

Unconfirmed Minutes

November 2025



ORDER OF BUSINESS

- 1 DECLARATION OF OPENING**
- 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
- 3 RECORD OF ATTENDANCE**
- 4 DECLARATION OF INTEREST BY MEMBERS**
 - 4.1 Declarations of Financial Interest
 - 4.2 Declarations of Proximity Interest
 - 4.3 Declarations of Impartiality Interest
 - 4.4 Declarations of Indirect Financial Interest
- 5 PUBLIC QUESTION TIME**
- 6 APPLICATIONS FOR LEAVE OF ABSENCE**
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 7.1 Previous Council Meetings
 - 7.2 Committee MeetingsAttachment 1 Freebairn Recreation Centre – AGM & Sporting Council Minutes 24 October 2025
- 8 PRESENTATIONS / DEPUTATIONS**
- 9 AGENDA BUSINESS - MATTERS REQUIRING DECISION**
 - 9.1 List of Accounts Paid During the Month of October 2025
Attachment 2 – October 2025 Schedule of Payments
 - 9.2 Financial Reports – October 2025
Attachment 3 – Financial Statements October 2025
 - 9.4 Councillor Portfolios & Committee Representation
 - 9.5 Drug and Alcohol Policy
Attachment 4 – HR1 Drugs & Alcohol May 2025 (old)
Attachment 5 – HR1 Drugs & Alcohol November 2025 (new) & HR2 Employment Medical
 - 9.6 Mechanical Services Renewal – Freebairn Recreation Centre
Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd
Attachment 7 – Quote Condensor Replacement
 - 9.7 Amendment to delegation – Bank signatories
 - 9.8 RoeROC Key Worker Housing Project – In-Principle Support for Regional Housing Support Fund (RHSF) Application
Attachment 9 – RoeROC Key Worker Housing - Preliminary Business Case
Attachment 10 – Shire of Kulin Ordinary Meeting Minutes 19th March 2025
- 10 COMPLIANCE**
 - 10.1 Compliance Reporting – General Compliance October 2025
Attachment 8 – Compliance Checklist October 2025
- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 MOTIONS FROM MEMBERS WITHOUT NOTICE**
- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 14 MEETING IS CLOSED TO THE PUBLIC**
 - 14.1 Confidential Items (Meeting Closed to the Public)
 - 14.2 Confidential Item - Commercial value information
 - 14.3 Confidential Item - Acquisition/disposal of property

1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

In accordance with Section 5.23A of the Local Government Act 1995, and Part 2A of the Local Government (Administration) Regulations 1996, this Council meeting is being digitally recorded (audio). All recordings will be retained as part of the Shire of Kulin's records and will be made available to the public via Council's website, excluding recordings of matters that Council take Behind Closed Doors.

Cr Miller has requested to attend this meeting via electronic means and will be required to meet the following criteria under *Local Government Act 1995 – Section 5.25; and Local Government (Administration) Regulations 1996 – 14C*:

- Authorised by the President (or Council)
- Remain in instantaneous contact with other attendees
- Declare confidentiality can be maintained (location to be quiet and private)

01/1125

Moved Cr Smoker Seconded Cr Mullan that for the Ordinary Council Meeting of 19 November 2025, permission to attend via electronic means be approved for Cr Miller.

Carried 6/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

3 RECORD OF ATTENDANCE

ATTENDANCE

| | |
|------------|--|
| G Robins | President |
| B Smoker | Deputy President |
| J Noble | Councillor |
| C Mullan | Councillor |
| R Bowey | Councillor |
| B Miller | Councillor (<i>by electronic means – verbally declared they're able to maintain confidentiality</i>) |
| L Siviour | Councillor |
| A Leeson | Chief Executive Officer |
| C Lewis | Executive Manager of Governance and Risk |
| J Hobson | Executive Manager of Works |
| T Scadding | Executive Manager Community Development |

APOLOGIES

| | |
|----------|--------------------------------------|
| F Murphy | Executive Manager Financial Services |
|----------|--------------------------------------|

LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST BY MEMBERS

4.1 Declarations of Financial Interest

4.2 Declarations of Proximity Interest

Cr Brad Smoker declares a proximity interest in confidential item 14.2

4.3 Declarations of Impartiality Interest

4.4 Declarations of Indirect Financial Interest

5 PUBLIC QUESTION TIME

Haydn McInnes and Bill Herwig as representatives of the Kulin Lion's Club asked Council if they consider there to be a problem with an over-population of cats in the town site, and if so, whether the management of cats falls under Council's responsibility?

The CEO advised that the control of cats is a local government responsibility. The Shire engages WA Contract Ranger Services to manage both dog and cat-related matters under the direction of the CEO. When concerns or complaints are received regarding cats, Rangers are instructed to investigate and respond accordingly. The Shire also provides cat traps for community use where required.

Bill and Haydn left the chamber at 4:08pm

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Previous Council Meetings

7.1.1 Minutes of Shire of Kulin Ordinary Council meeting held on the 15th October 2025 provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Council meeting held on the 15th October 2025 be confirmed as a true and correct record.

