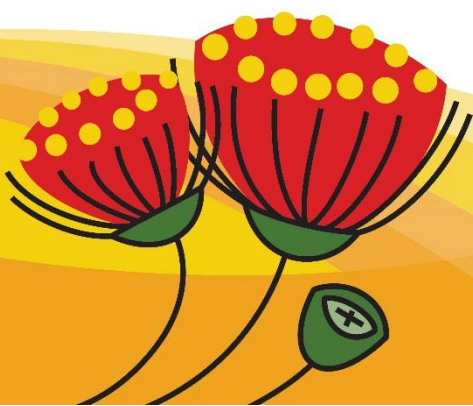




AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 27 October 2026
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 October 2026 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2:00pm	CRC Presentation
3:00pm	Agenda Briefing Session
4:00pm	Council Meeting
4:30pm	Council Workshop

Manisha Barthakur
Chief Executive Officer
15 October 2026

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

Table of Contents

1.	Official Opening / Obituaries
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 22 September 2026
7.2	Special Council Meeting held on 24 September 2026
8.	Minutes of Committee Meetings to be Received
8.1	Bush Fire Advisory Committee AGM held on 30 September 2026
9.	Recommendations from Committee Meetings for Council Consideration
9.1.1	Election of Office Bearers
10.	Announcements by the President Without Discussion
11.	Officer's Reports – Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
12.	Officer's Reports – Governance and Compliance
12.1	Policy Adoption – 7.23 Staff Superannuation Matching Policy
12.2	Policy Update – 3.11 Purchasing Policy
13.	Officer's Reports – Asset & Works
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	CEO Performance Review and Setting of Key Performance Indicators
17.	Closure

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

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 DP Hudson	President
Cr RI Trepp	Deputy President
Cr JA Graffin	
Cr AR Jones	
Cr CJ Meakins	
Cr JC Sewell	

Staff:

Ms M Barthakur	Chief Executive Officer
Ms K Rose	Manager of Governance and Community Services
Mr B Forbes	Manager of Infrastructure and Projects
Ms S Chaudhary	Corporate Services – Team Lead
Ms D Griffiths-I’Anson	Governance Officer

Members of the Public:

Apologies:

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.

-
- 12.1 **Policy Adoption – 7.23 Staff Superannuation Matching Policy**
Kahli Rose, Manager of Governance and Community Services - **Financial**
Ben Forbes, Manager of Infrastructure and Projects - **Financial**
-
- 16.1 **CEO Performance Review and Setting of Key Performance Indicators**
Manisha Barthakur, Chief Executive Officer - **Financial**

5. Applications for Leave of Absence

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 22 September 2026

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 24 September 2026

[Attachment 7.2A](#)

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 22 September 2026, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 24 September 2026, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

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

8.1 Bush Fire Advisory Committee Annual General Meeting held on 30 September 2026

[Attachment 8.1A](#)

9. Recommendations from Committee Meetings for Council Consideration

9.1 Bush Fire Advisory Committee Annual General Meeting

9.1.1 Election of Office Bearers

Refer to BFAC AGM Meeting minutes dated 30 September 2026

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation – 9.1.1

There being no further nominations, BFAC recommend to Council that:

1. Paul Millsteed be elected unopposed as Chief Bush Fire Control Officer
2. Gavin Hagboom, be elected unopposed as Deputy Chief Bush Fire Control Officer
3. Gavin Howard be elected unopposed as the Captain of the Dowerin Bush Fire Brigade
4. Reece Stratford be elected unopposed as the Captain of the Minnivale Bush Fire Brigade
5. Gavin Hagboom be elected unopposed as the Captain of the Dowerin Farmer Response Brigade
6. Phil Pickering, Peter Richards, and Jasmine Hedland, be elected unopposed as the 1st, 2nd and 3rd Lieutenants of the Dowerin Bush Fire Brigade.
7. Shane Metcalf, Cam Masson, and Oscar Metcalf, be elected unopposed as the 1st, 2nd, and 3rd Lieutenants of the Minnivale Bush Fire Brigade.
8. Shane Melvin and Jason Sewell, be elected unopposed as the 1st and 2nd Lieutenants of the Dowerin Farmer Response Brigade.
9. The Shire of Dowerin, be elected unopposed as Brigade Equipment Officer, Brigade Training Officer, Secretary and Treasurer for the Dowerin Bush Fire Brigade, Minnivale Bush Fire Brigade, and Dowerin Farmer Response Brigade.
- 10.

