

SHIRE OF WYNDHAM EAST KIMBERLEY

Ordinary Council Meeting: Agenda

Tuesday 24 March 2026



DISCLAIMER

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Council meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

Members of the public, please note that this meeting is being broadcast live and a video record will be made of these proceedings and published on the Shire's website.

Signed on behalf of Council



VERNON LAWRENCE

CHIEF EXECUTIVE OFFICER

NOTES:

- 1. Councillors wishing to make alternate motions to officer recommendations are requested to provide notice of such motions electronically to the minute taker prior to the Council Meeting.**
- 2. Councillors needing clarification on reports to Council are requested to seek this from relevant Officers prior to the Council meetings.**

TABLE OF CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	4
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	4
3. DECLARATION OF INTEREST	5
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
5. PUBLIC QUESTION TIME.....	5
6. APPLICATIONS FOR LEAVE OF ABSENCE.....	6
7. PETITIONS.....	6
8. CONFIRMATION OF MINUTES	6
9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	7
10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	7
11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	7
12. REPORTS.....	7
12.1. Matters Arising From Committees Of Council.....	7
12.1.1. Consideration of recommendations contained within the minutes of the Audit (Finance and Risk) Committee of 9 March 2026	8
12.2. Office Of The CEO	13
12.2.1. Standing Item - Outstanding Actions from Previous Council Resolutions.....	13
12.2.2. Standing Item - Use of the Common Seal.....	15
12.2.3. Annual General Meeting of Electors - 4 February 2026	17
12.2.4. Minutes and Recommendations from the Kimberley Country Zone and Kimberley Regional Group Meetings	21
12.2.5. Quarterly Progress Report - October to December 2025 (Q2)	25
12.3. Planning And Community Development	29
12.3.1. POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery - Rescind Policy	29
12.4. Corporate Services.....	33
12.4.1. List of Accounts Paid From Municipal Fund and Trust Fund.....	33
12.4.2. Monthly Financial Report.....	36
12.4.3. POL-2004 Purchasing - Policy Review.....	39
12.5. Infrastructure.....	42
12.5.1. Bus Shelter Subsidy Program.....	42
12.5.2. Millington Drive Construction Project, Funds Transfer.....	46
13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	50
13.1. Advocacy – Restoration Of Bureau Of Meteorology Radar Services (East Kimberley)	50
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	54
15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	54

16. MATTERS BEHIND CLOSED DOORS..... 54
 16.1. RFQ 17-2526 Provision Of Consultancy Services - Wyndham Community Hub..... 55
17. CLOSURE 56

**SHIRE OF WYNDHAM EAST KIMBERLEY
ORDINARY COUNCIL MEETING
UNCONFIRMED MINUTES
KUNUNURRA COUNCIL CHAMBERS
TO BE HELD ON TUESDAY 24 MARCH 2026 AT 5:00PM**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Council meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

Members of the Public to please note that this meeting is being broadcast live and a video record will be made of these proceedings and published on the Shire's website.

The Shire President declared the Meeting open at 5:03 pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr D Menzel	Shire President (Presiding Member)
Cr T Chafer	Deputy Shire President
Cr C Cane	Councillor
Cr M Dear	Councillor
Cr V Goulden	Councillor
Cr S Martin	Councillor
Cr S Timms	Councillor
V Lawrence	Chief Executive Officer
Nick Allen	Director Planning and Community Development
P Webb	Director Infrastructure & Strategic Projects
A Bell	Director Corporate Services
N Bray	Minute Taker

Leave of Absence

Cr K Bond	Councillor
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Apology

Cr B Robinson	Councillor
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Absent

Nil

3. DECLARATION OF INTEREST

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Question from Aaron Horsman, Resident:

In regard to the current Local, State and Federal planning proposal and development of the Ord river and Lake Argyle irrigation scheme into the Northern Territory. There has been reference and previous engineering and planning toward the increase of spillway height by up to some ten metres at an undesignated spillway point by most levels of Government, including by a previous Shire President in an ABC online news and radio article some 10 years ago. This would increase the capacity of Lake Argyles projected reserves that are required to sustain the increase of water required for the proposed Agricultural project. Can the Shire clarify if this spillway project has been included in the current support for the Agricultural development across both States and if so when will the spillway project begin?. Has the Shire considered the effect to tourism and fishing industry at Lake Argyle if a strain is placed on the reservoir without an increase in Dam capacity?

Response:

The CEO and myself are being kept abreast of a body of options being considered to expand irrigation opportunities in this region. This is not our work, nor is this work ready for Council to be briefed nor for us to make it public. Any further enquiries may be better directed to NT government or the Western Australian Department of Primary Industries and Regional Development.

Question from Rob Storey, Resident:

Can the Community please have an update on the standard of town maintenance and when it will be up to standard. Eg bent signs, posts missing signs, graffiti, visitors centre sign.

Response:

For Councils information, Mr Storey conducted a site visit around town with Councillor Bond and the CEO to highlight specific areas of concern to him. Following this, the CEO contacted Wunan to confirm their capacity to allocate staff to undertake the required works, which was confirmed.

In preparation, the CEO has mapped out all identified work areas and is currently awaiting a quotation from Wunan. Subject to receipt of the quote, works are expected to commence within the next couple of weeks. It is anticipated that the majority of works will be completed within two to three weeks, noting that some items may take longer due to the need to source materials.

6. APPLICATIONS FOR LEAVE OF ABSENCE

OFFICER'S RECOMMENDATION

Minute Number: 24/03/2026 - 119378

Moved: Cr T Chafer

Seconded: Cr S Timms

That Council approves a leave of absence for Cr S Timms for the 22 September 2026 Ordinary Council Meeting.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

PURPOSE

To formally confirm the accuracy of the Minutes from the Ordinary Council Meeting held on 9 December 2025, ensuring they represent a true and correct record of Council's proceedings in accordance with Schedule 2.3, Clause 11(1) of the *Local Government Act 1995*.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119379

Moved: Cr M Dear

Seconded: Cr V Goulden

To confirm the Minutes of the Ordinary Council Meeting held on 24 February 2026 as a true and correct record in accordance with Schedule 2.3 clause 11(1) of the *Local Government Act 1995*.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President attended several community and regional engagements during the period, including a meeting with Ms Divina D'Anna MLA, workshops on new Youth Detention Centre a delayed Baby Tree Planting Ceremony on Thursday morning following the originally planned ceremony being rained out.