02/1125

Moved Cr Smoker Seconded Cr Bowey that the minutes of the Shire of Kulin Ordinary Meeting held on 15 October 2025 be confirmed as a true and correct record.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

7.1.2 Minutes of Shire of Kulin Ordinary Council meeting held on the 29th October 2025 provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Council meeting held on the 29th October 2025 be confirmed as a true and correct record.

03/1125

Moved Cr Smoker Seconded Cr Bowey that the minutes of the Shire of Kulin Ordinary Meeting held on 29 October 2025 be confirmed as a true and correct record.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

7.2 Committee Meetings

7.2.1 Minutes of Freebairn Recreation Centre AGM and Sporting Council meeting held on the 24th October 2025.
[Attachment 1 Freebairn Recreation Centre – AGM & Sporting Council Minutes 24 October 2025](#)

OFFICER'S RECOMMENDATION:

That the receives and notes the minutes of the Freebairn Recreation Centre AGM and Sporting Council meeting held on the 24th October 2025.

04/1125

Moved Cr Noble Seconded Cr Mullan that the minutes of the Shire of Kulin Ordinary Meeting held on 24 October 2025 be received.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

8 PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of October 2025

| | |
|--------------------------------|--|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 12.06 |
| Author: | Fiona Murphy, Executive Manager Financial Services |
| Strategic Reference: | 12.01 |
| Disclosure of Interest: | Nil |
| Attachment: | October 2025 List of Accounts |

SUMMARY:

For Council to note the list of accounts paid from the municipal fund and the trust fund and payments made using purchasing cards under the Chief Executive Officer's delegated authority during the month of October 2025.

BACKGROUND & COMMENT:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council each month. The table below summarises the payments made during October 2025.

| September 2025 | |
|----------------|-----------------------|
| Fund | Amount |
| Municipal | \$1,363,382.13 |
| Trust | \$1,000.00 |
| Total | \$1,364,382.13 |

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be prepared and presented to Council each month. A list of payments made using credit, debit and other purchasing cards in October 2025 is attached.

FINANCIAL IMPLICATIONS:

Expenditure is in accordance with the Annual Budget as adopted or amended by Council.

STATUTORY AND PLANNING IMPLICATIONS:

Local Government (Financial Management) Regulations 1996

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.
- (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.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must 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.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of October 2025, totalling \$1,364,382.13 as attached; and
2. the list of payments made using credit, debit and purchasing cards in October 2025.

VOTING REQUIREMENTS:

Simple majority required.

[Attachment 2 – October 2025 Schedule of Payments](#)

Cr Mullan

Cr Siviour

Non opposed

05/1125

Moved Cr Mullan Seconded Cr Siviour that Council note,

1. the list of accounts paid from the Municipal and Trust accounts during the month of October 2025, totalling \$1,364,382.13 as attached; and
2. the list of payments made using credit, debit and purchasing cards in October 2025.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

9.2 Financial Reports – October 2025

| | |
|--------------------------------|--|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 12.06 |
| Author: | Fiona Murphy, Executive Manager Financial Services |
| Strategic Reference: | 12 – Accurate Forward Planning To Achieve Community Priorities |
| Disclosure of Interest: | Nil |
| Attachment: | October 2025 Monthly Financial Statements |

SUMMARY:

Council is provided with the monthly financial reports for the month ended 31 October 2025.

BACKGROUND & COMMENT:

The monthly financial reports includes:

- an update on revenue and expenditure in comparison to the annual budget;
- a statement of financial position;
- basis of preparation;
- an explanation of material variances (greater than \$10,000 and 10%) is included in the monthly financial report
- other supplementary financial information relevant to the report month

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995 s6.4

Under the *Local Government (Financial Management) Regulations 1996*:

34. Financial activity statement required each month

- (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 the previous 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 relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; 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 relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (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 must be shown according to nature classification.
- (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 relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 October 2025, as presented.

VOTING REQUIREMENTS:

Simple majority required.

[Attachment 3 – Financial Statements October 2025](#)

06/1125

Moved Cr Noble Seconded Cr Smoker that Council in accordance with Regulations 34 and 35 of the Local Government (Financial Management) regulations 1996, receive the Statement of Financial Activity and Statement of Financial Position and supporting documentation for the period ending 31 October 2025, as presented.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

9.3 Councillor Portfolios & Committee Representation

| | |
|--------------------------------|--------------------------------------|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 13.03 |
| Author: | Alan Leeson, Chief Executive Officer |
| Strategic Reference: | 11 – High Standard of Governance |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |

SUMMARY:

Following the October 2025 local government election, Council is required to review and appoint representatives to committees and external organisations, and to allocate councillor portfolios. These appointments ensure appropriate elected member involvement in Council and community activities, and effective communication between Council, staff, and the community.

BACKGROUND & COMMENT:

After each ordinary local government election, newly elected councillors are sworn in and Council undertakes a review of its representative appointments. The appointments made through this report will remain in effect until the next ordinary local government election.

