m new structure to store trucks and trailers across lots 287 and 289 on Cottrell Street in the town of Dowerin and in accordance with the plans submitted with DA2025-08 and with the following conditions:

1. That Lots 287 and 289 are 'dry industry' type lots and will require an onsite wastewater (liquid refuse) collection and disposal system limited to 2,229 litres per day should truck and trailer washdown be a required activity. The Shire of Dowerin can assist for the approval of such a system disposal system when required through a formal application. Fees apply.
2. Council approves the reduced setback of the Structure Lots 287 and 289 from the East boundary to 3m and will by this resolution delegate the Shire of Dowerin Chief Executive Officer in this instance the authority to increase the setback should the need to accommodate a National Construction Code boundary setback of up to 6m from the structure to the East boundary be required.
3. Council waives the requirement in this instance for the minimum number of onsite car parking bays stated as one parking bay per two employees by reason the adjoining same owner existing business already accommodates parking for the employees.
4. Council determines the Lots 287 and 289 to have a plot ratio each of 0.20.
5. Council determines the minimum (reduced) landscaped area requirements to be 200m² using landscaping inclusions of passive landscaping objects and drought hardy vegetation positioned behind the verge tree line of Lots 287 and 289 along Cottrell Street in a manner and form that is practicable for the truck and trailer storage area movements.
6. Council as an act of good faith to assist the applicant and is caveated by being not limited to should matter/s arise not so addressed in this agenda hereby provides the Officer advice notes:
 - a. Advice Note One: stormwater management. It is recommended that the applicant consult with the Works Manager to determine the best method for the discharge of stormwater off the Structure and the Lots onto Cottrell Street to ensure mutually agreeable stormwater management onto the public road, and to minimise 'drag out' (ground material such as gravel entering Cottrell Street).
 - b. Advice Note Two: Requirements to retain liquid refuse onsite at Lots 287 and 289. If toilet/s, laundry, and shower/s are required to be installed onsite then an application pursuant to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* would be required. The Shire administration can assist. Fees apply.
 - c. Advice Note Three: Requirement to keep truck and trailer washdown on Lots 287 and 289 wholly. This will require onsite collection and disposal system for which solutions exist and is a matter related to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. The Shire administration can assist. Fees apply.
 - d. Advice Note Four: Structure is proposed to be built over the Lots 287 and 289 dividing boundary lines. The applicant when seeking a Building Certification pursuant to the NCC will require a 'performance solution' to deal with the Structure over the boundary matter for dealing with the fire separation considerations. On such matters the chosen building surveyor service assessment will be the final word. Council has this considered and has delegated

the Chief Executive Officer to increase the boundary setback from 3m up to 6m should the case require.

CARRIED 6/0

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

UNCONFIRMED

12.2 Strategic Community Plan – Quarterly Progress Report, November 2025	
Governance & Compliance  SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	12 November 2025
Location:	Nil
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.2A – SCP Quarterly Report – November 2025</u>

Purpose of Report	
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Executive Decision



Legislative Requirement

Summary	
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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 first full quarter of implementation, demonstrating early achievement in several community, organisational, and economic initiatives.

Key highlights for the quarter include:

- Completion and submission of the *Disability Access and Inclusion Plan 2025–2030* following community consultation.
- Securing Federal Active Transport Grant funding to upgrade and extend the town footpath network.
- 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.
- Development of the *Corella Management Policy* and expanded bushfire volunteer support through PPE funding and shed power upgrades.
- Implementation of improved community communications, including quarterly newsletters and SMS notifications.
- Ongoing NEWROC collaboration on housing, telecommunications advocacy, and resource-sharing arrangements.
- Successful collaboration with school delivering a finance education program to school children.