Position	Name	Phone
Fire Weather Officer:	Phil Pickering	0429 311 250
Bush Fire Control Officers:	Paul Millsteed	0427 311 721
	Phil Pickering	0429 311 250
	Manisha Barthakur	0499 659 168
	Ranger (Keith Squibb)	0459 678 154
FCO – Minnivale:	Graham Ralph	0427 313 014
FCO – Cadoux-Manmanning:	Alan Bear	0499 156 500
	Shayne Booth - TBC	0427 732 013
	Simon Emmott	0428 955 940
FCO – Ejanding:	Paul Millsteed	0427 311 721
	Peter Richards	0428 311 772
FCO - Ucarty:	Gavin Hagboom	0427 341 026

11.

Position	Name
Shire of Cunderdin	Gavin Hagboom
Shire of Goomalling	Gavin Hagboom
	Phil Pickering
Shire of Koorda	Alan Bear
	Shaun Kalazich
Shire of Wongan-Ballidu	Simon Emmott
	Paul Millsteed
Shire of Wyalkatchem	Graham Ralph

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services

Date:	7 October 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Somya Chaudhary, Team Leader Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2026-2027 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – Monthly Financial Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Somya Chaudhary, Team Leader 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 – 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 September 2026, as presented in Attachment 11.1A.

11.2 List of Accounts Paid

Corporate & Community Services

Date:	9 October 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Somya Chaudhary, Team Leader 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 – List of Payments Attachment 11.2B – Credit and Star Card Statements

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Kahli Rose, Manager of Governance and Community Services

Somya Chaudhary, Team Leader Corporate Services

Lisa Begley, Home Care Coordinator

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 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 as detailed below:

Summary of List of Accounts Paid – September 2026

Cheque EFT 15470 to EFT 15589	\$823,408.77
Direct Debits Total	\$26,007.26
Payroll Total	\$155,390.14
TOTAL PAYMENTS	\$1,004,806.17

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1 Policy Adoption – 7.23 Staff Superannuation Matching Policy

Governance & Compliance

Date:	14 October 2026
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:	Kahli Rose, Manager of Governance and Community Services Ben Forbes, Manager of Infrastructure and Projects <i>*note – other employees present at the meeting will not meet the criteria for payment, so are not required to disclose interest in this item.</i>
Attachments:	Attachment 12.1A – 7.23 Staff Superannuation Matching Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

Council is requested to adopt a new policy introducing a voluntary Additional Superannuation Matching Contribution Scheme for permanent employees. Employees who choose to make their own voluntary contribution would receive a matching employer contribution of up to 3%, 4% or 5% of ordinary time earnings, depending on whether they have three, five or ten years of continuous service with the Shire.

Employer-matched superannuation is a well-established employment benefit across Western Australian local governments, including several neighbouring Wheatbelt shires. The proposed policy would bring the Shire's employment conditions more closely into line with regional local government practices and strengthen its ability to attract and retain experienced employees. Eligibility is tied to satisfactory performance and conduct, with a defined process for suspending and reinstating eligibility where formal disciplinary action is taken.

Background

Recruitment and retention remain ongoing challenges for regional local governments, particularly as competition for experienced and suitably qualified employees increases. Experienced staff are hard to replace in a small Wheatbelt workforce, and each departure brings recruitment cost, lost knowledge and pressure on the remaining team.

The Shire currently pays the superannuation guarantee and any contributions required under industrial instruments or employment contracts. It has no mechanism to recognise long service through superannuation.

The proposed scheme is voluntary, financially manageable and linked to clearly defined criteria: length of service, satisfactory performance and workplace conduct. It requires employees to put in their own money before the Shire contributes, which keeps the benefit with employees who are actively planning for their retirement.

Comment

Scope and Application

This Policy applies to eligible permanent full-time and part-time employees of the Shire of Dowerin, including senior employees covered by the Local Government Officers' (Western Australia) Award 2021.

The Policy does not apply to the Chief Executive Officer, whose remuneration and superannuation arrangements are separately governed by the CEO's employment contract and the applicable Salaries and Allowances Tribunal Determination.

