



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Special Council Meeting

Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 21 October 2025



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## Shire of Dowerin Special Council Meeting Tuesday 21 October 2025



### 1. Official Opening / Obituaries

The Chief Executive Officer welcomes those in attendance and declares the meeting open at 4:00pm.

### 2. Record of Attendance / Apologies / Leave of Absence

#### Councillors:

Cr AJ Metcalf  
Cr JC Sewell  
Cr RI Trepp

#### Councillors Elect:

Ms J Graffin                      Via Teams  
Mr DP Hudson  
Mr A Jones  
Mr C Meakins

#### 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:

Ms Nadine McMorran

#### Apologies:

### 3. Swearing In of Councillors Elect

In accordance with Section 2.29 of the *Local Government Act 1995*, Ms Manisha Barthakur, Chief Executive Officer, will swear in the Councillors Elect:

1. Ms J Graffin
2. Mr DP Hudson
3. Mr A Jones
4. Mr C Meakins

#### 4. Election of President

The Chief Executive Officer (CEO) advised that, in accordance with Schedule 2.3 of the *Local Government Act 1995*, the office of President was to be filled by election by the Councillors.

##### **Nominations**

The CEO called for nominations for the position of Shire President.

1. Cr Trepp nominated Cr Hudson.  
Cr Hudson accepted the nomination.

There being no further nominations, the CEO declared Councillor Hudson was elected to the position of President for the Shire of Dowerin for a term of office expiring 18 October 2027.

#### 5. Declaration by the President

Ms Manisha Barthakur, Chief Executive Officer, witnessed the declaration of the President.

*04:10pm – President Hudson assumed the Chair.*

#### 6. Election of the Deputy President

The President advised that, in accordance with Schedule 2.3 of the *Local Government Act 1995*, the office of Deputy President was to be filled by election by the Councillors.

##### **Nominations**

Cr Metcalf nominated Cr Trepp

Cr Trepp accepted the nomination.

There being no further nominations, the CEO declared Councillor Trepp was elected to the position of Deputy President for the Shire of Dowerin for a term of office expiring 18 October 2027.

#### 7. Declaration by the Deputy President

Ms Manisha Barthakur, Chief Executive Officer, witnessed the declaration of the Deputy President.

## 8. Draw for Position at the Council Table

The President will conduct the ballot for the seating arrangement at the Council Table for the next two years. Councillors will take their seats after the ballot is called.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution- 8.1

**Moved:** Cr Trepp

**Seconded:** Cr Meakins

**1188** That, by Simple Majority, Council resolves that the seating arrangement for the next two-year period commencing Tuesday 21 October 2025, from left to right, as is follows:

1. Councillor Graffin
2. Councillor Meakins
3. Councillor Jones
4. Deputy President Trepp
5. President Hudson
6. Councillor Sewell
7. Councillor Metcalf

**CARRIED 7/0**

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

## 9. Public Question Time

Nil

## 10. Disclosure of Interest

Nil

## 11. OFFICER REPORTS – GOVERNANCE AND COMPLIANCE

### 11.1 Nomination for Council Committees

<p style="color: red; text-align: center; font-size: 1.2em;">Governance &amp; Compliance</p>		 <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>
Date:	30 September 2025	
Location:	Not applicable	
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/Committees	
Disclosure of Interest:	Nil	
Attachments:	<p><u><a href="#">Attachment 11.1A – Asset &amp; Works Committee TOR</a></u>  <u><a href="#">Attachment 11.1B – Audit, Risk, and Improvement Committee TOR</a></u>  <u><a href="#">Attachment 11.1C – Australia Day Awards Committee TOR</a></u>  <u><a href="#">Attachment 11.1D – Bush Fire Advisory Committee TOR</a></u>  <u><a href="#">Attachment 11.1E – Local Emergency Management Committee TOR</a></u></p>	

#### Purpose of Report

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Executive Decision

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Legislative Requirement

#### Summary

This report outlines the framework under which Council committees operate, identifies which committees are required by legislation, and provides details of previous membership. It also explains the use of proxies, the role of external members, and councillor entitlements for attendance at committee meetings. Council is requested to formally re-establish its committees and appoint members.

