



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Wednesday 17 September 2025
Commencing 4:00pm



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 August 2025
8.	Minutes of Committee Meetings to be Received
9.	Recommendations from Committee Meetings for Council Consideration
10.	Announcements by the President Without Discussion
11.	Officer's Reports – Corporate and Community Services
11.1	Monthly Financial Statements
11.2	List of Accounts Paid
12.	Officer's Reports – Governance and Compliance
12.1	Representative Appointment – Central East Aged Care Alliance (CEACA) Committee
13.	Officer's Reports – Asset & Works
13.1	Council Policy – 4.10 Corella Management Policy
14.	Urgent Business Approved by the Person Presiding or by Decision
14.1	Workforce Plan
14.2	CEO Annual Performance Review – Behind Closed Doors
14.3	RAV Amendment Request – Various Roads
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin

Ordinary Council Meeting

4:00pm Wednesday 17 September 2025



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Nil

Apologies:

Mr S Mwale	Manager of Corporate Services
------------	-------------------------------

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Ms Manisha Barthakur – Item 14.2 [CEO Annual Performance Review – Behind Closed Doors](#)

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 22 August 2025

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

Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7**Moved** Cr Allsopp**Seconded:** Cr McMorran

1171 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 August 2025, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward**8. Minutes of Committee Meeting(s) to be Received**

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Final Ordinary Council Meeting before the 2025 Local Government Elections

4x Councillors terms expired, and President's final meeting for this cycle.

The President thanked the 3 outgoing Councillors, Cr McMorran, Cr Allsopp and Cr Ward for their service to the Shire. President Trepp also noted that Cr Hudson, who's term has also expired has re-nominated.

President Trepp encouraged all residents to vote for their preferred candidates, and announced that a Special Council Meeting will be held on 21 October for the swearing-in of Councillors-Elect.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	9 September 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 – July Monthly Financial Report Attachment 11.1B – August Monthly Financial Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period July and August 2025.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Manisha Barthakur, Chief Executive Officer

Solomon Mwale, Manager of Corporate Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1**Moved:** Cr Ward**Seconded:** Cr Hudson**1172**

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 July 2025, as presented in Attachment 11.1A, and August 2025, as presented in Attachment 11.1B.

CARRIED 7/0**For:**

Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

11.2 List of Accounts Paid

Corporate & Community Services



Date:	9 September 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Solomon Mwale, Manager of Corporate Services
Legislation:	<i>Local Government Act 1995;</i> <i>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 – August 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 August 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/Resolution - 11.2

Moved: Cr Ward**Seconded:** Cr Allsopp**1173**

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 - August 2025

EFT 13909 to EFT 14036	\$192,834.71
Direct Debit: Bookeasy	\$242.00
Direct Debit: Gull Motorcharge	\$428.80
Direct Debit: National Australia Bank (VISA)	\$1,417.78
Direct Debit: National Australia Bank (SQUARE)	\$6,395.53
Direct Debit: Superloop	\$633.65
Direct Debit: Synergy	\$12,986.26
Direct Debit: Telstra	\$3,413.00
Direct Debit: Water Corporation	\$50,412.00
Direct Debit: Xenex	\$57,521.78
PPE 12 August 2025 - Wages	\$65,981.25
PPE 12 August 2025 - Wages	\$10,223.48
PPE 26 August 2025 - Wages - Separation Payment	\$10,376.06
PPE 26 August 2025 - Wages	\$12,982.10
Superannuation PPE - 30 July - 12 August	
Superannuation PPE - 13 August - 26 August	
TOTAL	\$595,798.22

CARRIED 7/0**For:** Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Appointment – Central East Aged Care Alliance (CEACA) Committee

Governance & Compliance



Date:	9 September 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

Council is requested to appoint a representative to the Central East Aged Care Alliance (CEACA) Management Committee following the Shire's transition from Associate Membership to Full Membership.

The Shire of Dowerin has recently transitioned from Associate Membership to Full Membership of the Central East Aged Care Alliance (CEACA).