Participation in the Additional Superannuation Matching Contribution Scheme is voluntary and subject to the eligibility requirements outlined in this Policy.

Permanent full-time and part-time employees who have completed probation become eligible at three years' continuous service. The Shire matches the employee's own voluntary contribution, up to the cap for their service tier:

Qualifying service	Employee contribution	Maximum Shire match
3 years to less than 5 years	3% of OTE or more	3% of OTE
5 years to less than 10 years	4% of OTE or more	4% of OTE
10 years or more	5% of OTE or more	5% of OTE

OTE: Ordinary Time Earning

Matching contributions are in addition to the superannuation guarantee and are paid with each pay run. An employee who contributes less than their tier cap is matched at their own rate. Only contributions made through the Shire's payroll are matched, which keeps verification simple.

Service counts from the employee's commencement date with the Shire, including service before the policy is adopted. Service with other local governments does not count. Unpaid leave of more than two consecutive weeks does not count towards qualifying service but does not break continuity, and unpaid parental leave is dealt with in line with legislation and the relevant industrial instrument.

Eligibility depends on satisfactory performance and conduct, but the policy is deliberately careful about how that is applied. An allegation or an investigation does not affect eligibility. Suspension can only follow a formal Performance Improvement Plan or a substantiated finding, with set timeframes ranging from three months for a first written warning to six months or longer for serious or repeated misconduct. Employees have a clear path back to eligibility, and a suspension never resets their accumulated service.

Approved leave, illness, disability, workers' compensation claims and the exercise of lawful workplace rights are expressly excluded as grounds for refusing or suspending eligibility. This protects the Shire as much as the employee, since a suspension on any of those grounds would be difficult to defend.

Senior employees covered by the Local Government Officers' (Western Australia) Award 2021 are eligible to participate in the Additional Superannuation Matching Contribution Scheme, subject to the eligibility requirements of this Policy and the terms of their employment contracts.

Salary sacrifice and employer matching contributions both count towards the concessional contributions cap, which increased to \$32,500 from 1 July 2026. At the top tier, an employee receiving the 12% superannuation guarantee, contributing 5% and receiving a 5% match would reach the cap at roughly \$148,000 in ordinary time earnings. The policy makes employees responsible for their own cap and tax position and encourages them to obtain independent advice before electing to participate.

Consultation

Manisha Barthakur, Chief Executive Officer
Councillors, Workshops in July and August

Policy Implications

If adopted, 7.23 – Staff Superannuation Matching Policy will be added to the Shire's Policy Manual. There is no existing Council policy on this matter.

The policy operates alongside the Code of Conduct for Employees and the Shire's performance management, disciplinary and grievance procedures. An employee election form will be prepared to support implementation.

Statutory Implications

Local Government Act 1995

Section 2.7 – Role of council

- *“Section 2.7 – Role of Council*
- *Section 5.40 – Principles affecting employment by local governments*
- *Section 5.41(g) – Functions of the CEO*

Section 5.41 – Functions of CEO

“The CEO's functions are to – ... (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);”

Other legislation

- Superannuation Guarantee (Administration) Act 1992 (Cth)
- Income Tax Assessment Act 1997 (Cth), Division 291
- Industrial Relations Act 1979 (WA)
- Minimum Conditions of Employment Act 1993 (WA)
- Equal Opportunity Act 1984 (WA)

Applicable Industrial Instrument

- Local Government Officers' (Western Australia) Award 2021
- Municipal Employee Award 2021

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>Deliver a high standard of governance and administration</i>
Outcome:	<i>Implement and monitor the annual budget to support timely progress toward strategic goals</i>
Reference:	4.1c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Employment Practices
Risk Category	Financial Impact
Risk Description	The cost of the scheme exceeds expectations or becomes unaffordable, particularly as more employees reach the 5- and 10-year tiers.
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Contributions are capped at 5% of OTE. Participation is voluntary and requires an employee contribution. The scheme only commences once funds are provided in the budget.
Action (Treatment)	Annual cost estimate prepared with each budget and at the mid-year review. Council reviews affordability each year and may amend the scheme with notice.
Risk Rating (after treatment)	Adequate

