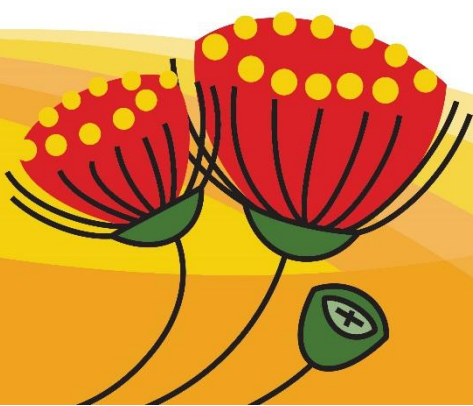




AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 28 October 2025
Commencing 4:00pm



NOTICE OF MEETING



Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 28 October 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

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

Manisha Barthakur
Chief Executive Officer
16 October 2025

DISCLAIMER

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

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

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

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Shire of Dowerin
Ordinary Council Meeting
4:00pm Tuesday 28 October 2025



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp
Cr AJ Metcalf
Cr JC Sewell
Cr XX XXXX
Cr XX XXXX
Cr XX XXXX
Cr XX XXXX

Staff:

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

Members of the Public:

Apologies:

Approved Leave of Absence:

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.

5.	Applications for Leave of Absence
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6.	Petitions and Presentations
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7.	Confirmation of Minutes of the Previous Meeting(s)
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7.1 Ordinary Council Meeting held on 17 September 2025

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 25 September 2025

[Attachment 7.2A](#)

	Voting Requirements
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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 17 September 2025, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 25 September 2025, 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
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Nil

9.	Recommendations from Committee Meetings for Council Consideration
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Nil

10.	Announcements by the President Without Discussion
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11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	9 October 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Solomon Mwale, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2025-2026 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – September 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 2025.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation

Manisha Barthakur, Chief Executive Officer

Solomon Mwale, Manager of Corporate Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>Deliver a high standard of governance and administration.</i>
Outcome:	4.1
Reference:	4.1c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 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 2025, as presented in Attachment 11.1A.

11.2 List of Accounts Paid

Corporate & Community Services



Date:	13 October 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Solomon Mwale, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – September 2025 LOP Attachment 11.2B – Credit and Star Cards

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Manisha Barthakur, Chief Executive Officer

Solomon Mwale, Manager of Corporate Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *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:

List of Accounts Paid – September 2025

EFT 14037 to EFT 14170	\$540,731.07
Direct Debit: Bookeasy	\$242.00
Direct Debit: Gull Motorcharge	\$506.05
Direct Debit: National Australia Bank (VISA)	\$2,235.70
Direct Debit: National Australia Bank (SQUARE)	\$2.10
Direct Debit: Superloop – August	\$395.00
Direct Debit: Superloop – September	\$395.00
Direct Debit: Synergy	\$7,157.47
Direct Debit: Telstra	\$246.49
Direct Debit: Water Corporation	\$3,071.75
Direct Debit: Xenex	\$468.99
PPE 09 September 2025 – Wages	\$56,814.33
PPE 23 September 2025 – Wages	\$58,633.15
PPE 23 September 2025 – Wages – Correction	\$1,055.04
Superannuation PPE – 27 August – 9 September	\$10,679.90
Superannuation PPE – 10 September – 23 September	\$10,685.84
Superannuation PPE – 24 October 2024 – 23 September 2025	\$2,208.96
TOTAL	\$695,528.84

11.3 Recalcitrant Rates Debtors – September 2025

Corporate & Community Services



Date:	9 October 2025
Location:	
Responsible Officer:	Solomon Mwale, Manager of Corporate Services
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2025 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A – Recalcitrant Rates Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant Rates Debtors report for September 2025 details assessments not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% (roughly \$67,000) of the rates levied outstanding at the end of the financial year. While the Council received the bulk of the rates due, there were some recalcitrant rate payers holding significant debts

Comment

As at the end of the September 2025 quarter, the Shire of Dowerin's recalcitrant list of properties shows 4 properties with outstanding rates for previous financial years totalling \$18,966.74.