10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

16.1. RFQ 17-2526 Provision of Consultancy Services - Wyndham Community Hub

11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

12. REPORTS

12.1. MATTERS ARISING FROM COMMITTEES OF COUNCIL

12.1.1. CONSIDERATION OF RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE AUDIT (FINANCE AND RISK) COMMITTEE OF 9 MARCH 2026

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	GN.05.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION 1 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119380
Moved: Cr D Menzel
Seconded: Cr T Chafer

That the Audit Risk and Improvement Committee recommend that Council note the management responses to the matters identified in the 2024/25 audit process as outlined in this report.

Carried: 7/0
For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.
Against: Nil

OFFICER'S RECOMMENDATION 2 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119381
Moved: Cr D Menzel
Seconded: Cr T Chafer

That the Audit Risk and Improvement Committee recommends that Council notes the progress report on the implementation of action items arising from the 2025 statutory compliance reviews undertaken in accordance with Regulation 17 of the *Local Government (Audit) Regulation 1996* and Regulation 5(2)(c) *Local Government (Financial Management) Regulations 1996*.

Carried: 7/0
For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.
Against: Nil

OFFICER'S RECOMMENDATION 3 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119382
Moved: Cr D Menzel
Seconded: Cr T Chafer

That the Audit Risk and Improvement Committee recommend that Council note the report relating to the exercise of Delegation 1.2.26 – Defer, Grant Discounts, Waive or Write Off Debts.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 4 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119383

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit Risk and Improvement Committee recommend that Council receives the Quarterly Financial Report for the period ended 31 December 2025.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 5 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119384

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit, Risk and Improvement Committee recommends that Council:

- 1. Notes the updated register of exempt properties, prepared in accordance with section 6.26 of the Local Government Act 1995 and the Shire's POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) Policy.**
- 2. Notes that Administration will communicate with affected ratepayers regarding any changes to rate status, with communication undertaken in accordance with the principles of POL-3000 Community Engagement.**

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 6 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119385

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit Risk and Improvement Committee recommends that Council note the presentation of Strategic Risk #1 - Ability to maintain and operate assets for service delivery.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 7 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119386

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit, Risk and Improvement Committee recommends that Council notes the outcomes of the procurement and contract management compliance review for the period 1 September to 30 November 2025 as well as the improvements implemented.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 8 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119387

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit, Risk and Improvement Committee note the report on legal fees expended to 28 February 2026.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 9 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119388

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit, Risk and Improvement Committee recommends that Council note the safety report and attachments and consider the recommendations.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

OFFICER'S RECOMMENDATION 10 / COUNCIL DECISION

Minute Number: 24/03/2026 - 119389

Moved: Cr D Menzel

Seconded: Cr T Chafer

That the Audit, Risk and Improvement Committee recommends that Council adopt the Audit Risk and Improvement Committee Terms of Reference as attached.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To consider the recommendations from the Audit Risk and Improvement Committee made at its meeting held on 9 March 2026.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The background and details supporting the recommendations are contained within the Minutes of the 9 March 2026 Audit Risk and Improvement Committee meeting and associated attachments to the Agenda/Minutes.

COMMENTS

Various - detailed within the Minutes of the 9 March 2026 Audit Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

STATUTORY IMPLICATIONS

Various - detailed within the Minutes of the 9 March 2026 Audit Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

POLICY IMPLICATIONS

Various - detailed within the Minutes of the 9 March 2026 Audit Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: SUSTAINABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Various - detailed within the Minutes of the 9 March 2026 Audit Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

FINANCIAL IMPLICATIONS

Various - detailed within the Minutes of the 9 March 2026 Audit, Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

Current and Future Asset Considerations

Various - detailed within the Minutes of the 9 March 2026 Audit, Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

COMMUNITY ENGAGEMENT

Various - detailed within the Minutes of the 9 March 2026 Audit, Risk and Improvement Committee meeting and associated to the Agenda/Minutes.

ATTACHMENTS

Nil

12.2. OFFICE OF THE CEO

12.2.1. STANDING ITEM - OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL RESOLUTIONS

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number:

Moved: Cr V Goulden

Seconded: Cr T Chafer

That Council notes the report - Outstanding Actions from Previous Council Resolutions.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To report to the Council on the progress of and provide comment on outstanding actions from Council resolutions.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

At each meeting of Council, resolutions are made which require actions to be taken by officers to implement those resolutions. This monthly update advises the Council as to the status of the implementation of resolutions.

COMMENTS

Attachment 1 - Details completed actions relating to Council resolutions & summarises actions that are outstanding from previous Council resolutions.

STATUTORY IMPLICATIONS

Various, as referenced in individual reports presented to the Council.

POLICY IMPLICATIONS

Various, as referenced in individual reports presented to the Council.

STRATEGIC IMPLICATIONS

Various, as referenced in individual reports presented to the Council.

RISK IMPLICATIONS

Various, as referenced in individual reports presented to the Council.

FINANCIAL IMPLICATIONS

Various, as referenced in individual reports presented to the Council.

Current and Future Asset Considerations

Various, as referenced in individual reports presented to the Council.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Att 1 - Outstanding Actions Register - March 2026 [12.2.1.1]

12.2.2. STANDING ITEM - USE OF THE COMMON SEAL

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119390

Moved: Cr M Dear

Seconded: Cr C Cane

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 6 December 2025 to 6 March 2026.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

For Council to receive this report on the application of the Shire of East Kimberley Common Seal for the period 6 December 2025 to 6 March 2026.