## Background

### Role of Committees

Council committees are established to assist Council in specific areas of responsibility, such as asset management, audit and risk oversight, community recognition, bush fire management, and emergency management. Committees provide recommendations to Council but do not hold delegated authority to make binding decisions. All recommendations must be considered and resolved by Council.

Committees allow for more detailed consideration of matters than is generally possible at an Ordinary Council Meeting and provide an avenue for subject-specific input and expertise.

### Establishment and Tenure

In accordance with section 5.8 of the Local Government Act 1995, Council may establish committees. Under section 5.11, all committee appointments expire at the time of a local government ordinary election. It is therefore necessary for Council to re-establish its committees and appoint members at the first meeting following the 2025 election.

### Membership and Proxies

Committee membership may comprise Councillors, external members, or a combination of both, as specified in the Terms of Reference. Council may also appoint proxies (previously referred to as deputies). A proxy is an alternate member who may attend a meeting in place of an appointed member if that member is unavailable. Proxies assist in maintaining quorums and ensuring the effective functioning of committees.

### External Members

Some committees require the inclusion of external members:

- The Audit, Risk and Improvement Committee (ARIC) must have an independent external chair with audit and financial management expertise, as required by section 7.1A of the Local Government Act 1995 and Regulation 16 of the Local Government (Audit) Regulations 1996.
- The Australia Day Awards Committee includes one external community member who has received the Australian of the Year Award previously.

### Sitting Fees

In accordance with section 5.98 of the Local Government Act 1995, Councillors are entitled to a sitting fee for attending Council or committee meetings. Council's adopted schedule provides for a fee of \$75 per meeting for committee attendance, with provision included in the 2025/26 Budget under GL 2040113 – Members Sitting Fees.

## Committee Overview

The following table outlines each committee, its legislative basis, previous membership, meeting frequency, and required representation.

Committee	Legislated/Optional	Previous Membership	Meetings per Annum	Representatives required by ToRs
Asset & Works	Optional	Cr Trepp (Chair) Cr Allsopp (Proxy) Cr Metcalf	3	3 Councillors Proxy
Audit, Risk and Improvement (ARIC)	Local Government Act 1995 (s.7.1A)	Ms T Jones (External Chair) Cr Trepp Cr Hudson Cr Ward Cr McMorran (Proxy)	4	3 Councillors External Chair Proxy
Australia Day Awards	Optional	Cr Ward (Chair) Cr Allsopp Cr McMorran	2	3 Councillors 1 External
Bush Fire Advisory	Bush Fires Act 1954	Cr Metcalf	1	1 Councillor Proxy
Local Emergency Management	Emergency Management Act 2005	Cr Trepp (Chair) Cr McMorran (Proxy)	4	Shire President Deputy President

The Terms of Reference for each committee are included as Attachments.

### Comment

The re-establishment of committees is a routine but important part of Council's governance structure. For new Councillors, it is important to note:

- Committees are advisory only and do not make final decisions.
- Council appoints members and proxies to ensure effective coverage and quorums.
- The ARIC requires an external chairperson, which strengthens independence and audit oversight.
- Sitting fees are payable to Councillors for attendance.

Nominations for committee membership will be called at the meeting.

### Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

### Policy Implications

Nil



## Statutory Implications

### **Local Government Act 1995**

#### **Section 5.8 – Establishment of Committees**

*A local government may establish\* committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required*

#### **Section 5.10 – Appointment of Committee Members**

*(1) A committee is to have members appointed by the local government.*

*(2) A committee is to consist of –*

- a. council members only; or*
- b. council members and employees; or*
- c. council members, employees and other persons; or*
- d. council members and other persons; or*
- e. employees and other persons; or*
- f. other persons only.*

*(3) The President may be a member of any committee of the local government.*

*(4) The CEO may be a member of a committee that includes employees and other persons.*

#### **Section 5.11 – Tenure of Committee Membership**

*(1) Where a person is appointed as a member of a committee under section 5.10, the person's membership of the committee continues until –*

- a. the term of the person's appointment as a committee member expires; or*
- b. the committee is disbanded; or*
- c. the next ordinary election day, whichever happens first.*

#### **Section 5.98 – Fees etc. for Council Members**

*A council member who attends a council or committee meeting is entitled to be paid –*