All 4 properties were included in the Estimated Credit Loss provision as of 30 June 2025, with all 4 properties eligible for the 3-year rule to be seized and sold. Of the 4 recalcitrant properties, one property owner has been certified as deceased. Management is making efforts to find any surviving relates.

Legal action on 1 property is in progress awaiting next step in the process and management is considering taking legal action on the other. The last recalcitrant property has advised that legal action between owner and partner has led to putting on hold any dealings with the property until advised further.

Administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details of owners that has resulted in frequent contact and payments being made.

As per the *Local Government Act 1995*, local governments are required to recover rates. By taking no action will be a breach of the *Local Government Act 1995*.

6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge.*

In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.

Consultation

Susan Dew, Senior Homecare Administration Officer

Parul Begum, Rates Officer

Solomon Mwale, Manager of Corporate Services

Jo Heberle, Senior Account Manager - AMPAC Debt Recovery

Fiona Billing, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

The risk implications as set out above is \$50,001 - \$200,000 as this is the next bracket in our risk description and our long-term outstanding debts are over \$50,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A – Recalcitrant Rates Debtors Report.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Council Policy – 2.8 Vulnerable Persons Register Policy

Governance & Compliance



Date:	13 October 2025
Location:	Nil
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995;</i>
SharePoint Reference:	Nil
Disclosure of Interest:	
Attachments:	<u>Attachment 12.1A – DRAFT – 2.8 – Vulnerable Persons Register Policy</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

To seek Council adoption of Policy 2.8 – Vulnerable Persons Register, which provides a framework for identifying, recording, and supporting community members who may require additional assistance during an emergency, disaster, or welfare check.

Background

The Shire of Dowerin recognises that certain community members may be more vulnerable during emergencies due to age, disability, isolation, or health conditions.

A *Vulnerable Persons Register* (VPR) is a proactive initiative designed to assist the Shire and authorised emergency service agencies in identifying and providing support to those residents who may require additional assistance.

Development of this policy aligns with recommendations within the Shire's *Local Emergency Management Arrangements (LEMA)* and reflects best practice in community welfare and emergency preparedness.

The policy establishes governance, privacy, and operational parameters to ensure data is collected, stored, and used appropriately and that the Shire meets its obligations under the *Privacy Act 1988 (Cth)* and relevant State emergency management frameworks.

Comment

The VPR Policy sets out the principles and processes for:

- Voluntary registration and consent from residents seeking inclusion;
- Secure collection and management of personal information;
- Access restrictions to authorised Shire officers and emergency services only;
- Annual review and maintenance to ensure data accuracy; and
- Clear community communication and promotion to encourage voluntary participation.

While inclusion on the register does not guarantee assistance during an emergency, it significantly enhances the Shire's capacity for coordinated welfare checks, informed planning, and rapid response.

The policy will be supported by an internal *Vulnerable Persons Register Procedure*, which outlines the operational steps, consent forms, data management processes, and escalation pathways.

Adoption of this policy demonstrates the Shire's ongoing commitment to community safety, inclusivity, and preparedness under the *Emergency Management Act 2005*.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Lisa Begley, Home Care Coordinator

Shelley Matthews, Community Development Coordinator

Policy Implications

This item introduces a new Council Policy (2.8 - Vulnerable Persons Register) to be incorporated into the Shire's Policy Manual under the Governance & Emergency Management section.

Statutory Implications

Emergency Management Act 2005 (WA)

Section 36 — Functions of Local Government

- (1) *"It is a function of a local government —*
- (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
 - (b) to manage recovery following an emergency affecting the community in its district; and*
 - (c) to perform other functions given to the local government under this Act."*

Emergency Management Act 2005 (WA)

Section 41 — Local Emergency Management Arrangements

- (4) *"Local emergency management arrangements are to be reviewed by the local government*
- (a) after an event occurs that requires their implementation; or*
 - (b) after training or exercises are conducted; or*
 - (c) at least once in every 5 years; or*
 - (d) whenever the local government considers it appropriate."*

Privacy Act 1988 (Cth)**Schedule 1 — Australian Privacy Principle 6: Use or Disclosure of Personal Information**

