



# MINUTES

25<sup>th</sup> of March 2026

## ORDINARY COUNCIL MEETING

**Held at the Shire of upper Gascoyne's Administration Building located at 4 Scott Street, Gascoyne Junction, commencing at 11.00am**

### DISCLAIMER

#### **Disclaimer**

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

Please note this agenda contains recommendations which have not yet been adopted by Council.

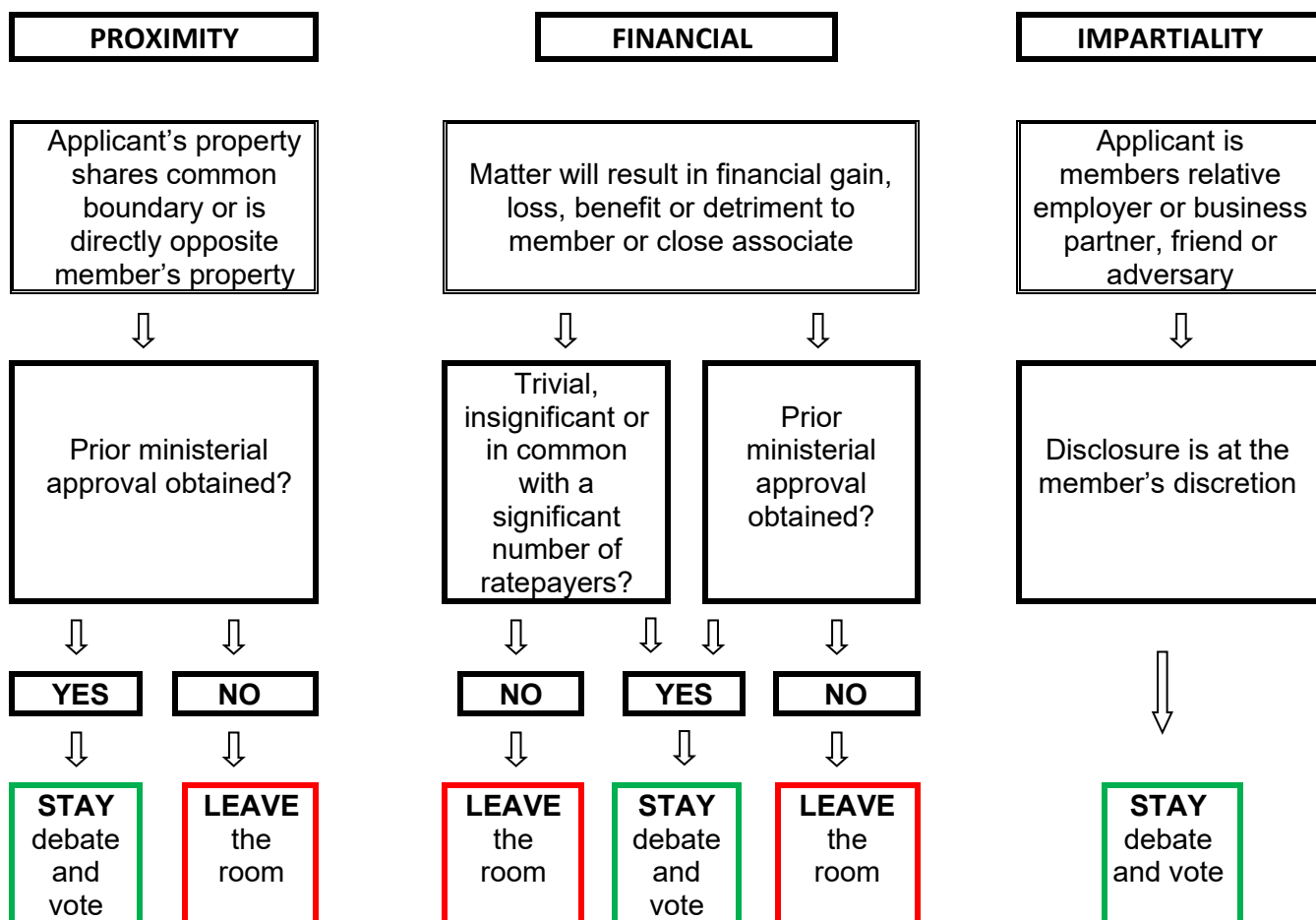
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John McCleary, JP  
CHIEF EXECUTIVE OFFICER

## \* Declaring an Interest



### Local Government Act 1995 - Extract

#### 5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(Penalties apply).

(2) It is a defense to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

#### 5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

#### 5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply).

### 'Local Government (Administration) Regulations 1996 - Extract

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.



**SHIRE OF UPPER GASCOYNE**  
**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES ADMINISTRATION**  
**BUILDING ON THE 25<sup>th</sup> OF MARCH 2026 COMMENCING AT 11.00 AM**

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**SHIRE OF UPPER GASCOYNE  
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES  
ADMINISTRATION BUILDING ON THE 25<sup>th</sup> OF MARCH 2026 COMMENCING AT 11.00 AM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS**

The Shire President welcomed those present and declared the meeting open at 11.05am

**2. ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE**

**2.1 Councillors**

Cr J. Caunt	Shire President
Cr G. Watters	Councillor
Cr P. Windie	Councillor
Cr W. Baston	Councillor
Cr A. McKeough	Councillor
Cr B. Walker	Councillor

**Staff**

John McCleary	Chief Executive Officer
Jarrod Walker	Executive Manager of Works
Andrea Pears	Executive Manager of Finance and Corporate Services
Cherie Walker	Senior Corporate Services Officer

**Visitors**

**2.2 Absentees**

Nil

**2.3 Leave of Absence previously approved**

Nil

**THE FIRST ORDER OF BUSINESS WILL BE ELECTING A DEPUTY PRESIDENT.**

**How the deputy president is elected**

- The council is to elect a councillor (other than the president) to fill the office.
- The election is to be conducted in accordance with the procedure prescribed by the president, or if he or she is not present, by the CEO.
- Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement

by that person that nominations are about to close to allow for any nominations made to be dealt with.

- If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

#### Votes may be cast a second time

- If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

### **1. ELECTION OF DEPUTY PRESIDENT**

**(Local Government Act 1995 – Schedule 2.3 refers)**

#### **1.1 Deputy Shire President**

Two councillors nominated for the position of Deputy President, with Cr Greg Watters successfully elected to the role.

### **2. APPOINTMENT TO COMMITTEES.**

#### **2.1 Regional Road Group**

**Rep – Cr J. Caunt**  
**Proxy – Cr G. Watters**

#### **2.2 WALGA Zone**

**Rep – Cr J. Caunt**  
**Proxy – Cr A. McKeough**

### **3. APPLICATION FOR LEAVE OF ABSENCE**

<b>Council Resolution No: 01032026</b>			
<b>MOVED:</b>	<b>CR: W. BASTON</b>	<b>SECONDED:</b>	<b>CR: B. WALKER</b>

That Council authorise for Councillor Alys McKeough to be absent from the May Council meeting being held on the 23<sup>rd</sup> of May 2026.

**FOR: CR J CAUNT  
CR G WATTERS  
CR B WALKER  
CR W BASTON  
CR A MCKEOUGH  
CR P WINDIE**

**AGAINST: CR**

**F/A: 6/0**

**4. PUBLIC QUESTION TIME**

**4.1 Questions on Notice**

Nil

**4.2 Questions without Notice**

**5. DISCLOSURE OF INTEREST**

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Cr J. Caunt extends sincere thanks to Cr B. Walker and H. McTaggart for the significant contributions they have made while serving as councillors for the Shire of Upper Gascoyne.

