



Ordinary Meeting of Council

Agenda

18 September 2025

Shire of Yilgarn NOTICE OF MEETING



Councillors:

Please be advised that the

September 2025 Ordinary Meeting of Council

Will be held at the Mount Hampton Hall on
Thursday, 18 September 2025

Commencing at **5pm**

**Council Meeting will be audio recorded as per Local Government
Administration Regulations 1996.**

COUNCILLORS PLEASE NOTE:

- *The Discussion Session will start at 3pm*
- *The Ordinary Meeting of Council will start at 5pm*

Nicholas Warren
Chief Executive Officer

12/09/2025

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RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

Elected members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, participate in local government decision making at council and committee meetings, and facilitate communication between the community and the Council.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

This policy applies regardless of a record's format or where it was received.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government are kept in accordance with relevant legislation. Accurately created and managed records provide reliable, legally verifiable evidence of decisions and actions.

Records created or received by elected members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the local government's Recordkeeping Plan.

1 What is a record?

A **record** can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs, text messages, and social media posts relevant to the business of the organisation. **Government records** are those records created or received by a government organisation, or by an employee or contractor in the course of their work for that organisation.

2 Why do I need to keep records?

Records provide evidence of what an organisation has done, and why. Keeping records of business activity enables an organisation to account for its actions, meet legislative requirements, and make informed and consistent decisions.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.

- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

- Information is related to council business
- An action is required
- A decision or commitment is made
- Business need: for future reference by yourself or others
- Historical: identifies Council activity over time.

3 Which records should be captured?

YES – forward to your local government administration
<p>Communications, such as:</p> <ul style="list-style-type: none"> • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Lobbying – correspondence or petitions, relating to lobbying matters
Telephone, meetings and other verbal conversations – regarding local government projects or business activities
<p>Social Media – where the posts:</p> <ul style="list-style-type: none"> • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Work diaries / Appointment books – containing information that may be significant to the conduct of the elected member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of an elected member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where an elected member is <i>not</i> representing Council or the local government
Telephone, meetings and other verbal conversations which: <ul style="list-style-type: none"> • convey routine information only; or • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to an elected member's official duties

4 Confidential Documents / Records

Records held within an information management system (IMS) or on hard copy files can be restricted so that only the appropriate officers can access them. If the elected member believes that some of the documentation required for capture into the IMS is of a highly sensitive or confidential nature, the Elected Member should advise the CEO to treat the information as confidential and restrict access to those records.

5 What do I do with records once they are created?

Records of business activity should be entered into Councils official recordkeeping system by forwarding them to Councils Administrative Services Officer (ASO) for processing, confidential records should be forwarded to the CEO.

By doing this, records relating to particular work matters are kept together and are available for all relevant staff to refer to.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Members

Cr W Della Bosca
Cr B Bradford
Cr G Guerini
Cr L Granich
Cr L Rose
Cr D Newbury

Council Officers	N Warren	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	F Mudau	Finance Manager
	K Chrisp	Asset and Projects Manager
	N Beaton	Minute Taker

Apologies: G Brigg Executive Manager Infrastructure

Observers:

Leave of Absence: Cr B Close

4. DECLARATION OF INTEREST

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.1. PUBLIC QUESTION TIME

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council Minutes, Thursday, 21 August 2025 - (Minutes Attached)

Recommendation

That the minutes from the Ordinary Council Meeting held on the 21st August 2025 be confirmed as a true record of proceedings.

Voting Requirements: Simple Majority

- 6.2 WEROC Inc. Board Meeting Minutes, Wednesday 13 August 2025 - (Minutes Attached)

Recommendation

That the minutes from the WEROC Inc. Board Meeting held on the 13th August 2025 be received.

Voting Requirements: Simple Majority

- 6.3 Great Eastern Country Zone Minutes - 18 August 2025 - (Minutes Attached)

Recommendation

That the minutes from the Great Eastern Country Zone Meeting held on the 18th August 2025 be received.

Voting Requirements: Simple Majority

- 6.4 CEACA Executive Committee Meeting – 1 September 2025 – (Minutes Attached)

Recommendation

That the minutes from the CEACA Executive Committee Meeting held on the 1st September 2025 be received.

Voting Requirements: Simple Majority

- 6.5 Yilgarn History Museum Advisory Committee Meeting Minutes - 10 September 2025 – (Minutes Attached)

Recommendation

That the minutes from the Yilgarn History Museum Advisory Committee Meeting held on the 10th September 2025 be received.

Voting Requirements: Simple Majority

- 6.6 Westonia/Yilgarn Local Emergency Management Committee Meeting – 28 August 2025 – (Minutes Attached)

Recommendation

That the minutes from the Westonia/Yilgarn Local Emergency Management Committee Meeting held on the 25th August 2025 be received.

Voting Requirements: Simple Majority

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

8. DELEGATES' REPORTS

9.1 Officers Report - Chief Executive Officer

9.1.1 Council Decision Status Report 2025

File Reference	2.1.2.4
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Nic Warren - Chief Executive Officer
Attachments	Council Decision Status Report 2025

Purpose of Report

Council to note the Council Decision Status Report 2025.

Background

A Council Decision Status Report details the decisions of Council and provides a status as to whether the decisions have been completed or if they are still pending, an update as to their progress or reasoning as to why there is delays.

Comment

The Council Decision Status Report does not include decisions that do not require staff and/or Council actions, including:

- Confirmation of minutes
- Financial Reports
- Accounts for Payment
- Applications for Leave of Absence
- Decisions to close meetings to the public and to reopen meetings to the public

Confidential decisions or certain details may also be excluded to maintain confidentiality.

Statutory Environment

Nil.

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Recommendation

That Council note the Council Decision Status Report 2025.

9.1 Officers Report – Chief Executive Officer

9.1.2 Annual Policy Manual Review 2025

File Reference	2.3.3.2
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	- Draft Council Policy Manual. - Draft Council Policy Manual - Tracked Changes

Purpose of Report

To inform Council of the Annual Review in relation to Council and Staff Policy Manuals.

Background

Council previously undertook a substantial review of Council Policies at its Ordinary Council meeting held on Thursday 19 September 2024.

The draft policy documents are attached, with tracked changes for Councillors reference.

Comment

Excluding minor grammatical, date and reference changes, the major amendments to the Council Policy Manual include:

- Updating of Policy 1.5 - Media Policy, which is renamed to “Communications Policy” and the rescinding of Council Policy 5.4 Community Engagement Policy, which is included in the updated Policy 1.5. This change is to meet the requirements of the Shire’s Strategic Community Plan, which sought under Strategy 13.1 to “Develop and adopt a Communications Policy”.
- Removing the word “sealed” from Policy 4.5 to ensure all Shire roads are covered by the Policy.

Statutory Environment

Section 2.7 of the Local Government Act 1995

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.