COMMENTS

There was 1 document for the time period of 6 December 2025 to 6 March 2026 with the Shire of Wyndham East Kimberley Common Seal applied as per the table below:

Date of Use	Document
9 December 2025	Section 70A Notification – Loit 109 Kestrel Place

STATUTORY IMPLICATIONS

[Local Government Act 1995 9.49A. Execution of documents](#)

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Failure to manage a governance framework which transparently embraces good governance practices

Control: Maintain a formal policy and procedure for the use of the Common Seal, including a register.

FINANCIAL IMPLICATIONS

Nil

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No Community engagement is required

ATTACHMENTS

Nil

12.2.3. ANNUAL GENERAL MEETING OF ELECTORS - 4 FEBRUARY 2026

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	GN.05.18
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119391

Moved: Cr T Chafer

Seconded: Cr M Dear

That Council:

1. Notes the motion carried at the Annual General Meeting of Electors held on 4 February 2026 requesting that the Shire write to the Western Australian Minister for Community Services advocating for the consideration and implementation of a managed income arrangement, similar to the Northern Territory model, for parents or guardians of children who are not attending school and who are repeatedly engaging in offending behaviour.
2. Notes the draft correspondence to the Western Australian Minister for Community Services consistent with the intent of the motion as set out in Attachment 1.
3. Endorses the content of the draft correspondence as set out in Attachment 1 and, subject to that endorsement, authorises the Shire President and Chief Executive Officer to issue the letter to the Western Australian Minister for Community Services.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To present to Council a motion carried at the Annual General Meeting of Electors and seek Council's determination in accordance with legislative requirements.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

In accordance with section 5.27 of the *Local Government Act 1995*, electors at an Annual General Meeting may move motions. Motions carried at that meeting are required to be referred to Council for consideration at the next Ordinary Meeting of Council or as soon as practicable thereafter.

At the Annual General Meeting of Electors held on 4 February 2026, the following motion was carried on a show of hands:

“That the Shire of Wyndham East Kimberley write to the Western Australian Minister for Community Services advocating for the consideration and implementation of a managed income arrangement, similar to the Northern Territory model, for parents or guardians of children who are not attending school and who are repeatedly engaging in offending behaviour, noting the previous operation of the cashless debit card in Western Australia.”

No decision is made at the Annual General Meeting itself. The matter is now presented for formal Council determination.

COMMENTS

The motion carried at the Annual General Meeting of Electors seeks Council advocacy to the State Government regarding the consideration of a managed income arrangement targeting parents or guardians of children who are not attending school and who are repeatedly engaging in offending behaviour.

The matter relates to social policy settings and income management frameworks, which fall within State and/or Commonwealth Government legislative and administrative responsibilities. The Shire does not have statutory authority to implement such arrangements but may advocate to other levels of government where matters impact community safety, wellbeing and social outcomes within the district.

A draft letter to the Western Australian Minister for Community Services has been prepared consistent with the intent of the motion and is provided as an attachment for Council's consideration. The draft is intended to facilitate informed decision-making and may be amended by Council prior to endorsement and issue. The draft correspondence outlines the resolution of the electors, highlights community concerns regarding youth offending and school attendance, and requests that the State Government consider policy responses, including managed income arrangements, as part of broader strategies addressing community safety.

The inclusion of the draft correspondence is intended to provide transparency and enable Council to consider the proposed advocacy in full prior to making a determination. Council is requested to determine whether to endorse the content of the draft correspondence and authorise its issue.

STATUTORY IMPLICATIONS

Section 5.27 of the *Local Government Act 1995* provides:

- (1) *Electors at a general meeting may move motions.*
- (2) *If a motion is carried at a general meeting, the motion is to be considered at the next ordinary meeting of the council or, if not practicable, the first ordinary meeting of the council after that meeting.*

Council is required to consider the motion but is not bound to adopt it.

The subject matter of the motion relates to income management and social security arrangements, which are outside the functions of local government under the *Local Government Act 1995* and fall within State and Commonwealth jurisdiction.

POLICY IMPLICATIONS

There is no specific Shire policy governing advocacy of this nature.

The Shire's adopted Advocacy Plan provides a framework for raising matters of local significance with State and Commonwealth Governments. If endorsed, the proposed correspondence would be consistent with Council's advocacy role on matters impacting community safety and wellbeing.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: Liveability

Goal 1: Safe communities - A community where we all feel safe

Goal Outcome 1.3: Families, Children, Young People - Families are supported and children and young people make better choices

Strategy 1.3: The Shire will advocate for greater support for families, children and young people

RISK IMPLICATIONS

Risk: Failure to appropriately advocate on significant community safety concerns may result in reputational risk and reduced community confidence in Council.

Control: Consideration of the elector motion in accordance with the *Local Government Act 1995* and, if endorsed, formal written advocacy to the relevant Minister clearly articulating Council's position.

There is also a reputational risk associated with advocacy on complex social policy matters. This is mitigated by ensuring correspondence is measured, evidence-based and aligned with Council's adopted strategic direction.

FINANCIAL IMPLICATIONS

Costs associated with preparing and issuing correspondence can be met within existing operational budgets.

There are no direct financial implications arising from the motion itself.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

The motion originated from the Annual General Meeting of Electors, which is a statutory public forum under the *Local Government Act 1995*.

No further community engagement is required prior to Council's determination of the motion.

ATTACHMENTS

1. Att 1 - Draft Letter - Managed Income Arrangements [**12.2.3.1**]

12.2.4. MINUTES AND RECOMMENDATIONS FROM THE KIMBERLEY COUNTRY ZONE AND KIMBERLEY REGIONAL GROUP MEETINGS

AUTHOR:	Chief Executive Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	{file-number}
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community Leader - plan and provide direction through policy and practices Partner - Collaboration with external stakeholders to deliver service and projects. Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number:

Moved: Cr T Chafer

Seconded: Cr V Goulden

That Council:

- 1. Notes the contents of the minutes of the Kimberley Country Zone as attached in the meeting minutes of 16 February 2026 as provided in Attachment 1;**
- 2. Notes the contents of the minutes of the Kimberley Regional Group as attached in the meeting minutes of 13 February 2026 as provided in Attachment 2 to this report.**
- 3. Notes the contents of the State Council Minutes for 3 December 2025 as provided in Attachments 3 to this report.**

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

This report presents the Minutes of the Kimberley Country Zone meeting held on 16 February 2026, the Kimberley Regional Group meeting held on 13 February 2026, and the WALGA State Council meeting held on 3 December 2025 for Council to note.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Kimberley Zone is a group established to represent regional issues to the State Council of the Western Australian Local Government Association (WALGA). This group includes the four Kimberley Shires in addition to the Shires of Christmas Island and Cocos Keeling Islands.