The following table outlines the proposed councillor portfolios, their meeting frequency, staff representative/s, and the previously appointed councillor representatives (2023) for reference.

| Portfolio | Meeting Frequency | Staff Representative | 2023 Elected Representative/s |
|--|---|----------------------|--------------------------------------|
| Health (Medical Centre, Doctor, Health Centre, Aged Care) | As required | CEO / EMCS | Cr Bowey Cr Smoker |
| Roads and Transport (Transport, MRWA, RRG) | RRG - Triannually (approx.) | EMW | Cr Robins Cr Miller Cr Siviour |
| Sport and Recreation (FRAC, Sporting Groups, Oval) | FRAC – AGM October | FRC Manager | Cr Noble Cr Siviour |
| Tourism (Kulin Bush Races, Roe Tourism) | Roe Tourism – quarterly | EMCS / CDO | Cr Bowey Cr Miller |
| Agriculture (Dogger, Skeleton Weed, industry advocacy) | EWBG – quarterly | CEO | Cr Mullan TBC Jim Sullivan |
| Business Development (CRC, Business Development) | As required | EMCS | Cr Smoker Cr Robins |
| Emergency Services (LEMC, Bush Fire, Ambulance, Emergency Services) | LEMC – quarterly BFB – pre & post season | CEO / EMW | Cr Noble Cr Mullan |
| Townscape , Town Planning, Tidy Towns | As required | CEO | Cr Smoker Cr Noble Cr Siviour |
| Shire Housing and Buildings | Annual Inspections – April | EMGR | Cr Bowey Cr Smoker |

| Portfolio | Meeting Frequency | Staff Representative | 2023 Elected Representative/s |
|--|--------------------|----------------------|--------------------------------|
| Australia Day Committee | Annually - October | EMCS | Cr Miller Cr Mullan |
| Freebairn Recreation Centre – Management Committee | Twice per year | EMFS | Cr Noble Cr Siviour (proxy) |
| Kulin Retirement Homes | Quarterly | CEO | |
| Kulin Childcare Centre | | | Cr Lucchesi |
| Audit & Risk Committee | Quarterly | Darren Mollenoyux | Full Council |
| Tender Assessment Panel | As Required | Exec Team | Cr Noble Cr Robins |
| RoeROC | Quarterly | CEO | Cr Smoker Cr Bowey |

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 19 NOVEMBER 2025

| | | | |
|--|------------------------------------|-----|-------------------------------------|
| Regional Road Group (includes Lakes Sub Group) | | EMW | Cr Robins Cr Miller (proxy) |
| Wheatbelt Secondary Freight Network | | EMW | Cr Robins |
| Central Ag Care | | | Haydn McInnes Cr (proxy) |
| Development Assessment Panel (DAP) | | | Cr Smoker Cr Mullan |
| Local Government Convention (WALGA) Voting Delegates | Annual – LG Convention | | To be appointed prior to Convention |
| Cultivating Kulin Committee | Bi-monthly | | Cr Siviour Cr Miller (proxy) |
| Eastern Wheatbelt Biosecurity Group | | CEO | Cr Mullan Jim Sullivan |
| Roe Tourism Association | Quarterly | | Cr Bowey Cr Miller (proxy) |
| WALGA Central Country Zone | Quarterly – 3 rd Friday | | Cr Bowey Cr |
| Local Emergency Management Committee | Quarterly | | Cr Noble Cr Mullan (proxy) |

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Local Government Act 1995 – Establishment and Appointment to Committees

- Section 5.8 empowers a local government to establish committees. Committees may be:
 - Council committees (comprising only elected members and/or the CEO);
 - External committees (including community members); or
 - Advisory committees (with no delegated power).
- Section 5.9 outlines types of committees and compositions permitted.
- Section 5.10 requires that appointments to committees must be made by an absolute majority of Council.

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council adopt the following committee and delegate appointments for the for 2025 – 2027 period.

| Portfolio | Meeting Frequency | Staff Representative | 2025 - 2027 Elected Representative/s |
|--|---|----------------------|--------------------------------------|
| Health (Medical Centre, Doctor, Health Centre, Aged Care) | As required | | |
| Roads and Transport (Transport, MRWA, RRG) | RRG - Triannually (approx.) | | |
| Sport and Recreation (FRAC, Sporting Groups, Oval) | FRAC – AGM October | | |
| Tourism (Kulin Bush Races, Roe Tourism) | Roe Tourism – quarterly | | |
| Agriculture (Dogger, Skeleton Weed, industry advocacy) | EWBG – quarterly | | |
| Business Development (CRC, Business Development) | As required | | |
| Emergency Services (LEMC, Bush Fire, Ambulance, Emergency Services) | LEMC – quarterly BFB – pre & post season | | |

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 19 NOVEMBER 2025

| | | | |
|--|----------------------------|--|--|
| Townscape , Town Planning, Tidy Towns | As required | | |
| Shire Housing and Buildings | Annual Inspections – April | | |

| Portfolio | Meeting Frequency | Staff Representative | 2025 – 2027 Elected Representative/s |
|--|------------------------------------|-----------------------------|---|
| Australia Day Committee | Annually - October | | |
| Freebairn Recreation Centre – Management Committee | Twice per year | | |
| Kulin Retirement Homes | Quarterly | | |
| Kulin Childcare Centre | | | |
| Audit & Risk Committee | Quarterly | | |
| Tender Assessment Panel | As Required | | |
| RoeROC | Quarterly | | |
| Regional Road Group (includes Lakes Sub Group) | | | |
| Wheatbelt Secondary Freight Network | | | |
| Central Ag Care | | | |
| Development Assessment Panel (DAP) | | | |
| Local Government Convention (WALGA) Voting Delegates | | | |
| Cultivating Kulin Committee | Bi-monthly | | |
| Eastern Wheatbelt Biosecurity Group | | | |
| Roe Tourism Association | Quarterly | | |
| WALGA Central Country Zone | Quarterly – 3 rd Friday | | |
| Local Emergency Management Committee | Quarterly | | |

VOTING REQUIREMENTS:

Absolute majority required.