As part of the CEACA joint housing application, the Shire of Dowerin has been allocated two (2) housing units, with the potential allocation of up to four (4) units, subject to confirmation at the next CEACA meeting.

Full membership entitles the Shire to a seat on the CEACA Management Committee, which requires the appointment of a representative. The next CEACA meeting is scheduled to take place on 22 September 2025 during the Local Government Convention.

Comment

As a full member, the Shire of Dowerin is entitled to representation on the CEACA Management Committee, which is responsible for making decisions regarding housing allocations, project priorities, and the strategic direction of the Alliance.

Given the timing of the October 2025 Local Government elections and the potential for changes in elected member representation, it is recommended that the Chief Executive Officer be appointed as the Shire's delegate to provide continuity and stability during this transitional period.

Following the elections, Council will have the opportunity to review this appointment and consider whether alternative representation is appropriate.

Consultation

Manisha Barthakur, Chief Executive Officer

Richard Marshall, CEACA Chief Executive Officer

Policy Implications

Nil

Statutory Implications**Section 5.11 – Tenure of Committee Membership**

- (1) A person's appointment to a committee continues until –
- (a) the next ordinary local government election day
 - (b) the person resigns; or
 - (c) the person is removed by resolution of the council.
- (2) If a member of a committee is an elected member of the council, their membership ceases if they are no longer an elected member.

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	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	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Appointment of representative on committee to ensure active participation and advocacy.
Action (Treatment)	Appointment of representative member.
Risk Rating (after treatment)	Effective

Financial Implications

There are no direct financial implications associated with the appointment of a representative.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1

Moved: Cr Hudson

Seconded: Cr Metcalf

1174 That Council, in accordance with Section 5.11 of the Local Government Act 1995:

1. Appoints Chief Executive Officer, Manisha Barthakur as the Shire of Dowerin representative to the Central East Aged Care Alliance (CEACA) Management Committee; and
2. Notes that this appointment may be reviewed if required following the 2025 Local Government elections to allow Council to appoint an elected member as the Shire of Dowerin's representative.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

13. OFFICER'S REPORTS - ASSET & WORKS

13.1 Council Policy – 4.10 Corella Management Policy

Asset & Works



Date:	11 September 2025
Location:	Nil
Responsible Officer:	Ben Forbes, Manager of Infrastructure and Projects
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995;</i>
SharePoint Reference:	Governance/Council Policies
Disclosure of Interest:	
Attachments:	Attachment 13.1A - Policy 4.10 - Corella Management Attachment 13.1B - Corella Management Authorisation

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents Policy 4.10 – Corella Management Policy for adoption. The policy establishes a clear and legally compliant framework for managing overabundant corella populations by engaging licensed external contractors/shooting clubs to undertake culling, while ensuring Council liability is minimised.

The policy requires:

- All operational responsibility to rest with the contractor.
- Community notification where practical.
- Liaison with local Police prior to scheduled shooting.
- Record-keeping and compliance reporting for each operation.

Background

Corellas (*Cacatua sanguinea* and *Cacatua tenuirostris*) have caused extensive damage to parks, sporting fields, and community infrastructure, as well as creating safety, noise, and hygiene issues across the district.

Historically, responses to corella impacts have been reactive and inconsistent. This policy formalises a controlled, legally defensible approach by:

- Allowing the Shire to engage licensed external operators to undertake culling.
- Shifting all operational, legal, and insurance responsibilities to those contractors.
- Ensuring compliance with relevant legislation, including the Biosecurity and Agriculture Management Act 2007 and associated regulations.

Comment

This policy aligns with State legislation and local government precedents where corellas are recognised as declared pests. Under Regulation 27 of the Biosecurity and Agriculture Management Regulations 2013, persons are legally required to take reasonable measures to:

“...alleviate the harmful impact of the declared pest in the area for which it is declared; or reduce the number or distribution of the declared pest in the area for which it is declared; or prevent or contain the spread of the declared pest in the area for which it is declared.”