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership Objectives – Outcome 4.1 – A trustworthy and cohesive Council that functions efficiently and effectively
4.1.2 Maintain a high level of corporate governance, responsibility and accountability.

Policy Implications

Recommended changes to Policy Manuals

Financial Implications

Nil

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Annual review of Policy Manuals	High (15)	Once reviewed and adopted by Council, Policy Manuals to be placed on Shire website for community information
Reputational	Demonstration of good governance through review processes	High (15)	Open and transparent review
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Recommendation

That Council:

- 1. Notes the Annual Review of Council's Policies undertaken by Council's Executive Managers and staff; and*
- 2. Endorses the updated Council Policy Manual as presented.*

9.1 Officers Report – Chief Executive Officer

9.1.3 Community Engagement Framework

File Reference	1.1.11
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Draft Community Engagement Framework

Purpose of Report

For Council to endorse the Shire of Yilgarn Community Engagement Framework.

Background

Community engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to provide input that enhances decision making processes on issues that may impact on their well-being or interests. It can be used as a key method for navigating community priorities and it encompasses the way in which the Shire will inform, consult, engage and empower activity by the community.

Effective community engagement contributes to building trust between the community and the council and raises the quality of decision making which reflects the needs and aspirations of the community. Community engagement works best where it is an ongoing process enabling relationships and trust to build and strengthen over time, and strengthens representative democracy while building community capacity.

The Strategic Community Plan 2024 -2034 sought under Strategy 13.1 to “Develop and implement a Community Engagement Framework”. The draft framework delivers this outcome for the Shire of Yilgarn.

Comment

The Shire of Yilgarn’s Community Engagement Framework revolves around the Shire of Yilgarn’s newly updated “Communications Policy” which details how the Shire is to engage with the community.

Council are asked to review and endorse the Community Engagement Framework.

Statutory Environment

Nil

Strategic Implications

Strategic Community Plan 2024 -2034
Strategy 13.1 - Develop and implement a Community Engagement Framework

Policy Implications

Policy 1.5 Communications Policy.

Financial Implications

Nil.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Failure to adequately address strategic outcomes in Community Strategic Plan	Moderate (9)	Community Engagement Framework achieves a strategic outcome from CSP.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council endorse the Shire of Yilgarn Community Engagement Framework, as presented.

9.1 Officers Report – Chief Executive Officer

9.1.4 Licence for Use of Lot 990 Arcturus Street Southern Cross

File Reference	2.4.1.11
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Draft Licence – Lot 990 Arcturus Street

Purpose of Report

For Council to endorse the execution of a licence with Water Corporation for the Shire of Yilgarn's ongoing use of Lot 990 Arcturus Street, Southern Cross.

Background

The Shire of Yilgarn Depot, located at 24 Arcturus Street, Southern Cross, has been established across a number of separate parcels of land, being:

- Reserve 30447.
- Lot 956; and
- Lot 990.

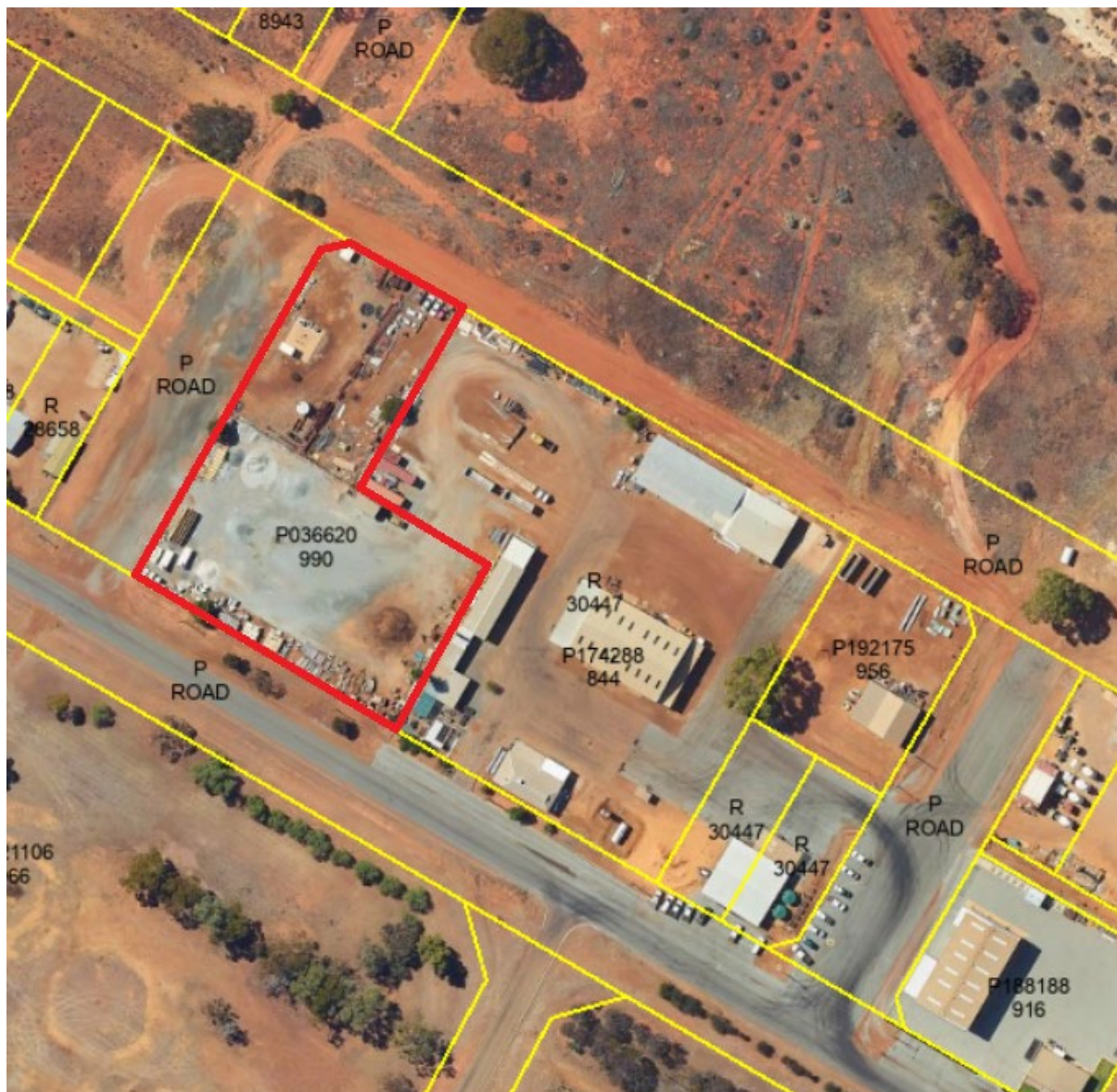
The Reserve land is vested to the Shire of Yilgarn, and Lot 956 was purchased freehold by the Shire some years ago.