Cr J. Caunt would also like to express heartfelt appreciation to Jarrod Walker for his 10.5 years of dedicated service as the Executive Works Manager. Jarrod, your hard work and achievements have greatly benefited the Shire, and you will be truly missed. Thank you all for everything you have done for the community.

**8. MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS**

Nil

**9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**9.1** Ordinary Meeting of Council held on 10<sup>th</sup> of February 2026.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

Council Resolution No: 02032026			
<b>MOVED:</b>	<b>CR: B. WALKER</b>	<b>SECONDED:</b>	<b>CR: G. WATTERS</b>

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 10<sup>th</sup> of February 2026 be confirmed as a true and correct record of proceedings.

**FOR:** CR J CAUNT  
 CR A MCKEOUGH  
 CR B WALKER  
 CR G WATTERS  
 CR P WINDIE  
 CR W BASTON

**AGAINST:** CR

F/A: 6/0

## 10. AGENDA ITEMS

10.1 ACCOUNTS & STATEMENTS OF ACCOUNTS	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Andrea Pears - Executive Manager of Finance and Corporate Services
<b>Date:</b>	12 March 2026
<b>Matters for Consideration:</b>	<p>To receive the List of Accounts Due &amp; Submitted to Ordinary Council Meeting on Wednesday the 25<sup>th</sup> of March 2026 as attached – see <a href="#">Appendix 1</a>.</p> <p>In addition to the List of Accounts and as part of this agenda report, Council are also requested to receive the Legal Expenses report. This report details all legal costs incurred to the end of this reporting period for both general legal and rates debt recovery expenses – refer to <a href="#">Appendix 1</a>.</p>
<b>Background:</b>	The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.
<b>Comments:</b>	The list of accounts are for the months of February 2026.
<b>Statutory Environment:</b>	<p>Local Government (Financial Management Regulations) 1996</p> <p><b>13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</b></p> <p>(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</p>

	<p>prepared each month showing for each account paid since the last such list was prepared —</p> <p>(a) the payee’s name; and</p> <p>(b) the amount of the payment; and</p> <p>(c) the date of the payment; and</p> <p>(d) Sufficient information to identify the transaction.</p> <p>(2) A list of accounts for approval to be paid is to be prepared each month showing —</p> <p>(a) for each account which requires council authorisation in that month —</p> <p>(i) the payee’s name; and</p> <p>(ii) the amount of the payment; and</p> <p>(iii) sufficient information to identify the transaction; and</p> <p>(b) the date of the meeting of the council to which the list is to be presented.</p> <p>(3) A list prepared under sub regulation (1) or (2) is to be —</p> <p>(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and</p> <p>(b) recorded in the minutes of that meeting.</p>
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<b>Policy Implications:</b>	Purchasing Policy
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<b>Financial Implications:</b>	2025/2026 Budget
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<b>Strategic Implications:</b>	<p>SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation.</p> <p>Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning.</p> <p>Strategy 4.2.3 Comply with statutory and legislative requirements.</p>
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**Risk:**

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)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Payments are made without appropriate budget authority	2 / 2 – Low	Purchasing Policy provides for differing levels of Purchase Order Authority and works in conjunction with committing funds against an authorised budget
Health	N/A	N/A	
Service Interruption	N/A	N/A	

Compliance	N/A	N/A	
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	Accounting Fraud	4 / 1 - Low	Internal Controls are in place, including using Eftsure which checks the creditor to ensure bank, contact details, ABN are correct, matching PO's with invoices, sign off by responsible officers, bank payments to be authorised by two officers exclusive of the PO authorising officer.

**Consultation:** Nil

**Voting requirement:** Simple Majority

**Officer's Recommendation:** That Council endorse the payments for the period 1<sup>st</sup> of February 2026 to the 28<sup>th</sup> of February 2026 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 28<sup>th</sup> of February 2026.

<b>February 2026</b>	
Municipal Fund Bank EFTs	\$ 1,844,515.68
Cheque	\$ 0.00
Net Payroll	\$ 94,003.77
BPAY/Direct Debit	\$ 26,620.64
<b>TOTAL</b>	<b>\$ 1,965,140.09</b>

**Council Resolution No: 03032026**

**MOVED: CR: W. BASTON**                      **SECONED: CR: B. WALKER**

That Council endorse the payments for the period 1<sup>st</sup> of February 2026 to the 28<sup>th</sup> of February 2026 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 28<sup>th</sup> of February 2026.

<b>February 2026</b>	
Municipal Fund Bank EFTs	\$ 1,844,515.68
Cheque	\$ 0.00
Net Payroll	\$ 94,003.77
BPAY/Direct Debit	\$ 26,620.64
<b>TOTAL</b>	<b>\$ 1,965,140.09</b>

**FOR: CR J CAUNT**                                      **AGAINST: CR**

**CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON**

**F/A: 6/0**

10.2 MONTHLY FINANCIAL STATEMENT	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	None
<b>Author:</b>	Andrea Pears - Executive Manager of Finance and Corporate Services
<b>Date:</b>	12 March 2026
<b>Matters for Consideration:</b>	<p>The Statement of Financial Activity for the period of January and February 2026, includes the following reports:</p> <ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• Significant Accounting Policies</li> <li>• Graphical Representation – Source Statement of Financial Activity</li> <li>• Net Current Funding Position</li> <li>• Cash and Investments</li> <li>• Major Variances</li> <li>• Budget Amendments</li> <li>• Receivables</li> <li>• Grants and Contributions</li> <li>• Cash Backed Reserve</li> <li>• Capital Disposals and Acquisitions</li> <li>• Trust Fund</li> </ul> <p style="text-align: center;">see <a href="#">Appendix 2</a></p>
<b>Background:</b>	<p>Under the Local Government (Financial Management Regulations 1996), a monthly Statement of Financial Activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but presents a complete overview of the financial position of the local government at the end of each month. The Statement of Financial Activity for each month must be adopted by Council and form part of the minutes.</p>
<b>Comments:</b>	The Statement of Financial Activity is for the month of January and February 2026
<b>Statutory Environment:</b>	<p>Local Government Act 1995 – Section 6.4</p> <p>Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	<p>SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation.</p> <p>Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning.</p> <p>Strategy 4.2.3 Comply with statutory and legislative requirements.</p>

**Risk:**

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)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework	2 / 2 – Low	Financial statements are prepared on time and according to the applicable Legislation and Regulations.
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	2 / 2 – Low	Ensure that the Financial Statements are prepared on time and according to the applicable Legislation and Regulations.
Reputational	N/A	N/A	High priority has been placed on preparing Statutory reporting within legislated timeframes.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

<b>Consultation:</b>	Nil
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of January and February 2026.

**Council Resolution No: 04032026**

<b>MOVED:</b>	<b>CR: P. WINDIE</b>	<b>SECONDED:</b>	<b>CR: G. WATTERS</b>
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That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of January and February 2026.