- (1) *"If an APP entity holds personal information about an individual that was collected for a particular purpose (the primary purpose), the entity must not use or disclose the information for another purpose (the secondary purpose) unless:*
- a. the individual has consented to the use or disclosure of the information; or*
 - b. subsection 6.2 or 6.3 applies in relation to the use or disclosure of the information."*

Strategic Implications**Strategic Community Plan**

Community Priority: Our Community

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

Outcome: 1.1

Reference: 1.1a

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	External Theft & Fraud (including Cyber)
Risk Category	Compliance
Risk Description	Contained, reversible impact managed by external agencies
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Policy establishes privacy controls, consent protocols, and restricted access.
Action (Treatment)	Implementation of Policy Annual review and verification process Community engagement and clear disclaimers
Risk Rating (after treatment)	Effective

Financial Implications

Minimal. Implementation will be managed within existing staff resources. Any additional costs for secure data management or communications will be accommodated within operational budgets.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 12.1

That Council, by Simple Majority, in accordance with the *Emergency Management Act 2005 (WA)* and *Privacy Act 1988 (Cth)*:

1. Adopts Policy 2.8 – Vulnerable Persons Register, as presented in *Attachment 12.1A*, establishing a framework to guide the collection, management, and secure storage of voluntary information to assist the Shire and emergency services in identifying and supporting residents who may require additional assistance during emergencies, disasters, or welfare checks; and
2. Authorises implementation of the Policy following consultation with the Local Emergency Management Committee.

12.2 Council Policy 7.21 – Welcome to Country Policy

Governance & Compliance



Date:	13 October 2025
Location:	Nil
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995;</i>
SharePoint Reference:	Nil
Disclosure of Interest:	
Attachments:	Attachment 12.2A – Policy 7.21 - Welcome to Country Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks Council endorsement of the revised *Policy 7.21 – Welcome to Country*, which has been updated to provide clear guidance on the appropriate use of Welcome to Country and Acknowledgement of Country protocols at Shire events, meetings, and ceremonies.

The policy reinforces the Shire's respect for the Ballardong people of the Noongar Nation as the Traditional Custodians of the land and ensures culturally appropriate engagement through consultation with local representatives and the Ballardong Aboriginal Corporation.

Background

The Shire's original *Policy 7.21 – Welcome to Country* was adopted by Council on 21 December 2021. The policy outlined the general principles of acknowledging Traditional Custodians but did not include locally endorsed cultural language or formal consultation protocols.

A review was undertaken in September and October 2025 to ensure the policy remains culturally accurate, relevant, and reflective of the Shire's commitment to reconciliation and respect for Ballardong culture.

As part of this review:

- The Shire incorporated a Standard Ballardong Acknowledgement of Country, created by Ballardong Noongar woman Shayna Campbell;
- Clarified the distinction between Acknowledgement of Country and Welcome to Country, outlining who can deliver each and when they are appropriate;
- Introduced a formal consultation process with the Ballardong Aboriginal Corporation and/or local Ballardong representatives for future policy reviews and language amendments; and
- Ensured the policy encourages use of culturally approved wording while maintaining flexibility for application at appropriate events.

Comment

The revised policy provides a respectful and practical framework that balances cultural integrity with administrative flexibility. It promotes genuine recognition of the Ballardong people through clear, locally endorsed practices while ensuring that both Acknowledgement of Country and Welcome to Country remain optional but encouraged gestures of respect.

Key improvements include:

- Integration of official Ballardong language and English translation for use in Shire meetings and ceremonies;
- Clarification that Acknowledgements can be delivered by any person, while Welcomes are reserved for Traditional Owners or Elders;
- Addition of guidance on format, delivery, and order of proceedings; and
- A defined process for ongoing consultation with Ballardong representatives and community feedback during future reviews.

These updates ensure that the policy aligns with both local cultural expectations and best practice across the local government sector.

Consultation

Manisha Barthakur, Chief Executive Officer

Shayna Campbell, Ballardong Noongar Community Member

Kahli Rose, Manager of Governance and Community Services

Policy Implications

Replaces *Policy 7.21 – Welcome to Country* (adopted 21 December 2021) with the revised version as presented in Attachment 12.2A.