The KRG is a group defined through a Memorandum of Understanding between the four Kimberley Shires and a Governance agreement, which has recently been updated. The Shire of Wyndham East Kimberley is the Secretariat for the Kimberley Regional Group.

The various minutes of the Kimberley Country Zone and the Kimberley Regional Group of the various meetings are in the Attachments to this report. A copy of the State Council minutes and agendas are set out in the Attachments.

COMMENTS

There have been two meetings of the Kimberley Country Zone and Kimberley Regional Group on 13 February 2026 and 16 February 2026 respectively. The WALGA State Council meeting was held on 3 December 2025

KIMBERLEY REGIONAL GROUP MEETINGS

Meeting of 13 February 2026:

This was the first Kimberley Regional Group meeting for the 2026 calendar year. Members considered several matters relating to regional advocacy, governance and planning for the year ahead.

A key item discussed was the Kimberley Regional Group submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Funding and Fiscal Sustainability. The submission outlines the structural challenges facing remote local governments including funding adequacy, Financial Assistance Grants, workforce and housing constraints, disaster exposure and the increasing responsibilities of local governments in remote regions. The submission was lodged on 29 January 2026 and was noted by members.

Members also considered the draft Kimberley Regional Group Strategic Plan 2025–2030 and received financial reporting for the period ending 31 December 2025. Updates were provided on regional advocacy initiatives including the Kimberley Housing Pipeline and broader regional development opportunities.

General business included planning for upcoming events and engagement activities such as the Developing Northern Australia Conference and a proposed advocacy visit to Canberra aligned with Parliamentary sitting dates. The meeting concluded with an “Around the Grounds” session where member Shires shared regional updates and matters of interest to the group.

KIMBERLEY COUNTRY ZONE

Meeting of 13 February 2026:

The Kimberley Country Zone meeting was attended by representatives from the Kimberley local governments along with WALGA Chief Executive Officer Nick Sloan and representatives from the Kimberley Development Commission.

Members considered the WALGA President's report which outlined recent advocacy activities, engagement with State Government Ministers, and preparation of submissions for the State and Federal Budgets. The report also highlighted WALGA's ongoing work on sector priorities including funding for community infrastructure, climate resilience and policy development across the local government sector.

The Zone reviewed the WALGA State Council Agenda and considered matters requiring feedback from Zones ahead of the State Council meeting. In particular, the Zone supported WALGA's proposed new advocacy positions relating to aviation which focus on the sustainability of Local Government owned regional airports and the affordability and reliability of regional and remote air services.

Members also discussed other State Council agenda items and provided comment where relevant to regional local governments.

WALGA STATE COUNCIL

Meeting of 3 December 2025:

The WALGA State Council meeting brought together representatives from Zones across Western Australia to consider advocacy positions, policy matters and sector priorities.

During the meeting, State Council considered a range of advocacy and governance matters including the development of a Transport Oriented Development Advocacy Position and resolutions from the 2025 WALGA Annual General Meeting relating to improving access to medical services in remote communities and addressing homelessness through culturally appropriate short-term accommodation solutions.

State Council also endorsed submissions and advocacy work on sector priorities including community infrastructure funding, tourism policy and waste management advocacy positions. The meeting further received reports on WALGA's policy, advocacy and member services activities and updates on the progress of previously adopted resolutions.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter relates to all sections of the *Strategic Community Plan 2023-2033*:

Focus Area: CONNECTION

Focus Area: LIVEABILITY
Focus Area: SUSTAINABILITY

No goals, outcomes or strategies have been included as the vast majority of them could be inserted in this section. The work of the Kimberley Regional Group advocates and facilitates in all of our Focus Areas.

RISK IMPLICATIONS

Risk: Failure to provide effective advocacy for the Shire and the Region to develop projects, support industry and provide opportunities for all.

Control: Meeting regularly as a collective, agreeing on common courses of action for the benefit of the region and advocating for solutions with key decision makers at both State and Federal levels of Government.

FINANCIAL IMPLICATIONS

The financial implications for the Shire arising from this report are that the Shire makes a budgeted allocation of **\$45,000 annually** as a member contribution to the Kimberley Regional Group which funds the activities of the Group. The Shire also provides a budget allocation of **\$10,200 in the 2025/26 financial year** for travel and accommodation for the Shire President, Deputy Shire President and Chief Executive Officer to attend meetings in Perth and Canberra on behalf of the Kimberley Regional Group.

The Kimberley Regional Group Financial Activity Statement for the period **ending 31 December 2025** was tabled at the meeting. Expenditure to date was **\$70,223 against a year-to-date budget of \$91,500**, resulting in a **year-to-date operating surplus of \$64,777**.

As at **31 December 2025**, the Kimberley Regional Group held a **cash balance of \$371,151**, which includes an outstanding member contribution of **\$45,000**. These funds are held in reserve by the Shire of Wyndham East Kimberley on behalf of the Kimberley Regional Group.

The report noted that the Kimberley Regional Group remains in a **sound financial position**, with sufficient funds available to support the ongoing operations of the Group and future regional advocacy activities.

Current and Future Asset Considerations

Not applicable

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Att 1 - KRG Minutes 16 February 2026 [12.2.4.1]
2. Att 2 - Minutes Kimberley Zone 13 February 2026 [12.2.4.2]
3. Att 3 - State Council Full Minutes 3 December [12.2.4.3]

12.2.5. QUARTERLY PROGRESS REPORT - OCTOBER TO DECEMBER 2025 (Q2)

AUTHOR:	Strategic Performance Advisor
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.10.21
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number:
Moved: Cr V Goulden
Seconded: Cr M Dear

That Council receives the Corporate Business Plan Quarterly Progress and Performance Report for October to December 2026 covering the second quarter of 2025/26 (Q2) at Attachment 1.