Lot 990, indicated in red on the image over-page, is freehold land owned by the State Government and managed by Water Corporation.

The Shire has for many years leased the land from Water Corporation and utilised for Shire depot operations.

An agreement has covered the Shire's use of the site and the existing licence is due for renewal.

Water Corporation has since provided the attached draft licence for execution by the Shire.



Comment

The Shire raised the following queries relating to the agreement with Water Corporation:

- Section 2.1 states the Shire would have non-exclusive licence to use the Premises.
- Section 2.3 confers the Shire has no right of exclusive occupation of the Premises to the Licensee and the Licensor may, at any time and at all times and from time to time, exercise all of its rights in respect of the Premises including rights to use and possess and enjoy the whole or any part of the Premises

Whilst concerns were raised with the above with Water Corporation, they stated this was a standard clause in all licence agreements and could not be altered. They did however state the likelihood of Water Corporation needing to utilise the lot was minimal, assumingly due to their own depot in Southern Cross being more than adequate for their needs.

The Shire did raise the possibility of purchase of the land, however Water Corporation indicated they would have no interest in sale of the land.

The licence sees the Shire granted access to the Lot for 5 years with a five year option, paying \$7,817.50 per annum plus GST and adjusted annually as per licence terms.

Statutory Environment

Nil

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

\$7,817.50 per annum plus GST and adjusted annually as per licence terms

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Failure to secure access to lot will inhibit depot operations.	High (12)	Licence secures access to lot and avoids service disruptions
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council:

- 1. Endorses the licence between Water Corporation and the Shire of Yilgarn for use of Lot 990 Arcturus Street, Southern Cross, as presented; and***
- 2. Endorses the Shire President and Chief Executive Officer executing the agreement on behalf of the Shire of Yilgarn and applying the Shire of Yilgarn Common Seal to the executed licence.***

9.1 Officers Report – Chief Executive Officer

9.1.5 Joint Standing Committee on Delegated Legislation - Public Places, Local Government Property and Trading Local Law 2025

File Reference	
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Confidential - Joint Standing Committee on Delegated Legislation Correspondence

Purpose of Report

For Council to endorse a response to the Joint Standing Committee on Delegated Legislation in relation to correspondence received pertaining to the Shire of Yilgarn Public Places, Local Government Property and Trading Local Law 2025.

Background

At the February 2025 Ordinary Council meeting, the following resolution was carried:

7/2025

Moved Cr Granich/Seconded Cr Close

That Council, by Absolute majority:

- ***Note that no community submissions were received in relation to the:***
 - ***Public Places, Local Government Property and Trading Local Law 2025***
 - ***Removal of Refuse, Rubbish and Disused Materials Local Law 2025***
 - ***Bush Fire Brigade Local Law 2025***
- ***Note the responses from the Hon Hannah Beazley MLA, Minister for Local Government and Commissioner of the Department of Fire and Emergency Services .***
- ***Agree to accept all changes proposed and adopt the following Local Laws as presented:***
 - ***Public Places, Local Government Property and Trading Local Law 2025***
 - ***Removal of Refuse, Rubbish and Disused Materials Local Law 2025***
 - ***Bush Fire Brigade Local Law 2025***
- ***Determine the proposed Local Laws are not Significantly Different as a result of the proposed amendments.***
- ***Authorise the CEO to make minor grammatical and formatting changes to the adopted local laws prior to gazettal.***
- ***Authorise the CEO to advertise the adopted local laws in the Government Gazette.***
- ***Authorise the CEO to Submit to the Minister for Local Government, following advertising in the Government Gazette, a copy of the adopted local laws.***

- *Authorise the CEO to advertise, as a local public notice, the adoption of the local laws.*
- *Authorise the CEO to compile and submit the Explanatory Memorandum and associated papers to the Joint Standing Committee on Delegated Legislation.*

CARRIED (7/0)

Cr's For: Della Bosca, Close, Bradford, Guerini, Granich, Newbury, Rose

Cr's Against: Nil

The Explanatory Memorandum and associated papers were provided to the Joint Standing Committee on Delegated Legislation (the Committee), who have since assessed the local laws and have determined to write to the Shire of Yilgarn regarding the Shire of Yilgarn Public Places, Local Government Property and Trading Local Law 2025 (the Local Law).

The correspondence from the Committee is deemed confidential and privileged, and as such has been provided in confidence to Councillors only.

The correspondence relates to various drafting issues with the Local Law.

Comment

Whilst Councillors can reference the correspondence, no detail is provided in this report to ensure no disclosure of confidential information. As such, the Committees proposed resolution of Council is provided below, indicating the matters requiring attention and the actions required of the Shire.

The Committees proposed resolution is as follows:

The Council of the Shire of Yilgarn resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Council will:

1. *within one year, amend the local law as follows:*
 - a) *delete the clause 1.3 definition of 'eating house'*
 - b) *delete the clause 1.3 definition of 'proprietor'*
 - c) *in the clause 1.3 definition of 'repealed local law', replace the reference to 'clause 15.1' with a reference to 'clause 13.1'*
 - d) *in the clause 1.3 definition of 'town planning scheme', replace both references to 'town planning scheme' with 'local planning scheme'*
 - e) *in clause 8.17(b), replace 'town planning scheme' with 'local planning scheme'*
 - f) *in clause 2.7 (1)(h)(iii), replace 'Firearms Act 1973' with 'Firearms Act 2024'*
 - g) *in clause 6.3(2), replace both references to 'building licence' with 'building permit'*
 - h) *in clause 6.3(2), replace both references to 'Local Government (Miscellaneous Provisions) Act 1960' with 'Building Act 2011'*
 - i) *in clause 10.1, replace 'Regulations' with 'Local Government (Functions and General) Regulations 1996'*
 - j) *in clauses 3.2(4), 6.3(3) and 11 .2, replace every occurrence of 'CEO' with 'local government'*
 - k) *make all consequential amendments arising from the above amendments*

2. *not enforce the local law to the contrary before it is amended in accordance with undertaking 1*
3. *ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form.*

The undertakings are to be provided to the Committee in the form of a letter signed the Shire President, pursuant to section 2.8(1)(d) of the Local Government Act 1995 which states the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

The Committee requires the undertaking from the Shire President by 3 October 2025.

Statutory Environment

Local Government Act 1995 - Division 2 Legislative functions of local governments – Subdivision 1 — Local laws made under this Act

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Advertising costs for state-wide public notice. Provisions included in .

Risk Implication/s

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People annual budget.	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Joint Standing Committee on	Low (4)	Resolution will ensure compliance with Committee requirements.

