



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Special Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Wednesday 1 April 2026
Commencing 1:30pm





NOTICE OF MEETING

Dear Elected Members,

A Special Council Meeting has been convened to consider and determine matters relating to the conduct of an Extraordinary Election to fill one vacant position on Council, including the required resolutions under the *Local Government Act 1995*.

1:30pm	SCM Commences
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Cr Darrel Hudson
Shire President
31 March 2026

DISCLAIMER

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

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

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

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Shire of Dowerin
Ordinary Council Meeting
1:30pm Wednesday 1 April 2026



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 1:30pm

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr RI Trepp	Deputy President
Cr JA Graffin	<i>Via phone</i>
Cr AR Jones	
Cr CJ Meakins	
Cr JC Sewell	<i>Via teams</i>

Staff:

Ms M Barthakur	Chief Executive Officer
Ms K Rose	Manager of Governance and Community Services - <i>via teams</i>

Members of the Public:

Apologies:

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. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

5.1 Extraordinary Election - Appointment and Method of Election

<h1 style="color: #C00000;">Governance & Compliance</h1>		 <p style="font-size: small; margin: 0;">SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	31 March 2026	
Location:	Nil	
Responsible Officer:	Kahli Rose, Manager of Governance and Community Services	
Author:	Kahli Rose, Manager of Governance and Community Services	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation > Governance > Elections	
Disclosure of Interest:	Nil	
Attachments:	Attachment 5.1A - WAEC Cost Estimate Letter Attachment 5.1B - WAEC Written Agreement Letter	

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

The Shire of Dowerin has received correspondence from the Western Australian Electoral Commission (WAEC) confirming the proposed date, cost estimate, and written agreement to conduct the 2026 Extraordinary Election.

Council is required to fix the election date and formally resolve to appoint the Electoral Commissioner as responsible for the conduct of the election and determine the method of election as a postal election. These resolutions must be passed by an absolute majority and cannot be amended.

Background

Following the resignation of Cr Adam Metcalf on 23 March 2026, an Extraordinary Election is required to fill the resulting vacancy on Council.

The WAEC has advised that the earliest and preferred date for the election is Thursday, 25 June 2026. A cost estimate of approximately \$11,000 (ex GST) has been provided for the conduct of the election, based on a postal election method and standard election assumptions.

The WAEC has also provided written agreement confirming its willingness to conduct the election on behalf of the Shire, subject to Council passing the required statutory resolutions.

Comment

In accordance with section 4.9(1) of the *Local Government Act 1995*, Council must determine and fix the election day within one month of the vacancy occurring.

The WAEC has advised that the earliest and preferred election date is Thursday, 25 June 2026.

To meet this proposed election date, Council is required to declare the Electoral Commissioner responsible for the conduct of the election no later than 80 days prior to the election. This deadline falls on Monday, 6 April 2026.

As this date is a public holiday, the *Interpretation Act 1984* provides that where a prescribed day falls on a public holiday, the action may be taken on the next business day. Accordingly, the required declaration must be made by Tuesday, 7 April 2026.

The WAEC has advised that the required motions must be presented to Council exactly as drafted and cannot be amended. Failure to adopt the required resolutions will prevent the WAEC from progressing election arrangements.

Consultation

Councillors,

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services,

Western Australian Electoral Commission,

WALGA

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995

Section 4.9(1) – Extraordinary elections

“(1) If a vacancy occurs in the office of councillor, the local government is to hold an extraordinary election to fill the vacancy, and is to fix the day on which the election is to be held, which is to be not more than 4 months after the date of the vacancy.”

Section 4.20(4) – Electoral Commissioner may conduct elections

“(4) A local government may, by absolute majority, declare the Electoral Commissioner to be responsible for the conduct of an election, poll or referendum on behalf of the local government.”

Section 4.61(2) – Method of conducting election

“(2) A local government may, by absolute majority, decide that an election is to be conducted as a postal election.”

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 4.1

Reference: 4.1f

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)	Legislative requirements clearly defined by WAEC; Council reporting processes
Action (Treatment)	Adoption of required resolutions as provided; Timely submission of confirmation to WAEC
Risk Rating (after treatment)	Effective

Financial Implications

The WAEC has provided a cost estimate of approximately \$11,000 (ex GST) to conduct the Extraordinary Election.

Final costs may vary depending on actual election requirements, including staffing, postage services, and supplier costs.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council, by Absolute Majority, in accordance with sections 4.9(1), 4.20(4) and 4.61(2) of the *Local Government Act 1995*:

1. Declare. In accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

6. Closure

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