**FOR:** CR J CAUNT  
 CR A MCKEOUGH  
 CR B WALKER  
 CR G WATTERS  
 CR P WINDIE

**AGAINST:** CR

**CR W BASTON**

**F/A: 6/0**

## 10.3

**APPLICATION FOR RETROSPECTIVE DEVELOPMENT APPROVAL FOR A MEAT (PET FOOD) PROCESSING FACILITY LOCATED UPON LOT 61 RIVERSIDE DRIVE GASCOYNE JUNCTION**

<b>Applicant:</b>	Allerding & Associates
<b>Disclosure of Interest:</b>	DG+A receives consulting fees from the Shire of Upper Gascoyne
<b>Author:</b>	Anthony Dowling, Principal Planner - Dowling Giudici + Associates (DG+A) and John McCleary – Chief Executive Officer
<b>Date:</b>	12 March 2026
<b>Matters for Consideration:</b>	To <b>grant retrospective development approval</b> to an existing meat (pet food) processing facility being carried out upon lot 61 Riverside Drive Gascoyne Junction

**Background:**

The Shire has received an application for **retrospective** development approval to continue to carry out a small-scale meat (pet-food) processing facility from lot 61 on Deposited Plan (DP) 185100, Riverside Drive Gascoyne Junction.

It is understood that the facility has been operating for a number of years without relevant approvals. This application seeks approval (retrospectively) for the use of the subject land for this purpose.

If approved pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regs)*, then applications for other further approvals required (e.g. building permit, onsite wastewater approval) will follow.

A **comprehensive outline** of the processing facility, which has been prepared and submitted by the applicant in support of the application, is provided at [Appendix 3](#) to this agenda.

The outline includes —

- An **aerial image of the development site** (page 4)
- A **location map** (page 7)
- **Photographs** of the existing processing facility – both internal and external - (Figures 5, 6, 7 and 8)
- A **dimensioned floor plan** (Annexure 3)
- An **operational management plan** (Annexure 4)

**Section 4** of the outline details the proposed operation, including **vehicle access** and expected **traffic generation and movement**, whilst **Sections 5** and **6** address relevant aspects of the **State and Local Planning frameworks** that apply to this kind of development.

The facility will be operated by the registered proprietors (landowners) of the subject land on demand.

However, during peak times it is anticipated that **2 additional staff** will be required to assist the operation, and that the facility will operate generally between the hours of **7.00 and 4.00 pm**, processing up to **one (1) tonne** of pet food meat (20 – 100 animals) on a **weekly basis**.

All pet food processing will occur inside the facility with doors to the facility closed at all times whilst processing occurs.

**Four (4) motor vehicles** are required for the operation — two (2) vehicles for transporting carcasses from their source to the facility, and two (2) rigid refrigerated vehicles for the delivery of the processed pet food offsite. The vehicles used to transport the carcasses to the processing facility will not be used for transporting the processed pet food (and *vice versa*).

<p><b>Statutory Environment:</b></p>	<ul style="list-style-type: none"> <li>• <i>Planning and Development (Local Planning Schemes) Regulations 2015 ('LPS Regs')</i></li> </ul> <p>These regulations prescribe how an application for development approval is to be made, dealt with, and determined.</p> <p>In determining whether to grant development approval, the <b>decision-maker</b> (being the Council in this case) is required to <b>have regard to</b> (where relevant) the list of matters prescribed at regulation 67(2) in Schedule 2 of the LPS Regs.</p> <p>The applicant has addressed the list of matters relevant to this application at Section 6.1.1 (page 18) in the outline at <a href="#">Appendix 3</a> to this agenda.</p> <ul style="list-style-type: none"> <li>• <i>Shire of Upper Gascoyne Local Planning Scheme No. 1 ('LPS 1')</i></li> </ul> <p>The subject land is zoned '<b>Rural Enterprise</b>' pursuant to the <i>Shire of Upper Gascoyne Local Planning Scheme No. 1 (LPS1)</i>.</p> <p>It is understood that during pre-lodgement discussions with Shire staff, it was affirmed that the proposed use falls within the use class '<b>Industry — Light</b>'.</p> <p>This means that the use is not permitted unless the local government has <b>exercised its discretion</b> by granting development approval after giving notice in accordance with clause 64 of the deemed provisions (in the LPS Regs).</p> <p>The aforementioned giving of notice includes notifying owners and occupiers of land located within the vicinity of the subject site and inviting them to consider and submit comments on the proposal with such comments to be limited to town planning matters only, e.g. compatibility of use with existing surrounding uses, amenity impacts, (such as noise, odour), traffic generation etc.</p> <p>See further comments in respect to the giving of notice at paragraphs <b>6, 7 and 8</b> in the section '<b>Consultation</b>' following.</p>
<p><b>Policy Implications:</b></p>	<p>Nil</p>
<p><b>Financial Implications:</b></p>	<p>Nil</p>
<p><b>Strategic Implications:</b></p>	<p>Approval of the processing facility will assist in the achievement of <b>Strategy 2.3.3 — Encourage diversity and growth of local business, industry and investment</b> of the <i>Shire's Plan for the Future 2022-2032</i></p>

**Risk Assessment:**

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)

Risk Category	Description	Rating	Mitigating Actions
Health		5/5 Extreme	Use occurs in accordance with proposed operational management plan
Financial Impact			
Service Interruption			
Compliance			
Reputational			
Property			
Environment			
Fraud			

**Consultation:**

1. Copies of the application were referred to the Shire's consulting environmental health officer and the Department of Water and Environmental Regulation (DWER) for consideration and comment.
2. The Shire's consulting environmental health officer advised that existing grease-trap and upgrading of the existing septic system is required (as the applicant has noted).
3. He further advised that notifications are to be given under the Food Regulations as well as tracking and tracing requirements. These requirements are not matters for consideration in determining an application for development approval but can be provided as advice notes on the Determination Notice should approval be granted.
4. Referral of the application to DWER was required as LPS 1 includes the subject land within **Special Control Area (SCA) 1 – Gascoyne River Floodplain**.
5. DWER's advice is summarised as follows —

**A. Water Licensing**

The subject land is contained within the proclaimed **Gascoyne Groundwater area** and is subject to licensing requirements under the *Rights in Water and Irrigation (RIWI) Act 1914*. Therefore, a licence is required to construct and/or alter a well and to abstract water. The development application stated water to the processing facility will be supplied to the premises via a licenced bore, however, DWER has no record of a water licence for this property.

*Author comment:*

*The requirement for groundwater licencing is a matter that the proponent is to take up directly with DWER. It is not a consideration in determining the development application.*

**B. Flood Management**

The flooding of the Gascoyne River at Gascoyne Junction in 2010 is considered to be equivalent to a 1 in 100 year flood event (1% AEP) at Gascoyne Junction. The river peaked at approximately 144.15 m AHD at Gascoyne Junction.

Whilst not opposed to development (ie, filling, building, etc) in this location, DWER recommends a minimum **habitable** floor level of 144.7 m AHD to ensure adequate flood protection. However, it does not provide recommended finished floor levels for **non-habitable development**. It has advised that the subject land may become isolated during flood events and access and evacuation should be considered.

*Author comment:*

*An emergency and evacuation plan could be considered as a condition of approval (if granted).*

**C. Environmental Protection Act**

Under the EP Act, the operation of prescribed premises, such as pet food processing operations, may require a works approval or licence.

