



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 February 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, 18 February 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

12:00pm	Council Workshop
4:00pm	Council Meeting

Manisha Barthakur
Chief Executive Officer
13 February 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.

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 17 December 2025
8.	Minutes of Committee Meetings to be Received
8.1	Local Emergency Management Committee Meeting held on 30 January 2025
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	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Amendment to 2024/2025 Fees and Charges Schedule
12.	Officer's Reports – Governance and Compliance
12.1	Development Application - 55 Old Koorda-Wongan Hills Road, MANMANNING
12.2	Adoption of New Council Policies – 1.19 Recording of Council Meetings Policy
12.3	Adoption of New Council Policies – 4.9 – Road Safety Policy
12.3	Council Policy Review – 7.9 – Work, Health & Safety Policy
13.	Officer's Reports – Asset & Works
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
4:00pm Tuesday 18 February 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 McMorrان	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
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

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 17 December 2024

[Attachment 7.1A](#)

Voting Requirements

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 December 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meeting(s) to be Received

8.1 Local Emergency Management Committee Meeting held on 30 January 2025

[Attachment 8.1A](#)

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 8

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Local Emergency Management Committee Meeting held on 30 January 2025, as presented in Attachment 8.1A be received.

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<h2 style="color: red;">Corporate and Community Services</h2>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	10 February 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 / 2024-2025 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – December MFR Attachment 11.1B – January MFR	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period December 2024 and January 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 \$10,000, 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

Megan Shirt, Consultant

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: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

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 December 2024, as presented in Attachment 11.1A and January 2025, as presented in Attachment 11.1B.

11.2 List of Accounts Paid	
<h2 style="color: #D32F2F;">Corporate & Community Services</h2>	
 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>	
Date:	11 February 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:	<p>Attachment 11.2A - December 2024 LOP (confidential)</p> <p>Attachment 11.2B - November Credit and Caltex Card Statements</p> <p>Attachment 11.2C - January 2025 LOP (confidential)</p> <p>Attachment 11.2D - December Credit and Caltex Card Statements</p>

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for December 2024 and January 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
- Susan Dew, Finance and Administration Officer

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: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

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 11.2B, 11.2C, 11.2D, and as detailed below:

List of Accounts Paid – December 2024

EFT 12963 to EFT 13092	\$880,046.29
Direct Debit: Bookeasy Australia (14.12.24)	\$242.00
Direct Debit: Bookeasy Australia (31.12.24)	\$242.00
Direct Debit: Department of Transport	\$7,078.20
Direct Debit: Exetel	\$560.000
Direct Debit: Gull Motorcharge	\$253.25
Direct Debit: National Australia Bank	\$1.04
Direct Debit: Synergy	\$15,872.23
Direct Debit: Telstra	\$639.19
Direct Debit: Visa Payments	\$5,706.63
Direct Debit: Water Corporation	\$7,356.62
Direct Debit: Wesfarmers Kleenheat Gas	\$3,303.40
Direct Debit: WA Treasury	\$10,971.80
Direct Debit: Xenex Systems	\$637.84
PPE 03 December 2024 - Wages	\$58,826.15
PPE 17 December 2024 - Wages	\$48,196.09
PPE 31 December 2024 - Wages	\$49,156.83
Superannuation PPE - 03 December 2024	\$6,748.45
Superannuation PPE - 17 December 2024	\$7,124.27
Superannuation PPE - 31 December 2024	\$8,393.08
TOTAL	\$1,111,355.36

List of Accounts Paid – January 2025

EFT 13093 to EFT 13175	\$243,705.50
Direct Debit: Exetel	\$560.00
Direct Debit: National Australia Bank	\$0.37
Direct Debit: Synergy	\$2538.13
Direct Debit: Telstra	\$542.88
Direct Debit: Visa Payments	\$6,276.58
Direct Debit: Water Corporation	\$10,563.84
Direct Debit: Xenex Systems	\$457.05
PPE 14 January 2025 - Wages	\$51,694.30
PPE 29 January 2025 - Wages	\$58,929.59
Superannuation PPE - 14 January 2025	\$8,803.40
Superannuation PPE - 29 January 2025	\$8,990.50
TOTAL	\$393,062.14

11.3 Amendment to 2024/2025 Fees and Charges Schedule	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="color: #E34A33; font-size: 24px; font-weight: bold;">Corporate and Community Services</div>  </div>	
Date:	10 February 2025
Location:	Not Applicable
Responsible Officer:	Solomon Mwale, Manager of Corporate Services
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Budget
Disclosure of Interest:	Nil
Attachments:	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item proposes an amendment to the adopted 2024/2025 Fees and Charges schedule, specifically under the Community Resource Centre merchandise section, to replace individual item pricing with a general category for promotional merchandise based on market value.

Background

Council adopted the 2024/2025 Annual Budget and Fees and Charges schedules at its Special Meeting held on 23 August 2024 (CMRef 1004). Management now seeks approval to modify the existing merchandise pricing framework by consolidating the promotional merchandise category.

