SHIRE OF
DOWERIN
TIN DOG TERRITORY

UNCONFIRMED

MINUTES

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 27 October 2026
Commencing 4:00pm

ABN: 35 939 977 194
P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461
www.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**
14.1	Temporary Camping Approval – 21 Hewitt Street, Minnivale
14.2	Proposed Reduction to Regional Road Group Funding - Advocacy
14.3	ICT Disaster Recovery and Business Continuity Plans
14.5	Amendment to 2026/2027 Fees and Charges Schedule
15.	**Elected Members' Motions**
16.	**Matters Behind Closed Doors**
16.1	CEO Performance Review and Setting of Key Performance Indicators
17.	**Closure**

UNCONFIRMED

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
Ms S Chaudhary	Corporate Services – Team Lead
Mr B Forbes	Manager of Infrastructure and Projects
Ms D Griffiths-I'Anson	Governance Officer

Members of the Public:

Mr R Thaxter

Apologies:

Approved Leave of Absence:

UNCONFIRMED

3. Public Question Time

Mr R Thaxter – Traffic on Goldfields Road

Mr Thaxter raised concerns regarding trucks using exhaust brakes and appearing to travel at excessive speeds along Goldfields Road. He advised that this had been an ongoing issue for approximately two years and that other residents shared similar concerns.

Mr Thaxter requested the installation of a Main Roads-approved speed monitoring device to encourage drivers to reduce their speed. He suggested that the preferred location would be before the Masonic Lodge.

Mr Thaxter referred to clause 2.97, item 2, regarding contacting Main Roads to address the issue and request a speed monitoring device.

Response – Manager Infrastructure and Projects

The Manager Infrastructure and Projects advised that he would:

- Contact Main Roads WA to request a speed monitoring device for Goldfields Road.
- Contact local police to seek assistance with speed monitoring and enforcement, where necessary.
- Enquire with Main Roads WA about signage requesting that drivers avoid using exhaust brakes within the townsite.

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

Nil

6. Petitions and Presentations

Nil

UNCONFIRMED

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/ Resolution – 7

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

1393 **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.**

CARRIED 6/0

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

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

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/ Resolution – 8

Moved: Cr Sewell **Seconded:** Cr Graffin

1394 **That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Bushfire Advisory Committee Annual General Meeting held 30 September 2026, as presented in Attachment 8.1A, be received.**

CARRIED 6/0

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

UNCONFIRMED

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

Officer's Recommendation/Resolution – 9.1.1

Moved Cr Sewell **Seconded:** Cr Jones

1395 **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 Phil Pickering Manisha Barthakur Ranger (Keith Squibb)	0427 311 721 0429 311 250 0499 659 168 0459 678 154
FCO – Minnivale:	Graham Ralph	0427 313 014
FCO – Cadoux-Manmanning:	Alan Bear Shayne Booth - TBC Simon Emmott	0499 156 500 0427 732 013 0428 955 940
FCO – Ejanding:	Paul Millsteed Peter Richards	0427 311 721 0428 311 772
FCO - Ucarty:	Gavin Hagboom	0427 341 026

UNCONFIRMED

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

CARRIED 6/0

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

10. Announcements by the President Without Discussion

CBH contractor – removal of stockpiled gravel

The Shire was recently made aware that gravel stockpiled on the Shire President's property for use in two Shire capital projects was removed without permission by a contractor undertaking works for CBH.

A mediation meeting was held on 27 October 2026 with the parties involved to discuss replacement of the gravel and associated costs. The Shire and the landowner will not be left out of pocket as a result of the incident.

UNCONFIRMED

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:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
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.

UNCONFIRMED

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.

UNCONFIRMED

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

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

UNCONFIRMED

Voting Requirements	
■ Simple Majority	☐ Absolute Majority

Officer's Recommendation/Resolution – 11.1

Moved Cr Graffin **Seconded:** Cr Trepp

1396 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.

CARRIED 6/0

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

UNCONFIRMED

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:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
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

UNCONFIRMED

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

UNCONFIRMED

Voting Requirements	
■ Simple Majority	□ Absolute Majority

Officer's Recommendation/Resolution – 11.2

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

1397 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

CARRIED 6/0

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

UNCONFIRMED

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

Ms K Rose and Mr B Forbes left the meeting at 4:11pm

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:	*Nil*
Sharepoint Reference:	Nil
Disclosure of Interest:	Kahli Rose, Manager of Governance and Community Services Ben Forbes, Manager of Infrastructure and Projects **note – other employees present at the meeting will not meet the criteria for payment, so are not required to disclose interest in this item.*
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.