	<p>However, the processing facility to be carried out from the subject land falls <b>below the threshold</b> for requiring a licence, amendment or works approval.</p> <p>Nevertheless, the onus is upon the to ascertain whether a works approval, licence or registration is required. The EP Act makes it an offence to undertake any work which causes a premises to become, or become capable of being, a Prescribed Premises unless the work is undertaken in accordance with a works approval.</p> <p>It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the Prescribed Premises, unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises.</p> <p><i>Author comment:</i></p> <p><i>It is recommended that the aforementioned information be included as an advice note on the Notice of Determination if development approval is granted.</i></p> <p>6. Notice of the application was provided to owners and occupiers of land within the vicinity (e.g. in Riverside Drive and Killili Road), inviting them to consider and make a submission on the proposal within a 14-day period (commencing the day after they would have received the notice).</p> <p>7. Notice of the application was also placed on the Shire’s website and its Facebook page inviting members of the public to also consider and make a submission on the proposal within the same 14-day period.</p> <p>At the conclusion of the advertising period the Shire had not received any land owner/occupier nor public submissions.</p>
<p><b>Comments:</b></p>	<p>Whilst the applicant has noted that the location of the facility falls within the EPA’s <b>500 metre generic buffer distance required to separate a food (meat) processing use from a sensitive land use (eg. housing)</b>, DWER (which provides advice to the EPA) did not raise this as an issue, especially as the facility does not meet the threshold for classification as ‘<b>Prescribed Premises</b>’ whereby if it were the adherence to this buffer requirement would be paramount.</p> <p>In light of this, and based on the following considerations —</p> <ul style="list-style-type: none"> <li>(a) the location of the facility;</li> <li>(b) being a kind of use that can be contemplated under the <b>Rural Enterprise</b> zoning applying to the land;</li> <li>(c) that its operation it is unlikely to detrimentally impact surrounding residents and the local environment; and</li> <li>(d) relevant matters listed at regulation 67(2) in Schedule 2 of the LPS Regs are deemed to have been satisfactorily addressed</li> </ul> <p>it is recommended that the application be approved, subject to the use being carried out in accordance with the proposed operational management plan at all times the facility is in use.</p>
<p><b>Voting requirement:</b></p>	<p>Simple Majority</p>

**Officer's  
Recommendation:**

1. Pursuant to clause 68 (2) in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, retrospectively APPROVE the development application to continue to allow an existing meat (pet food) processing facility to be carried out upon lot 61 on Deposited Plan 185100 Riverside Drive Gascoyne Junction, generally in accordance with the Development Application Report (outline) prepared by Allerding and Associates, dated November 2025, and subject to the following conditions and advice notes:

**Conditions**

- (i) This decision constitutes development approval only and is valid for a period of 2 years from the date of approval.

*If the approved development has not substantially commenced within the specified period, the approval shall lapse and be of no further effect;*

- (ii) The Operational Management Plan (OMP) at Annexure 4 in the Development Application Report (outline) being modified to include the following additional management provisions:

A. A flood response and emergency management plan, particularly addressing the following—

- (a) Monitoring of flood warnings;
- (b) Safe shutdown of operations;
- (c) Evacuation procedures;
- (d) Secure containment of animal products, waste and hazardous materials; and
- (e) Measures to minimise environmental contamination and spills, including during flood events;

B. All transport and delivery vehicles being managed and cleaned in a manner that prevents biosecurity risk and nuisance to surrounding land.

*The modified OMP is to be submitted to, and be approved by the Shire Chief Executive Officer prior to the use continuing, and thereafter is to remain current and capable of being enacted at any time;*

- (iii) Prior to the use of the facility continuing, the facility is to be connected to an onsite effluent disposal system designed and constructed to the specifications and satisfaction of the Shire Chief Executive Officer;
- (iv) The hours of operation being limited to between 6.00 am and 6.00 pm daily (unless otherwise approved by the local government upon application being made to it to extend or modify these hours);

- (v) *Prior to the use continuing, conditions (i) – (iv) being fulfilled to the satisfaction of the Shire of Upper Gascoyne.*

**Advice Notes**

1. *In addition to this approval, the Department of Water and Environmental Regulation (DWER) advises that it is the responsibility of the proprietor/operator of the approved meat (pet food) processing facility to ascertain whether a works approval, licence or registration is required pursuant to the Environmental Protection Act 1986 (EP Act) and the Environmental Protection Regulations 1987 (EP Regs).*

*The EP Act makes it an offence to undertake any work which causes a premises to become, or become capable of being, a 'Prescribed Premises' unless the work is undertaken in accordance with a works approval.*

*It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the 'Prescribed Premises', unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises;*

2. *Animal waste generated from the processing of carcasses is to be disposed of to an appropriate off-site waste facility that is licensed to receive and dispose of processed animal waste. No animal waste is permitted to be disposed of within lot 61 unless a prior separate approval has been granted by the Shire of Upper Gascoyne for this purpose; and*
3. *Any increase in scale, intensity, workforce, or hours of operation beyond that hereby approved shall require further development approval.*

**Council Resolution No: 05032026**

**MOVED:**

**CR. W. BASTON**

**SECONDED:**

**CR. A. MCKEOUGH**

1. *Pursuant to clause 68 (2) in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, retrospectively APPROVE the development application to continue to allow an existing meat (pet food) processing facility to be carried out upon lot 61 on Deposited Plan 185100 Riverside Drive Gascoyne Junction, generally in accordance with the Development Application Report (outline) prepared by Allering and Associates, dated November 2025, and subject to the following conditions and advice notes:*

**Conditions**

- (iv) *This decision constitutes development approval only and is valid for a period of 2 years from the date of approval.*

*If the approved development has not substantially commenced within the specified period, the approval shall lapse and be of no further effect;*

(v) *The Operational Management Plan (OMP) at Annexure 4 in the Development Application Report (outline) being modified to include the following additional management provisions:*

A. *A flood response and emergency management plan, particularly addressing the following—*

(f) *Monitoring of flood warnings;*

(g) *Safe shutdown of operations;*

(h) *Evacuation procedures;*

(i) *Secure containment of animal products, waste and hazardous materials; and*

(j) *Measures to minimise environmental contamination and spills, including during flood events;*

C. *All transport and delivery vehicles being managed and cleaned in a manner that prevents biosecurity risk and nuisance to surrounding land.*

*The modified OMP is to be submitted to, and be approved by the Shire Chief Executive Officer prior to the use continuing, and thereafter is to remain current and capable of being enacted at any time;*

(vi) *Prior to the use of the facility continuing, the facility is to be connected to an onsite effluent disposal system designed and constructed to the specifications and satisfaction of the Shire Chief Executive Officer;*

(vi) *The hours of operation being limited to between 6.00 am and 6.00 pm daily (unless otherwise approved by the local government upon application being made to it to extend or modify these hours);*

(vii) *Prior to the use continuing, conditions (i) – (iv) being fulfilled to the satisfaction of the Shire of Upper Gascoyne.*

#### **Advice Notes**

2. *In addition to this approval, the Department of Water and Environmental Regulation (DWER) advises that it is the responsibility of the proprietor/operator of the approved meat (pet food) processing facility to ascertain whether a works approval, licence or registration is required pursuant to the Environmental Protection Act 1986 (EP Act) and the Environmental Protection Regulations 1987 (EP Regs).*

*The EP Act makes it an offence to undertake any work which causes a premises to become, or become capable of being, a 'Prescribed Premises' unless the work is undertaken in accordance with a works approval.*