The amendment seeks to streamline the merchandise pricing structure by removing the individually listed items (beanies, travel mugs, scarves, tin dog books, teaspoons, cloth badges, hat pins, keyrings, coasters, magnets, stickers, and promotional packs) and replacing them with a single category:

- **Merchandise/Miscellaneous Promotional Items – As per market value**

Under Section 6.19 of the Local Government Act 1995, Councils must provide local public notice before imposing any new fees or amending existing fees after the budget adoption. This report recommends that Council approves the proposed amendments and authorises public notification of the updated fee category.

Comment

The streamlined approach to merchandise pricing provides flexibility in managing stock while ensuring clarity in pricing for customers. The shift to one line item allows for a pricing structure that better reflects fluctuating costs and procurement considerations.

The removal of individual item pricing will also eliminate any frequent administration updating the Fees and Charges schedule and ensures that the Shire can adapt to changes in merchandise offerings without requiring further Council approval.

Consultation

- Manisha Barthakur, Chief Executive Officer
- Solomon Mwale, Manager of Corporate Services
- Kahli Rose, Manager of Governance and Community Services
- Shelley Matthews, Coordinator - Community Development

Policy Implications

The proposed amendment aligns with the Shire’s existing financial management policies. All financial transactions will be managed in accordance with established financial procedures and policies.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

- Section 6.16 of the Local Government Act 1995 – Imposition of Fees and Charges.
- Section 6.19 of the Local Government Act 1995 – Local Public Notice of Fees and Charges.
- 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

Financial Implications

There are no significant financial implications associated with this amendment. Any revenue generated from merchandise and miscellaneous sales will be accounted for under the Shire's existing financial reporting framework.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – 11.3

That Council, by Absolute Majority, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, resolves to:

1. Approve the amendment to the 2024/2025 Fees and Charges Schedule under the Community Resource Centre > Merchandise section, removing the following line items:

Description	F&C 24/25	GST	Stat/Council	Act/Regs
Beanies	20	Y	Council	LG Act 1995 S 6.16
Travel Mugs	20	Y	Council	LG Act 1995 S 6.16
Scarf	15	Y	Council	LG Act 1995 S 6.16
Tin Dog Books	11	Y	Council	LG Act 1995 S 6.16
Teaspoons	7.50	Y	Council	LG Act 1995 S 6.16
Cloth Badges	5	Y	Council	LG Act 1995 S 6.16
Hat Pin	5	Y	Council	LG Act 1995 S 6.16
Keyrings	5	Y	Council	LG Act 1995 S 6.16
Coasters	2	Y	Council	LG Act 1995 S 6.16
Magnets	1	Y	Council	LG Act 1995 S 6.16
Stickers	1	Y	Council	LG Act 1995 S 6.16
Merch Promo Packs	Advertised	Y	Council	LG Act 1995 S 6.16

2. Approve the amendment of the 2024/2025 Fees and Charges Schedule under the Community Resource Centre > Merchandise section, allowing the inclusion of:

Description	F&C 24/25	GST	Stat/Council	Act/Regs
Merchandise/Miscellaneous Promotional Items	Per Market Value	Y	Council	LG Act 1995 S 6.16

3. Authorise the Chief Executive Officer to provide local public notice of the updated fees in accordance with Section 6.19 of the Local Government Act 1995.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Development Application - 55 Old Koorda-Wongan Hills Road, MANMANNING

Governance & Compliance



Date:	29 January 2025
Location:	55 (Lot 24948) Old Koorda-Wongan Hills Road, MANMANNING
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Paul Bashall, Consultant Planner
Legislation:	<i>Planning and Development Act 2015</i> <i>Shire of Dowerin Local Planning Scheme No 2</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A - Development Application

Purpose of Report



Executive Decision



Legislative Requirement

Summary

A Development Approval (DA) application was received on 14 January 2025 from CRISP Wireless seeking the Council's approval to build a 30m communications tower on 55 Old Koorda-Wongan Hills Road, Manmanning. The tower will establish a point-to-point secured wireless connectivity for the area. This proposed tower is part of a wider network across the region that is being established to improve the telecommunications connectivity for Wheatbelt-based residents.

Lot 24948 Old Koorda-Wongan Hills Road, Manmanning (the subject land) is owned by Moobaa Pty Ltd - although the DA Form has been signed by (presumably) the directors of Moobaa Pty Ltd.