Several WA local governments, including the Town of Port Hedland, City of Greater Geraldton, City of Bunbury, and Shire of Wongan-Ballidu, classify corellas as Category 3 Declared Pests under the BAM Regulations, requiring landholders to actively manage their numbers.

Adopting Policy 4.10 ensures the Shire is positioned to manage impacts lawfully, safely, and effectively.

Consultation

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager of Infrastructure and Projects

Kahli Rose, Manager of Governance and Community Services

Russell Holleley, Technical Officer

Neighbouring Local Governments

Policy Implications

Adoption will insert Policy 4.10 – Corella Management Policy into the Shire’s Policy Manual. Operational procedures (checklists, notification templates, record sheets) will be maintained administratively.

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."*

Biosecurity and Agriculture Management Act 2007 (WA)

Part 2 — Declared Pests

Section 22 — Organisms may be declared to be pests

- (1) *"The Minister may, by order published in the Gazette, declare an organism to be a declared pest for the whole or part of the State.*
- (2) *An organism may be declared to be a pest if it —*
 - (a) *has had, has, or may have an adverse effect on the environment;*
 - (b) *causes or may cause harm to human health, social amenity, or the economy; or*
 - (c) *is capable of competing with or displacing any native species of flora or fauna."*

Biosecurity and Agriculture Management Regulations 2013 (WA)

Regulation 27 — Control Measures for Declared Pests

- (1) *"In relation to a Category 3 declared pest, a person referred to in section 30(2) or (3) of the Act must take such of the control measures specified in subregulation (1) as are reasonable and necessary to —*
 - (a) *alleviate the harmful impact of the declared pest in the area for which it is declared;*
 - or*
 - (b) *reduce the number or distribution of the declared pest in the area for which it is declared; or*
 - (c) *prevent or contain the spread of the declared pest in the area for which it is declared."*

Strategic Implications

Strategic Community Plan

Community Priority: Our Environment

Objective: Protect and use natural resources sustainably
Manage weeds and pests, verge side vegetation and firebreaks

Outcome: 3.2

Reference: 3.2b

Asset Management Plan

Culling of Corellas will reduce damage to public infrastructure and improve amenity/safety.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Environment Management
Risk Category	Natural Environment
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Policy 4.10 Engagement with licenced shooting clubs for control
Action (Treatment)	Adoption of policy Engagement with licenced clubs Engagement with community and local police.
Risk Rating (after treatment)	Effective

Financial Implications

Culling activities will be funded through the Pest/Vertebrate Management or Parks & Asset Protection operating budgets. Costs include contractor engagement, Police liaison, and community notifications.

Value-for-money will be ensured through quotations and procurement processes aligned with the Shire's Purchasing Policy.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 13.1

Moved: Cr Metcalf**Seconded:** Cr Allsopp

1175 That Council, by Simple Majority, in accordance with s2.7(2)(b) of the Local Government Act 1995:

1. Adopts Policy 4.10 - Corella Management Policy as attached;
2. Authorises the CEO to engage with licensed external contractors/shooting clubs to undertake corella culling, with all operational activities, permits, safety management, insurance, and outcomes the responsibility of those contractors;
3. Authorises the CEO to approve the timing, location, and scope of authorised culling activities;
4. Instructs CEO to ensure that contractors provide the Shire with copies of all relevant permits, licences, and insurances prior to operations;
5. Requires the Shire to liaise with local Police and undertake community notification where practical prior to scheduled shooting;
6. Requires post-operation records to be maintained, including numbers removed, methods used, compliance confirmations, and licence details; and
7. Authorises the Chief Executive Officer to assign operational responsibilities for the implementation of this Policy to the Manager Infrastructure and Projects.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

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

14.1 Workforce Plan – 2025 to 2029

Governance & Compliance



Date:	16 September 2025
Location:	N/A
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:	Corporate Management > Integrated Planning > Workforce Plan
Disclosure of Interest:	Nil
Attachments:	Attachment 14.1A – 2025 to 2029 Workforce Plan

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to seek Council's endorsement of the Shire of Dowerin Workforce Plan 2025–2029 as an informing strategy under the Integrated Planning and Reporting (IPR) Framework.