07/1125

Moved Cr Noble Seconded Cr Smoker that Council adopt the following committee and delegate appointments for the for 2025 – 2027 period

| Portfolio | Meeting Frequency | Staff Representative | 2023 Elected Representative/s |
|--|-----------------------------|-----------------------------|--------------------------------------|
| Health (Medical Centre, Doctor, Health Centre, Aged Care) | As required | CEO / EMCS | Cr Bowey Cr Smoker |
| Roads and Transport (Transport, MRWA, RRG) | RRG - Triannually (approx.) | EMW | Cr Robins Cr Miller Cr Siviour |
| Sport and Recreation (FRAC, Sporting Groups, Oval) | FRAC – AGM October | FRC Manager | Cr Noble Cr Siviour |
| Tourism (Kulin Bush Races, Roe Tourism) | Roe Tourism – quarterly | EMCS / CDO | Cr Bowey Cr Miller |

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 19 NOVEMBER 2025

| Agriculture (Dogger, Skeleton Weed, industry advocacy) | EWBG – quarterly | CEO | Cr Mullan TBC Jim Sullivan |
|---|---|--|--------------------------------------|
| Business Development (CRC, Business Development) | As required | EMCS | Cr Smoker Cr Robins |
| Emergency Services (LEMC, Bush Fire, Ambulance, Emergency Services) | LEMC – quarterly BFB – pre & post season | CEO / EMW | Cr Noble Cr Mullan |
| Townscape , Town Planning, Tidy Towns | As required | CEO | Cr Smoker Cr Noble Cr Siviour |
| Shire Housing and Buildings | Annual Inspections – April | EMGR | Cr Bowey Cr Smoker |
| Portfolio | Meeting Frequency | Staff Representative | 2023 Elected Representative/s |
| Australia Day Committee | Annually - October | EMCS | Cr Miller Cr Mullan |
| Freebairn Recreation Centre – Management Committee | Twice per year | EMFS | Cr Noble Cr Siviour (proxy) |
| Kulin Retirement Homes | Quarterly | CEO | |
| Audit & Risk Committee | Quarterly | Darren Mollenoyux (Independent Chairperson) | Full Council |
| Tender Assessment Panel | As Required | Exec Team | Cr Noble Cr Robins |
| RoeROC | Quarterly | CEO | Cr Smoker Cr Bowey |
| Regional Road Group (includes Lakes Sub Group) | | EMW | Cr Robins Cr Miller (proxy) |
| Wheatbelt Secondary Freight Network | | EMW | Cr Robins |
| Central Ag Care | | | Haydn McInnes |
| Development Assessment Panel (DAP) | | | Cr Smoker Cr Mullan |
| Local Government Convention (WALGA) Voting Delegates | Annual – LG Convention | | To be appointed prior to Convention |
| Cultivating Kulin Committee | Bi-monthly | | Cr Siviour Cr Miller (proxy) |
| Eastern Wheatbelt Biosecurity Group | | CEO | Cr Mullan Jim Sullivan |
| Roe Tourism Association | Quarterly | | Cr Bowey Cr Miller (proxy) |
| WALGA Central Country Zone | Quarterly – 3 rd Friday | | Cr Bowey Cr |
| Local Emergency Management Committee | Quarterly | | Cr Noble Cr Mullan (proxy) |
| Carried 7/0 by Absolute Majority | | | |
| <i>For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour</i> | | | |
| <i>Against – Nil</i> | | | |

9.4 Drug and Alcohol Policy

| | |
|--------------------------------|---|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 04.04 |
| Author: | Jayde Hobson, Technical Officer Cassi Lewis, Executive Manager Governance & Risk |
| Strategic Reference: | 11 – High Standard or Governance |
| Disclosure of Interest: | Nil |
| Attachments: | Attachment 4 – HR1 Drugs & Alcohol May 2025 (old) Attachment 5 – HR1 Drugs & Alcohol November 2025 (new) & HR2 Employment Medical |

SUMMARY:

Council is requested to adopt the reviewed HR1 Drugs and Alcohol Policy which has been updated to align with the Work Health and Safety Act 2020 and current Australian Standards. The revised policy modernises terminology, strengthens procedural clarity, and ensures consistency with legislative obligations relating to worker health, safety, and fitness for work.

BACKGROUND & COMMENT:

The HR1 Drugs and Alcohol Policy was last reviewed and adopted by Council in May 2025. The policy currently references the Occupational Safety and Health Act 1984, which was superseded by the Work Health and Safety Act 2020 (WA) that came into effect in March 2022. The policy therefore requires updating to ensure alignment with the current legislation and associated terminology.