	Delegated Legislation.		
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

The Council of the Shire of Yilgarn resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Council will:

1. *within one year, amend the local law as follows:*
 - l) delete the clause 1.3 definition of 'eating house'*
 - m) delete the clause 1.3 definition of 'proprietor'*
 - n) in the clause 1.3 definition of 'repealed local law', replace the reference to 'clause 15.1' with a reference to 'clause 13.1'*
 - o) in the clause 1.3 definition of 'town planning scheme', replace both references to 'town planning scheme' with 'local planning scheme'*
 - p) in clause 8.17(b), replace 'town planning scheme' with 'local planning scheme'*
 - q) in clause 2.7 (1)(h)(iii), replace 'Firearms Act 1973' with 'Firearms Act 2024'*
 - r) in clause 6.3(2), replace both references to 'building licence' with 'building permit'*
 - s) in clause 6.3(2), replace both references to 'Local Government (Miscellaneous Provisions) Act 1960' with 'Building Act 2011'*
 - t) in clause 10.1, replace 'Regulations' with 'Local Government (Functions and General) Regulations 1996'*

- u) in clauses 3.2(4), 6.3(3) and 11 .2, replace every occurrence of 'CEO' with 'local government'*
- v) make all consequential amendments arising from the above amendments*
- 2. not enforce the local law to the contrary before it is amended in accordance with undertaking 1*
- 3. ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form.*

9.1 Officers Report – Chief Executive Officer

9.1.6 Ordinary Council Election Results 2025

File Reference	2.2.1
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

For Council to note the results of the 2025 Council Elections, endorse proposal for extraordinary election and set the date for a special meeting of Council to swear in elected Councillors and determine committee positions.

Background

ELECTION RESULTS

The 2025 Ordinary Council Election saw nominations called for four (4) vacancies with only three (3) nominations received from:

- Bryan Graeme Close
- Lisa Granich
- Gary Michael Guerini

All nominees were elected unopposed.

EXTRAORDINARY ELECTION

As a vacancy remains, an extraordinary election is to be conducted.

Section 4.57 – “Less candidates than vacancies” of the *Local Government Act 1995* (the Act), states;

- (2) *If, at the close of nominations, the number of candidates is less than the number of offices to be filled at the election —*
 - (a) *the candidate or candidates is or are elected; and*
 - (b) *an extraordinary election is to be held to fill the remaining office or offices as if it or they had become vacant on the day after the close of nominations.*

Section 4.9 of the Act states:

4.9. Election day for extraordinary election

- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*

- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
- i. fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - ii. advise the CEO of the day fixed.*

Section 4.61. of the Act states

- (1) *The election can be conducted as a —*

postal election *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*

voting in person election *which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*

Section 4.37 of the Act states;

- (1) *An electoral roll is to be prepared for the election.*
- (2) *If the district is not divided into wards the same electoral roll can be used for the election of an elector mayor or president and the election of a councillor or councillors.*
- (3) *A new electoral roll need not be prepared for the election if —*
- (a) it is an extraordinary election the election day for which is less than 100 days after the election day for another election; and*
 - (b) the CEO, with the approval of the Electoral Commissioner, decides that the roll that was used for the earlier election is suitable for use at the extraordinary election.*

SPECIAL COUNCIL MEETING

Current Councillor terms end on the 18th October 2025, as such, it is proposed a special Council meeting be held after this date to swear in elected members and determine Shire and External Committee representatives.

Comment

ELECTION RESULTS

Councillors Close, Granich and Guerini are congratulated on being re-elected.

Cr Della Bosca, who chose not to re-nominate, is thanked for his contribution as Councillor and President of the Shire of Yilgarn.

EXTRAORDINARY ELECTION

The CEO has contacted the Electoral Commission, who has advised they are able to manage the extraordinary election on behalf of the Shire, but at the time of writing this report, were unable to provide a proposed date or the estimated cost.

The estimated cost of running the Shire of Yilgarn Ordinary Elections as a postal vote for four (4) vacancies was \$13,008, therefore running an extraordinary election with one (1) vacancy should be significantly less.

It is the CEO's preference that the election be run as a postal vote, to ensure maximum participation is an election eventuates, and for the WA Electoral Commission to manage on behalf of the Shire.

SPECIAL COUNCIL MEETING

It is proposed a Special Council meeting for the purpose of swearing in elected members and determining Shire and External Committee representatives be set for Tuesday 21 October 2025 at 5:00 pm.

Statutory Environment

Local Government Act 1995

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2024-2034
GOAL 14 - Strong leadership and a high standard of governance

Policy Implications

Nil.

Financial Implications

Costs associated with WAEC managing an extraordinary election via postal vote to be taken from 2025/2026 governance budget.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Failure to comply with statutory requirements	Moderate (9)	Compliance with LG Act 1995

Reputational	Reputational damage from nomination and election process	Moderate (6)	Compliance with LG Act 1995
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Recommendation

That Council:

- 1. Note the 2025 Ordinary Council Election results and congratulate Councillors Close, Granich and Guerini or being re-elected unopposed;*
- 2. Note the requirement to hold an extraordinary election due to one (1) remaining vacancy;*
- 3. Endorse the Chief Executive Officer to engage the Western Australian Electoral Commission to manage the Extraordinary Election;*
- 4. Note the Western Australian Electoral Commission will set a date for the polling day that allows enough time for the electoral requirements to be complied with and is no more than four (4) months after the date the vacancy occurs; and*
- 5. Endorses a Special Council Meeting for the purpose of swearing in elected members and determining Shire and External Committee representatives be set for Tuesday 21 October 2025 at 5:00 pm.*

9.2 Reporting Officer - Executive Manager Corporate Services

9.2.1 Financial Reports – August 2025

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Fadzai Mudau – A/ Executive Manager Corporate Services
Attachments	Financial Reports

Purpose of Report

To consider the Financial Reports

Background

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are attached and have been prepared as at the 31 August 2025.

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

Comment

Nil.

Statutory Environment

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
Service Interruption	Nil	Nil	Nil
Compliance	LG (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council endorse the various Financial Reports as presented for the period ending 31 August 2025.

9.2 Reporting Officer – Executive Manager Corporate Services

9.2.2 Accounts for Payment – August 2025

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Steven Chilcott – Finance Officer
Attachments	Accounts for Payment

Purpose of Report

To consider the Accounts Paid under delegated authority.