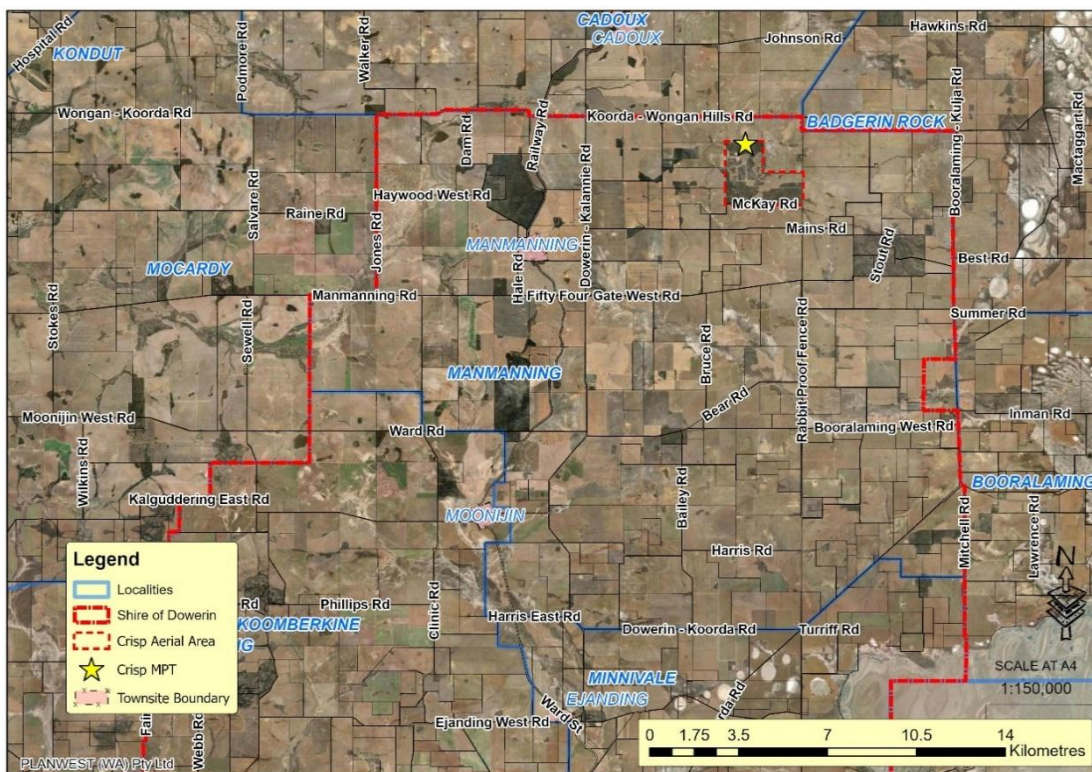
Under the provisions of the Scheme, nearly all development requires the Council's approval. The exceptions include a single house (that complies with the R-Codes), some internal works etc.

Background

The subject land is located about 1 kilometre south of the Shire's northern boundary and 7.5 kilometres east north-east of Manmanning townsite as shown in the location plan in **Figure 1**.

The property measures 530.5 hectares and fronts Rabbit Proof Fence Road on its eastern boundary. Lot 150 to the immediate north of Lot 24948 is also owned by Moobaa Pty Ltd and fronts Old Koorda-Wongan Hills Road - hence the difference in addresses. Lot 150 is shown in **Figure 2**.

FIGURE 1 - LOCATION PLAN



Source: Landgate, ESRI, Planwest

FIGURE 2 - ENLARGEMENT OF SUBJECT LAND



Source: Landgate, ESRI, Planwest

The subject land appears to be partly cropped but most of the property is designated as native vegetation and remains undeveloped. It is assumed that the two lots are used as a single entity as most of Lot 150 is cultivated.

Comment

An agreement has been entered into with the landowners for the installation of this telecommunications infrastructure to be located on the subject land in the form of a 30m telecommunications tower; together with a container to house the communication equipment with solar panels on top for power provision.

The applicant states that the telecommunications infrastructure will consist of the following:

- A 30m steel tower.
- A combination of Dual Pole Parabolic Antennas (Dishes) and Sector Antennas.
- A sea container housing the communications equipment; and
- Solar panels to power the system on the roof of the sea container.