UNCONFIRMED

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.

UNCONFIRMED

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

UNCONFIRMED

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	*Deliver a high standard of governance and administration*
Outcome:	*Implement and monitor the annual budget to support timely progress toward strategic goals*
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.

UNCONFIRMED

.	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 12.1

Moved Cr Graffin **Seconded:** Cr Meakins

1398 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.

CARRIED 6/0

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

Ms K Rose and Mr B Forbes entered the chambers at 4:13pm

UNCONFIRMED

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:	*Nil*
Sharepoint Reference:	Nil
Disclosure of Interest:	*Nil*
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.

UNCONFIRMED

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.

UNCONFIRMED

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

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

UNCONFIRMED

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/Resolution – 12.2

Moved Cr Trepp **Seconded:** Cr Graffin

1399 **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.**

CARRIED 6/0

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

UNCONFIRMED

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

14.1 Temporary Camping Approval – 21 Hewitt Street, MINNIVALE

Governance & Compliance

Date:	19 October 2026
Location:	N° 21 Hewitt Street, Minnivale
Responsible Officer:	Julian Goldacre, Regulatory Advisor
Author:	Julian Goldacre, Regulatory Advisor
Legislation:	*Caravan Parks and Camping Grounds Act 1995;* *Caravan Parks and Camping Grounds Regulations 1997.*
Sharepoint Reference:	
Disclosure of Interest:	Nil.
Attachments:	Nil.

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

For the Council of the Shire of Dowerin to consider for approval to Camp on Land at 21 Hewitt Street Minnivale for two persons who have satisfied the health, amenities and services requirements, and are the owner on the Land.

Background

In July 2025 a Mr Jones the owner of 21 Hewitt Street Minnivale contacted the Shire of Dowerin requesting information for approval to Camp on this Land (the Land) whilst he progressed towards the construction of a dwelling house. A requisite response was provided by the Chief Executive Officer outlining the requirements. Note this was not an approval, only information to support a formal application. The Environmental Health Officer-Regulatory Advisor (the Officer) was in Minnivale townsite to inspect the Railway Museum, and it was observed that two caravans, a shed and clear evidence the Land was being camped on. The Land was familiar to the Officer as a septic system approval had been undertaken recently and it was observed during that process the land has a water supply.

On return to the Shire Office the Officer investigated recent caravan and camping legislation change supported by local government Minister Hannah Beazley. The Parliament of Western Australia legislated to allow a local government to approve to Camp on Land by a person provided health, amenities and services were suitable for such an activity. The period is up to 24 months with a further up to 24 months on re-application. Furthermore, should a local government not approve such a camp activity on Land then the Minister can approve such a Camp activity.

UNCONFIRMED

The Officer drew up an application form for approval to Camp on Land (the Application) and visited the Land with Ranger K Squibb to discuss the matter at hand. Discussions with Mr Jones and his partner were positive and the Land being camped on was congruent with the health, amenities and services requirements. Whilst two caravans with annexes were onsite, only one was habitable with the other smaller van with annex being used only for storage. Mr Jones explained that the email last received was interpreted as an approval for which this error was explained by the Officer. Subsequently, the Application was filled out and registered at the Shire of Dowerin Office.

Comment

The Application as completed meets all the requisite health, amenities, and service requirements pursuant to the *Caravan Parks and Camping Grounds Regulations 1997*. Furthermore, matters to do with water supply and sewerage are also in hand and accounted for. A period of 24 months is requested to Camp on the Land dated from the 14 October 2026 to the 14 October 2028.

Minnivale is in a Bush Fire Prone Region for which Mr Jones explained he was familiar with the local bush fire brigade persons and was himself experienced from years working on Station country on how to prepare for a bush fire. Furthermore, Mr Jones has also applied for the Shire of Dowerin Bush Fire TXT messaging service. Mr Jones has from first correspondence discussed plans to build a dwelling house on the Land for which the septic system installation now onsite is to facilitate such.

The Land has a rubbish bin and collection service provided.