Background

- Municipal Fund – Cheque 41343 totalling \$37,054.80
- Municipal Fund - EFT 16907 to 17005 totalling \$779,094.81
- Municipal Fund – Cheques 2676 to 2694 totalling \$311,354.76
- Municipal Fund - Direct Debit Numbers:
 - 19952.1 to 19952.16 totalling \$29,266.56
 - 19980.1 to 19980.16 totalling \$27,895.09

The above are presented for endorsement as per the submitted list

Comment

Nil

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Strategic Implications

Nil

Policy Implications

Council Policy 3.11 – Timely Payment of Suppliers

Financial Implications

Drawdown of Bank funds

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Transactions require two senior managers to approve.	Moderate (8)	Transactions require two senior managers to sign cheques or approve bank transfers.
Financial Impact	Reduction in available cash.	Moderate (5)	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Non or late payment of outstanding invoices and/or commitments	Moderate (9)	Adherence to Timely Payment of Suppliers Policy
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

- *Municipal Fund – Cheque 41343 totalling \$37,054.80*
- *Municipal Fund - EFT 16907 to 17005 totalling \$779,094.81*
- *Municipal Fund – Cheques 2676 to 2694 totalling \$311,354.76*
- *Municipal Fund - Direct Debit Numbers:*
 - *19952.1 to 19952.16 totalling \$29,266.56*
 - *19980.1 to 19980.16 totalling \$27,895.09*

The above are presented for endorsement as per the submitted list

9.3 Reporting Officer – Executive Manager Infrastructure

9.3.1 Building Asset Management Plan 2025-2035

File Reference	1.10.3
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Building Asset Management Plan, Levels of Service and Replacement Strategy

Purpose of Report

To seek Council's endorsement of the revised Building Asset Management Plan, which replaces the previously adopted version with a more streamlined, accessible and community friendly framework.

Background

Council approved the original Building Asset Management Plan (the Plan) in 2024. Since then, staff have reviewed and updated the Plan it to make it clearer, easier to use and better aligned with what the community needs and expects.

The revised plan;

- Simplifies technical language for broader community understanding.
- Improves visual layout and structure for easier navigation.
- Clarifies levels of service and building hierarchy.
- Strengthens links to the Long, Term Financial Plan and Strategic Community Plan.
- Enhances community engagement and performance measures.

This version retains all statutory compliance and strategic alignment, while offering a more practical and readable guide for Council, staff and stakeholders.

Comment

The Shire of Yilgarn's revised Building Asset Management Plan represents a significant step forward in how we manage, communicate and plan for our built infrastructure. This updated plan has been streamlined to better serve both operational needs and community understanding.

This version has clearer tables, summaries and condition-based logic that makes it easier for councillors, staff and residents to understand the priorities and risks.

We've introduced a defined renewal trigger at Condition 4.5, supported by inspection data and lifecycle modelling. This allows staff to act before assets fail, reducing emergency costs and service disruptions. The plan also integrates community feedback from surveys and service requests, ensuring our decisions reflect real needs, not just technical assessments.

Importantly, the revised plan strengthens alignment with the Strategic Community Plan and Long-Term Financial Plan. It lays out a 10-year capital works timeline that matches funding cycles and grant opportunities, helping us secure external support and reduce long term liability.

We've also taken a more strategic approach to asset rationalisation, moving away from costly single use buildings and toward multipurpose hubs that improve access, reduce maintenance and increase grant viability. This includes planned integrations like the Town Hall upgrade, which consolidates admin, CRC, library services and Council chambers under one roof.

It is now a practical tool for Council decision making. It helps us prioritise wisely, invest strategically and communicate clearly with our community.

Statutory Environment

This Asset Management Plan has been compiled to comply with Local Government regulatory requirements including the Integrated Planning and Reporting requirements and to demonstrate the Shire's responsible management of assets (and services and facilities provided from these assets). This plan focuses on two main types of assets: the land the Shire owns and the buildings located on that land like halls, offices, housing and community facilities.

Land, buildings, infrastructure and investment property must be carried at fair value, now revalued on a 5-year cycle, unless fair value is materially different from the carrying amount.

Strategic Implications

Strategic Community Plan

Strategy 1.1: Improve utilisation of Council assets through the development of an asset management plan

Strategy 7.2: Develop a 10-year Council housing strategy to ensure stock is maintained, improved and expanded.

Strategic issues facing the community

- maintaining and renewing our community assets within our own financial resources

Policy Implications

Executive Instruction 3.23: Asset Capitalisation and Depreciation

- Ensures building assets are capitalised in accordance with financial thresholds and useful life estimates.
- Supports accurate depreciation schedules and long, term financial forecasting.
- Reinforces the importance of timely renewal to avoid inflated maintenance costs and asset write downs.

Executive Instruction 3.24 – Disposal of Assets

- Guides the strategic retirement of buildings that are no longer fit for purpose, underused, or financially unsustainable.
- Ensures disposal actions are documented, transparent, and aligned with lifecycle assessments.
- Supports Council’s ability to repurpose, sell, or remove assets in accordance with Section 3.58 of the Local Government Act 1995.

Financial Implications

The Building Asset Management Plan aligns with the Shire’s Long-Term Financial Plan and supports responsible budgeting by prioritising renewals based on asset condition and community need. It ensures that building upgrades are timed to match funding capacity, while maintaining financial resilience through a mix of rates, reserves, grants, and strategic investment. This approach helps Council manage infrastructure sustainably without compromising service delivery.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Yearly budgets and long-term financial plan to make provisions for the strategy. Increased maintenance to buildings in poor condition.	Low (2)	If the strategy can’t be funded in any one year staff will revise the plan to suit.
Service Interruption	Failure to any building would impact the levels of service	Low (2)	Continue to maintain the existing buildings to provide the levels of service required.
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, by Simple Majority:

- 1. Endorse the revised Building Asset Management Plan 2025-2035, as presented, as the current strategic framework for managing the Shire's building assets.*
- 2. Note that the revised plan replaces the previously adopted version and reflects improved readability, stronger alignment with the Strategic Community Plan and Long-Term Financial Plan and clearer renewal priorities based on asset condition and community need.*
- 3. Support ongoing collaboration between Council and staff to identify buildings in poor condition or with limited community value that may be considered for disposal, in line with Executive Instruction 3.24 and the Shire's asset replacement strategy.*

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.2 Sewage Asset Management Plan 2025-2035

File Reference	1.10
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Shire of Yilgarn Sewage Asset Management Plan 2025-2035

Purpose of Report

For Council to endorse the Sewage Asset Management Plan 2025 to 2035 as the Shire’s first comprehensive framework for managing non-building assets, ensuring structured and transparent management.

Background

The Shire of Yilgarn manages two sewage schemes in Southern Cross and Marvel Loch, servicing residential, commercial and community infrastructure. These schemes include gravity mains, rising mains, pump stations and treatment ponds, with an effluent reuse system in Southern Cross.

Although sewage infrastructure is technically part of the Shire’s “other infrastructure” category, it is treated separately due to its complexity, regulatory oversight and significant replacement value. The updated Asset Management Plan (AMP) for 2025 to 2035 provides a clearer picture of the network’s current state and future needs. It includes;

- A refined asset register, with updated replacement values
- Lifecycle modelling showing an average remaining life of 33.7% across assets
- A forward 10-year renewal schedule to guide capital planning
- Risk identification and mitigation strategies for aging infrastructure
- Recommendations to improve data confidence, including condition inspections and asset verification

The AMP supports long-term service reliability, better budgeting and transparent decision making. It also aligns with broader Shire infrastructure planning and helps prioritise future works.