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

- The *Disability Access and Inclusion Plan* (DAIP) review was finalised and submitted, with measurable actions to improve accessibility across public infrastructure.
- The *Active Transport Grant* funding represents a major milestone, enabling construction of new ramps and path connections across town.
- Youth engagement has expanded through CRC led sessions and school collaboration, fostering local leadership and community participation.
- Home and Community Care services have grown in scale and staff capacity, ensuring readiness for the November 2025 *Support at Home* transition.
- CEACA housing delivery remains on track, with four 2x2 units confirmed and construction scheduled by 2027.

Our Economy

- NEWROC's regional housing study and funding advocacy have progressed, positioning Dowerin to attract investment in worker and aged housing.
- The Shire continues to prepare shovel-ready road and gravel strategies for 2025/26 implementation, improving asset planning and funding eligibility.
- Initial steps have been taken toward the Main Street Revitalisation Strategy, including consultation and preparatory work for a Town Team model in 2026.
- Participation in NEWTravel and the Pioneer's Pathway continues to strengthen tourism exposure for Dowerin, supported by consistent branding and digital engagement.

Our Environment

- Implementation of the Corella Management Policy and refinement of weed and verge maintenance programs have improved environmental management outcomes.
- Progress has continued through NEWROC toward developing a long-term regional waste plan.
- Bushfire services have been strengthened through secured funding for power upgrades at the Dowerin BFB shed, PPE distribution for all members, and continued advocacy for a CESM role.

Our Organisation

- Quarterly ISP reporting is now embedded, ensuring alignment between strategic goals and operational delivery.
- The Shire continues to collaborate with Wyalkatchem through shared resources and to access HR services through NEWROC.
- Internal and external communications have strengthened via consistent newsletters, social media activity, and Cellcast SMS notifications.
- Preparations for a formal Advocacy Strategy are underway, aligning with NEWROC submissions to the State Inquiry into Local Government Funding and Fiscal Sustainability.

Consultation

Manisha Barthakur, Chief Executive Officer
Kahli Rose, Manager of Governance and Community Services
Ben Forbes, Manager of Infrastructure and Projects
Solomon Mwale, Manager of Corporate Services
Shelley Matthews, Community Development Coordinator
Susan Dew, Senior Home Care Admin Officer

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
Continue to implement, monitor and report against the Integrated Planning and Reporting milestones.

Outcome: 4.1

Reference: 4.1f

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Project/Change Management
Risk Category	People
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Quarterly reporting against milestones Senior staff meetings and progress reports
Action (Treatment)	Scheduled reviews Scheduled internal check-ins against SCP
Risk Rating (after treatment)	Effective

Financial Implications

There are no direct financial implications arising from this report. Implementation of ISP actions continues within approved budget allocations or through external grant funding

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.2

Moved: Cr Sewell

Seconded: Cr Graffin

1217 That Council, by Simple Majority, in accordance with Section 5.56 of the Local Government Act 1995 (WA), receives the Integrated Strategic Plan Quarterly Progress Report - November 2025 as presented in Attachment 12.2A.

CARRIED 6/0

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

Cr Hudson left the Chambers at 4:20pm

12.3 Amery Acres Community Crop – Appointment of Sub-Lease	
Governance & Compliance  SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	13 November 2025
Location:	Nil
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Nil</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Cr Darrel Hudson – Impartiality and Proximity
Attachments:	Attachment 12.3A – Community Crop EOI Attachment 12.3B – DCC EOI Attachment 12.3C – Draft Sub-Lease Agreement

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin sought expressions of interest for the 2026–2029 community cropping lease at Amery Acres through EOI 2025-02.

One submission was received from the Dowerin Community Club (DCC).

The proposal aligns with the objectives of the Community Cropping Initiative, which supports community groups through sustainable, locally managed cropping programs that generate funds for community benefit. The DCC’s application demonstrates strong community alignment, proven management experience, and ongoing financial capacity.

Council endorsement is required to proceed with:

1. Ministerial approval for the sub-lease of Crown land under *Section 18 of the Land Administration Act 1997*;
2. Authorisation for the CEO to enter into the sub-lease agreement; and
3. Notification to Landgate once the lease has been executed.