Assessment of this application and the site inspection shows the Application to have sound merit for consideration for approval in this instance.

Consultation

Manisha Barthakur, Chief Executive Officer.

Kieth Squibb, WA Contract Ranger Services.

Policy Implications

Nil. Note, a Policy preparation was investigated in 2025 drawing from existing caravan and camping examples and it was decided that given the various renditions for a matter that is wholly assessed within the context of the Caravan Parks and Camping Grounds Act 1995 and the subsidiary legislation, it was decided not to proceed. This outcome is supported by McLeod's legal service to permit a case by case approach.

Statutory Implications

Caravan Parks and Camping Grounds Act 1995;

Caravan Parks and Camping Grounds Regulations 1997.

Strategic Implications

Asset Management Plan

Nil

Long Term Financial Plan

Nil

UNCONFIRMED

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Routine Minnivale inspections will reveal any concerns for actions.
Action (Treatment)	Discussions with Mr Jones in the first instance on any matters of interest raised or discovered to work towards a mutually binding outcome.
Risk Rating (after treatment)	Adequate

Financial Implications

$103.00 application fee

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 14.1

Moved Cr Trepp **Seconded:** Cr Meakins

1400 That, by Simple Majority, in accordance with *Caravan Parks and Camping Grounds Act 1995;* Council approves the Owner of the Land to camp at 21 Hewitt Street Minnivale in one habitable caravan and annex for the period dated from the 21 October 2026 and concluding on the 22 October 2028 at 0001Hrs, with the following advice note:

Advice Note 1.

The Owner is to always maintain the requisite health, amenity, and services whilst camping on the Land pursuant to the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997* as the case requires.

CARRIED 5/1

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

Against Cr Sewell

UNCONFIRMED

14.2 Proposed Reduction to Regional Road Group Funding – Advocacy

Corporate & Community Services

Date:	26 October 2026
Location:	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Manisha Barthakur, Chief Executive Officer
Legislation:	*Local Government Act 1995;* State Road Funds to Local Government Agreement 2023–24 to 2027–28
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The purpose of this report is to seek Council's endorsement of an advocacy position regarding the proposed changes to the 2027–28 Regional Road Group (RRG) funding allocations, including reductions to Category 1 funding and the redirection of funding growth towards Category 2 State Initiatives.

The report seeks Council's support to raise these concerns through the Great Eastern Country Zone (GECZ), WALGA and relevant State Government representatives, advocating for transparent, equitable and sustainable funding arrangements for regional local governments

Background

The State Road Funds to Local Government Agreement 2023–24 to 2027–28 establishes the funding arrangements for local government roads in Western Australia. Under the Agreement, funding is distributed across two principal categories:

- Category 1 – Local Government-Managed Programs: Funding allocated through Regional Road Groups (RRGs), enabling local governments to identify, assess and prioritise road projects based on regional needs.
- Category 2 – Main Roads WA-Managed Programs: Funding administered by Main Roads Western Australia, including State Initiatives and other road programs.

The January 2026 State Road Funds to Local Government Procedures outline an indicative funding distribution of 67% to Category 1 programs and 33% to Category 2 programs.

Recent advice regarding proposed changes to the 2027–28 Category 1 RRG funding allocations has raised significant concerns across regional local governments. The proposed changes include reductions or limitations to funding growth within Category 1, with funding redirected towards Category 2 State Initiatives.

UNCONFIRMED

These proposed changes have prompted broader discussions regarding the sustainability of regional road funding, the allocation methodology and the potential implications for local governments responsible for maintaining extensive regional road networks.

The Shire of Chittering considered an agenda item titled Proposed Changes to Regional Road Group Funding (CEO04 – 10/26) at its Ordinary Council Meeting held on 21 October 2026, advocating for greater transparency, consultation and reconsideration of the proposed funding changes.

The matter has also been discussed among Chief Executive Officers of local governments within the Avon Midlands Branch and Regional Subgroup with consideration being given to preparing a coordinated regional submission. The CEO of the Shire of Merredin has indicated support for Dowerin's proposed advocacy motion and willingness to second the motion at the Great Eastern Country Zone meeting scheduled for 12 November 2026.

For the Shire of Dowerin, road infrastructure represents one of its most significant asset management responsibilities. The Shire's 2026–27 capital works program includes approximately $3.5 million in road projects, supported by various State and Commonwealth funding programs.