Comment

The Sewage Asset Management Plan provides a practical and transparent framework for managing aging infrastructure and planning future works. Main insights include;

- Total replacement value of \$9.18 million across both schemes, reflecting the scale and importance of the assets
- Lifecycle modelling indicates a weighted average remaining life of 33.7%, highlighting the need for staged renewals and proactive condition assessments

- Several assets nearing end of life, including wet wells, gravity mains and effluent reuse infrastructure, flagged for priority inspection and renewal
- Formal condition ratings pending, with CCTV inspections and pump reviews recommended to verify asset health
- Coordinated delivery of renewals across both schemes will reduce costs and improve efficiency, especially for remote works
- Improved asset data confidence recommended through inspections, verification and clearer documentation
- AMP aligns with broader Shire infrastructure planning and supports future budget submissions and grant applications
- Provides a defensible basis for capital works forecasting, risk mitigation and long-term service reliability

Statutory Environment

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* require councils to plan for the future and manage their assets responsibly. This includes having up to date Asset Management Plans that show how assets will be maintained, renewed and funded over time.

The plan also supports compliance with the State's Integrated Planning and Reporting Framework, which links asset management to the Strategic Community Plan and Long-Term Financial Plan. Endorsing this plan ensures the Shire continues to meet its legal obligations while providing a transparent, defensible basis for decision making and funding applications.

Strategic Implications

Strategic Community Plan 2024-2034

Strategy 10.3: Develop an effective and efficient strategy to maintain and upgrade sewerage systems in Southern Cross and Marvel Loch

The Sewage Asset Management Plan 2025 to 2035 supports the Shire's Strategic Community Plan by ensuring wastewater infrastructure is safe, reliable and fit for purpose. It sets clear priorities for renewal and condition assessment, helping protect public health, support environmental compliance and maintain service continuity.

The plan aligns with the Long-Term Financial Plan by matching works programs to realistic budgets, reducing the risk of reactive costs, and strengthening the case for external funding. Over the next decade, it will guide cost effective investment in critical sewage assets, ensuring they continue to meet community needs while supporting informed, defensible decision-making.

Policy Implications

The Sewage Asset Management Plan 2025 to 2035 supports the Shire's asset management policies for capitalisation, depreciation and renewal. It sets consistent renewal triggers and assessment methods so decisions are transparent and in line with adopted policy.

Financial Implications

The plan will guide how funds are allocated to maintain or renew sewage infrastructure over the next 10 years. Following the renewal schedule will help avoid costly emergency repairs and keep services running.

It matches priorities to asset condition, community benefit and available budget, making spending more predictable and reducing the risk of cost blowouts. Clear timelines and costed works will also strengthen grant applications and reduce reliance on rates alone

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health / People	Injury or harm to community or staff if facilities deteriorate or fail	Low (2)	Planned repair and renewal ensures risks are minimised
Financial Impact	Higher long-term costs if ageing assets are left until failure, requiring urgent replacement	Low (2)	Follow renewal schedule in the plan; adjust timelines to fit budget while keeping assets serviceable
Service Interruption	Service disruption due to failed system	Low (2)	Maintain programmed inspections and renewals so assets remain operational
Compliance	Nil identified	Nil	Nil
Reputational	Nil identified	Nil	Nil
Property	Nil identified	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, by Simple Majority:

1. Endorses the Sewage Asset Management Plan 2025 to 2035 as the strategic framework for managing the Shire's wastewater infrastructure.
2. Notes that this is the first comprehensive plan for these asset types, consolidating asset data, renewal priorities and service level targets into a single document.
3. Supports the use of the plan's renewal triggers, asset hierarchies and condition assessment strategies in future budgets and the Long-Term Financial Plan.
4. Acknowledges the financial and operational risks associated with aging sewage infrastructure and supports staged renewal planning to maintain service continuity.

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.3 Other Infrastructure Asset Management Plan 2025-2035

File Reference	1.10.1
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Other Infrastructure Asset Management Plan

Purpose of Report

That Council endorse the Other Infrastructure Asset Management Plan 2025 to 2035 as the Shire’s first comprehensive framework for managing non-building assets, providing a structured approach to renewal, maintenance and long-term service planning.

Background

The Shire has never had one clear plan for looking after “other infrastructure” assets, things like parks, playgrounds, caravan park facilities, public toilets, signage and small community buildings. Although sewage is technically part of the “other infrastructure” category, the size and value of this asset means it is treated as its own separate asset class with a dedicated management plan. The remaining assets have been managed one at a time, which has made it harder to plan budgets, set priorities or apply for grants.

This new plan brings all of those non sewage assets together in a single document. It shows what we own, what condition each item is in and when it should be renewed or retired. It also sets clear renewal points so we can act before assets fail. This will help Council plan ahead, avoid costly breakdowns and make sure funds are spent where they deliver the most benefit to the community.

Comment

This plan brings together, for the first time, all of the Shire’s “other infrastructure” assets into a single, organised framework. It sets out exactly what we own, what condition each asset is in and when it is likely to need attention. Having this complete picture in one place means Council can move from making decisions on a case by case basis to managing these assets proactively. It also makes it easier to explain to the community how and why we are investing in certain projects, setting clear priorities.

By introducing clear renewal points, the plan helps us act before an asset fails, rather than after. This approach reduces the risk of unplanned costs, avoids interruptions to community services and supports more predictable budgeting. It also strengthens our grant applications, as we can clearly show need, timing and community benefit for each project. When assets approach the end of their useful life, Council will have a clear set of triggers to guide whether they should be renewed, upgraded or retired.

Endorsing this plan gives the Shire a clear, practical way to look after important community assets, like parks, caravan sites and public spaces over the long term. It helps make sure funding

goes where it's needed most, supports smart decisions about which assets to keep or retire and protects service levels in a way that's affordable and realistic. With regular updates, the plan stays flexible and keeps pace with changing community needs, available resources and Council's overall direction.

Statutory Environment

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* require councils to plan for the future and manage their assets responsibly. This includes having up to date Asset Management Plans that show how assets will be maintained, renewed and funded over time.

The plan also supports compliance with the State's Integrated Planning and Reporting Framework, which links asset management to the Strategic Community Plan and Long-Term Financial Plan. Endorsing this plan ensures the Shire continues to meet its legal obligations while providing a transparent, defensible basis for decision making and funding applications.

Strategic Implications

The Other Infrastructure Asset Management Plan 2025 to 2035 supports the Shire's Strategic Community Plan by ensuring parks, public amenities and other community facilities are maintained to a safe and usable standard. It sets clear priorities so resources are directed to assets that deliver the greatest value, helping improve liveability for residents and enhance the Shire's appeal to visitors.