Carried: 7/0
For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.
Against: Nil

PURPOSE

For the Council to receive the October to December 2025 Quarterly Progress and Performance Report covering the second quarter of 2025/26.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Shire produces Quarterly Progress and Performance Reports to provide an update of progress made in the applicable quarter towards the services and projects in the Corporate Business Plan (CBP) and the achievement of the strategic goals set out in the Strategic Community Plan (SCP). Performance reporting assists with continuous improvement and the achievement of community outcomes and improvements to Shire services.

COMMENTS

The attached progress report provides commentary on the Shire's services, actions and projects for the first quarter of this financial year. It is important to note that this is "as of 31 December" i.e. a snapshot in time of the status at the end of the first quarter and that at the time of reporting the status of a project may have since changed.

There are 31 planned activities for year one (2025/26) of the Shire's Corporate Business plan. These activities have been broken down into 41 tasks. The attached report summarises tasks by activity and provides a progress update for the end of the quarter.

Shire officers recommend that Council receive the attached report to monitor the Shire's performance and resource allocation. The report also updates the community on progress against the Corporate Business Plan and will be published on the Shire website.

STATUTORY IMPLICATIONS

The *Local Government Act 1995* provides a framework for the operations of local governments in Western Australia. *Section 1.3 (2)* states:

This Act is intended to result in:

- a) Better decision making by local governments;*
- b) Greater community participation in the decisions and affairs of local governments;*
- c) Greater accountability of local governments to their communities; and*
- d) More efficient and effective government.*

The Shire's Corporate Business Plan and quarterly progress reports are in line with the Western Australian Government's Integrated Planning and Reporting Framework which requires planning and reporting on local government activities.

POLICY IMPLICATIONS

Australian Government's Integrated Planning and Reporting Framework which requires planning and reporting on local government activities.

POLICY IMPLICATIONS

The Quarterly Progress and Performance Reports support the following policy objectives:

POL-3000 - Community Engagement Policy

- The Community Engagement Policy aims to improve the outcomes and benefits of effective community engagement including:
- Increased community awareness about services, planning and program delivery;
- Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately;
- Council and the community working together to address local issues where appropriate.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: SUSTAINABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.1: Community engagement - Community is engaged in decision making with opportunities to share their views on things that affect them

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.1: The Shire will regularly inform the community about Shire projects, programs and services, and seek community input into decision making

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Failure to make Council decisions which allow for efficient and effective use of operational resources to deliver services which meet the needs of the community and region, comply with statutory requirements and promote economic and social development.

Control: Ensure that the Corporate Business Plan captures Council direction and decisions and directs the organisation to deliver those services and projects. The organisation will report to Council at the end of each quarter to monitor the implementation of operational priorities and activities and report on the achievement of the Corporate Business Plan and Strategic Community Plan goals.

Risk: Failure to create and maintain an organisational culture which promotes a safe and positive work environment, fosters employee satisfaction, motivates employees to perform and increases organisational effectiveness.

Control: The Corporate Business Plan Progress and Performance Reports provide a mechanism for tracking progress of actions and projects. Regular reporting of progress to CEO, Directors and Council will ensure that performance is monitored and managed through the Integrated Planning and Reporting Framework.

Risk: Failure to manage the disbursement of funds to meet the needs of the Shire's forward planning requirements, including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plans and Annual Budget.

Control: The Corporate Business Plan Progress and Performance Reports provide a mechanism for Council to track progress of disbursement of funds to projects that meet the needs of the Shire's forward planning requirements.

FINANCIAL IMPLICATIONS

The attached quarterly report includes a financial summary.

Current and Future Asset Considerations

The CBP includes the development of capital infrastructure as these assets are completed, they will be added to the Shire's asset register and depreciation schedule.

COMMUNITY ENGAGEMENT

The Shire provides the community and Council with reports and updates regarding the achievements against the Corporate Business Plan on an ongoing basis. Some of these mechanisms include:

- Quarterly Progress Reports are made available on the Shire's website.
- Ongoing Council reports.
- Newsletters.
- Website updates.
- Media releases.

ATTACHMENTS

1. Att 1 - Quarter 2 Progress and Performance Report 2025/26 [**12.2.5.1**]

12.3. PLANNING AND COMMUNITY DEVELOPMENT

12.3.1. POL-3011 COVID-19 (CORONAVIRUS) EMERGENCY RESPONSE AND RECOVERY - RESCIND POLICY

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119394

Moved: Cr T Chafer

Seconded: Cr V Goulden

That Council rescinds POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery (Version 1.1).

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

The purpose of this report is for Council to consider the rescission of POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery, on the basis that it was developed in response to a declared global pandemic and is no longer required as a standalone governance instrument.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery was adopted by Council on 28 April 2020 (Resolution 118202) during the declared COVID-19 global pandemic to provide a governance framework guiding the Shire's response, including emergency response measures, financial hardship considerations, service delivery adjustments and advocacy.

Minor reference updates were made administratively on 15 November 2023 in accordance with POL-1014 Policy Management.

The Policy is currently listed as active on the Shire's Document Register.

At this same Council meeting, Council is also considering rescinding the existing Policy Management Policy and adopting a broader Document Management Policy that provides governance oversight for all Shire documents, including Policies, Directives, Procedures and Work Instructions. The transition to a whole-of-organisation document governance framework further supports the removal of event-specific and redundant policies.

COMMENTS

POL-3011 was appropriate and necessary at the time of adoption. It provided strategic direction during an unprecedented public health emergency.