The existing (May 2025 dated) policy referenced outdated legislative provisions and testing standards (AS/NZS 4308:2008) which no longer reflect current best practice or compliance requirements. The updated November 2025 draft ensures the Shire's procedures are legally robust and operationally consistent with contemporary workplace safety standards.

The 2025 review of the HR1 Drugs and Alcohol Policy includes the following key amendments:

Legislative Alignment

- Updated all references from the Occupational Safety and Health Act 1984 to the Work Health and Safety Act 2020.
- Updated definitions and duties of care to reflect the PCBU/worker relationship under the WHS Act.

Terminology and Scope

- Replaced "employee/contractor" with "worker" throughout, consistent with WHS language.
- Clarified that the policy applies to all workers, volunteers, contractors, and visitors performing work for or on behalf of the Shire.

Updated Testing Standards

- Replaced outdated Australian Standards with current versions:
 - AS/NZS 4308:2023 – Procedures for specimen collection and detection of drugs in urine.
 - AS/NZS 4760:2019 – Procedures for specimen collection and detection of drugs in oral fluid.
 - AS 3547.1:2019 – Breath alcohol testing devices.
- Included reference to HLT PAT005 accreditation to allow for Shire staff conducting testing.

Policy Simplification and Clarity

- Consolidated lengthy procedural text into structured sections with references to supporting appendices and test procedures.
- Clarified actions to be taken in the event of a non-negative result, including responsibilities for costs, suspension, and follow-up testing.
- Removed discretion for workers with a BAC under 0.005

Privacy, Record Keeping and Support

- Strengthened confidentiality and record management provisions, linking to the Shire's A26 Records Management Policy.
- Updated support provisions for affected workers, aligning with the H3 Employee Assistance Program.

Manager and Worker Responsibilities

- Clarified roles of Supervisors/Managers in managing suspected impairment, including safe transport arrangements.

HR2 Employment Medicals has been updated to reflect the requirement of drug & alcohol testing outlined in HR1

FINANCIAL IMPLICATIONS:

Nil direct financial implications. Testing and related procedural costs are met through the existing staff health and safety budget allocations.

STATUTORY AND PLANNING IMPLICATIONS:

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Relevant Australian Standards listed above

POLICY IMPLICATIONS:

The review and update of the HR1 Drugs and Alcohol Policy forms part of the Shire's ongoing program to ensure all corporate and human resource policies remain compliant with current legislation and reflect best practice.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

The revised HR1 Drugs and Alcohol Policy strengthens the Shire's framework for managing worker health and safety, particularly in relation to fitness for work and impairment.

RECOMMENDATION:

That Council adopts the revised HR1 Drugs and Alcohol Policy (November 2025) as presented, replacing the previous version adopted in May 2025.

VOTING REQUIREMENTS:

Simple Majority

[Attachment 4 – HR1 Drugs & Alcohol May 2025 \(old\)](#)

[Attachment 5 – HR1 Drugs & Alcohol November 2025 \(new\) & HR2 Employment Medical](#)

08/1125

Moved Cr Miller Seconded Cr Smoker that Council adopts the revised HR1 Drugs and Alcohol Policy (November 2025) as presented, replacing the previous version adopted in May 2025.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

9.5 Mechanical Services Renewal – Freebairn Recreation Centre

| | |
|--------------------------------|--|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | |
| Author: | Alan Leeson, Chief Executive Officer 6 – Safe, Caring and Healthy Lifestyle |
| Strategic Reference: | 11 – High Standard or Governance |
| Disclosure of Interest: | Nil |
| Attachments: | Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd Attachment 7 – Quote Condensor / Evaporators Replacement |

SUMMARY:

This report seeks Council approval to replace the ageing air conditioning systems servicing the Phil & Kath Room at the Freebairn Recreation Centre and to upgrade the Cool Room mechanical condensing unit and evaporators. Both works are unbudgeted for 2025/26 and are proposed to be funded from the Freebairn Recreation Centre Reserve Fund.

BACKGROUND & COMMENT:

The air conditioning units servicing the Phil & Kath Room are approximately 23–24 years old and operate using outdated R22 refrigerant gas, which is environmentally harmful and extremely expensive due to its phase-out under Australian refrigerant regulations. The units are also non-inverter systems, resulting in high energy consumption and poor operational efficiency.

Multiple Requests for Quotation (RFQs) were issued for the replacement works, however only one compliant response was received—from Centigrade Services Pty Ltd.

Centigrade Services were invited to provide a quotation under RFQ 01-25 for the removal and replacement of the existing units. Their submission proposes installation of three new Temperzone ISD 351 LYX / OSA 352 RLTFV R32 inverter systems, providing improved efficiency, reduced environmental impact, and full compliance with modern refrigerant and energy standards.

The quoted scope of work includes full decommissioning and removal of the existing systems, supply and installation of new R32-compatible inverter systems, associated duct modifications, electrical connections, commissioning, and testing. The total quoted cost is \$85,325.75 (Ex GST).

Separately, Centigrade Services have also provided a quotation (Quote No. 108741) - \$23,526.10 (Ex GST) to replace the Cool Room condensing unit and evaporators, which is now considered unreliable and inefficient. The proposal notes that the existing equipment is operating on obsolete refrigerant and no longer maintains adequate temperature performance, increasing risk of failure during peak use periods.