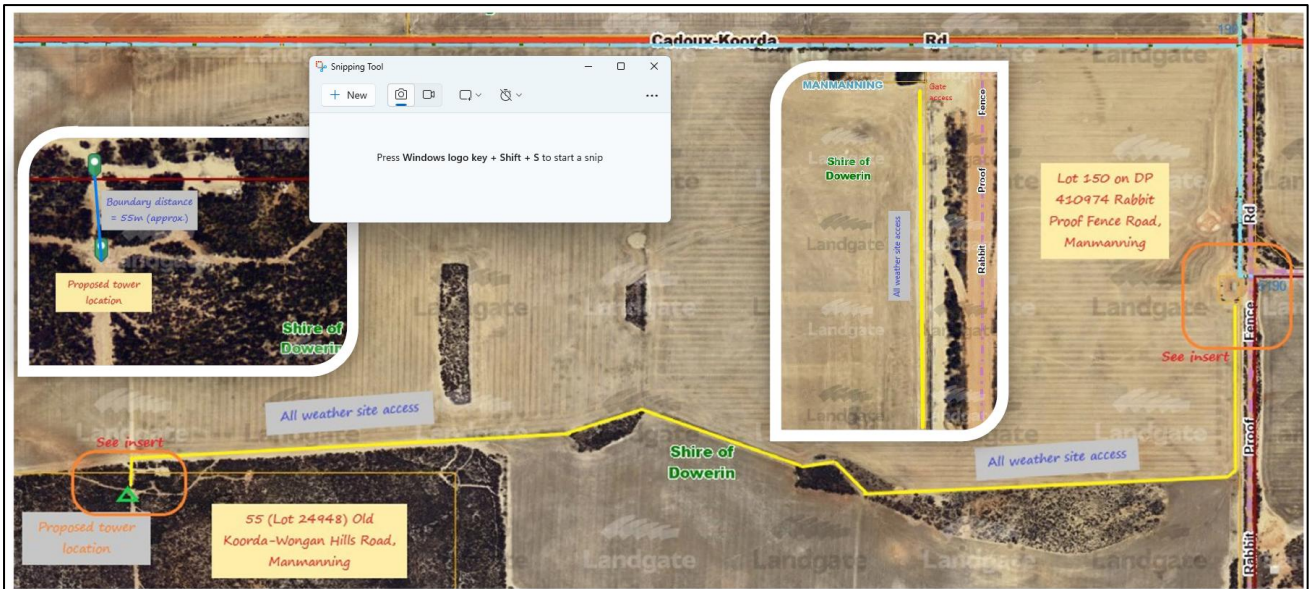
The tower will be near the northern boundary of the subject land as shown in the Site Plan in the DA application. The tower and associated infrastructure will occupy an area of approximately 400m².

No fencing is proposed as part of the project, however, can be undertaken if the landholder requests it at the time of construction.

The subject land is located outside of mapped remnant vegetation, with no vegetation clearing required for the construction of the tower.

Access to the site will be via Lot 150 Rabbit Proof Fence Road (same landowner), onto an internal all-weather farm access track through the property as shown in the Site Plan (see **Figure 3** below). Access to the site during construction will amount to one semi-trailer accessing the site on one occasion (total of two 'movements' - one in and one out); followed by one six-wheeler Hiab accessing the site on one occasion (total of two 'movements' - one in and one out); and then lastly one commercial vehicle on two occasions (total of four 'movements' - two in and two out) - with construction anticipated to take two days.

FIGURE 3 - ACCESS PLAN



Source: DA, Planwest

The location and construction of the 'all weather site access' road crossover to Rabbit Proof Fence Road will need to be to the satisfaction of the local government to ensure that any existing drainage or formation of the existing road is not detrimentally impacted.

The applicant states that, at the completion of construction, it is highly unlikely that the applicant will be required to access the site for ongoing maintenance as much can be undertaken via the remote access software by our experienced and qualified technicians. However, if a need arises, it will be by a light vehicle (commercial vehicle) and would be on one occasion (total of two 'movements' - one in and one out). It is not proposed to establish formalised parking given the very infrequent nature of the access required to the tower once construction is complete and the tower is 'live'.

The applicant points out that the proposed tower is for wireless broadband only and does not transmit electromagnetic waves/fields to mobile phones, therefore it does not emit electromagnetic radiation and does not require an Environmental EME (Electromagnetic Energy) Report to be prepared or provided to support the development application.

Consultation

Paul Bashall, Consultant Planner., PLANWEST

Policy Implications

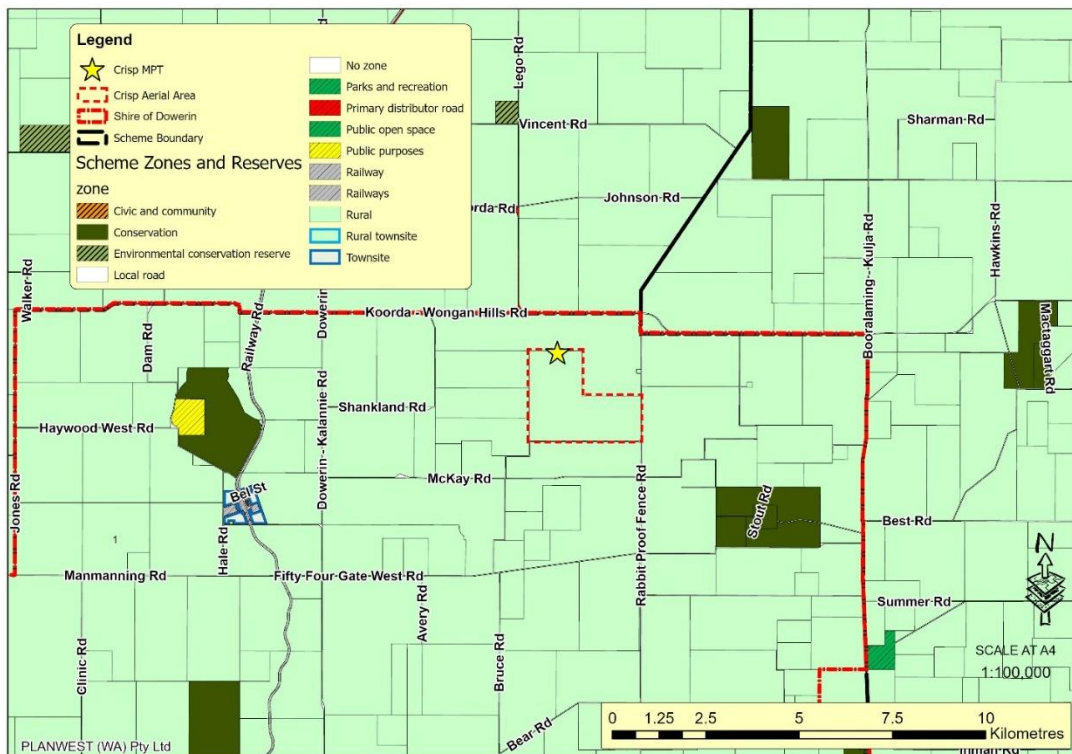
There are no local policies or Local Planning Policies (LPP) that impact the proposed development.