- a. the prescribed minimum fee for attending a meeting; or*
- b. where the local government has set a fee within the prescribed range, that fee.*

#### **Section 7.1A – Audit Committee**

*A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*

### **Local Government (Audit) Regulations 1996**

#### **Regulation 16 – Functions of Audit Committee**

*An audit committee –*

*(a) is to provide guidance and assistance to the local government in carrying out –*

- i. its functions under Part 6 of the Act; and*
- ii. its functions relating to other audits and other matters related to financial management; and*

*(b) is to review a report given to it by the CEO under regulation 17(3) and is to present the report to the council, with a copy of the CEO's report, to the council; and*

*(c) is to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under regulation 17(1); and*

*(d) is to support the auditor of the local government to conduct an audit and carry out the auditor's functions under the Act; and*

*(e) is to oversee the implementation of any action that the local government –*

- i. is required to take by section 7.12A(3); and*
  - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
  - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
- (f) is to perform any other functions conferred on the audit committee by these regulations or another written law.*

## 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

Clearly defined Terms of Reference and proper appointment of members reduces the risk of committees acting outside their authority or meetings being invalid due to lack of quorum. It also supports compliance with statutory obligations.

## Financial Implications

Provision has been made in the 2025/26 Budget for committee sitting fees, payable at \$75 per meeting under GL 2040113 – Members Sitting Fees.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution 11.1

**Moved:** Cr Metcalf

**Seconded:** Cr Jones

**1189**

That, by Absolute Majority, in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:

1. Confirms the re-establishment of the following Council committees:
  - a. Shire of Dowerin Asset & Works Committee;
  - b. Shire of Dowerin Audit, Risk, and Improvement Committee;
  - c. Shire of Dowerin Australia Day Awards Committee;
  - d. Shire of Dowerin Bush Fire Advisory Committee;
  - e. Shire of Dowerin Local Emergency Management Committee; and
2. Appoints the following Councillors as representatives, Chairs, Deputies and Proxies to the following Council committees:

Committee	Chair	Deputy	Members	Proxy
Asset & Works	Cr Metcalf	Cr Trepp	Cr Meakins	Cr Jones
Audit, Risk, and Improvement	Ms T Jones	Cr Hudson	Cr Graffin Cr Trepp	Cr Sewell
Australia Day Honours	Cr Graffin	Cr Hudson	Cr Trepp	N/A
Bush Fire Advisory	N/A	N/A	Cr Metcalf	Cr Sewell
Local Emergency Management	Shire President	Deputy President	N/A	N/A

**CARRIED 7/0**

**For:**

Cr Hudson, Cr Trepp, Cr Graffin, Cr Jones, Cr Meakins, Cr Metcalf, Cr Sewell

## 11.2 Nomination for External Committees

# Governance & Compliance



<b>Date:</b>	1 October 2025
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Organisation/Governance/Committees
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A – GECZ Call for Nominations</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

This report explains the purpose of external committees, how appointments are made, and why representation is important. It provides information on each committee, including purpose, meeting cycles, and time commitments, to assist Councillors in considering their nominations. Council is required to formally resolve its representatives at the first meeting following the 2025 election.

### Background

External committees are bodies that operate outside of the Shire of Dowerin's direct control but require representation from Council. They may be:

- Regional organisations of councils (e.g. NEWROC, WALGA GECZ) that coordinate advocacy, shared services, or strategic projects across multiple local governments;
- Funding or advisory groups where Council's contribution or participation gives it a formal role in decision-making;
- Community or incorporated associations (e.g. Dowerin Events Management) where Council representation ensures alignment with community benefit outcomes; or
- Specialist advocacy bodies (e.g. Rural Water Council of WA) that represent collective regional positions to State Government.

These external committees provide the Shire with a voice at the regional and state level, influence over funding allocations, and opportunities to collaborate on shared challenges.

## Appointment and Tenure

In accordance with section 5.11 of the Local Government Act 1995, committee appointments expire at the time of an ordinary election. It is therefore necessary for Council to reappoint representatives at this meeting.