Internal workforce consultation commenced Friday, 5 September 2025 and closed Friday, 12 September 2025.

Background

The Shire of Dowerin has developed a comprehensive Workforce Plan 2025–2029 to ensure the organisation has the right people, in the right roles, at the right time, to deliver quality services and achieve community and organisational priorities.

The Workforce Plan forms a critical component of the Integrated Planning and Reporting Framework and complies with Section 5.56 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

The Plan provides a structured approach to:

- Forecasting workforce requirements to meet operational and strategic needs
- Identifying skills gaps and succession planning requirements
- Supporting staff retention, recruitment, and training initiatives
- Addressing high workforce turnover and knowledge retention risks
- Ensuring workforce strategies are aligned with the Strategic Community Plan 2025–2035, Corporate Business Plan, and Long Term Financial Plan (LTFP).

Internal workforce consultation has been undertaken across all departments, with feedback to be incorporated into the final plan.

Comment

The Workforce Plan has been developed to ensure the Shire can maintain efficient operations, deliver services effectively, and meet compliance obligations while adapting to emerging workforce and community demands.

Key considerations addressed within the Plan include:

- 32 employees (26 FTE), with an average workforce age of 46.5 years and approximately 30% of employees expected to reach retirement within the next five years.
- 65 staff departures since January 2021, including 28 exits in the past 24 months (~120% turnover).
- Workforce costs represent 28% of total operating expenditure in 2025/26, down from 41% in the previous workforce plan.
- Streamlined two-level management structure has been implemented, with three Manager roles overseeing Governance & Community Services, Infrastructure & Projects, and Corporate Services.
- Key Risks: High turnover, upcoming retirements, compliance pressures, and skills shortages.
- Retention and attraction strategies, succession planning, capability building, flexible workforce models, improved systems and processes, and a stronger workplace culture.

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

Employees, Shire of Dowerin

Policy Implications

The Workforce Plan 2025–2029 sets the strategic direction for workforce management and planning.

While the Shire does not currently have standalone policies for attraction and retention, training and development, performance management, or health and wellbeing, the Plan identifies the development of these policies and associated frameworks as actions to be progressed during its implementation.

Statutory Implications

Local Government Act 1995

Section 5.56 – Planning for the Future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are, to the extent set by the regulations, made in accordance with and contain any matters prescribed by the regulations.

Local Government (Administration) Regulations 1996

Regulation 19C – Strategic Community Plans, requirements for

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan is to set out the vision, aspirations and objectives of the community in the district.
- (3) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

Regulation 19DA — Corporate Business Plans, requirements for

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to:
- (a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) Govern a local government's internal business planning by expressing the activities that the local government will undertake over the period of the plan, having regard to the resources required to deliver those activities, including assets, finances and workforce; and
 - (c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

	Strategic Implications
--	-------------------------------

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1a

Asset Management Plan

Nil

Long Term Financial Plan

Nil

	Risk Implications
--	--------------------------

Risk Profiling Theme	Employment Practices
Risk Category	People
Risk Description	Localised damage rectified by routine internal procedures
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (12)
Key Controls (in place)	Training and Development Retention Strategies Succession Planning
Action (Treatment)	Implementation of Workforce Plan
Risk Rating (after treatment)	Effective

Financial Implications

Implementation costs associated with the Workforce Plan relate primarily to:

- Professional development and training initiatives
- System and process improvements
- Succession planning and capability-building programs

These costs will be incorporated into the Long-Term Financial Plan (LTFP) and annual budgeting process. No additional unbudgeted expenditure is anticipated.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 14.1

Moved Cr Hudson

Seconded: Cr Ward

1176

That Council, by Simple Majority, and in accordance with Section 5.56 of the Local Government Act 1995 and Regulations 19C and 19DA of the Local Government (Administration) Regulations 1996:

1. Adopts the Shire of Dowerin Workforce Plan 2025–2029 as a key informing strategy within the Integrated Planning and Reporting Framework to guide workforce planning, capability development, and resourcing over the next five years

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

14.2 Confidential Item - CEO Annual Performance Review

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14.2a**Moved:** Cr Metcalf**Seconded:** Cr Allsopp

1177 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

Council went Behind Closed Doors at 4:15pm

Ms Barthakur and Mr Forbes left the chambers at 4:15pm

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14.2b**Moved:** Cr Allsopp**Seconded:** Cr Metcalf

1179 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

Council came out from Behind Closed Doors at 4:20pm

Ms Barthakur and Mr Forbes entered the chambers at 4:20pm

14.2

Chief Executive Officer Annual Performance Review

Voting Requirements



Simple Majority



Absolute Majority

Resolution – 14.2

Moved: Cr Ward

Seconded: Cr Hudson

11

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 the Chief Executive Officer's Performance Review Report and endorses the overall performance rating of 3.5 average for the review period 3 October 2024 to 3 September 2025, as detailed in Confidential Attachment 14.2A;
2. Adopts the Key Performance Indicators for the next review period, as outlined in Confidential Attachment 14.2C;
3. Approves the Chief Executive Officer's total reward package, in accordance with the Salaries and Allowances Tribunal determination and budget provisions;
4. Authorises the Shire President to formally notify the Chief Executive Officer of the outcome of the performance review, including implementation of the remuneration review; and
5. Schedules the next CEO performance and remuneration review to be completed by October 2026.

CARRIED BY ABSOLUTE MAJORITY 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

14.3 RAV Amendment Request – Various Roads

Governance & Compliance



Date:	16 September 2025
Location:	Various
Responsible Officer:	Ben Forbes, Manager of Infrastructure and Projects
Author:	Ben Forbes, Manager of Infrastructure and Projects
Legislation:	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>
Sharepoint Reference:	Technical / Roads
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A - RAV Amendment Application

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a proposal for Council to consider amendments to the Restricted Access Vehicle (RAV) rating for Eaton Sand Hole Road, Irvine Road and Rifle Range Road, along with amendments to the Accredited Mass Management Scheme (AMMS) for Dowerin Meckering Road, Eaton Road, Jones Street, Rifle Range Road and Ucarty South Road.

Background

The Shire has received a request to amend heavy vehicle access arrangements on several local roads within the district. Specifically, the request seeks Council's consideration to amend the Restricted Access Vehicle (RAV) rating for Eaton Sand Hole Road, Irvine Road and Rifle Range Road, and to amend the Accredited Mass Management Scheme (AMMS) conditions for Dowerin Meckering Road, Eaton Road, Jones Street, Rifle Range Road and Ucarty South Road.

The RAV Network and AMMS classifications are administered by Main Roads Western Australia (MRWA) and determine the level of access permitted for heavy vehicles operating under these schemes. Local governments are required to provide input into proposed changes, with consideration given to road suitability, safety, and the potential impact on infrastructure and the community.

Under Council's Restricted Access Vehicle Policy, the CEO is authorised to permit Heavy Vehicle Services to inspect roads up to RAV 4 without a formal Council decision. Any request for RAV Network 5 and above requires Council approval.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070049	Eaton Sand Hole Rd (Ucarty)	0.00	3.32	4.1	7.3
4070067	Irvine Rd (Dowerin, Ucarty)	0.83	2.68	Nil	7.3
4070045	Rifle Range Rd (Ucarty)	0.00	0.155	4.3	7.3

Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070183	Dowerin - Meckering Rd (Quelagetting, Ucarty, Dowerin)	0.00	25.64	AMMS Level 1	AMMS Level 3
4070060	Eaton Rd (Ucarty)	0.00	2.09	AMMS Level 1	AMMS Level 3
4070112	Jones St (Dowerin)	1.05	1.48	AMMS Level 1	AMMS Level 3
4070045	Rifle Range Rd (Ucarty)	0.00	0.155	AMMS Level 1	AMMS Level 3
4070007	Ucarty South Rd (Ucarty, Quelagetting)	11.20	14.08	AMMS Level 1	AMMS Level 3