Financial Implications

Provision for additional employer superannuation contributions has been included in the 2026/27 Annual Budget. Actual expenditure will depend on employee participation, eligibility and applicable contribution rates. Ongoing costs will be monitored and incorporated into future annual budgets.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority, in accordance with the *Local Government Act 1995*:

1. Adopts Policy 7.23 – Staff Superannuation Matching as presented in Attachment 12.1A, providing eligible permanent employees with voluntary employer matching contributions of up to 3%, 4% or 5% of ordinary time earnings, based on their length of continuous qualifying service.
2. ENDORSES the eligibility, suspension and reinstatement provisions outlined in the Policy, to be administered by the Chief Executive Officer in accordance with applicable employment legislation, industrial instruments and contractual obligations.
3. Notes that the Policy applies to eligible permanent employees, including designated senior employees, but excludes the Chief Executive Officer, whose remuneration arrangements are governed separately by their employment contract and the applicable Salaries and Allowances Tribunal Determination.

12.2 Update of Policy 3.11 – Purchasing Policy

Governance & Compliance

Date:	14 October 2026
Location:	Nil
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Nil</i>
Sharepoint Reference:	Nil
Disclosure of Interest:	<i>Nil</i>
Attachments:	Attachment 12.2A – 3.11 – Purchasing Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Manager of Corporate Services position has been retitled Corporate Services Team Lead. Policy 3.11 – Purchasing Policy still refers to the old title in several places, including the purchase order approval schedule. Council is requested to adopt the amended policy so there is no doubt about who holds purchasing authority under it.

The changes are limited to the position title. No thresholds, approval limits or purchasing practices have changed.

Background

Policy 3.11 – Purchasing Policy was last reviewed by Council on 28 April 2026 (CMRef:1301). It sets the Shire's purchasing thresholds and practices and the purchase order approval limit for each position, and is required under regulation 11A of the Local Government (Functions and General) Regulations 1996.

Comment

A policy that names a position which no longer exists leaves room to question whether the officer can validly exercise the authority it gives them. In this case it affects the \$20,000 purchase order approval limit in clause 3.4, as well as the officer's role in waiving quotation requirements and receiving reports of non-compliance. It is a common audit finding and is easily fixed.

The following changes are shown as tracked changes in Attachment 12.2A

Clause	Change
3.4 Purchasing Approval	Corporate Services Team Lead – \$20,000 approval limit (limit unchanged)
4.1 Waiver of Quotation	Position title updated
4.18 Purchasing Policy Non-Compliance	Position title updated
Roles and Responsibilities	Heading and responsibility statement updated
Header and Document Control	Review date and CMRef updated, version 4 to version 5

Nothing else in the policy has been changed. A full review is next due in 2028, consistent with the biennial review cycle.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

Policy 3.11 – Purchasing Policy is amended as shown in Attachment 12.2A and becomes version 5. The changes are administrative and do not alter any threshold, limit or practice.

Statutory Implications

Local Government Act 1995

Section 2.7 – Role of council

“(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government’s finances and resources; and

(b) determine the local government’s policies.”

Local Government (Functions and General) Regulations 1996

Regulation 11A – Purchasing policies for local governments

Requires the Shire to prepare or adopt, and implement, a purchasing policy for contracts below the tender threshold.

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

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	The Purchasing Policy refers to a position title that no longer exists, creating doubt over whether purchase orders approved by the Corporate Services Team Lead are validly authorised.
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Officer continues to perform the same role.
Action (Treatment)	Amend Policy 3.11 to the current title throughout.
Risk Rating (after treatment)	Adequate

Financial Implications

Nil. The changes do not affect the budget or any purchasing threshold or approval limit.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, adopts the policy amendments as presented in Attachment 12.2A, to reflect the change of position title from Manager of Corporate Services to Corporate Services Team Lead.

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**16.1 Confidential Item – CEO Performance Review and Setting of Key Performance Indicators**

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 16a

That, in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

The matters of *Confidential Item 16.1 CEO Performance Review and Setting of Key Performance Indicators* will be discussed, and a resolution made.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 16b

That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

The President will read aloud the Council Resolution(s) made Behind Closed Doors relating to Items 16.1. This will be reported in the Minutes.

17. Closure

The President thanked those in attendance, and closed the meeting at X:XXpm