Centigrade's correspondence highlights that the new condensing unit will significantly improve reliability, reduce energy usage, and align with contemporary refrigerant standards. The combined replacement works will reduce maintenance costs and improve operational performance of key mechanical assets at the Freebairn Recreation Centre.

FINANCIAL IMPLICATIONS:

The combined current replacement value for the air conditioning and cool room mechanical systems is \$108,851.85 (ex GST) (as at November 2025). To ensure future renewal capacity, an indexed reserve contribution strategy has been modelled to reflect inflation and cost escalation over time.

Indexation Assumptions

- Base Year: 2025/26
- Inflation / Asset Cost Escalation Rate: 3% p.a. (industry-standard long-term assumption for mechanical plant)
- Period: 15 years
- Future Replacement Value (FV) = Current Value × (1 + r)ⁿ

| Year | Est. Replacement | Cumulative Increase |
|------|------------------|---------------------|
| 2025 | 108,851.85 | — |
| 2030 | 126,081.73 | 15.8 % |
| 2035 | 145,988.76 | 34.2 % |
| 2040 | 169,085.08 | 55.5 % |

At a 3% inflation rate, the projected cost to renew the systems in 15 years is approximately \$169,085.08 representing a 55.3% increase in nominal terms.

Indicative Annual Reserve Contribution

To fully offset this future cost, the Shire would need to transfer approximately \$11,272 per annum to the Freebairn Recreation Centre Reserve Fund, assuming a 15-year renewal horizon and modest interest earnings roughly offsetting inflation.

Discussion on Renewal Timeframe

A 15-year renewal horizon is recommended for mechanical and refrigerant-based assets operating within community-use facilities. This timeframe recognises the balance between component wear, refrigerant regulation changes, and technological obsolescence, ensuring the Shire maintains sufficient reserve capacity for timely replacement.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Consistent with Council's Asset Management and Procurement Policies. Centigrade Services hold ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 certifications for Quality, Environmental, and Occupational Health and Safety Management Systems. They have demonstrated strong experience working with government and institutional clients across Western Australia, including WA Country Health Service hospitals and Department of Finance projects, as outlined in their submission.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Minor involvement from Shire staff in supervision of works. All installations will be undertaken by licensed mechanical and electrical contractors.

RECOMMENDATION:

That Council:

1. Receives the quotation from Centigrade Services Pty Ltd for the replacement of air conditioning systems serving the Phil & Cath Room at the Freebairn Recreation Centre (RFQ 01-25) at a total cost of \$85,325.75 (Ex GST).
2. Receives the quotation from Centigrade Services Pty Ltd for replacement of the Cool Room mechanical condensing and evaporators at a total cost of \$23,526.10 (Ex GST). (Quote 108741)
3. Authorises the Chief Executive Officer to proceed with the works, with total expenditure to be funded from the Freebairn Recreation Centre Reserve Fund, and the Shire of Kulin 2025/2026 Municipal Budget be amended accordingly.

VOTING REQUIREMENTS:

Absolute Majority

[Attachment 6 – RFQ 01-25 Centigrade Services Pty Ltd](#)

[Attachment 7 – Quote Condensor Replacement](#)

09/1125

Moved Cr Siviour Seconded Cr Noble that Council:

1. Receives the quotation from Centigrade Services Pty Ltd for the replacement of air conditioning systems serving the Phil & Cath Room at the Freebairn Recreation Centre (RFQ 01-25) at a total cost of \$85,325.75 (Ex GST).
2. Receives the quotation from Centigrade Services Pty Ltd for replacement of the Cool Room mechanical condensing and evaporators at a total cost of \$23,526.10 (Ex GST). (Quote 108741)
3. Authorises the Chief Executive Officer to proceed with the works, with total expenditure to be funded from the Freebairn Recreation Centre Reserve Fund, and the Shire of Kulin 2025/2026 Municipal Budget be amended accordingly.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

9.6 Amendment to delegation – Bank signatories

| | |
|--------------------------------|--|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | |
| Author: | Fiona Murphy, Executive Manager of Governance & Risk |
| Strategic Reference: | 11 – High Standard or Governance |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |

SUMMARY:

Council approval is requested for an amendment to Delegation A.09 Payments from Municipal and Trust Funds to reflect recent staffing changes.

BACKGROUND & COMMENT:

Council delegates authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust Funds. The CEO then delegates this authority to staff as appropriate, to make purchases in line with budget and within specified limits. The delegation also specifies who can act as a signatory on the bank account for approved purchases.

Current Condition 5 of Delegation A.09 Payments from Municipal and Trust Funds states:

That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services, jointly with either the Manager of Executive Support Services or Account Payable Officer.

As the Manager of Executive Support Services has resigned, management recommends amending Condition 5 as follows:

That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services or Executive Manager of Governance & Risk, jointly with either the Finance Officer (Accounts Payable) or Senior Finance Officer (Rates, Debtors, Payroll).

This amendment strengthens internal control by ensuring at least the CEO or an Executive Manager with financial responsibilities act as a signatory on all payments. It also supports operational efficiency by maintaining sufficient authorised signatories to ensure timely processing of payments during staff leave or absences.