The Shire has consistently prioritised the delivery of its funded road projects and has achieved 100% delivery of its allocated RRG funding and associated projects.

The current RRG funding model generally requires local governments to contribute one-third of eligible project costs, placing additional financial pressure on smaller regional councils with limited revenue-raising capacity.

In November 2025, the Office of the Auditor General released its report, Maintaining Regional Local Roads, highlighting significant challenges associated with the sustainability of regional road infrastructure. The report identified rigid funding arrangements, increasing asset preservation gaps and the financial burden of local government co-contributions as matters requiring attention.

Comment

The proposed reduction in RRG funding is of significant concern, particularly for smaller regional local governments such as Dowerin, which maintain extensive road networks supporting agricultural freight, regional businesses and community connectivity. Reduced funding will lead to deferred road works, increased asset deterioration and higher long-term costs, placing further pressure on already constrained local government budgets.

The perceived program "overspend" also warrants closer examination, as rising construction costs, project delivery timelines, accumulated infrastructure needs and successful utilisation of available funding may all contribute to current funding pressures. Local governments such as Dowerin, which have successfully delivered 100% of their allocated RRG funding and associated projects, should not be disadvantaged for effective project delivery.

The existing requirement for local governments to contribute approximately one-third of eligible RRG project costs also warrants review. A uniform contribution requirement does not adequately recognise the differences in financial capacity between local governments and can disadvantage smaller regional councils with limited rate bases. A more flexible contribution model, reflecting financial capacity and infrastructure needs, would provide a more equitable approach.

Further concerns relate to the transparency of Category 2 State Initiatives. While the RRG framework provides a reasonably transparent multi-criteria assessment (MCA) process for prioritising projects within regions, equivalent publicly available assessment criteria and regional funding safeguards for Category 2 have not yet been identified by the Shire. Greater clarity is required regarding how projects are selected, whether redirected funding remains within the originating region, and whether regional allocations may ultimately be redistributed across the State.

UNCONFIRMED

Given the broader implications for regional local governments, a coordinated advocacy approach through the Avon Midlands Branch, Great Eastern Country Zone and WALGA is considered appropriate. The Shire should advocate for the retention of regional funding, greater transparency in allocation decisions, a review of co-contribution requirements and meaningful consultation before any changes are implemented.

Consultation

Shire of Dowerin Councillors – Discussions regarding the proposed RRG funding reductions and associated advocacy.

Representatives from local governments within the Avon Midlands Branch and RRG Subgroup – CEO-level discussions and ongoing email correspondence regarding the proposed changes and potential coordinated advocacy.

CEO, Shire of Merredin – Indicated support for the proposed advocacy motion and willingness to second the motion at the Great Eastern Country Zone meeting on 12 November 2026.

Ben Forbes, Manager Infrastructure and Projects

Somya Chaudhary, Corporate Services Lead

Policy Implications

Nil directly. The proposed advocacy is consistent with sound asset management, equitable funding and long-term infrastructure sustainability.

Statutory Implications

Section 2.7 of the Local Government Act 1995 establishes Council's role in governing the local government's affairs and determining its policies. The State Road Funds to Local Government Agreement and associated procedures provide the relevant administrative funding framework. This report does not itself amend a statutory funding entitlement.

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

Objective: Ensure the road network is safe and capable of the freight task.

Outcome: Enhance and maintain the road transport network

Reference: 2.1d

Asset Management Plan

Supports timely renewal and risk-based investment.

Long Term Financial Plan

Reductions may require revised assumptions and staging of works.

UNCONFIRMED

Risk Implications

Reduced external funding creates risks of accelerated asset deterioration, safety exposure, higher future renewal costs, and reduced freight efficiency. Coordinated advocacy, evidence-based project delivery reporting and multi-year financial planning are proposed treatments.

Risk Profiling Theme	Asset Management Practices
Risk Category	Financial Impact
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Road Asset Management Plan and Road Hierarchy. Annual capital works programming and budget processes. Participation in Regional Road Group funding arrangements. Long-term financial planning and grant funding strategies.
Action (Treatment)	Advocate through the Great Eastern Country Zone, WALGA and relevant State Government representatives for the retention of sustainable regional road funding and a review of the proposed allocation arrangements.
Risk Rating (after treatment)	Not Rated

Financial Implications

No immediate additional expenditure arises from endorsing advocacy. However, any reduction in future RRG allocations may have significant financial implications for the Shire's road construction and renewal program. Reduced external funding may require additional municipal contributions, deferral of planned works or adjustments to future capital budgets.