However, the Policy:

- Is event-specific and time-bound in nature
- Is framed entirely around COVID-19 response and recovery
- Duplicates statutory emergency management frameworks
- Does not provide enduring governance value

Emergency management responsibilities remain governed by:

- *Local Government Act 1995 (WA)*
- *Emergency Management Act 2005 (WA)*
- *Public Health Act 2016 (WA)*

Operational emergency response functions sit with the CEO under legislative authority and the Shire's Local Emergency Management Arrangements. Financial hardship and service continuity mechanisms are addressed through separate governance and operational frameworks.

Retention of a COVID-19-specific Policy does not strengthen preparedness for future emergencies. Should a future public health or similar emergency arise, Council retains the ability to respond through statutory frameworks, Business Continuity Planning, Financial Hardship mechanisms and specific Council resolutions where required.

From a governance perspective, the Shire's Document Register should contain contemporary, relevant and enduring instruments. Rescinding policies that have fulfilled their purpose supports a disciplined and compliant document management framework.

STATUTORY IMPLICATIONS

This matter relates to Council's governance responsibilities under:

[Local Government Act 1995 \(WA\)](#)

[Emergency Management Act 2005 \(WA\)](#)

[Public Health Act 2016 \(WA\)](#)

Rescinding this Policy does not remove or diminish statutory obligations. Emergency response functions remain governed by State legislation and established emergency management arrangements.

POLICY IMPLICATIONS

If adopted, this resolution will result in POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery being formally rescinded and its status updated accordingly within the Shire's Document Register.

No replacement policy is recommended.

The adoption of the new Document Management Policy at this meeting provides an overarching governance framework for all Shire documents, ensuring consistent oversight and review mechanisms moving forward.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Failure to maintain a contemporary and relevant governance framework within the Shire's Document Register.

Control: Maintenance of the Shire's document governance framework, including periodic review of Council Policies and updating the status of documents within the Shire's Document Register following Council decisions.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from rescinding this Policy.

Any future emergency response or financial hardship measures would be subject to separate Council consideration at the relevant time.

Current and Future Asset Considerations

Not applicable

COMMUNITY ENGAGEMENT

No community consultation is required for the rescission of an obsolete governance policy.

ATTACHMENTS

1. POL-3011 COVID-19 (Coronavirus) Emergency Response and Recovery V1.1 **[3.2.1.1]**

12.4. CORPORATE SERVICES

12.4.1. LIST OF ACCOUNTS PAID FROM MUNICIPAL FUND AND TRUST FUND

AUTHOR:	Finance Coordinator
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	FM.09.36
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - Responsible for the enforcement of statutory requirements
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119395

Moved: Cr M Dear

Seconded: Cr S Timms

That Council receives the List of Accounts Paid for the period 1 to 28 February 2026 totalling \$2,873,473.34.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To present the list of accounts in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

In accordance with Council's Delegations Register (adopted 27 April 2025), delegation to the CEO exists under Regulation 12 of the *Financial Management Regulations 1996* for payment authorisation.

COMMENTS

A list of accounts paid is prepared monthly in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996. The list includes the payee, amount, date, and sufficient information to identify each transaction as required by Regulation 13.

Payments made by employees using purchasing cards are included in the list in accordance with Regulation 13A.

STATUTORY IMPLICATIONS

[Local Government Act 1995 - Section 5.42 Delegation of some power and duties to CEO](#)

Local Government (Financial Management) Regulations 1996:

- [Regulation 5. CEO's duties as to financial management](#)
- [Regulation 11. Payments, procedures for making etc.](#)
- [Regulation 12. Payments from municipal fund or trust fund, restrictions on making.](#)
- [Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties etc.](#)
- [13A. Payments by employees via purchasing cards](#)

POLICY IMPLICATIONS

Shire of Wyndham East Kimberley Delegation Register Sub-delegation 1.2.25 "Payments from the Municipal Fund and Trust Fund" applies subject to compliance with Council Policy POL-2004 Purchasing.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Non-compliance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Controls: Monthly presentation of the List of Accounts Paid to Council in accordance with Regulation 13.

FINANCIAL IMPLICATIONS

Nil

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Att 1 - February 2026 List of Accounts Paid [**12.4.1.1**]

12.4.2. MONTHLY FINANCIAL REPORT

AUTHOR:	Finance Coordinator
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	FM.09.32
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - Responsible for the enforcement of statutory requirements
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119396

Moved: Cr T Chafer

Seconded: Cr C Cane

That Council:

- 1. Receive the Monthly Financial Report for the period ended 28 February 2026**
- 2. Notes the Statement of Financial Activity and Statement of Financial Position for the period ended 28 February 2026.**

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To present the Monthly Financial Report for the period ended 28 February 2026 in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council is required to prepare monthly financial statements in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*. Council adopted materiality thresholds of 10% or \$50,000 for reporting variances at the Ordinary Council Meeting held on 22 October 2024.

COMMENTS

The Monthly Financial Report includes the Statement of Financial Activity and Statement of Financial Position prepared in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*. In accordance with Regulations 34 and 35, the Monthly Financial

Report is to be presented to Council within two months after the end of the reporting period and recorded in the minutes.

Material variances between actual and budget are disclosed in Note 3 – Explanation of Material Variances.

STATUTORY IMPLICATIONS

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

[Regulation 35 of the Local Government \(Financial Management\) Regulations 1996](#)

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: Sustainability

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Non-compliance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*.

Controls: Monthly Financial Report presented to Council within the prescribed timeframe in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*.

FINANCIAL IMPLICATIONS

Nil

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required in relation to this item.

ATTACHMENTS

1. Att 1 - Financial Reports February 2026 [**12.4.2.1**]

12.4.3. POL-2004 PURCHASING - POLICY REVIEW

AUTHOR:	Manager Procurement
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119397

Moved: Cr T Chafer

Seconded: Cr S Timms

That Council adopts Policy POL-2004 Purchasing (Version 6.0) and rescinds Version 5.0.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

The purpose of this report is to present the amended Policy POL-2004 Purchasing to Council for adoption following a targeted review of procurement requirements relating to tender-exempt arrangements.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council last reviewed and adopted POL-2004 Purchasing in November 2025. As part of that review, an additional requirement was introduced mandating that at least three (3) written responses be obtained for tender-exempt procurement exceeding \$250,000, including procurement through WALGA Preferred Supplier Panels (PSP) and State Government Common Use Arrangements (CUA).