FINANCIAL IMPLICATIONS:

Nil

STATUTORY AND PLANNING IMPLICATIONS:

s5.44 of the *Local Government Act 1995* states:

CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

POLICY IMPLICATIONS:

Update Delegation A.09 Payments from Municipal and Trust Funds in Delegations Register.

COMMUNITY CONSULTATION:

Nil

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council approve amendment to Condition 5 in delegation A.09 Payments from Municipal and Trust Funds to state:

“That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services or Executive Manager of Governance & Risk, jointly with either the Finance Officer (Accounts Payable) or Senior Finance Officer (Rates, Debtors, Payroll).”

VOTING REQUIREMENTS:

Absolute Majority

10/1125

Moved Cr Siviour Seconded Cr Mullan that Council approve amendment to Condition 5 in delegation A.09 Payments from Municipal and Trust Funds to state:

“That at least two (2) signatories be required on all cheques or online authorisations.

For those paid by the Chief Executive Officer under delegated authority either the CEO, Executive Manager of Financial Services or Executive Manager of Governance & Risk, jointly with either the Finance Officer (Accounts Payable) or Senior Finance Officer (Rates, Debtors, Payroll).”

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

9.7 RoeROC Key Worker Housing Project – In-Principle Support for Regional Housing Support Fund (RHSF) Application

| | |
|--------------------------------|---|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | |
| Author: | Alan Leeson, Chief Executive Officer |
| Strategic Reference: | 5 – Provide opportunity to grow our resident population |
| Disclosure of Interest: | Nil |
| Attachments: | |

SUMMARY:

The State Government has opened the Regional Housing Support Fund (RHSF), providing a significant opportunity for RoeROC member Shires to seek funding for the regional Key Worker Housing Project through a joint regional application.

The Shire of Kulin previously endorsed the RoeROC Key Worker Housing Investment Cost-Benefit Analysis and Preliminary Business Case on 19 March 2025. To progress the project to funding submission stage, each RoeROC Council must provide in-principle support and indicate a willingness to contribute financially.

This report seeks Council's endorsement to participate in the RoeROC application and to confirm that the Shire of Kulin is willing to make an in-principle cash and in-kind contribution not exceeding 25% of total project costs, consistent with the contribution framework adopted by fellow RoeROC Shires (Corrigin, Kondinin, Narembeen).

Importantly, Council will receive the final project scope, detailed costings, governance arrangements and financial implications for review and approval before entering any binding commitment, should the funding application be successful.

BACKGROUND & COMMENT:

At its meeting on 19 March 2025, Council supported progressing work on regional key worker housing. At that time, Council:

1. Adopted the RoeROC Key Worker Housing Investment Cost-Benefit Analysis and Preliminary Business Case.
2. Noted the findings and recommendations presented.
3. Endorsed ongoing regional collaboration.
4. Authorised the CEO to begin advocacy and funding discussions.

This resolution formed the Shire's foundation support for advancing regional workforce housing planning with RoeROC.

Regional Project Development

Throughout 2025, RoeROC:

- Engaged Whitney Consulting to prepare a Grant Funding Strategy and refine the business case.
- Identified 29 key worker dwellings across four member Shires, supported by detailed cost modelling.
- Confirmed Kulin's preferred development site at 35–39 Price Street, with capacity for six dwellings.

Key findings from the Business Case include:

- BCR (Benefit Cost Ratio) of 2.62 at the 7% discount rate.
- NPV (Net Present Value) between \$14.36m and \$31.27m.
- Construction-phase impacts of \$21.4m economic output and 11.2 FTEs supported across the region.

The Regional Housing Support Fund (RHSF) offers up to \$5 million per application for regional worker and community housing. A joint RoeROC submission is the strongest and most competitive pathway.

A compliant application must include:

- In-principle support from each member Council.
- Evidence of a local government co-contribution (cash and/or in-kind).
- Demonstration of project readiness and regional collaboration.

The RoeROC Key Worker Housing Project is the product of two years of coordinated regional analysis and business case development. The release of the RHSF presents a critical opportunity to secure State Government funding. The proposed 25% cap on financial contribution (cash and in-kind combined) is consistent across all RoeROC Shires and ensures fairness and affordability.

While an in-principle contribution is required to allow the application to proceed, it does not commit the Shire to expenditure.

If the application is successful:

- Council will receive a comprehensive report including final scope, costs, governance and staging.
- Council will then decide whether to proceed and what level of final contribution (up to 25%) it is willing to commit.

FINANCIAL IMPLICATIONS:

Early project estimates indicate that constructing five units (two 2x1s and three 3x2s) is likely to cost between \$2.2 million and \$2.5 million. At this stage, only preliminary pricing has been obtained from Evoke and Stallion Homes. Based on these figures, Council's expected contribution (of 25%) is estimated to fall within the range of \$500,000 to \$650,000. No funding is committed at this stage.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

WORKFORCE IMPLICATIONS:

RECOMMENDATION:

That Council:

1. Notes that the Shire of Kulin previously endorsed the RoeROC Key Worker Housing Cost-Benefit Analysis and Preliminary Business Case on 19 March 2025.
2. Supports RoeROC submitting a joint regional application to the State Government's Regional Housing Support Fund (RHSF) for the RoeROC Key Worker Housing Project.
3. Endorses, in principle, a Shire of Kulin cash and in-kind co-contribution not exceeding 25% of the total project cost.
4. Notes that, should the funding application be successful, the final project scope, costs, staging, governance and financial commitments will be returned to Council for approval prior to any binding commitment.