The financial impact on the Shire cannot be quantified until the proposed funding changes and individual RRG allocations are confirmed.

UNCONFIRMED

.	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 14.2

Moved Cr Jones **Seconded:** Cr Trepp

1401 That Council, by Simple Majority:

1. NOTES the proposed changes to the 2027–28 Regional Road Group (RRG) funding allocations and the potential financial and operational impacts on regional local governments.
2. ENDORSES the Shire of Dowerin's advocacy position opposing the proposed reduction in Category 1 RRG funding and seeking:
   a. Reconsideration of the proposed funding reductions pending meaningful consultation with regional local governments.
   b. Greater transparency regarding the allocation methodology, including the treatment of perceived program overspends and the impacts on individual Regional Road Groups.
   c. A review of the current one-third local government co-contribution requirement, with consideration given to a reduced or flexible contribution model for smaller regional councils.
   d. Publication of the assessment and prioritisation criteria for Category 2 State Initiatives, including clarification of how funding redirected from Category 1 is distributed and whether regional funding is protected.
   e. Recognition of the financial constraints and infrastructure responsibilities of regional local governments, including those that have successfully delivered their allocated road programs.
3. AUTHORISES the Chief Executive Officer to submit the Shire of Dowerin's advocacy motion for consideration at the WALGA Great Eastern Country Zone meeting scheduled for 12 November 2026, seeking the Zone's endorsement for WALGA to advocate to the State Government on the matters outlined in Point 2, and
4. AUTHORISES the Shire President and Chief Executive Officer to undertake advocacy consistent with this resolution, including through WALGA, Regional Road Groups, local Members of Parliament and relevant State Ministers and to support coordinated regional submissions where they align with Council's endorsed position.

CARRIED 5/1

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

Against Cr Sewell

UNCONFIRMED

14.3 ICT Disaster Recovery and Business Continuity Plans

Governance & Compliance

Date:	26 October 2026
Location:	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	*Local Government Act 1995;* *Local Government (Audit) Regulations 1996* *Local Government (Functions and General) Regulations 1996*
Sharepoint Reference:	
Disclosure of Interest:	Nil.
Attachments:	Confidential Attachment 14.3A – Draft ICT Disaster Recovery Plan, October 2026 Confidential Attachment 14.3B – Wallis Computer Solutions, Backup and Disaster Recovery, September 2026 *Both attachments are provided to members under separate cover and are confidential under section 5.23(2)(b) and (f)(ii) of the Local Government Act 1995. They contain personal contact details and technical detail about the Shire's IT systems that could compromise their security if published.*

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

Wallis Computer Solutions (WCS), the Shire's IT provider, has set out in detail how the Shire's systems are backed up and how they would be recovered after a failure or disaster. The Business Solutions Officer has used that information to prepare an ICT Disaster Recovery Plan (DRP).

The production servers are backed up hourly through the working day and copied offsite to Datto Cloud each night. Recovery is the weak point, as it has never been tested, there is no Shire-specific recovery procedure, and Microsoft 365 data has no independent backup. If the Administration Centre were lost, the Shire should expect to be without its core systems for about 24 hours and to lose up to a day of work.

UNCONFIRMED

Background

The Regulation 17 review of risk management, internal control and legislative compliance was reported to the Audit, Risk and Improvement Committee on 4 June 2026, and formally endorsed through council at its June 2026 Ordinary Council Meeting. The review found the Shire has no formal Business Continuity Plan and identified several gaps in IT governance and documentation. The Risk Dashboard presented at the same meeting recorded that the IT Disaster Recovery Plan had not yet been delivered by the IT provider.

The Shire then asked WCS for a full statement of its backup and disaster recovery arrangements. WCS's response was approved for issue on 10 September 2026 (Confidential Attachment 2). The Business Solutions Officer prepared the DRP on 22 October 2026 (Confidential Attachment 1).