Statutory Implications

Local Government Act 1995

Section 2.7 – Role of Council

- (1) *“The council –*
 - (a) governs the local government’s affairs; and*
 - (b) is responsible for the performance of the local government’s functions.*
- (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.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

Objective: *Community Connection and care for one another*

Outcome: 1.1

Reference: 1.1a

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Policy review
Action (Treatment)	Consultation with Ballardong Noongar Community Scheduled policy review Developed protocols
Risk Rating (after treatment)	Effective

Financial Implications

Minor costs associated with arranging a Welcome to Country ceremony (where applicable) can be accommodated within existing operational budget

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – 12.2

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

1. Adopts the revised *Policy 7.21 – Welcome to Country* as presented in Attachment 12.2A.
2. Requests that the Chief Executive Officer consult with the Ballardong Aboriginal Corporation and/or local Ballardong representatives to confirm any minor amendments or feedback prior to final publication of the policy and the Acknowledgement to Country.

12.3 Council Policy – Heavy Vehicle Movement Ban – Exempt Vehicles

Governance & Compliance



Date:	13 October 2025
Location:	Nil
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Bush Fires Act 1954 (WA)</i>
SharePoint Reference:	Nil
Disclosure of Interest:	
Attachments:	Attachment 12.3A – Draft Policy 4.11 – HVMB Exempt Vehicles

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks Council approval to adopt a new policy identifying classes of vehicles exempt from movement restrictions during declared Heavy Vehicle Movement Bans within the Shire of Dowerin.

Background

The *Bush Fires Act 1954 (WA)* provides authority for local governments and the Chief Bush Fire Control Officer to impose movement bans to reduce ignition risk during periods of extreme fire danger.

While these bans are critical for public safety, they can affect the ability of essential services and emergency operations to function.

Prior to the 2024 Christmas office closure, in lieu of a formal documented policy Western Power contacted the Shire to formally request an exemption to allow its fleet unrestricted access across the local government district during declared movement bans. This request highlighted the need for a clear, transparent policy to define and manage exemptions for emergency and utility providers consistently across the district.

Comment

The proposed policy establishes guidance on vehicle types that are automatically exempt from Heavy Vehicle Movement Bans, including:

- Emergency service vehicles;
- Bush fire fighting vehicles (including farmer response and Shire units);
- Utility provider vehicles performing urgent restoration or maintenance of essential services; and
- Local government vehicles engaged in emergency response or urgent works.

The policy also sets clear conditions of exemption to ensure safe operations during periods of elevated fire risk, requiring operators to carry firefighting equipment and limit movement to essential purposes only.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ciara Skinner, Compliance Officer

Policy Implications

New Policy - *Heavy Vehicle Movement Ban - Exempt Vehicles*

Statutory Implications**Bush Fires Act 1954 (WA)**

Section 24A — Prohibition on vehicle movement during Total Fire Ban

- (1) *"A person must not use, or cause or permit to be used, an engine-powered vehicle off a gazetted road during a period of total fire ban unless the use is for a purpose specified in the regulations or authorised by an exemption."*

Section 24C — Exemptions by Local Government

- (1) *"A local government may, by notice in writing, exempt a person or class of persons from the operation of section 24A, subject to such conditions as the local government thinks fit."*

Strategic Implications**Strategic Community Plan**

Community Priority: Our Environment

Objective: *Support Emergency Volunteers and Bush Fire Chief and team*

Outcome: 3.2

Reference: 3.2c

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Environment Management
Risk Category	Compliance
Risk Description	Some temporary non compliances
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Policy development Engagement practices with external stakeholders
Action (Treatment)	Scheduled policy review Developed protocols
Risk Rating (after treatment)	Effective

Financial Implications

Nil.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.3

That Council, by Simple Majority, in accordance with the *Bush Fires Act 1954 (WA)* adopts Policy 4.11 – *Heavy Vehicle Movement Ban – Exempt Vehicles* as presented in Attachment 12.3A.