Comment

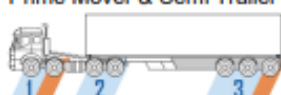
While RAV access delivers productivity benefits to the transport industry, it also provides advantages for road managers and the local community by reducing the number of heavy vehicle movements. Fewer trips translate to lower risk exposure, including reduced potential for serious crashes, decreased carbon emissions, less heavy vehicle noise, and in some cases, reduced congestion.

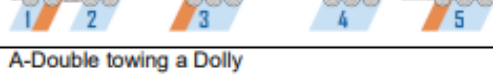
It is acknowledged that Accredited Mass Management Scheme (AMMS) limits can result in greater road wear when compared with statutory mass limits. However, AMMS requires transport operators to maintain strict loading controls, which are subject to auditing by Heavy Vehicle Services (HVS).

Despite these safeguards, the proposed increase in RAV and AMMS on Shire roads is expected to lead to additional road maintenance costs, primarily due to existing pavement thicknesses and carriageway widths. This will likely result in a greater need for repair and maintenance activities to ensure safe and sustainable road conditions, particularly along designated school bus routes. The whole-of-life estimates for these roads may also be impacted by changes to their RAV Network rating.

1.1 AMMS Approved Vehicles

An AMMS Prime Mover, Trailer Combinations Period Permit applies to a RAV in the following table with a Maximum Modified Mass equal to or less than the Maximum Modified Mass specified on the particular permit:

Category 1 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
1A	Prime Mover & Semi Trailer 	≤19.0 m	Level 1	50 t	2 t	N1.1
			Level 2	Not Approved		
			Level 3	Not Approved		
Category 2 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
2A	Prime Mover & Semi Trailer 	≤20 m	Level 1	50.5 t	2 t	N2.1
			Level 2	51.5 t	3 t	N2.2
			Level 3	53 t	5 t	N2.3
2B	Prime Mover, Semi Trailer & Pig Trailer or Dolly 	≤27.5 m	Level 1	68.5 t	2 t	N2.1
			Level 2	69.5 t	3 t	N2.2
			Level 3	71 t	5 t	N2.3
2C	B-Double 	≤27.5 m	Level 1	72 t	4 t	N2.1
			Level 2	74 t	6 t	N2.2
			Level 3	76.5 t	8 t	N2.3
Category 3 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
3A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	Level 1	89 t	4 t	N3.1
			Level 2	91 t	6 t	N3.2
			Level 3	94 t	9 t	N3.3
Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Category 5 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
5A		27.5 m + dolly	Level 1	72 t + dolly	4 t	N5.1
			Level 2	74 t + dolly	6 t	N5.2
			Level 3	76.5 t + dolly	8 t	N5.3
5B		>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
5C		27.5 m + dolly	Level 1	89 t + dolly	4 t	N5.1
			Level 2	91 t + dolly	6 t	N5.2
			Level 3	94 t + dolly	9 t	N5.3
5D		>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
Category 6 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
6A		>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6B		>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6C		27.5 m + dolly	Level 1	93.5 t + dolly	5 t	N6.1
			Level 2	96.5 t + dolly	8 t	N6.2
			Level 3	100 t + dolly	12 t	N6.3
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A		>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

Policy Implications

Request to Access Roads

- a) RAV Classified Roads – If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the Chief Executive Officer (CEO) for approval.
- b) Unclassified Roads - If the road is not classified on the RAV Network, then the applicant will first need to apply to MRWA (HVS). Upon receipt from MRWA (HVS), the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines and if supported, a submission will be made to MRWA (HVS) for their consideration including any conditions that may apply to the use of the road.
- c) AMMS Network - Heavy Vehicle transport operators may apply for a road already classified on the RAV Network to be approved for an AMMS Network level by applying to MRWA (HVS). Upon receipt from MRWA (HVS) the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines. If supported, a submission will be made to MRWA (HVS) for their consideration.
- d) Should the road access request be declined, the Shire of Dowerin will inform MRWA (HVS) who will advise the applicant.
- e) Depending on the need for access, a RAV access request may be supported if the applicant is willing to meet the costs associated for the shire to carry out any road upgrades or vegetation pruning necessary to qualify the road for the RAV network level requested.