*It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the 'Prescribed Premises', unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises;*

3. *Animal waste generated from the processing of carcasses is to be disposed of to an appropriate off-site waste facility that is licensed to receive and dispose of processed animal waste. No animal waste is permitted to be disposed of within lot 61 unless a prior separate approval has been granted by the Shire of Upper Gascoyne for this purpose; and*

4. *Any increase in scale, intensity, workforce, or hours of operation beyond that hereby approved shall require further development approval.*

**FOR: CR J CAUNT**

**AGAINST: CR**

**CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON**

**F/A: 6/0**

10.4 2025/26 STATUTORY BUDGET REVIEW	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Andrea Pears – Manager of Finance & Corporate Services
<b>Date:</b>	12 March 2026
<b>Matters for Consideration:</b>	To consider and adopt the Budget Review as presented in the Statement of Projected Financial Activity for the period 1 July 2025 to 30 June 2026. A detailed budget review report and financial statements appear in <a href="#">Appendix 4</a> .
<b>Background:</b>	<p>The Local Government Financial Management Regulation 33A requires each local government between 1 January and 31 March in each financial year to carry out a review of its annual budget.</p> <p>The review must:</p> <ul style="list-style-type: none"> <li>• Consider the financial performance in the period beginning on July 1 and ending no earlier than December 31</li> <li>• Consider the financial position at the date of the review</li> <li>• Review the outcomes for the end of that financial year as forecast in the budget</li> </ul> <p>The Council is to consider a review submitted to it and determine whether or not to adopt the review, and any parts of the review or any recommendation made in the review.</p>
<b>Comments:</b>	<p>At the time of adopting the 2025/26 Budget in August 2025, the opening balance was stated as a surplus of \$4,875,356 and this was mostly driven by the receipt of our Grants Commission advance payment for the Financial 25/26 financial year.</p> <p>Since the finalisation of the Shire's 2024/25 Annual Financial Statements in December 2025, the confirmed carry forward balance into 2025/26 is a surplus amount of \$5,403,926. This increased the Council's original opening surplus balance adopted in August 2025 by \$528,570.</p> <p>Council's Manager of Finance and Corporate Services, Andrea Pears held a Budget Workshop on the 16<sup>th</sup> March 2026 with Council for a more detailed explanation of the movement between Original Budget adopted in August 2025 and this Budget Review report at <a href="#">Appendix 4</a>.</p>

<p><b>Statutory Environment:</b></p>	<p>Local Govt. Act 1995 section 6.2 and Financial Management Regulations 33A –</p> <p>33A. Review of budget</p> <p>(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.</p> <p>(2A) The review of an annual budget for a financial year must —</p> <p>(a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and</p> <p>(b) consider the local government’s financial position as at the date of the review; and</p> <p>(c) review the outcomes for the end of that financial year that are forecast in the budget.</p> <p>(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.</p> <p>(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.</p> <p>*Absolute majority required.</p> <p>(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.</p>
<p><b>Policy Implications:</b></p>	<p>Nil</p>
<p><b>Financial Implications:</b></p>	<p>To ensure the financial position of the Shire is on track to achieve the objectives outlined in the adopted budget and to make any adjustments as required.</p>
<p><b>Strategic Implications:</b></p>	<p>Civic Leadership – To responsibly manage Council’s financial resources to ensure optimum value for money and sustainable asset management.</p>

**Risk:**

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)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact		N/A	
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Failure to meet both the Statutory deadline and Statutory form.	4/4 – High	Ensure Budget Review is completed and sent to the DLGSC by the due date.
Reputational	N/A	3/3 - Moderate	High priority has been placed on preparing Statutory reporting within legislated timeframes.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

<b>Consultation:</b>	Contract Accountants – RSM Management and Key Personnel
<b>Voting requirement:</b>	Absolute Majority
<b>Officer’s Recommendation:</b>	<p><i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. Adopt the changes to the 2025/26 budget as detailed in <a href="#">Appendix 4</a>; and</li> <li>2. Authorise the CEO to transfer any estimated / actual surplus into the Building Reserve Account.</li> </ol>

**Council Resolution No:06032026**

<b>MOVED:</b>	<b>CR: B. WALKER</b>	<b>SECONDED:</b>	<b>CR: A. MCKEOUGH</b>
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*That Council:*

1. Adopt the changes to the 2025/26 budget as detailed in [Appendix 4](#); and
2. Authorise the CEO to transfer any estimated / actual surplus into the Building Reserve Account.

**FOR:** CR J CAUNT  
 CR A MCKEOUGH  
 CR B WALKER  
 CR G WATTERS  
 CR P WINDIE  
 CR W BASTON

**AGAINST:** CR

F/A: 6/0

**10.5 DECISION CRITERIA RFT07 25-26 CARNARVON MULLEWA ROAD DAIRY CK EAST UPGRADE TO SEAL**

<b>Applicant:</b>	Shire of Upper Gascoyne												
<b>Disclosure of Interest:</b>	Nil												
<b>Author:</b>	Jarrold Walker- Works Manager												
<b>Date:</b>	26 February 2026												
<b>Matters for Consideration:</b>	To adopt the decision criteria for RFT07 25-26 Carnarvon Mullewa Dairy Ck East Upgrade to Seal.												
<b>Background:</b>	Each year the Shire has been progressively upgrading sections of the Carnarvon Mullewa Road to a sealed standard. An additional \$5.5 million has been secured for the Dairy Creek East Section of the project.												
<b>Comments:</b>	<p>To procure a suitably qualified earthworks contractor as soon as possible, we need to adopt a decision criterion so we can go to tender.</p> <p>Suggested decision for earthworks tender is as follows:</p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Quality and Completeness of Road Construction Plant / Equipment</td> <td>15%</td> </tr> <tr> <td>Demonstrated Remote Area Sealed Road Construction Experience</td> <td>25%</td> </tr> <tr> <td>Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials</td> <td>25%</td> </tr> <tr> <td>Capacity to Commence and Complete Contract Works within Designated Time Frame</td> <td>25%</td> </tr> <tr> <td>Local Content of Plant/Equipment (inclusive of operators) and Resources</td> <td>5%</td> </tr> </tbody> </table>	Description of Criteria	Weighting	Quality and Completeness of Road Construction Plant / Equipment	15%	Demonstrated Remote Area Sealed Road Construction Experience	25%	Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	25%	Capacity to Commence and Complete Contract Works within Designated Time Frame	25%	Local Content of Plant/Equipment (inclusive of operators) and Resources	5%
Description of Criteria	Weighting												
Quality and Completeness of Road Construction Plant / Equipment	15%												
Demonstrated Remote Area Sealed Road Construction Experience	25%												
Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	25%												
Capacity to Commence and Complete Contract Works within Designated Time Frame	25%												
Local Content of Plant/Equipment (inclusive of operators) and Resources	5%												

	<b>Provisions for mechanical and logistical support</b> <b>Price being a non-weighted criterion.</b>	5%
<b>Statutory Environment:</b>	Local Government Act 1995 Local Government (Function and General) Regulations 1996 2A.  If a local government decides to invite a tender The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.	
<b>Policy Implications:</b>	Purchasing Policy	
<b>Financial Implications:</b>	26/27 SIP funding has been approved by MWRA.	
<b>Strategic Implications:</b>	Strategy 3.2.2 Maintenance and upgrade of infrastructure Planned Timing Corporate Business Plan Actions 3.2.2.2 Maintain and upgrade infrastructure in line with asset management planning.	
<b>Risk:</b>		