Subsequent operational application of this clause has identified inconsistencies with both the intent of the Policy and the legislative procurement framework.

A review undertaken by the Procurement function (March 2026) assessed this requirement against legislative compliance, procurement efficiency and alignment with the Shire's procurement objectives.

COMMENTS

The review identified that the current clause creates an internal contradiction within POL-2004. While the Policy directs the use of WALGA PSP and CUA arrangements as priority procurement pathways, it simultaneously imposes an additional quotation requirement for procurements over \$250,000.

These arrangements are established through compliant public tender processes and are recognised under the Local Government (Functions and General) Regulations 1996 as tender-exempt procurement pathways. As such, there is no legislative requirement to undertake a secondary quotation process when utilising these arrangements.

The requirement to obtain three written responses has been assessed as:

- duplicative of existing compliant procurement processes;
- inconsistent with the intended efficiency of PSP and CUA arrangements;
- impractical in remote operating environments where supplier availability is limited; and
- creating unnecessary administrative burden and delays to service delivery.

In practice, panels and arrangements often contain a limited number of suppliers servicing regional areas, and in some instances may be single-supplier arrangements. Requiring three responses in these circumstances does not enhance competition or value for money outcomes and instead operates as a compliance exercise.

The proposed amendment removes this requirement and clarifies that procurement via WALGA PSP and CUA may proceed in accordance with the established arrangement rules, with value for money to be demonstrated through documented assessment and delegated authority.

This ensures the Policy remains aligned with its stated objectives of efficiency, accountability and value for money, while maintaining appropriate governance controls.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Sections 2.7, 3.57

Local Government (Functions and General) Regulations 1996 – Part 4 (Provision of Goods and Services) and Regulation 11(2) (Tender Exemptions)

The Regulations recognise WALGA Preferred Supplier Panels and State Government Common Use Arrangements as valid tender-exempt procurement pathways. There is no legislative requirement to obtain multiple quotations when utilising these arrangements.

The proposed amendment aligns the Policy with the legislative framework and removes an internal requirement that exceeds and conflicts with the intent of the Regulations.

POLICY IMPLICATIONS

This report proposes amendments to POL-2004 Purchasing.

The amendment removes the requirement for three written responses for tender-exempt arrangements over \$250,000 where procurement is undertaken through WALGA PSP or CUA.

All other provisions of the Policy remain unchanged.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: SUSTAINABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.3: Advocacy - Strong and consistent advocacy for local needs and priorities

Strategy 10.3: The Shire will influence decisions of others in a way that recognises and prioritises the needs of our local community

RISK IMPLICATIONS

Risk: Non-compliance with legislative procurement requirements or inefficient procurement practices.

Control: The amendment aligns the Policy with the Local Government (Functions and General) Regulations 1996 while maintaining appropriate governance controls through the continued application of value for money assessments, delegated authority and approval processes in accordance with the Delegations Register, and robust record keeping requirements. This amendment reduces operational and compliance risk by removing ambiguity and ensuring consistency between the Policy and legislative framework.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the adoption of the amended Policy.

The amendment is expected to improve procurement efficiency and reduce administrative costs associated with unnecessary quotation processes.

Current and Future Asset Considerations.

Current and Future Asset Considerations

Not applicable to this report.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Att 1 - POL-2004 Purchasing V6.0 - Clean Copy [12.4.3.1]
2. Att 2 - POL-2004 Purchasing V6.0 - Tracked Changes [12.4.3.2]

12.5. INFRASTRUCTURE

12.5.1. BUS SHELTER SUBSIDY PROGRAM

AUTHOR:	Director Infrastructure and Strategic Projects
RESPONSIBLE OFFICER:	Paul Webb, Director Infrastructure and Strategic Projects
ASSESSMENT NO:	NA
FILE NO:	RD.07.65
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocacy and Strategic Direction
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number:
Moved: Cr T Chafer
Seconded: Cr M Dear

That Council:

1. Supports in principle participation in the Public Transport Authority Bus Shelter Subsidy Program (BSSP) for installation of bus shelters at eligible locations within the Shire;
2. Authorises officers to identify priority bus stop locations and seek eligibility confirmation from the Public Transport Authority; and
3. Supports consideration of funding required survey, design and civil works (including concrete passenger boarding platforms) subject to future site-specific costings being presented to Council for budget approval.

Carried: 7/0
For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.
Against: Nil

PURPOSE

To seek Council's support in principle for participation in the Public Transport Authority (PTA) Bus Shelter Subsidy Program and to determine Council's appetite to fund associated civil works required for installation of bus shelters at priority locations.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Public Transport Authority administers the Bus Shelter Subsidy Program (BSSP), which provides co-funding assistance to Local Governments for roadside bus shelter installations.

Under the BSSP:

- PTA contributes 50% of the supply and installation cost of a standard bus shelter, to a maximum of \$7,000 (ex GST);
- The total standard shelter cost is approximately \$14,000 (ex GST);
- PTA undertakes physical installation works;
- Local Governments assume ownership and ongoing maintenance responsibility;
- Applications are assessed on a first-come, first-served basis;
- Reduced patronage thresholds apply in regional areas.

This matter has not previously been formally considered by Council.

COMMENTS

The program presents an opportunity to leverage external funding to improve public transport amenity at high-use locations within Kununurra and Wyndham.

However, installation of bus shelters may require:

- Full survey of the approved location (externally contracted);
- Design of compliant passenger boarding platforms (can be undertaken in-house for simple structures);
- Construction of concrete passenger boarding areas;
- Community consultation with affected residents.

Due to high regional concrete costs, civil works required to construct compliant passenger boarding platforms may exceed the cost of the shelter itself. As such, overall project costs per location may vary depending on site conditions.

WALGA provides compliant bus shelter structures under an existing panel contract, simplifying procurement and ensuring compliance with current standards.