RAV Road Reclassification

The Shire may withdraw support for an approved route at any time if:

- i. The route is deemed unsafe for RAV use;
- ii. The route is deemed unsuitable for RAV use; or
- iii. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant agreement to Main Roads to inspect roads up to N4 to without referring the matter to Council providing the road/roads comply with the Main Roads Route Assessment Guidelines at standard VSR axle mass limits.

Statutory Implications

The Road Traffic Act 1974 and the Road Traffic (Vehicle) Regulations 2014 govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Dowerin management responsibility for roads within its boundaries.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Economy
Objective:	Ensure the road network is safe and capable of the freight task <i>Enhance and maintain the road transport network</i>
Outcome:	2.1
Reference:	2.1d

Asset Management Plan

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Compliance
Risk Description	Significant damage requiring internal & external resources to rectify
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (16)
Key Controls (in place)	Regular inspections by staff to ensure minimal damage
Action (Treatment)	Possible reduction or removal of RAV Rating Potential conditions on the approval
Risk Rating (after treatment)	Effective

Financial Implications

There are no immediate financial implications, however a change in RAV Network Rating and Accredited Mass Management Scheme for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

The whole-of-life estimates for these roads may be altered by a change in the RAV Network rating

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 14.3**Moved:** Cr Metcalf**Seconded:** Cr Allsopp**1180**

That, by Simple Majority, in accordance with the *Road Traffic Act 1974* and the *Road Traffic (Vehicles) Regulations 2014*, Council advises Main Roads Western Australia Heavy Vehicle Services that it:

1. Supports the request to increase the Restricted Access Vehicle (RAV) rating to RAV 7 on the following roads:

- Eaton Sand Hole Road
- Irvine Road
- Rifle Range Road

Subject to the following conditions:

- a) All operators must carry written approval from the road manager acknowledging their use of the road.
 - b) Headlights must be switched on at all times.
 - c) No operation is permitted on unsealed road segments when visibly wet unless prior approval is granted by the road owner.
 - d) The road is classified as Low Volume (LV), with a maximum speed limit of 60 km/h.
 - e) When operating at night, vehicles must display an amber flashing warning light on the prime mover.
 - f) Operation is not permitted while a school bus is operating on the road.
 - g) Operators must contact the relevant schools and obtain school bus timetables; where direct contact can be made with the school bus driver; operation is permitted once the driver confirms all drop-offs/pick-ups on the road have been completed.
 - h) Direct radio contact (UHF channel 40) must be maintained with other restricted access vehicles to coordinate positions on or near the road.
2. Does not support the request to amend the Accredited Mass Management Scheme (AMMS) from AMMS 1 to AMMS 3 on:
 - Dowerin Meckering Road
 - Eaton Road
 - Jones Street
 - Rifle Range Road
 - Ucarty South Road

On the basis that:

- The Shire's road network is not currently constructed to a standard suitable for higher mass limits.
- With the exception of Rifle Range Road, which is presently classified at RAV 4 AMMS 3, no other Shire roads are designated at this level, and maintaining the current position ensures consistency across the broader road network.
- Endorsing an increase at this time is likely to accelerate pavement deterioration and impose additional maintenance obligations that exceed the Shire's available resources.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

15.	Elected Members' Motions
-----	--------------------------

Nil

16.	Matters Behind Closed Doors
-----	-----------------------------

Nil

17.	Closure
-----	---------

The President thanked those in attendance and declared the meeting closed at 4:27pm.

UNCONFIRMED