Statutory Implications

Shire of Dowerin Local Planning Scheme 2 (the Scheme)

Figure 4 provides an extract from the Scheme mapping showing the subject land and the surrounding designations that are mostly zoned Rural.

FIGURE 4 - EXTRACT FROM LOCAL PLANNING SCHEME No 2



Source: Landgate, DPLH, Planwest

The proposed use will be assessed against the Scheme that provides a definition for the proposed use as follows:

telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.

The proposed telecommunications tower and associated infrastructure are consistent with the abovementioned definition. The subject land is zoned Rural in the scheme and is designated in the Zoning Table as a 'D' use.

A 'D' use means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Section 64 of Schedule 2 Deemed provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulation 2015* requires advertising of complex applications for development approval. It is agreed (with the applicant) that the proposed telecommunications facility is not a complex application and therefore will not require advertising.

A telecommunications tower, especially in this location, is not considered to be contrary to any of the objectives of the Rural zone.

The proposed tower will not have any detrimental effect on the existing agricultural land use and will be located outside of the useable cropping land.

State Planning Policy 5.2 – Telecommunications Infrastructure

The intent of State Planning Policy 5.2 – Telecommunications Infrastructure is to “balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas”.

community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on telecommunications networks. The importance of telecommunications services in Western Australia is recognised in the Western Australian Planning Commission's (WAPC's) State Planning Strategy 2050 (2014), which advocates for the provision of an effective state-wide telecommunications network. This network includes both above and below-ground infrastructure to support both fixed-line and wireless telecommunications.

The proposed development provides a wireless broadband network through line-of-site towers and complies with the intent of the Policy. Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access.

In this case, the facility is set well away from roads and sensitive receptors and is unlikely to affect visual amenity. Therefore, the proposal is consistent with the principles set out in the Policy and can be balanced with the need for effective telecommunications services.