12.4 Land Transfer – Central Eastern Accommodation & Care Alliance

Governance & Compliance



Date:	13 October 2025
Location:	Nil
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin and the Central East Aged Care Alliance (CEACA) have reached an in-principle agreement for the development of four (4) two-bedroom, two-bathroom residential units at Lot 15 Anderson Street, Dowerin.

To progress the project, Council approval is sought to gift the land to CEACA, confirm the Shire's 5% contribution toward the total project cost, and note the terms of the proposed partnership.

Background

The Central East Aged Care Alliance (CEACA) submitted an application for residential development across the Wheatbelt, which was subsequently approved. Initially, Dowerin was allocated two units, but following another Shire relinquishing ten units, additional allocations were made to Shires that expressed interest, bringing the total to 54 houses earmarked, with \$27Mn approved for construction.

At the time of the application, 59 Goldfields Road, Dowerin was initially identified; however, the site was under subdivision, and an amended application to the WAPC was submitted on 28 November 2023. Due to the complexity and conditions associated with the subdivision, it is not realistic to have 59 Goldfields Road, Dowerin ready for immediate construction.

Following CEACA's September meeting, the Shire CEO and CEACA worked together to advance this project and identified the complexity and impracticality of transferring the title for 59 Goldfields Road. Consequently, after further discussions, 15 Anderson Street was identified as a suitable alternative due to its readiness, including existing sewer and water connections, easier electricity provision, no native title restrictions, compliant zoning, and appropriate bushfire rating. Progressing with this site will enable timely land transfer and title registration, ensuring CEACA can commence construction in alignment with approvals and funding arrangements with Housing Australia and the Department of Housing.

Comment

The partnership aligns with the Shire's commitment to enhancing local housing availability and supporting regional accommodation initiatives. The arrangement ensures that additional living options are available within Dowerin without imposing long-term operational or financial obligations on the Shire.

The proposed terms are as follows:

- The Shire of Dowerin will gift Lot 15 Anderson Street, Dowerin to CEACA for the development of four (4) 2x2 residential units.
- The Shire will contribute 5% of the total project cost toward the development.
- The development will be exempt from local government rates under CEACA's not-for-profit status.
- CEACA will be responsible for all ongoing maintenance, management, and operational costs associated with the development.
- CEACA will manage tenant allocations in accordance with its regional housing framework. Priority will be given to residents of Dowerin who meet CEACA's eligibility criteria, particularly those who are aged, living with a disability, or experiencing housing stress.
- CEACA will oversee all stages of design, construction, compliance, and occupancy.

Formal documentation outlining these terms will be prepared following Council's endorsement, ensuring that the arrangement complies with legislative requirements and clearly defines each party's obligations.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Solomon Mwale, Manager of Corporate Services

Councillors

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995

Section 3.58 — Disposing of Property

- (1) *"A local government can only dispose of property to —*
- (a) the highest bidder at public auction; or*
 - (b) the person who at public tender the local government determines to be the most acceptable; unless otherwise exempt under the Local Government (Functions and General) Regulations 1996."*

Local Government (Functions and General) Regulations 1996

Regulation 30 — Dispositions that are exempt from section 3.58 of the Act

"(2)(b) A disposition of property is an exempt disposition if the property is disposed of to —

- (i) a body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational or sporting nature."*

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

Objective: *Continue to be a member of CEACA and advocate for external funding for housing.*

Outcome: 1.4

Reference: 1.4b

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Engagement with CEACA and Department of Communities CEO oversight and agreement preparation
Action (Treatment)	Council approval obtained prior to agreement execution Formal contract drafted to ensure legislative compliance
Risk Rating (after treatment)	Effective

Financial Implications

The Shire will contribute 5% of the total project cost toward the development. This amount will be sourced from Council's Housing Reserve. The property will be exempt from annual rates.