VOTING REQUIREMENTS:

Simple Majority

[Attachment 9 – RoeROC Key Worker Housing - Preliminary Business Case](#)

[Attachment 10 – Shire of Kulin Ordinary Meeting Minutes 19th March 2025](#)

11/1125

Moved Cr Miller Seconded Cr Bowey that Council:

1. Notes that the Shire of Kulin previously endorsed the RoeROC Key Worker Housing Cost-Benefit Analysis and Preliminary Business Case on 19 March 2025.
2. Supports RoeROC submitting a joint regional application to the State Government's Regional Housing Support Fund (RHSF) for the RoeROC Key Worker Housing Project.
3. Endorses, in principle, a Shire of Kulin cash and in-kind co-contribution not exceeding 25% of the total project cost.
4. Notes that, should the funding application be successful, the final project scope, costs, staging, governance and financial commitments will be returned to Council for approval prior to any binding commitment.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

10 COMPLIANCE

10.1 Compliance Reporting – General Compliance October 2025

| | |
|--------------------------------|---|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 04.05 Corporate Management Procedures - Compliance |
| Author: | Alan Leeson, Chief Executive Officer SIP 4: Civic Leadership - accurate forward planning to achieve community priorities |
| Strategic Reference: | |
| Disclosure of Interest: | Nil |
| Attachment: | October 2025 Compliance Checklist |

SUMMARY:

This report addresses General and Financial Compliance matters for October 2025. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.
The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT:

The Compliance Checklist is a working document; the Executive Manager of Governance and Risk emails the assigned staff member their compliance requirements for the coming month. This document is tabled at the monthly Management Team meetings where the list is reviewed and updated.
Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding May
Equal Employment Management Plan Review

Outstanding August
Council Photo

FINANCIAL IMPLICATIONS:

In terms of meeting compliance - normal administration expense.

STATUTORY AND PLANNING IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Identified as necessary – this report Nil

COMMUNITY CONSULTATION:

N/A

WORKFORCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the General & Financial Compliance Report for October 2025 and note the matters of non-compliance.

VOTING REQUIREMENTS:

Simple majority
[Attachment 8 – Compliance Checklist October 2025](#)

12/1125

Moved Cr Smoker Seconded Cr Mullan that Council receive the General & Financial Compliance Report for October 2025 and note the matters of non-compliance.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

AGENDA OF SHIRE OF KULIN ORDINARY MEETING TO BE HELD 19 NOVEMBER 2025

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

14 MEETING IS CLOSED TO THE PUBLIC

14.1 Confidential Items (Meeting Closed to the Public)

| | |
|--------------------------------|--------------------------------------|
| Responsible Officer: | Chief Executive Officer |
| File Reference: | 13.03 |
| Author: | Alan Leeson, Chief Executive Officer |
| Strategic Reference: | 11 |
| Disclosure of Interest: | Nil |
| Attachments: | NA |

SUMMARY:

For Council to discuss a matter of a confidential nature a recommendation to move “in camera” (behind closed doors) is required.

BACKGROUND & COMMENT:

Section 5.23 (2) of the Local Government Act states:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
- (h) such other matters as may be prescribed.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 5.23 (2)

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

WORKFORCE IMPLICATIONS:

Nil

OFFICER'S RECOMMENDATION:

That Council in accordance with Section 5.23(2)(c) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- a matter affecting an employee or employees; and
- a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

It is the recommendation of the Responsible Officer that this item be considered “in camera” due to the private and confidential nature of its contents.

VOTING REQUIREMENTS:

Simple majority required.

13/1125

Moved Cr Smoker Seconded Cr Noble That Council in accordance with Section 5.23(2)(c) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- a matter affecting an employee or employees; and
- a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

It is the recommendation of the Responsible Officer that this item be considered “in camera” due to the private and confidential nature of its contents.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

14.2 Confidential Item - Commercial value information

Confidential agenda item provided under a separate cover

14/1125

Moved Cr Smoker Seconded Cr Mullan that Council adopt the recommendation as provided in the confidential report.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

14.3 Confidential Item - Acquisition/disposal of property

Confidential agenda item provided under a separate cover

15/1125

Moved Cr Siviour Seconded Cr Noble that Council adopt the recommendation as provided in the confidential report.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

Cr Smoker returned to the Chamber 4:32

16/1125

Moved Cr Mullan Seconded Cr Noble that the meeting is re-opened to members of the public.

Carried 7/0

For – Cr Robins, Cr Smoker, Cr Noble, Cr Mullan, Cr Bowey, Cr Miller & Cr Siviour

Against – Nil

Meeting reopened to the public at 4:33pm.

15 CLOSURE / DATE AND TIME OF NEXT MEETING

There being no further business the President declared the meeting closed. 4:34pm

Ordinary Meeting 16 December 2025 at 4:00pm