The Shire's server environment is on site at the Administration Centre: a single host server running three production servers that support network access and file storage, Synergy, and Altus. These are backed up to a Datto appliance managed by WCS, which replicates to Datto Cloud. Email, SharePoint, OneDrive and Teams sit in Microsoft 365. The Shire recently moved to WCS's Platinum Backup service, which covers after-hours and full recovery work.

Comment

The key figures from the WCS response are below. None of the recovery times are contractual. They are WCS's best estimates, they run from the time the Shire declares an incident, and they cover basic operation only.

Measure	Current position
Backup frequency	Hourly, 8:00 AM to 6:00 PM on weekdays. Once a day at 7:00 PM on Saturday and Sunday.
Offsite copy	The last successful backup each day is replicated to Datto Cloud.
Retention	About 3 months on the local appliance; 12 months in Datto Cloud, with fewer recovery points kept as they age.
Data loss – single server failure	Up to about 1 hour during the weekday backup window. Longer overnight and on weekends.
Data loss – building lost	Up to about one full day (recovery is from the previous day's final backup).
Time to restore one failed server	About 4 hours, best effort.
Time to restore basic operations after losing the building	About 24 hours, best effort. A full return to normal could take days or longer.
Microsoft 365	Retained indefinitely under a legal hold. No independent backup.
Recovery testing	Automated boot checks only. No full recovery test has ever been carried out.

The number that matters most for planning is the one-day data loss if the building is lost. Because only the final backup each day goes offsite, a fire at 4:00 PM on a Thursday would mean recovering from Wednesday evening's backup. A full day of receipting, creditor payments and correspondence would need to be re-entered from whatever paper records survive.

UNCONFIRMED

The 24-hour recovery estimate is plausible but unproven. Cloud recovery depends on a lot going right at once: a clean recovery point, internet access at an alternate site, firewall and remote access configuration, and vendors available to bring Synergy and Altus back up in the right order. None of that has been rehearsed.

Microsoft 365

All mailboxes, SharePoint sites and OneDrive accounts are under an indefinite legal hold. That protects against deletion, but it is not a backup. It gives no recovery point or recovery time, and restoring large volumes after corruption or a ransomware attack would be slow and uncertain. WCS rates an independent Microsoft 365 backup as a high priority.

The indefinite hold also has a record-keeping side. Under the State Records Act 2000 and the General Disposal Authority for Local Government Records, records are kept for their required period and then disposed of. Holding all email and documents forever means everything remains discoverable under freedom of information and in legal proceedings. The hold settings should be reviewed against the Record Keeping Plan at the same time.

The WCS response

The most important question put to WCS is whether recovery after a fire or flood is covered by the Platinum Backup agreement. The agreement excludes "catastrophic physical destruction caused by force majeure events", which on its face is the exact scenario cloud recovery exists for. The answer affects the Shire's cost exposure in a major incident and should be checked against the Shire's insurance cover once received.

Proposed actions

#	Action	Responsibility	Target
1	Obtain a quote for an independent Microsoft 365 backup service, and review Microsoft 365 retention settings against the Record Keeping Plan.	Business Solutions Officer	28 February 2027
2	Full recovery exercise with WCS: cloud recovery, remote access, and user testing of Synergy, Altus and file services.	Business Solutions Officer	31 March 2027
3	Shire-specific recovery runbook from WCS, informed by the exercise.	Business Solutions Officer	31 March 2027
4	Business Continuity Plan, starting with a business impact assessment of critical functions.	Corporate Services Team Lead	30 June 2027
5	Report the exercise results and progress on actions 1 to 6 to the Audit, Risk and Improvement Committee.	Corporate Services Team Lead	First meeting after 31 March 2027

The recovery exercise is the single most useful step. It costs nothing under the Platinum service, and it will show whether the 24-hour estimate holds up before the Shire has to rely on it.

Consultation

Manisha Barthakur, Chief Executive Officer.

Kahli Rose, Manager of Governance and Community Services

Kunal Sarma, Business Solutions Officer

Nathanael Wallis, Wallis Computer Solutions

UNCONFIRMED

Policy Implications

Nil

Statutory Implications

Local Government (Audit) Regulations 1996, regulation 17(1)

The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

Local Government Act 1995, section 6.8(1)

A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(c) is authorised in advance by the mayor or president in an emergency.