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)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	N/A
Financial Impact	26/27 SIP funding brought forward	M6	If funds aren't brought forward, the work will be delayed until the 2026-27 financial year
Service Interruption	N/A	N/A	N/A
Compliance	Decision Criteria required prior to tendering	L4	Seek Council endorsement of decision criteria prior to tendering
Reputational	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

<b>Consultation:</b>	Chief Executive Officer, Greenfields Technical Services
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<b>Voting requirement:</b>	Absolute majority														
<b>Officer's Recommendation:</b>	<p><i>That Council endorse the following decision criteria for RFT07 25-26 Carnarvon Mullewa Dairy Ck East Upgrade to Seal.</i></p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Quality and Completeness of Road Construction Plant / Equipment</td> <td>15%</td> </tr> <tr> <td>Demonstrated Remote Area Sealed Road Construction Experience</td> <td>25%</td> </tr> <tr> <td>Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials</td> <td>25%</td> </tr> <tr> <td>Capacity to Commence and Complete Contract Works within Designated Time Frame</td> <td>25%</td> </tr> <tr> <td>Local Content of Plant/Equipment (inclusive of operators) and Resources</td> <td>5%</td> </tr> <tr> <td>Provisions for mechanical and logistical support</td> <td>5%</td> </tr> </tbody> </table> <p>Price being a non-weighted criterion.</p>	Description of Criteria	Weighting	Quality and Completeness of Road Construction Plant / Equipment	15%	Demonstrated Remote Area Sealed Road Construction Experience	25%	Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	25%	Capacity to Commence and Complete Contract Works within Designated Time Frame	25%	Local Content of Plant/Equipment (inclusive of operators) and Resources	5%	Provisions for mechanical and logistical support	5%
Description of Criteria	Weighting														
Quality and Completeness of Road Construction Plant / Equipment	15%														
Demonstrated Remote Area Sealed Road Construction Experience	25%														
Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	25%														
Capacity to Commence and Complete Contract Works within Designated Time Frame	25%														
Local Content of Plant/Equipment (inclusive of operators) and Resources	5%														
Provisions for mechanical and logistical support	5%														

**Council Resolution No: 07032026**

<b>MOVED:</b>	<b>CR. G. WATTERS</b>	<b>SECONDED:</b>	<b>CR. W. BASTON</b>
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*That Council endorse the following decision criteria for RFT07 25-26 Carnarvon Mullewa Dairy Ck East Upgrade to Seal.*

Description of Criteria	Weighting
Quality and Completeness of Road Construction Plant / Equipment	15%
Demonstrated Remote Area Sealed Road Construction Experience	25%
Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	25%

Capacity to Commence and Complete Contract Works within Designated Time Frame	25%
Local Content of Plant/Equipment (inclusive of operators) and Resources	5%
Provisions for mechanical and logistical support	5%

Price being a non-weighted criterion.

FOR: CR J CAUNT  
CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON

AGAINST: CR

F/A: 6/0

10.6 DECISION CRITERIA RFT08 25-26 AGRN1175 Plant and Labour Hire											
<b>Applicant:</b>	Shire of Upper Gascoyne										
<b>Disclosure of Interest:</b>	Nil										
<b>Author:</b>	Jarrold Walker- Works Manager										
<b>Date:</b>	26 February 2026										
<b>Matters for Consideration:</b>	To adopt the decision criteria for the earthworks associated with RFT08 25-26 AGRN1175 Plant and Labour Hire										
<b>Background:</b>	DFES have approved the scope of works associated with DRFAWA claim AGRN1175 Plant and Labour Hire										
<b>Comments:</b>	<p>To procure a suitably qualified earthworks contractor as soon as possible, we need to adopt a decision criterion so we can go to tender.</p> <p>Suggested decision for earthworks tender is as follows:</p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>25%</td> </tr> <tr> <td>Quality and Completeness of Road Construction Plant / Equipment</td> <td>15%</td> </tr> <tr> <td>Demonstrated Remote Area Sealed Road Construction Experience</td> <td>10%</td> </tr> <tr> <td>Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials</td> <td>10%</td> </tr> </tbody> </table>	Description of Criteria	Weighting	Price	25%	Quality and Completeness of Road Construction Plant / Equipment	15%	Demonstrated Remote Area Sealed Road Construction Experience	10%	Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	10%
Description of Criteria	Weighting										
Price	25%										
Quality and Completeness of Road Construction Plant / Equipment	15%										
Demonstrated Remote Area Sealed Road Construction Experience	10%										
Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	10%										

	<b>Capacity to Complete Contract Works</b>	<b>10%</b>
	<b>Local Content of Plant/Equipment (inclusive of operators) and Resources</b>	<b>20%</b>
	<b>Provisions for mechanical and logistical support</b>	<b>10%</b>
<b>Statutory Environment:</b>	Local Government Act 1995 Local Government (Function and General) Regulations 1996 2A.  If a local government decides to invite a tender The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.	
<b>Policy Implications:</b>	Purchasing Policy	
<b>Financial Implications:</b>	AGRN1175 Scope of Works Approved by DFES.	
<b>Strategic Implications:</b>	Strategy 3.2.2 Maintenance and upgrade of infrastructure Planned Timing Corporate Business Plan Actions 3.2.2.2 Maintain and upgrade infrastructure in line with asset management planning.	
<b>Risk:</b>		

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)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	N/A
Financial Impact	AGRN1175 Scope of Works Approved by DFES.	M6	AGRN1175 final cost is monitored and project managed by Greenfields Tech Services to remain within budget
Service Interruption	N/A	N/A	N/A
Compliance	Decision Criteria required prior to tendering	L4	Seek Council endorsement of decision criteria prior to tendering
Reputational	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

	<i>Fraud</i>	N/A	N/A	N/A																
<b>Consultation:</b>	Chief Executive Officer, Greenfields Technical Services																			
<b>Voting requirement:</b>	Absolute majority																			
<b>Officer's Recommendation:</b>	<p><i>That Council endorse the following decision criteria for RFT08 25-26 AGRN1175 Plant and Labour Hire</i></p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>25%</td> </tr> <tr> <td>Quality and Completeness of Road Construction Plant / Equipment</td> <td>15%</td> </tr> <tr> <td>Demonstrated Remote Area Sealed Road Construction Experience</td> <td>10%</td> </tr> <tr> <td>Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials</td> <td>10%</td> </tr> <tr> <td>Capacity to Complete Contract Works</td> <td>10%</td> </tr> <tr> <td>Local Content of Plant/Equipment (inclusive of operators) and Resources</td> <td>20%</td> </tr> <tr> <td>Provisions for mechanical and logistical support</td> <td>10%</td> </tr> </tbody> </table>				Description of Criteria	Weighting	Price	25%	Quality and Completeness of Road Construction Plant / Equipment	15%	Demonstrated Remote Area Sealed Road Construction Experience	10%	Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	10%	Capacity to Complete Contract Works	10%	Local Content of Plant/Equipment (inclusive of operators) and Resources	20%	Provisions for mechanical and logistical support	10%
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<b>Council Resolution No: 08032026</b>																				
<b>MOVED:</b>	<b>CR. B. WALKER</b>	<b>SECONDED:</b>	<b>CR. G. WATTERS</b>																	
<p><i>That Council endorse the following decision criteria for RFT08 25-26 AGRN1175 Plant and Labour Hire</i></p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>25%</td> </tr> <tr> <td>Quality and Completeness of Road Construction Plant / Equipment</td> <td>15%</td> </tr> <tr> <td>Demonstrated Remote Area Sealed Road Construction Experience</td> <td>10%</td> </tr> </tbody> </table>					Description of Criteria	Weighting	Price	25%	Quality and Completeness of Road Construction Plant / Equipment	15%	Demonstrated Remote Area Sealed Road Construction Experience	10%								
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Demonstrated Local Knowledge of Sourcing and Managing Appropriate Materials	10%
Capacity to Complete Contract Works	10%
Local Content of Plant/Equipment (inclusive of operators) and Resources	20%
Provisions for mechanical and logistical support	10%