State Planning Policy 3.7 (SPP3.7)– Planning in Bushfire Prone Areas

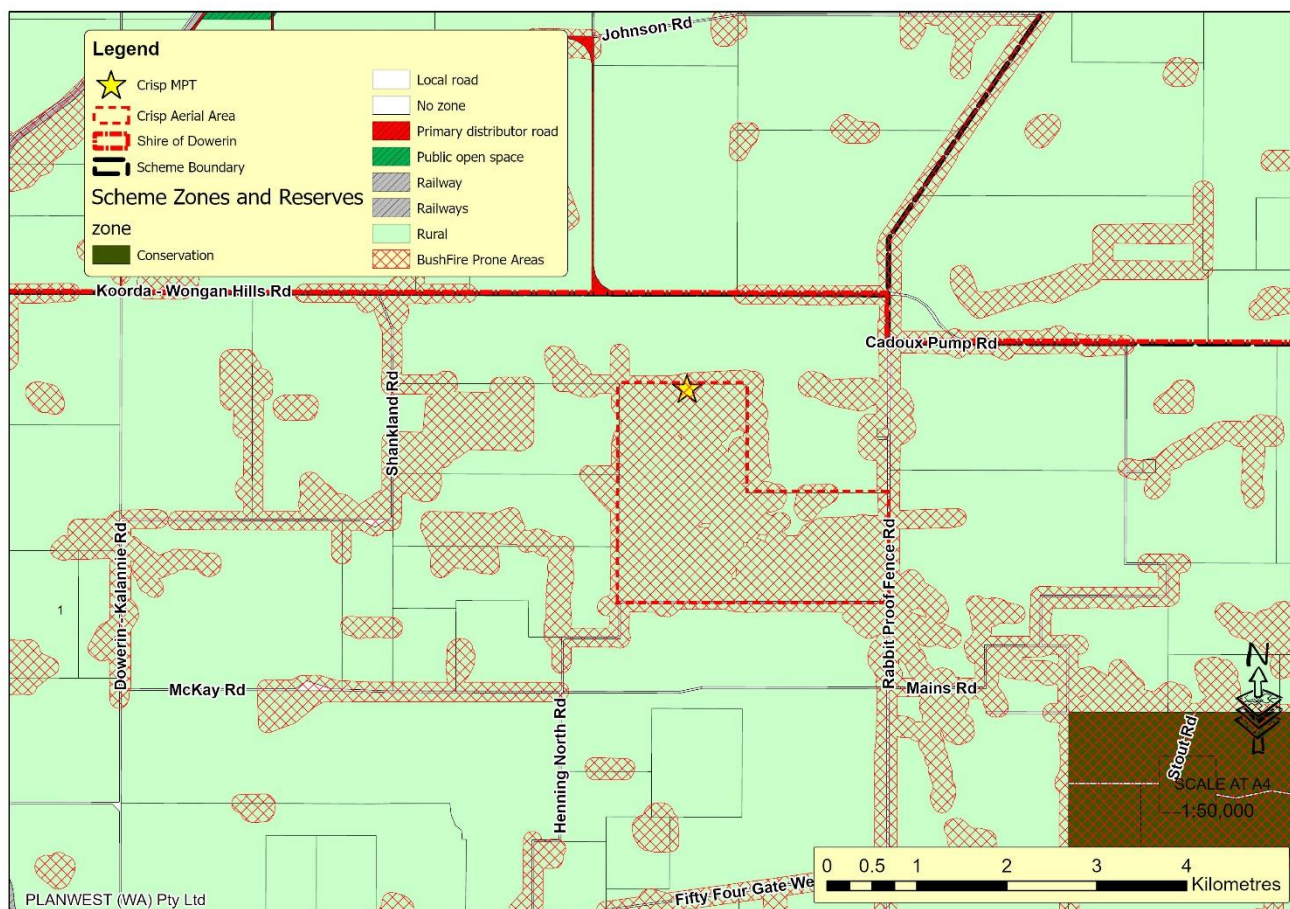
Most of the subject land is included in the Bushfire Prone mapping prepared by the Department of Fire and Emergency Services (DFES) as shown in Figure 5.

The intent of the SPP3.7 is “to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure”. The focus of the bushfire provisions relates to minimising risk to life and property damage. The proposed infrastructure does not appear to increase the risk to either of these factors.

Sites for telecommunications facilities are chosen for elevation, distance to other towers and ease of access.

While the proposed facility is within an identified bushfire-prone area, the development does not result in an increase of residents or employees, nor does it increase the bushfire threat. CRISP employees have a duty of care to ensure that any access to landowners' properties is undertaken in a manner to not cause a bushfire risk. As a business, we ensure that we remain up to date at all times of bushfire risks, harvest and vehicle movement bans in the areas where we are working, and any other restrictions imposed at a local or state level, and will always adhere strictly to these as imposed, especially during the peak fire season. Accordingly, a bushfire assessment has not been carried out given the above.

FIGURE 5 - BUSHFIRE PRONE MAPPING



Source: Landgate, DFES, Planwest

Strategic Implications

Local Planning Strategy (Strategy)

The Council’s Strategy was endorsed by the WA Planning Commission on 11th June 2013. The Strategy does not address details such as communication towers as it represents broader considerations.

Strategic Community Plan

Community Priority:	Our Economy
Objective:	Reliable telecommunications and community infrastructure
Outcome:	3
Reference:	3.4

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	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Compliance with Local Planning Scheme and Planning Regulations.
Action (Treatment)	Ongoing monitoring of compliance.
Risk Rating (after treatment)	Adequate

Financial Implications

There are no further financial implications other than income generated from fees and charges.

Conclusion

Access to a wireless broadband service will significantly improve digital accessibility of users in the locality. The tower, and its minimal associated infrastructure, is not considered to be of significant size or impact that warrants advertising.

The nearest public place that could view the tower is on Koorda-Wongan Hills Road that is about a kilometre north of the proposed tower.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation 12.1

That, by Simple Majority in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Council resolves to:

Approves the Development Approval application received on 14 January 2025, as presented in Attachment 12.1A, subject to the following conditions:

1. Any new crossovers to an existing road reserve are to be located and constructed to the satisfaction of the local government.

Advice Notes

1. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.
2. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the local government and thereafter implemented, constructed and maintained to the satisfaction of the local government.
3. The applicant is advised of the obligations of the owner to comply with annual fire break notice issued under s33 of the *Bush Fires Act 1954*.
4. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

12.2 Adoption of New Council Policies – 1.19 Recording of Council Meetings Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 February 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:	Organisation > Governance > Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - 1.19 - Recording of Council Meetings	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This report presents to Council a new policy for consideration and if satisfactory, adoption. Policy 1.19 – Recording of Council Meetings will formalise the audio recording of Council meetings to enhance transparency, governance, and public access to meeting proceedings.