The plan aligns with the Long-Term Financial Plan by matching works programs to realistic budgets, reducing the risk of unexpected costs and providing strong evidence for grant funding. This approach helps Council make informed investment decisions while balancing community needs with financial sustainability.

Over the next 10 years, this plan will help create an asset network that is well managed, reliable and cost effective. It will also support good decision making by avoiding spending too much on low use assets and making sure the Shire's facilities continue to meet the community's needs into the future.

Policy Implications

The Other Infrastructure Asset Management Plan 2025 to 2035 supports the Shire's asset management policies for capitalisation, depreciation, renewal, and disposal. It sets consistent renewal triggers and assessment methods so decisions are transparent and in line with adopted policy.

The Plan aligns with Executive Instruction 3.24 - Disposal of Assets by identifying low value or poor condition assets for possible rationalisation, ensuring decisions to keep, upgrade, or retire assets are consistent and accountable.

Financial Implications

The plan will guide how funds are allocated to maintain, renew or retire “other infrastructure” over the next 10 years. Following the renewal schedule will help avoid costly emergency repairs and keep services running.

It matches priorities to asset condition, community benefit, and available budget, making spending more predictable and reducing the risk of cost blowouts. Clear timelines and costed works will also strengthen grant applications and reduce reliance on rates alone

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health / People	Injury or harm to community or staff if facilities (e.g. playgrounds, amenities) deteriorate or fail	Low (2)	Carry out regular inspections, repair hazards promptly, and replace unsafe equipment before failure
Financial Impact	Higher long-term costs if ageing assets are left until failure, requiring urgent replacement	Low (2)	Follow renewal schedule in the plan; adjust timelines to fit budget while keeping assets serviceable
Service Interruption	Loss of community facilities or amenities if assets fail without warning	Low (2)	Maintain programmed inspections and renewals so assets remain operational
Compliance	Nil identified	Nil	Nil
Reputational	Nil identified	Nil	Nil
Property	Nil identified	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, by Simple Majority:

- 1. Endorse the Other Infrastructure Asset Management Plan 2025 to 2035 as the strategic framework for managing the Shire's non-building community assets.*
- 2. Note that this is the first comprehensive plan for these asset types, bringing together asset information, renewal priorities and service level targets in one document.*
- 3. Support the use of the plan's renewal triggers, asset hierarchies and rationalisation opportunities in future budgets and the Long-Term Financial Plan.*

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.4 Construction of One 3x2 Staff House 10 Leo Street

File Reference	2.4.1.13
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

To seek Council approval to construct one new staff house at 10 Leo Street, Southern Cross, using a kit home and internal resources, with funding to be drawn from the Building Reserve or general Municipal funds.

Background

Council has identified an ongoing need to expand staff housing capacity. Increasingly, new employees are relocating to Southern Cross from outside the district, with fewer local applicants applying for positions. Providing suitable accommodation is essential to support workforce retention, attract skilled staff, and maintain service continuity.

A 3x2 bedroom kit home has been selected for construction on Lot 10 Leo Street. The house will be approximately 160 m² with an attached lock-up garage. Council currently employs two qualified builders and one apprentice, enabling the project to be delivered in house using existing staff and preferred panel trades.

Comment

A new staff house at 10 Leo Street, Southern Cross, is identified in the Shire's Asset Management Plan for delivery in the 2026/27 financial year. This build is being brought forward to accommodate an increase in out of town workforce, ensuring adequate housing availability for operational continuity and staff retention. Bringing the project forward aligns with long term infrastructure planning and responds to emerging workforce needs.

Delivering the house as an in-situ build using Council's internal building team is expected to provide a longer life cycle compared to modular alternatives. Constructing on site allows for higher build quality and durability, supporting better long term asset management outcomes. In addition, undertaking the project internally provides continuity of work for the Shire's building team, ensuring skills retention and more efficient workflow management.

The supply of the kit home is estimated at \$215,000, which is below the \$250,000 public tender threshold. All additional external trade packages (earthworks, utilities, landscaping, fencing, etc.) are individually below the threshold and will be engaged from Council's preferred supplier panel. The project complies with the *Local Government (Functions and General) Regulations 1996* and does not require a public tender process.

The project will include full site preparation, utility connections, and additional works such as a small storage shed, driveways, fencing, and landscaping. Funding is proposed to be drawn from either the Building Reserve or general Municipal funds, subject to Council endorsement.

As per the updated Council Policy 4.5, road usage funds are now recognised as general Municipal funds and may be disbursed in support of any of Council's projects or services, unless explicitly stated otherwise via a road user agreement.

Estimated Cost Breakdown – Staff House at 10 Leo Street

Item	Estimated Cost (ex GST)	Notes
Kit Home + Full Internal Finishing Kit (160 m ² , 3×2 + garage)	\$215,000	Includes linings, cabinetry, fixtures, fittings
Site Earthworks & Preparation	\$12,000	Includes clearing, levelling, compaction
Concrete Driveway & Pathways	\$12,500	Includes crossover, reinforced slab, and additional footpath to rear
Lock-up Garage (attached)	Included	Will be part of kit home
Small Storage Shed (supply + erection + concrete slab)	\$10,500	Based on previous shed cost and install
Fencing (side boundaries and rear)	\$11,000	Part perimeter
Landscaping (basic turf, garden beds, finish)	\$14,000	Includes extra planting and finish
Utility Connections (water, power, sewer)	\$17,000	Includes water meter (\$5,500) and trenching
Internal Labour – Council Staff (2,200 hrs @ \$47/hr + 100% overheads)	\$206,800	Includes builders time
Project Contingency (5%)	\$25,650	Covers minor overruns and scope changes
Total Estimated Cost	\$524,450	Fully supplied, completed figure

Statutory Environment

- Local Government Act 1995; Section 6.8 (Expenditure not included in annual budget)
- Local Government Act 1995; Section 3.57
- Local Government (Functions and General) Regulations 1996; Regulation 11(2)(b)

Strategic Implications

- Supports staff accommodation strategy
- Enhances workforce stability and recruitment outcomes
- Aligns with asset renewal and infrastructure planning
- Supports improved asset life cycle management through higher build quality

Policy Implications

- Council Policy 3.4; Purchasing and Tendering
- Use of Building Reserve in accordance with Council policy

Financial Implications

- Estimated Total Cost: \$524,450 (GST exclusive)
- Funding Source: Building Reserve
- Reserve Closing Balances 2025/2026: Building Reserve: \$2,271,588
- Operational Budget Impact: Nil, project is fully capital funded
- Timing: Works anticipated to commence in Q4 of the 2025/26 financial year for completion in 2025/2026.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Out of budget expenditure	Low (2)	Use of approved reserve funds
Service Interruption	Nil	Nil	Nil
Compliance	Procurement method	Low (2)	All trades from preferred panel; below tender threshold
Reputational	Staff housing delivery	Low (2)	Transparent process; strategic need
Property	Reduced asset life cycle if modular construction chosen	Low (2)	Mitigated by in-situ construction using internal resources
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, by Absolute Majority:

- 1. In accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996, approves the construction of one new staff house at 10 Leo Street, Southern Cross, for an estimated cost of \$524,450 (GST exclusive).*
- 2. Council endorses the funding of the new house from the Building Reserve, noting the budgeted 2025/2026 closing Building Reserve balance of \$2,271,588.*
- 3. Notes all works are to be primarily completed by Council staff and pre-qualified panel contractors, with additional trades sourced as required, in compliance with the Shires Purchasing and Tendering Policy and Local Government (Functions and General) Regulations 1996 .*
- 4. Notes construction is anticipated to commence in the fourth quarter of the 2025/26 financial year.*

9.3 Reporting Officer - Executive Manager Infrastructure

9.3.5 Gating of Mt Jackson Road

File Reference	6.1.1.014
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

To seek Council's formal resolution to pursue the gating of Mt Jackson Road under Section 58 of the *Land Administration Act 1997 (WA)* and to endorse a submission to the Minister for Lands requesting approval.

Background

Mt Jackson Road is a dedicated public road under Shire management, providing access through pastoral land in the northern part of the Shire. Over recent years, the road has experienced progressive deterioration, particularly during winter periods when wet conditions have made sections impassable. Travellers have become bogged on multiple occasions, requiring retrieval by the adjoining Mt Jackson Station owner.

Following site inspections and feedback from nearby landholders, Shire officers recommend that Council consider long term options for managing Mt Jackson Road. Gating has been identified as the preferred approach to improve safety and reduce ongoing maintenance requirements.

Comment

Mt Jackson Road has become increasingly difficult to manage due to seasonal damage and its remote location. Wet winter conditions in recent years have caused significant deterioration, leaving travellers stranded and reliant on assistance from the adjoining Mt Jackson Station. These ongoing issues highlight the safety risks and maintenance challenges the Shire faces in keeping the road safely accessible.

After inspecting the road and speaking with the adjoining landowner, Shire staff recommend that Council consider gating Mt Jackson Road as a long, term solution. A gate would help manage access during poor conditions, reduce the need for landholders to assist stranded travellers and improve safety for road users.

This agenda item seeks Council's endorsement to proceed with public advertising of the proposal, in accordance with Section 58 of the *Land Administration Act 1997 (WA)*. If supported, the Shire will:

- Notify relevant service providers, adjoining landowners and government agencies;
- Publicly advertise the proposal for a minimum of 35 days; and
- Invite submissions or objections for Council's consideration at a future meeting.

Should Council resolve to proceed following consultation, a formal request will then be submitted to the Minister for Lands seeking approval to gate Mt Jackson Road.

Statutory Environment

Section 58 of the *Land Administration Act 1997 (WA)* provides for the closure or restriction of access to public roads, subject to public consultation and approval by the Minister for Lands.

Because gating restricts public access, it requires approval from the Minister for Lands. Before the Shire can begin the required 35, day public advertising period, Council must first support the proposal in principle. This allows the Shire to start formal consultation with nearby landowners, service providers, government agencies, and the wider community.

Following the consultation period, Council will consider any submissions received and determine whether to proceed with a formal request to the Minister.

Strategic Implications

This proposal helps the Shire manage assets responsibly, improve road safety, and reduce risk. It also supports working closely with landholders and maintaining infrastructure in a practical, sustainable way.

Policy Implications

Nil

Financial Implications

The Shire will be responsible for gate installation, signage, and ongoing maintenance. Costs are expected to be minimal and can be accommodated within existing operational budgets.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Travellers may become bogged or stranded due to deteriorated road conditions	High (10)	Proceed with public consultation to assess support for gating and reduce access risks
Financial Impact	Ongoing maintenance burden for low use, deteriorated road	Moderate (9)	Investigate gating as a cost, effective alternative to regular maintenance
Service Interruption	Nil	Nil	Nil

Compliance	Liability exposure due to unmanaged public access on unsafe road	Moderate (9)	Seek Council resolution to initiate statutory process under Section 58
Reputational	Community concern over repeated retrievals by private landholders	Moderate (9)	Engage stakeholders through formal consultation and transparent decision-making
Property	Risk of damage to adjoining pastoral infrastructure from uncontrolled access	Moderate (9)	Consider gating to manage access and protect adjoining assets

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, in accordance with Section 58 of the Land Administration Act 1997 (WA):

- 1) Supports, in principle, the proposal to gate Mt Jackson Road, subject to completion of statutory consultation;*
- 2) Authorises the Chief Executive Officer to publicly advertise the proposal for a minimum period of 35 days;*
- 3) Instructs that relevant service providers, adjoining landowners and government agencies be formally notified as part of the consultation process; and*

- 4) Requests that a further report be presented to Council at the conclusion of the consultation period, summarising submissions received and recommending whether to proceed with a formal request to the Minister for Lands.***

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Councillor Motion – Cr Newbury

That Council:

- 1. Note the Strategic Community Plan Goal 6.4 which seeks to: Maintain and enhance the Southern Cross airstrip, with consideration to upgrade to a sealed runway;***
- 2. Commit to the sealing of runway 14/32 at the Southern Cross Aerodrome and seek its inclusion in the next Corporate Business Plan and Long Term Financial Plan;***
- 3. Request the CEO to undertake a detailed cost assessment and redevelopment plan for the sealing of Runway 14/32, including any ancillary upgrades required as a result of the major upgrade and subsequent loss of grandfather clauses within the Aerodrome Manual;***
- 4. Request the CEO to monitor and seek external funding opportunities to assist with the sealing of Runway 14/32;***
- 5. Note and support the Runway to the Stars community organisation, that is seeking to fundraise to assist with the costs associated with the sealing of Runway 14/32.***

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13 MEETING CLOSED TO THE PUBLIC - CONFIDENTIAL ITEMS

CONFIDENTIAL

13 Officers Report – Chief Executive Officer

13.1 Chief Executive Officer Annual Appraisal Process 2025

File Reference

Disclosure of Interest

None

Voting Requirements

Simple Majority

Attachments

Confidential Price Consulting – Quotation – 2025 CEO Review

Purpose of Report

For Council, in consultation with the CEO, to endorse the Chief Executive Officers 2025 Annual Performance Review process.

Officer Recommendation

That Council, with agreement from the CEO:

- (1) Engage Price Consulting to undertake the CEO Annual Review for 2025, utilising the methodology as per the provided quotation.*
- (2) Confirm all 6 elected Councillors will form the review panel for 2025.*
- (3) Agree, if the upcoming extraordinary election elects a member for the current Councillor vacancy, the elected member may be included, if practicable, in the review process from the point in the review process at which they become a Councillor .*

14 CLOSURE