Background

The Community Cropping Initiative was established to provide local community groups with access to the Amery Reserve for cropping purposes, creating a sustainable and self-sufficient fundraising opportunity. Through this initiative, the Shire aims to support local organisations that deliver projects, programs, and events benefiting the wider Dowerin community.

The Amery Reserve (Reserve 49356, Lot 321 on Plan 58773) covers approximately 47 hectares and is vested in the Shire of Dowerin for “Community Purposes.” It is located off the Goomalling – Wyalkatchem Road, approximately five kilometres west of town.

Previous leases have successfully enabled community groups, including the Dowerin Community Club, to use the land for broadacre cropping, generating proceeds that have been reinvested into local facilities and activities.

The Shire is currently in a Memorandum of Understanding (MOU) with the Dowerin Community Club Inc. for a 12-month arrangement at Amery Acres, which was entered into in April 2025 and is scheduled to expire in March 2026. This arrangement has provided continuity of cropping operations while a new three-year lease process was prepared.

An Expression of Interest (EOI 2025-02) was advertised in September 2025 for a new lease period commencing 1 April 2026 for three years. The EOI outlined conditions for cultivation, maintenance, reporting, and insurance requirements, consistent with previous arrangements.

Comment

The only EOI received was from the Dowerin Community Club Inc., proposing a sustainable and well-structured cropping program managed by Mr Darrel Hudson, who has over 50 years' experience in broadacre cropping and has managed the Amery Acres site for more than 25 years.

Proposed Cropping Program

The DCC proposes a four-year rotation model of:

- Year 1: Wheat
- Year 2: Lupins
- Year 3: Canola
- Year 4: Wheat

Although the lease term covers three years (2026–2029), this rotation will guide seasonal planning to maintain soil health and nutrient balance.

Agricultural Practices

- No-till/minimum-tillage farming methods.
- Precision seeding and fertiliser application using GPS-guided machinery.
- Soil testing and agronomy planning with CSBP and local advisors.
- Integrated pest and weed management to reduce resistance.
- Annual cropping reports provided to the Shire detailing inputs, yield, and management outcomes.

Community Benefit

All proceeds from cropping will be reinvested into the DCC and the wider Dowerin community through:

- Upgrades to the Community Club and shared sporting facilities;
- Support for youth and senior recreation programs;
- Sponsorships and scholarships for local residents in agriculture and sport; and
- Hosting of community events and wellbeing initiatives.

The proposal demonstrates a well-resourced and financially sustainable approach, supported by audited financials and strong volunteer capacity.

Lease Administration

The sub-lease will be established for three years commencing 1 April 2026 at a nominal rent of \$1.00 per annum, with standard maintenance and reporting conditions. As part of the lease review, insurance requirements have been updated to require \$20 million public liability cover, reflecting current best practice for commercial and government agreements. Otherwise, the lease agreement remains unchanged from the version entered into with the DCC in May 2022.

Because the land is a Crown Reserve vested in the Shire, Ministerial approval under *Section 18 of the Land Administration Act 1997* is required prior to execution.

Once consent is received, the CEO will execute the sub-lease, and the MGCS will notify Landgate to register the agreement.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

Nil.

Statutory Implications

Land Administration Act 1997

Section 18 – Crown land transactions that need Minister’s approval

“A person must not without the prior approval in writing of the Minister assign, transfer, or otherwise deal with any interest in Crown land, or enter into any sublease or licence relating to Crown land.”

Local Government Act 1995

Section 3.58 – Disposing of Property

“A local government can dispose of property, including by lease, where it is satisfied the disposition is in the best interests of the community and conducted in an open and transparent manner.”