This policy will apply to:

1. All Council and Committee Members.
2. Ordinary Council Meetings, Special Council Meetings, Ordinary Committee Meetings and Special Committee Meetings conducted in Council Chambers

The Recording of Council Meetings Policy mandates the audio recording of Council meetings, ensuring the availability of accurate and accessible records. Key elements of the policy include:

- Automatic recording of Ordinary, Special, and Forum Council Meetings.
- Exclusions for confidential sessions in line with Section 5.23 of the Local Government Act 1995.
- Public access to recordings via the Shire’s website.
- Risk management provisions for defamatory content and compliance with relevant legislation.
- Five-year retention of recordings in accordance with the State Records Act 2000.

Background

The Shire of Dowerin is committed to best-practice governance and service delivery. As part of ongoing policy review processes, this key policy has been developed to enhance transparency in Council proceedings.

The Recording of Council Meetings Policy aims to ensure Council meetings are recorded to provide accurate records, improve accessibility, and enhance public confidence in decision-making.

Comment

The implementation of this policy will provide the following benefits:

Recording of Council Meetings

- Strengthened governance and transparency.
- Increased public accessibility to Council discussions and decisions.
- A clear framework for managing confidential discussions and compliance with record-keeping laws.
- Legal protections against defamation claims related to publicly available audio recordings.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Policy Implications

These policies will form part of the Shire's governance framework, guiding future operations in Council transparency. Should Council adopt the proposed policies, they will be incorporated into the Shire's Policy Manual.

Statutory Implications

Recording of Council Meetings Policy

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Freedom of Information Act 1992

Defamation Act 2005

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation
 Objective: We are recognised as a transparent, well governed, and effectively managed Local Government
 Outcome: 5.4
 Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Budget planning for digital governance initiatives.

Risk Implications

Risk Profiling Theme	Compliance, Transparency
Risk Category	Governance
Risk Description	Failure to meet statutory and community expectations
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Medium (9)
Key Controls (in place)	Policy implementation and risk assessment
Action (Treatment)	Ongoing monitoring and improvements
Risk Rating (after treatment)	Adequate

Financial Implications

All financial implications as a direct result of these policies will be included in the annual budgeting process.

Voting Requirements

Simple Majority Absolute Majority

Officer’s Recommendation – 12.2

That, by Simple Majority in accordance with the *Local Government Act 1995*, Council resolves to adopt Policy 1.19 – Recording of Council Meetings Policy, as presented in Attachment 12.2A.

12.3 Adoption of New Council Policies – 4.9 Road Safety Policy

<h2 style="color: red;">Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 February 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:	Organisation > Governance > Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.3A - 4.9 - Road Safety Policy	

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

This report presents a new policy for Council's consideration and if satisfactory, adoption. Policy 4.9 – Road Safety Policy, establishes a framework to enhance road safety across the Shire, aligning with national and state road safety strategies.

The Road Safety Policy provides a structured approach to reducing road trauma and enhancing the safety of road users, including pedestrians, cyclists, and motorists. The policy includes:

- Application of Safe System principles in road planning and design.
- Risk-based maintenance and upgrades for road infrastructure.
- Enhanced speed management, road signage, and intersection safety measures.
- Fleet safety protocols for Shire-owned vehicles.
- Road safety awareness campaigns and public engagement initiatives.
- Post-crash response improvements in collaboration with emergency services.

Background

The Shire of Dowerin is committed to best-practice governance and service delivery. As part of ongoing policy review processes, this policy has been developed to enhance and improve road safety management within the Shire.

The Road Safety Policy aligns with national and state strategies, addressing road network challenges within the Shire. The policy provides a structured approach to planning, maintaining, and improving roads while ensuring compliance with best practices and legislative requirements.

Comment

The Shire of Dowerin manages over 945 km of roads, with 773 km unsealed. The policy aligns with the Driving Change – The Road Safety Strategy for WA 2020-2030 and the National Road Safety Strategy 2021-2030 to improve road safety outcomes.

The adoption of this policy will provide:

- A structured, risk-based approach to improving road conditions and reducing accidents.
- Greater alignment with *Driving Change – The Road Safety Strategy for WA 2020-2030* and *National Road Safety Strategy 2021-2030*.
- Clear responsibilities for Shire officers in maintaining a safer road network.
- Promotion of safer driving behaviours through awareness campaigns and collaboration with key stakeholders, including WALGA RoadWise and emergency services.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Ben Forbes, Manager of Infrastructure and Projects

Policy Implications

These policies will form part of the Shire’s governance and infrastructure management framework, guiding future operations in Council transparency and road safety. Should Council adopt the proposed policy, it will be incorporated into the Shire’s Policy Manual.

Statutory Implications

Local Government Act 1995

Road Traffic Code 2000

Main Roads Act 1930

Work Health and Safety Act 2020

National Road Safety Strategy 2021-2030

Driving Change – The Road Safety Strategy for WA 2020-2030

WALGA RoadWise Guidelines

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome:	5.4
Reference:	5.4.2

Asset Management Plan

Road infrastructure planning, maintenance, and safety improvements.

