



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Asset & Works Committee Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 March 2025

ABN: 35 939 977 194

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NOTICE OF MEETING

Dear Asset & Works Committee Members,

The next Asset & Works Committee Meeting of the Shire of Dowerin will be held on Tuesday 18 March 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin, to commencing at 5:00pm.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER
14 March 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 refuses 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 follow on at the end of the Agenda and Minutes

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Shire of Dowerin
Asset & Works Committee Meeting
Tuesday 18 March 2025



1. Official Opening

The CEO welcomes those in attendance and declares the Meeting open at XXXpm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

- Cr WG Allsopp
- Cr AJ Metcalf
- Cr RI Trepp

Staff:

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

Apologies:

Approved Leave of Absence:

3. Disclosure of Interest

Committee Members 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.

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

4.1 Asset & Works Committee Meeting held on 30 October 2024

[Attachment 4.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 4

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting, held on 30 October 2024 as presented in Attachment 4.1A, be confirmed as a true and correct record of proceedings.

5. OFFICER'S REPORTS

5.1 Election of Meeting Chair and Deputy Chair

<h1 style="color: #C00000;">Asset & Works</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 March 2025	
Location:	Not Applicable	
Responsible Officer:	Manisha Barthakur, Chief Executive Officer	
Author:	Kahli Rose, Manager of Infrastructure and Projects	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Corporate Management/Committees/Asset & Works	
Disclosure of Interest:	Nil	
Attachments:	Attachment 5.1A - Terms of Reference	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks the election of a Chair and Deputy Chair for the Shire of Dowerin Asset & Works Committee in accordance with the Committee's Terms of Reference

Background

The Asset & Works Committee is an optional committee of Council, responsible for reviewing and providing advice on asset management, infrastructure planning, and works programs.

Under Section 5.12 of the Local Government Act 1995, the members of a committee are to elect a Chair from among themselves. Per the Committee's Terms of Reference, a Deputy Chair will be elected to act in the Chair's absence.

Comment

The election of the Chair and Deputy Chair will be conducted in accordance with Schedule 2.3, Division 1 of the Local Government Act 1995, which sets out the process for electing a presiding member. The CEO will conduct the election and call for nominations.

The Asset & Works Committee consists of three Councillor representatives and a proxy, as determined by Council. However, due to the recent resignation from the Committee by the previous Chair, Cr Jason Sewell, the Committee must now re-elect these positions.

Consultation

Manisha Barthakur, Chief Executive Officer

Ben Forbes, Manager of Infrastructure and Projects

Kahli Rose, Manager of Governance and Community Services

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

Adjustments to the Roads to Recovery program will impact the Shire's Asset Management Plan by ensuring funds are allocated to high-priority projects.

Long Term Financial Plan

The proposed changes will help restore a healthy reserve balance and ensure road projects are planned within available funding.

Statutory Implications

Section 5.12 of the Local Government Act 1995

Section 5.8 of the Local Government Act 1995

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non compliances
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Framework Committee Terms of Reference
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Councillors who attend a Committee meeting are entitled to be paid the meeting attendance fee as per Section 5.98 of the Local Government Act 1995. The 2024/25 Budget includes an allocation for this purpose under GL 2040113 Members - Sitting Fees.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation 5.1

That, by Simple Majority, the Committee:

1. Elects Cr _____ as Chair of the Committee.
2. Elects Cr _____ as Deputy Chair of the Committee.

Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.

6.	Questions from Members
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7.	Date of the Next Meeting
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Tuesday, 10 June 2025

8.	Closure
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