**FOR:** CR J CAUNT  
CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON

**AGAINST:** CR

**F/A:** 6/0

10.7 DECISION CRITERIA RFQ08 25-26 Bitumen Sealing and resealing Program 2026-27					
<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	Nil				
<b>Author:</b>	Jarrold Walker- Works Manager				
<b>Date:</b>	26 February 2026				
<b>Matters for Consideration:</b>	To adopt the decision criteria for RFQ08 25-26 Bitumen Sealing and resealing Program 2026-27				
<b>Background:</b>	The shire has been successful in securing funds to facilitate the next stage of upgrade to seal of the Carnarvon Mullewa Rd. We have earmarked some of our 2026-27 RRG and resealing reserve funds to complete reseals in 2026-27. To lock in a sealing contractor, we need council to adopt a decision criterion so we can utilise the WALGA preferred supplier portal.				
<b>Comments:</b>	<p>To procure a suitably qualified bitumen sealing contractor for the 2026-27 sealing and resealing program we need to adopt a decision criterion so we can go to tender.</p> <p>This work includes the next stage of the Carnarvon Mullewa upgrades east Dairy Creek and resealing of various sections within the shire as per resealing works schedule.</p> <p>Suggested decision for Equote is as follows:</p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>60%</td> </tr> </tbody> </table>	Description of Criteria	Weighting	Price	60%
Description of Criteria	Weighting				
Price	60%				

	Seal design resources and technical support	10%
	Quality, OHS and environmental requirements and procedures	10%
	Skills and experience of key personnel	10%
	Capability, flexibility and availability	10%
<b>Statutory Environment:</b>	Local Government Act 1995 Local Government (Function and General) Regulations 1996 2A.  If a local government decides to invite a tender The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.	
<b>Policy Implications:</b>	Purchasing Policy	
<b>Financial Implications:</b>	New seal funded by SIP program. Resealing funded by RRG and Reseal Reserve Account. Final resealing quantities will be determine according to budget allocation approved by Council.	
<b>Strategic Implications:</b>	Strategy 3.2.2 Maintenance and upgrade of infrastructure Planned Timing Corporate Business Plan Actions 3.2.2.2 Maintain and upgrade infrastructure in line with asset management planning.	
<b>Risk:</b>		

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)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	N/A
Financial Impact	Funded by 2026-27 reseal budget allocation and SIP funding	L4	Final seal/reseal quantities will be determined by budget allocation. New seal funded by SIP
Service Interruption	N/A	N/A	N/A
Compliance	Decision Criteria required prior to tendering	L4	Seek Council endorsement of decision criteria prior to tendering
Reputational	N/A	N/A	N/A

<i>Property</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Environment</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Fraud</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

**Consultation:** Works Manager, Greenfields Technical Services

**Voting requirement:** Absolute majority

**Officer's Recommendation:** *That Council endorse the following decision criteria for RFQ08 25-26 Bitumen Sealing and resealing Program 2026-27*

Description of Criteria	Weighting
Price	60%
Seal design resources and technical support	10%
Quality, OHS and environmental requirements and procedures	10%
Skills and experience of key personnel	10%
Capability, flexibility and availability	10%

**Council Resolution No: 09032026**

<b>MOVED:</b>	<b>CR. W. BASTON</b>	<b>SECONDED:</b>	<b>CR. B. WALKER</b>
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*That Council endorse the following decision criteria for RFQ08 25-26 Bitumen Sealing and resealing Program 2026-27*

Description of Criteria	Weighting
Price	60%
Seal design resources and technical support	10%
Quality, OHS and environmental requirements and procedures	10%
Skills and experience of key personnel	10%
Capability, flexibility and availability	10%

**FOR:** CR J CAUNT  
 CR A MCKEOUGH  
 CR B WALKER  
 CR G WATTERS  
 CR P WINDIE  
 CR W BASTON

**AGAINST:** CR

**F/A:** 6/0

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	18 March 2026
<b>Matters for Consideration:</b>	WALGA has requested for Council to determine its position as to issues of Compulsory Voting and four-year full spill elections.
<b>Background:</b>	<p>On the 13 of February 2026 an email was received from the CEO of WALGA – Mr Nick Sloan seeking a Council endorsed feedback from Local Governments to inform a sector-wide response to anticipated State Government proposals for Local Government electoral reform.</p> <p>The State Government is expected to progress reforms relating to:</p> <ul style="list-style-type: none"> <li>• the introduction of <b>full spill elections every four years</b>; and</li> <li>• <b>compulsory voting</b> at Local Government elections.</li> </ul> <p>On the same day I sent Councillors a discussion paper and Info Page supplied by WALGA. WALGA requested that after reading the documents that the following questions were answered.</p> <ol style="list-style-type: none"> <li>1. Does your Local Government support half spill elections every two years or full spill elections every four years?</li> <li>2. What are the key considerations informing this view?</li> <li>3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?</li> <li>4. Any other comments?</li> <li>5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?</li> <li>6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?</li> <li>7. What are the key considerations informing this view?</li> <li>8. Any other comments?</li> </ol> <p>I have received submissions from Councillors Walker, Baston, McKeoug, Watters and Caunt</p>

<b>Comments:</b>	Given the submissions received we have some commonality and differentiation with others.  It is proposed that we workshop these questions and once each question is agreed we input into a motion where it can be resolved.
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	Nil

**Risk Assessment:**

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)

Risk Category	Description	Rating	Mitigating Actions
Health			
Financial Impact			
Service Interruption			
Compliance			
Reputational	The SUG need to contribute to sector wide issues. Although not compulsory, by not being apart of the sector wide feedback we risk being seen as a non-contributor.	3 / 2 (6)	Actively contribute to the sector wide feedback.
Property			
Environment			
Fraud			

<b>Consultation:</b>	Councillors
<b>Voting requirement:</b>	Simple Majority

<b>Officer's Recommendation:</b>	<p><i>That Council endorse the following position on Compulsory Voting and four-year full spill elections:</i></p> <ol style="list-style-type: none"> <li>1. <i>Supports <u>half spill elections every two years or full spill election every four years</u>?</i></li> <li>2. <i>What are the key considerations informing this view?</i></li> <li>3. <i>If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?</i></li> <li>4. <i>Any other comments?</i></li> <li>5. <i>Supports <u>compulsory voting or voluntary voting</u> in Local Government elections?</i></li> <li>6. <i>If the frequency of Local Government elections were changed to every 4 years, would your Local Government support <u>compulsory or voluntary voting</u>?</i></li> <li>7. <i>What are the key considerations informing this view?</i></li> <li>8. <i>Any other comments?</i></li> </ol>
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**Council Resolution No: 10032026**