Local Government (Functions and General) Regulations 1996, regulation 11(2)(a)

Tenders do not have to be publicly invited according to the requirements of this Division if —

(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;

Local Government Act 1995, section 5.23(2)

If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(b) the personal affairs of any person;

(f) a matter that if disclosed, could be reasonably expected to —

(ii) endanger the security of the local government's property;

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Reference:	4.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

UNCONFIRMED

Risk Implications

Risk Profiling Theme	IT or Communication Systems & Infrastructure
Risk Category	Interruption to Service
Risk Description	Significant damage requiring internal & external resources to rectify
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Hourly Datto backups with nightly offsite replication to Datto Cloud; WCS monitoring and automated backup verification; Platinum Backup service; Microsoft 365 legal hold; draft ICT Disaster Recovery Plan.
Action (Treatment)	Finalise the Disaster Recovery Plan; full recovery exercise by 31 March 2027; Shire-specific recovery runbook; independent Microsoft 365 backup subject to budget; Business Continuity Plan by 30 June 2027.
Risk Rating (after treatment)	Adequate

Financial Implications

Nil from this report. The recovery exercise is included in the Platinum Backup service at no additional charge.

The cost of an independent Microsoft 365 backup service is not yet known, nor is the cost of a Shire-specific runbook (if not included in the Platinum service) or any change WCS recommends to the host server backups. Quotes will be obtained, and any unbudgeted cost will be referred to the mid-year budget review or the 2027/28 budget.

Any required replacements of the physical server in the administration office would result in a cost of approximately $50,000-$100,000, dependent on damage and required repairs.

UNCONFIRMED

	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 14.3

Moved Cr **Seconded:** Cr

13 ~~That Council:~~

~~1. Adopts the ICT Disaster Recovery Plan (October 2026) at Confidential Attachment 1.~~

~~2. Notes the Wallis Computer Solutions Backup and Disaster Recovery Service Response (September 2026) at Confidential Attachment 2.~~

~~3. Notes the following improvement actions:~~

~~(a) a full disaster recovery exercise with Wallis Computer Solutions by 31 March 2027;~~

~~(b) a quote for an independent Microsoft 365 backup service, for consideration at the 2026/27 mid-year budget review or in the 2027/28 budget;~~

~~(c) a Shire-specific disaster recovery runbook by 31 March 2027;~~

~~4. Requests a progress report, including the results of the disaster recovery exercise, to the Audit, Risk and Improvement Committee at its first meeting after 31 March 2027.~~

CARRIED /

For:

AMENDED MOTION

	Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 14.3

Moved Cr Sewell **Seconded:** Cr Trepp

1402 That Council, in accordance with the *Local Government Act 1995,* lay item 14.3 on the table and revisit at the December OCM due to the lateness in receiving the item.

CARRIED 6/0

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

UNCONFIRMED

14.4 Amendment to 2026/2027 Fees and Charges Schedule

Corporate and Community Services

Date:	26 October 2026
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Somya Chaudhary, Corporate Services Team Lead
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation / Financial Management / Budget
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item proposes an amendment to the adopted 2026/2027 Fees and Charges schedule, specifically under the Plant hire section, to add the hire cost for 8.5 Tonne Excavator.

Background

Council adopted the 2026/2027 Annual Budget and Fees and Charges schedules at its Ordinary Council Meeting held on 23 June 2026 (CMRef:1338). Management now seeks approval to introduce and adopt the fees for hiring out 8.5 Tonne Excavator at the rate of $180 per hour ex-GST.

The amendment seeks adoption of the hiring fees to recover costs for when the Shire excavator is used to work on a private road or a Main Roads Road. Under the current Fees & Charges schedule, there is no fee adopted for the excavator hire.

The need for this fee was recently discovered when Shire had to assist Main Roads in repairing Koorda-Wongan Hills Road after the main burst and washed out the road. A Water Corporation water main burst caused significant damage to a section of Koorda–Wongan Hills Road on 21 October 2026. Following an initial briefing from Ben Forbes, Manager of Infrastructure and Projects, the damaged section is expected to require complete reconstruction once the immediate works necessary to make the area safe have been undertaken. A preliminary estimate places the cost of the reconstruction works at $100,000 to $150,000, subject to further assessment and confirmation of the required scope of works. Council's expectation is that Water Corporation will ultimately meet the full cost of the repairs; however, the cost recovery process is yet to be finalised.