Voting Requirements☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation – 12.4

That Council, by Absolute Majority, in accordance with Section 3.58 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Functions and General) Regulations 1996* and following the requirement for public advertising prior to the disposition of land, resolves to:

1. Endorses the gifting of Lot 15 Anderson Street, Dowerin, to the Central East Aged Care Alliance (CEACA) for the purpose of constructing four (4) two-bedroom, two-bathroom or more (if appropriate) residential units;
2. Approves a financial contribution of 5% of the total project cost toward the development;
3. Notes that CEACA will be responsible for all construction, maintenance, and management costs associated with the project;
4. Confirms that the property will be exempt from local government rates;
5. Notes that housing allocation will prioritise eligible Dowerin residents under CEACA's housing framework; and
6. Authorises the Chief Executive Officer to prepare and execute a formal agreement with CEACA to give effect to the above.

12.5 Christmas and New Year - Offices and Depot Closure

Governance & Compliance



Date:	14 October 2025
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:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This report seeks Council's endorsement for the temporary closure of the Shire of Dowerin's Administration Office, Works Depot, Dowerin Home Care Office, and Community Resource Centre from Thursday 25 December 2025 to Sunday 4 January 2026 inclusive, reopening at 8.30 am on Monday 5 January 2026.

The proposed closure aligns with established practice across local governments and the broader business community, coinciding with the public holidays and seasonal reduction in community activity. This approach allows for management of staffing resources, ensures consistency across all departments, and provides staff the opportunity to take a break following the conclusion of the calendar year.

Background

The Shire has historically closed its key facilities including the Administration Office, Works Depot, and Community Resource Centre during the Christmas and New Year period. This timeframe consistently records low levels of customer enquiries, minimal in-person attendance, and reduced operational activity across both internal and external services.

In addition to aligning with public holidays, the closure period recognises that many local residents, contractors, and regional partners also suspend operations or travel at this time of year. The practice has proven to be both practical and cost-effective, with no disruption to essential services and community understanding established through consistent communication in prior years.

Comment

The 2025 public holidays fall on the following dates:

- Thursday 25 December 2025 – Christmas Day
- Friday 26 December 2025 – Boxing Day
- Thursday 1 January 2026 – New Year's Day

To provide consistency and maintain administrative efficiency, it is proposed that Shire operations close from Thursday 25 December 2025 through to Sunday 4 January 2026 inclusive, reopening at 8.30 am on Monday 5 January 2026.

During this period, staff will be required to take four (4) days of leave to cover normal business days. This may be drawn from accrued annual leave, time in lieu, rostered days off, or taken as unpaid leave where applicable. Employees are entitled to use their two Local Government public holidays during the Christmas and New Year closure period. Alternatively, one of these days may be deferred and taken during the Easter holiday period later in the year.

Essential service arrangements, including emergency and after-hours contacts, will remain active and accessible throughout the closure period to ensure continuity of critical responses and community safety.

The closure and contact details will be widely promoted ahead of time via the Shire's website, social media channels, community noticeboards, and local publications to ensure residents are well informed.

- Works and road incidents will be reported to and managed by Ben Forbes, Manager of Infrastructure and Projects from 25 December – 31 December, with Daniel Van Dan Anker, Parks and Gardens Leading Hand, taking over from 1 January – 6 January.
- Fire, community and all other incidents will be reported to and managed by Kahli Rose, Manager of Governance and Community Services for the entire closure period.
- General waste collection will continue without any interruption to usual service dates
- Amery Refuse Site will be closed on Friday 26 December, Sunday 28 December, Wednesday 31 December, and Sunday 4 January.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Solomon Mwale, Manager of Corporate Services

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995

Section 3.18 – Performing functions

2. *"A local government is to satisfy itself that services and facilities it provides –*
 - a. *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;*
 - b. *do not duplicate, to an unnecessary extent, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
 - c. *are managed efficiently and effectively.*
3. *A local government is to ensure that its administrative and operational practices are consistent with its Integrated Planning and Reporting Framework, adopted under the regulations."*

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *Keep the community informed and seek their feedback*

Outcome: 4.2

Reference: 4.2b

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	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	N/A
Action (Treatment)	N/A
Risk Rating (after treatment)	Effective

Financial Implications

Staff will use accrued annual leave, rostered days off, or time in lieu during the closure period. All costs are accommodated within the 2025/26 Annual Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.5

That Council, by Simple Majority, pursuant to *Section 3.18 of the Local Government Act 1995*, resolves to:

1. Approve the closure of the Shire of Dowerin Administration Office, Works Depot, Dowerin Home Care Office, and Community Resource Centre from Thursday 25 December 2025 to Sunday 4 January 2026 inclusive; and
2. Note that the Shire will reopen at 8.30 am on Monday 5 January 2026, and that closure details and emergency contacts will be widely advertised to the community.