<b>MOVED:</b>	<b>CR: A. MCKEOUGH</b>	<b>SECONDED:</b>	<b>CR. PETER WINDIE</b>
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*That Council endorse the following position on Compulsory Voting and four-year full spill elections:*

1. *Supports half spill elections every two years or full spill election every four years.*  
*Half spill every two years*
2. *What are the key considerations informing this view?*  
*Retains at least 50% of councillor knowledge and experience by doing elections every two years*
3. *If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?*  
*To implement full-spill elections, all councillors' terms should be aligned so they end at the same time.*
4. *Any other comments?*  
*N/A*
5. *Supports compulsory voting or voluntary voting in Local Government elections?*  
*Supports Compulsory Voting.*

6. *If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?*

*Compulsory Voting.*

7. *What are the key considerations informing this view?*

*Encourages greater voter participation.*

8. *Any other comments?*

*Campaigns that focus on more positive messaging about Local Government.*

**FOR: CR J CAUNT  
CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON**

**AGAINST: CR**

**F/A: 6/0**

## 10.9

## CHANGE OF MAY ORDINARY MEETING DATE AND LOCATION

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary - Chief Executive Officer
<b>Date:</b>	19 March 2026
<b>Matters for Consideration:</b>	To change the date and location of the May 2026 Ordinary Meeting of Council from the 27 <sup>th</sup> of May 2026 to the 23 <sup>rd</sup> of May 2026 and that the location moves from Mt Augustus to Gascoyne Junction.
<b>Background:</b>	To ensure compliance with the Local Government Act
<b>Comments:</b>	<p>Given the Staff and Councillor resignations recently received we normally do a presentation or have a small function to acknowledge their contribution towards the Shire.</p> <p>In this case we have Hamish McTaggart, Blanche Walker and Jarrod Walker all of whom have made significant contributions over a long period of time.</p> <p>On the 23<sup>rd</sup> of May we already have Proud Mary and two other bands performing. This provides a great opportunity to do the presentations and also enjoy a musical interlude. In addition, we can also do the opening of the RO Plant.</p> <p>We are aware that the 23<sup>rd</sup> of May is a Saturday but this will not be an issue from an administration point of view.</p>
<b>Statutory Environment:</b>	<p><b><i>Local Government Act 1995 section 5.27</i></b>  (1) A general meeting of the electors of a district is to be held once every financial year.  (2) A general meeting is to be held on a day selected by the local government but not more than <b>56 days</b> after the local government accepts the annual report for the previous financial year.</p> <p><b><i>Local Government (Administration) Regulations 1996 – Regulation 12</i></b>  (3) Any change to the meeting details for a meeting referred to in must be published on the local government’s official website as soon as practicable after the change is made.</p>
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	Strategy 4.2.3 Comply with statutory and legislative requirements

**Risk Assessment:**

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)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A		
Financial Impact	N/A		
Service Interruption	N/A		
Compliance	Not complying with the Local Government Act 1996	5 / 2 (High)	Advertise the new date and time on the Shire's Public Website as soon as practicable after the change is resolved by Council.
Reputational	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

<b>Consultation:</b>	Department of Local Government
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	<i>That Council move the date and location of the May Ordinary Meeting of Council to the 23<sup>rd</sup> of May 2026 and that the meeting location change to Gascoyne Junction.</i>

**Council Resolution No: 11032026**

<b>MOVED:</b>	<b>CR. W. BASTON</b>	<b>SECONDED:</b>	<b>CR. P. WINDIE</b>
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*That Council move the date and location of the May Ordinary Meeting of Council to the 23<sup>rd</sup> of May 2026 and that the meeting location change to Gascoyne Junction.*

**FOR: CR J CAUNT  
CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON**

**AGAINST: CR**

**F/A: 6/0**

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	20 March 2026
<b>Matters for Consideration:</b>	To determine the type of election, in person or postal, and who will undertake the election process. Please refer to <a href="#">Appendix 5</a> .
<b>Background:</b>	<p>We have had two Councillor resignations so in order to replace these positions the Shire will need to hold an extra ordinary election.</p> <p>Postal Elections are conducted by the Commissioner and take the work away from the CEO who would otherwise most likely run the election.</p> <p>The Western Australian Electoral Commission has provided an estimated cost of \$9,50 Inc. GST, based on the following assumptions:</p> <ul style="list-style-type: none"> <li>• The method of election will be postal</li> <li>• 2 Councillor vacancies</li> <li>• 130 electors</li> <li>• response rate of approximately 50%</li> <li>• appointment of a local Returning Officer</li> <li>• the Shire providing all other electoral officers to assist in the conduct of the election</li> <li>• count to be conducted at your office using CountWA.</li> </ul>
<b>Comments:</b>	Nil
<b>Statutory Environment:</b>	<p>Local Government Act 1995 s4.20(4) and 4.61(2) states:</p> <p>If the returning officer is appointed, the Electoral Commissioner is to appoint one or more returning officers.</p> <p>and</p> <p>“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</p> <p>“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 posted or delivered, in accordance with regulations.</p>
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	The cost of \$9,500 (exclusive of GST) has been allowed for in the 2025/26 budget.

**Strategic Implications:**

**Risk Assessment:**

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)
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Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A		
Financial Impact	N/A		
Service Interruption	N/A		
Compliance	Ensuring that all the key requirements and dates are complied with. That there is absolutely no regularities given that it is an election.	5 / 4 (20)	Engage the WA Electoral Commission to run the election on behalf of the Shire. This mitigates against any errors and keeps everyone at arm's length
Reputational	Failure to run the election in full compliance would bring the wrath of the LG Department, media and community	5 / 4 (20)	Engage the WA Electoral Commission to run the election.
Property	N/A		
Environment	N/A		
Fraud	N/A		

**Consultation:**

Nil

**Voting requirement:**

Simple Majority

**Officer's Recommendation:**

*That Council:*

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;

2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

**Council Resolution No: 12032026**

<b>MOVED:</b>	<b>CR: B. WALKER</b>	<b>SECONDED:</b>	<b>CR: G. WATTERS</b>
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*That Council:*

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;

2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

**FOR: CR J CAUNT  
CR A MCKEOUGH  
CR B WALKER  
CR G WATTERS  
CR P WINDIE  
CR W BASTON**

**AGAINST: CR**

**F/A: 6/0**

**11. MATTERS BEHIND CLOSED DOORS**

**12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

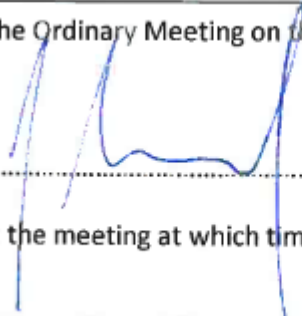
**13. OUTSTANDING COUNCIL MEETING RESOLUTIONS**

<b>Resolution N°</b>	<b>Subject</b>	<b>Status</b>	<b>Open / Close</b>	<b>Responsible Officer</b>

**14. MEETING CLOSURE**

The Shire President closed the meeting at 12.00pm.

To be confirmed at the Ordinary Meeting on the 22<sup>nd</sup> of April 2026.

Signed.....  


Presiding member at the meeting at which time the minutes were confirmed.