The repair work will fully commence after the harvest season and to make the road motorable again Shire had to do the remedial work as a matter of emergency and to recoup these costs a corresponding fee adoption is sought through this agenda.

Under Section 6.19 of the Local Government Act 1995, Councils must provide local public notice before imposing any new fees or amending existing fees after the budget adoption. This report recommends that Council approves the proposed amendments and authorises public notification of the updated fee category.

UNCONFIRMED

Comment

The adoption of this fee will provide the shire with the opportunity to recover the costs associated with emergency works done on behalf of other government or private entities.

Consultation

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager Infrastructure and Projects

Somya Chaudhary, Corporate Services Team Leader

Policy Implications

The proposed amendment aligns with the Shire's existing financial management policies. All financial transactions will be managed in accordance with established financial procedures and policies.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.16 of the Local Government Act 1995 – Imposition of Fees and Charges.

Section 6.19 of the Local Government Act 1995 – Local Public Notice of Fees and Charges.

Regulation 34 of the Local Government (Financial Management) Regulations 1996.

UNCONFIRMED

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	Likely (4)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

There are no significant financial implications associated with this amendment. Any revenue generated from the hire of the excavator will be accounted for under the Shire's existing financial reporting framework.

. Voting Requirements

■ Simple Majority ■ Absolute Majority

Officer's Recommendation/Resolution – 14.4

Moved Cr Graffin **Seconded:** Cr Trepp

1403 **That Council, by Absolute Majority, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, resolves to:**

1. **Approve the amendment to the 2026/2027 Fees and Charges Schedule under the Plant Hire; Wet, allowing the inclusion of:**

Description	Notes	Act or Regulation	GST	Stat/Council	2026/2027 Fees
Excavator 8.5 Tonne	Per Hour	LG Act 1995 Section 6.16	Y	Council	$180 + GST

2. **Authorise the Chief Executive Officer to provide local public notice of the updated fees in accordance with Section 6.19 of the Local Government Act 1995.**

CARRIED 6/0

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

UNCONFIRMED

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.

STAFF LEFT THE CHAMBERS AT 4:19pm

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 16a

Moved Cr Sewell **Seconded:** Cr Trepp

1404 **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.

CARRIED 6/0

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution – 16b

Moved Cr Trepp **Seconded:** Cr Sewell

1406 **That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.**

CARRIED 6/0

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

UNCONFIRMED

STAFF ENTERED THE CHAMBERS AT 4:22pm

Voting Requirements	
☐ Simple Majority	■ Absolute Majority

Officer's Recommendation/Resolution – 16.1

Moved Cr Jones **Seconded:** Cr Trepp

1405 That, by Absolute Majority, in accordance with Sections 5.38 and 5.39(3)(b) of the Local Government Act 1995, Regulation 18D of the Local Government (Administration) Regulations 1996, and Policy 1.20 – CEO Performance and Salary Review, Council

1. Receives and endorses the 2026 Chief Executive Officer Annual Performance Appraisal Report, noting the strong performance outcomes achieved, with average ratings of 3.94/5 for Part 1 (CEO Statutory Functions), 3.94/5 for Part 2 (Key Duties and Responsibilities), and 3.18/4 for Part 3 (Key Performance Indicators), representing an overall normalised average rating of 3.95/5 (78.97%) based on equal weighting across the three assessment areas, as detailed in Attachment 16.1B;
2. Acknowledges the CEO's strong performance and the highly positive feedback received from Council, recognising her effective leadership, resilience and commitment to achieving the Shire's strategic objectives despite significant operational and organisational challenges. Council particularly commends the strong, collaborative and mutually respectful relationship established between the CEO and elected members, and expresses its confidence in her continued leadership and ability to guide the Shire towards long-term organisational stability, growth and strategic success.
3. Adopts the proposed CEO Key Performance Indicators for the next review period as set out in Attachment 16.1E subject to correction of administrative dates and numbering;
4. Notes that any remuneration adjustment will be determined separately in accordance with applicable legislation, policy, the CEO contract and budget;
5. Authorises the Shire President to formally advise the CEO of the outcome of the performance review; and
6. Schedules the next annual CEO performance review in accordance with statutory requirements and Policy 1.20.

CARRIED 6/0

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

17. Closure

The President thanked those in attendance, and closed the meeting at 4:25pm

UNCONFIRMED