12.6 2026 Council Meeting Dates

Governance & Compliance



Date:	14 October 2025
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:	
Attachments:	Attachment 12.6A – 2026 Council Calendar

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This report presents the proposed schedule of Ordinary Council and Committee Meetings for the 2026 calendar year, prepared in accordance with *Policy 1.7 – Council Meetings* and Regulation 12 of the *Local Government (Administration) Regulations 1996*.

The proposed schedule maintains consistency with current meeting arrangements while incorporating minor date adjustments to accommodate major community events and the expected 2026 – 2027 Christmas closure period.

Background

Policy 1.7 – Council Meetings outlines that Ordinary Meetings of Council are to be held on the fourth Tuesday of each month at 4.00pm, with agendas distributed on the second Friday of each month to allow sufficient review time prior to the meeting.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer to present an item to Council each year for adoption of meeting dates for the following calendar year. Once adopted, these dates must be publicly advertised to inform the community of the time and place of Council meetings.

Comment

The proposed 2026 meeting schedule, shown in Attachment 12.6A, follows the Shire's established practice of holding Ordinary Council Meetings on the fourth Tuesday of each month at 4.00pm.

Minor adjustments have been made to align with key community and operational priorities:

- August 2026 - The Ordinary Council Meeting has been brought forward to accommodate the Dowerin Machinery Field Days.
- December 2026 - The Ordinary Council Meeting has been brought forward to accommodate the Christmas closure period.

Committee meeting dates are identified as to be confirmed and may be adjusted during the year in accordance with demands. Despite potential variations, the minimum number of meetings required under each Committee's Terms of Reference will be maintained.

Workshops will continue to precede Council Meetings as required, and the Annual Electors Meeting will be scheduled following the adoption of the 2025/26 Annual Report, with the date confirmed closer to the time, however, is expected to take place in February.

Following adoption, the 2026 Council Meeting Schedule will be publicly advertised in accordance with Regulation 12.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ciara Skinner, Compliance Officer

Policy Implications

Policy 1.7 – Council Meetings is applicable.

"Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 2.00pm.

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

Council will not hold a meeting for the month of January, due to low level community and agricultural activity."

Statutory Implications

Local Government (Administration) Regulations 1996

Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –
 - (a) the ordinary council meetings; and*
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.**
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place, and purpose of the special meeting.*
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Public notice and adherence to adopted policy
Action (Treatment)	Annual schedule adoption and advertising
Risk Rating (after treatment)	Effective

Financial Implications

Nil – costs associated with public notice are included in the governance operational budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.6

That Council adopts the following schedule of Ordinary Council Meetings for 2026, to be held in the Shire of Dowerin Council Chambers commencing at 4.00pm:

Month	Meeting Date
January	Tuesday, 27 January 2026
February	Tuesday, 24 February 2026
March	Tuesday, 24 March 2026
April	Tuesday, 28 April 2026
May	Tuesday, 26 May 2026
June	Tuesday, 23 June 2026
July	Tuesday, 28 July 2026
August	Tuesday, 18 August 2026 <i>(brought forward for Dowerin Machinery Field Days)</i>
September	Tuesday, 22 September 2026
October	Tuesday, 27 October 2026
November	Tuesday, 24 November 2026
December	Tuesday, 15 December 2026 <i>(brought forward for Christmas closure)</i>

and further notes that:

1. Committee meeting dates identified in the 2026 Council Calendar are subject to change in line with operational workflows, however the minimum number of meetings required under each Committee's Terms of Reference will be maintained;
2. The Annual Electors Meeting will be scheduled following the adoption of the 2025/26 Annual Report and confirmed closer to the date; and
3. The 2026 Ordinary Council Meeting Schedule will be publicly advertised in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.

13.	OFFICER'S REPORTS - ASSET & WORKS
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Nil

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

15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

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