## Role of Councillors on External Committees

Councillors appointed to external committees are expected to:

- Attend meetings as scheduled, representing the Shire's position and interests;
- Undertake any necessary pre-reading or preparation to contribute meaningfully;
- Report back to Council where required; and
- Ensure that the Shire's financial and community contributions are appropriately represented.

## Proxies

A proxy is an alternate Councillor who may attend a meeting if the appointed member is unavailable. Proxies ensure that the Shire maintains representation and its interests are not left unconsidered.

The CEO is a standing member on several external committees (e.g. NEWROC, GECZ). This is by position, not by resolution, and reflects the operational role of the CEO in regional collaboration and implementation.

Committee	Purpose	Meeting Cycle	Previous Membership
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	Regional cooperation, advocacy, resource sharing, joint projects and tenders, elected member/staff training.	Bi-monthly alternating among Member Councils.	President CEO Cr Ward (Proxy)
WALGA Great Eastern Country Zone (GECZ)	Advocacy, representation to WALGA State Council, collective voice for regional LGAs.	Bi-monthly, Merredin/Kellerberrin	President Cr McMorran CEO Cr Hudson (Proxy)
Regional Road Group	Allocation of State road funding; lobbying on road issues.	2-3 times per annum in Kellerberrin, Tammin or Cunderdin	Cr Hudson Cr Metcalf (Proxy)
Dowerin Events Management	Community service and development, delivery of Dowerin Machinery Field Days, agricultural education.	Monthly	Cr Sewell Cr Trepp (Proxy)
Rural Water Council of WA	Regional advocacy and collaboration on rural water supply issues.	3 Meetings per annum	Cr Trepp

## Comment

Council's participation on external committees provides a number of benefits:

1. Regional cooperation, including pooling resources and addressing common issues.
2. Access to funding and ensuring Dowerin has a voice in regional funding allocations.
3. Advocacy avenues to assist in influencing State and Federal decisions that impact the Wheatbelt.
4. Ensuring alignment between Council's objectives and external organisations such as DEM.

It is recommended that Council continue representation on all of these committees, noting:

1. NEWROC, WALGA GECZ, and the Regional Road Group require representation as part of Council's membership agreements and/or subscriptions.
2. Dowerin Events Management requires Council representation due to its role in the community and its operational scale.
3. Rural Water Council representation, while not mandatory, provides valuable advocacy opportunities for water security and infrastructure.

Nominations will be called at the meeting for each committee.

## Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

## Policy Implications

Nil

## Statutory Implications

### Local Government Act 1995

#### Section 5.10 – Appointment of Committee Members

- (1) A committee is to have members appointed by the local government.
- (2) A committee is to consist of –
  - a. council members only; or
  - b. council members and employees; or
  - c. council members, employees and other persons; or
  - d. council members and other persons; or
  - e. employees and other persons; or
  - f. other persons only.

#### Section 5.11 – Tenure of Committee Membership

- (1) Where a person is appointed as a member of a committee under section 5.10, the person's membership of the committee continues until –
  - a. the term of the person's appointment as a committee member expires; or
  - b. the committee is disbanded; or
  - c. the next ordinary election day, whichever happens first.

\*An Absolute Majority decision of Council is required to appoint members.

## 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

If the Shire does not appoint representatives to external committees:

- Council may not meet obligations under MoUs or subscription agreements;
- The Shire's views may not be represented in key regional and funding decisions;
- Community interests may be compromised.

Appointing members and proxies mitigates these risks and ensures the Shire remains actively engaged in regional governance.

## Financial Implications

Provision has been made in the 2025/26 Budget for committee sitting fees, payable at \$75 per meeting under GL 2040113 – Members Sitting Fees.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution – 11.2

**Moved:** Cr Metcalf

**Seconded:** Cr Meakins

**1190** That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:

Committee	Member(s)	Proxy
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	Cr Trepp CEO	Cr Jones
WALGA Great Eastern Country Zone (GECZ)	Shire President Cr Jones CEO	Cr Trepp
Regional Road Group	Cr Metcalf	Cr Meakins
Dowerin Events Management	Cr Graffin	Cr Trepp
Rural Water Council	Cr Trepp	Cr Sewell

**CARRIED 7/0**

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

## 12. Closure

The President thanked those in attendance and declared the meeting closed at 4:41 pm.