Strategic Implications

Strategic Community Plan

Community Priority:	Our Economy
Objective:	<i>Facilitate growth of the local economy</i>
Outcome:	2.2
Reference:	2.2

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)	Engagement with local community Engagement with Minister of Land
Action (Treatment)	Seek Ministerial approval, Ensure reporting compliance, Notify Landgate
Risk Rating (after treatment)	Effective

Financial Implications

The sub-lease will be executed at a nominal rent of \$1.00 per annum, with no anticipated direct financial impact on the Shire. Administrative costs related to Ministerial approval and Landgate registration will be managed within the Governance budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.3

Moved: Cr Meakins

Seconded: Cr Jones

1218 That Council, by Simple Majority, in accordance with *Section 18 of the Land Administration Act 1997* and *Section 3.58 of the Local Government Act 1995*, resolves to:

1. Endorse the Dowerin Community Club Inc. as the successful applicant for the Amery Acres Community Cropping Lease (2026-2029);
2. Support the execution of a three-year sub-lease over Reserve 49356 (Lot 321 on Plan 58773) commencing 1 April 2026 at a rental of \$1.00 per annum;
3. Authorise the Manager Governance & Community Services to liaise with the Minister for Lands to obtain Ministerial approval for the sub-lease;
4. Authorise the Chief Executive Officer to execute the sub-lease agreement upon receipt of Ministerial consent; and
5. Authorise the Manager Governance & Community Services to notify Landgate and undertake the necessary administrative actions following the execution of the agreement.

CARRIED 5/0

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

Cr Hudson re-entered the meeting at 4:22pm

13. OFFICER'S REPORTS - ASSET & WORKS

Nil

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

14.1 Development Assessment Panels – Appointment of Representatives

Governance & Compliance	
	
Date:	20 November 2025
Location:	Not applicable
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Planning and Development Act 2005</i>
SharePoint Reference:	Organisation/Governance
Disclosure of Interest:	Nil
Attachments:	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This report presents Council with the opportunity to nominate two local Development Assessment Panel (DAP) members and two alternate (proxy) members for appointment to the local DAP in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*. DAPs determine certain development applications through a consistent and professionally constituted decision-making process.

Background

The Planning & Development (Development Assessment Panels) Regulations 2011 commenced on 24 March 2011. Part 11A of the Planning & Development Act 2005 which enabled DAPs to come into operation on the same day.

Previously, Councillors Hudson and Trepp were nominated as members to DAP, with Councillors Allsopp and Ward as Deputies.

Comment

Under Regulation 23, the Minister must establish and maintain a register of local DAP members. Each local government is required to nominate two local members and two alternate (proxy) members, drawn from its pool of elected members. The Minister then considers the nominations and appoints members for a two-year term.

If, within the two-year term, a local DAP member is not re-elected, their appointment immediately lapses. In this circumstance, the deputy local DAP member assumes the role. If both the local and deputy members are not re-elected, the local government must renominate replacements for Ministerial appointment.

Council should consider the above when selecting nominees.

Local DAP members only participate in meetings when a DAP application relates to land within the Shire of Dowerin. Given the Shire's development profile, the likelihood of a meeting being convened is low. However, if Council does not nominate local members, the Shire of Dowerin will have no local representation in DAP determinations affecting its district.

The Department of Planning provides required training to all appointed members.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1b

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Planning & Development (Development Assessment Panels) Regulations 2011

Regulation 23.LDAP members

- (1) *The members of a LDAP are –*
 - (a) *2 persons appointed to the LDAP as local government members; and*
 - (b) *3 persons appointed to the LDAP as specialist members.*
- (2) *The members must be appointed in writing by the Minister.*
- (3) *Regulation 24 applies to the appointment of local government members.*
- (4) *Regulation 37 applies to the appointment of specialist members.*

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 Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 14.1

Moved: Cr Jones

Seconded: Cr Sewell

1219 That, in accordance with Regulation 23(1)(a) of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Council:

1. Appoints Cr Hudson and Cr Trepp as local government members to the Development Assessment Panel (DAP) for the Shire of Dowerin; and
2. Appoints Cr Sewell and Cr Graffin as proxy (alternate) local government members to the Development Assessment Panel (DAP) for the Shire of Dowerin

CARRIED 6/0

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

15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 4:25pm.

UNCONFIRMED