Long Term Financial Plan

Budget planning for road safety projects.

Risk Implications

Risk Profiling Theme	Compliance, Transparency, and Road Safety
Risk Category	Governance and Infrastructure
Risk Description	Failure to meet statutory and community expectations
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Medium (9)
Key Controls (in place)	Policy implementation and risk assessment
Action (Treatment)	Ongoing monitoring and improvements
Risk Rating (after treatment)	Adequate

Financial Implications

All financial implications as a direct result of these policies will be included in the annual budgeting process.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.3

That, by Simple Majority in accordance with the *Local Government Act 1995*, Council resolves to adopt 4.9 – Road Safety Policy, as presented in Attachment 12.3A.

12.4 Council Policy Review – 7.9 – Work, Health & Safety Policy

Governance & Compliance



Date:	11 February 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:	Organisation > Governance > Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.4A – 7.9 Work, Health and Safety Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the revised Policy 7.9 – Work Health and Safety Policy to Council for consideration and, if satisfactory, adoption. The policy has been reviewed in accordance with legislative requirements and now includes several key amendments.

Background

The Work Health and Safety Policy (WHS Policy) forms a key component of an effective Work Health and Safety Management System and outlines the Shire of Dowerin’s commitment to ensuring a safe and healthy working environment for all stakeholders.

The previous WHS Policy was adopted by Council in April 2024 (CMRef 0933). Given the implementation of the *Work Health and Safety Act 2020* and the requirement for annual review, the policy has now been updated to reflect best practices and current legislative requirements.

Comment

The reviewed WHS Policy incorporates several amendments to strengthen the Shire’s commitment to workplace health and safety. Key updates include:

1. Updated Responsibilities
 - The policy now states that the Chief Executive Officer is responsible for all Work Health and Safety practices within the organisation.
 - Managers and supervisors have an expanded role to ensure adherence to WHS procedures, particularly in recognising and addressing both physical and psychosocial hazards. They must also ensure staff have access to mental health support services and implement preventative strategies for stress and workplace bullying.

- Employees are required to engage in mental health and wellbeing programs provided by the Shire.
2. Recognition of Psychosocial Hazards
 - The policy now includes a commitment to proactively manage psychosocial hazards such as workplace stress, fatigue, bullying, and harassment to ensure worker well-being.
 - The Shire commits to consulting with employees on health and safety matters to help reduce workplace hazards and prevent injuries.
 3. Risk Management Approach
 - The policy incorporates the requirement to apply the hierarchy of risk control measures, prioritising elimination of risks where practicable.
 - A commitment to continuous improvement in WHS performance through best practice procedures and compliance with current legislative developments has been added.
 4. Enhanced Safety and Health Objectives
 - The Shire is now committed to providing and maintaining a healthy and safe work environment by proactively identifying, assessing, and controlling workplace hazards.
 - Personal Protective Equipment (PPE) provisions have been clarified to ensure all staff receive appropriate PPE where required.
 - A requirement has been added for the implementation of a WHS Management Induction Procedure for all new employees and regular training for existing employees.
 - Commitment to protecting the public, environment, equipment, and materials from injury, accidental loss, or damage.
 5. Injury and Rehabilitation
 - The policy now specifies that all practicable steps will be taken to rehabilitate employees following a workplace injury or illness.
 6. Legislative and Compliance Updates
 - References to the Code of Practice: *Managing Psychosocial Hazards at Work (Safe Work Australia)* have been included.
 - The policy now aligns with Australian Standard *AS 4801 – Occupational Health and Safety Management Systems*.
 - It continues to conform to statutory requirements as a minimum standard.
 7. Document Control and Review Process
 - Endorsement by the Chief Executive Officer has been updated to Manisha Barthakur.

Consultation

Manisha Barthakur, Chief Executive Officer
 Kahli Rose, Manager of Governance and Community Services
 Ciara Skinner, Compliance and Executive Support Officer

Policy Implications

Should Council adopt the revised policy, it will be incorporated into the Shire’s Policy Manual.

Statutory Implications

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Australian Standard AS 4801 – Occupational Health and Safety Management Systems
Code of Practice: Managing Psychosocial Hazards at Work (Safe Work Australia)

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation
 Objective: We are recognised as a transparent, well-governed, and effectively managed Local Government
 Outcome: 5.4
 Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Non-compliance results in litigation, criminal charges, or significant damages or penalties to the Shire/Officers
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Management Framework LGIS Employee Assistance Program
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

There are no financial implications.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Absolute Majority pursuant to Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, resolves to adopt the revised Policy 7.9 - Work Health and Safety Policy with the amendments as noted in the Council report, and presented in Attachment 12.4A.

13. OFFICER'S REPORTS – ASSETS AND WORKS

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

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

17. Closure

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