All installations must comply with Police Safety in Design principles (Safer by Design / CPTED), ensuring:

- Clear sightlines and passive surveillance;
- Avoidance of concealment spaces;
- Appropriate lighting and visibility;
- Reduced opportunity for antisocial behaviour.

Officers propose identifying high-use priority locations and confirming eligibility with PTA prior to returning to Council with site-specific costings.

From an aesthetic point of view bus shelters can be a stark pieces of infrastructure. Shire Officers will therefore include some landscaping options at each location that will beautify the installation and possibly provide additional shade and and colour.

STATUTORY IMPLICATIONS

[Local Government Act 1995](#)

Local Governments are empowered to undertake works for the benefit of the district and its inhabitants.

[Road Traffic Act 1974](#)

Installation of roadside infrastructure must comply with relevant traffic management and safety standards.

[Disability Discrimination Act 1992](#)

Passenger boarding areas must comply with accessibility requirements.

POLICY IMPLICATIONS

Installations must comply with:

- Police Safety in Design (CPTED) principles;
- Relevant PTA standards for bus stop accessibility;
- Shire procurement policies (WALGA panel arrangements available).

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: LIVEABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Failure to improve high-use bus stop infrastructure may result in reduced amenity, safety concerns, and missed external funding opportunities.

Control:

- Site-specific assessment prior to installation;
- Compliance with CPTED and accessibility standards;
- Council approval of detailed costings prior to commitment.

FINANCIAL IMPLICATIONS

Indicative costs per location:

- Bus shelter: \$14,000 (ex GST)
 - PTA contribution: \$7,000 (ex GST)
 - Shire contribution: \$7,000 (ex GST)

Additional costs may include:

- Survey (externally contracted);
 - Concrete passenger boarding platform (site dependent);
-

- Community consultation costs;
- Ongoing maintenance (new asset group).

Detailed site-specific costings will be presented to Council prior to budget allocation which will include landscaping and beautification costs.

Current and Future Asset Considerations

Upon installation, bus shelters will become Shire-owned assets and require ongoing inspection and maintenance.

Future renewal and replacement costs will need to be incorporated into long-term asset planning.

COMMUNITY ENGAGEMENT

Community engagement has not been undertaken at this stage.

ATTACHMENTS

1. Att 1 - Kununurra Network Map [12.5.1.1]

12.5.2. MILLINGTON DRIVE CONSTRUCTION PROJECT, FUNDS TRANSFER

AUTHOR:	Director Infrastructure and Strategic Projects
RESPONSIBLE OFFICER:	Paul Webb, Director Infrastructure and Strategic Projects
FILE NO:	FM.17.1
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Funder - provide funds or other resources
VOTING REQUIREMENT:	Absolute Majority

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119399

Moved: Cr T Chafer

Seconded: Cr V Goulden

That Council authorises the reallocation of \$190,000 from Rural Road Maintenance (02120210) to Millington Drive Project (04120334) to accommodate project over-expenditure and finalisation of works.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To seek Council approval to reallocate budgeted funds from Rural Road Maintenance (02120210) to Millington Drive Project (04120334) in order to address project over-expenditure and accurately reflect total construction costs.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Millington Drive was approved as part of the 2025–2026 Municipal Budget.

The project scope includes drainage improvements, pavement construction and sealing works.

The original in-house construction estimate was \$150,000.

Following a public tender process, the lowest conforming tender returned at approximately \$1.2 million. This exceeded the financial capacity available within the adopted budget.

Accordingly, a hybrid delivery model was adopted utilising:

- In-house workforce;
- Wet and dry hire plant; and

- Local contractor engagement where required.

This approach also provided opportunity to test and demonstrate internal construction capability.

COMMENTS

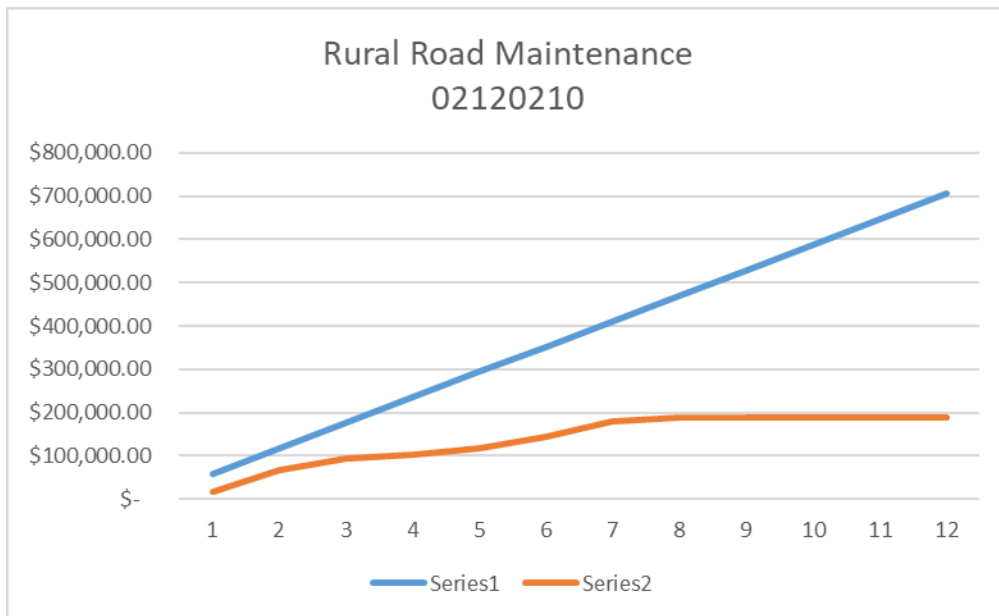
The total current expenditure for the Millington Drive project is \$322,158.94, representing an over-expenditure of \$172,158.94 against the original budget allocation of \$150,000.

To finalise the project and allow for minor remaining works and cost reconciliation, a revised total allocation of \$340,000 is proposed.

Rural Road Maintenance (02120210) has a total budget allocation of \$705,205.

At the time of writing:

- Actual expenditure: \$187,266.72
- Straight-line expenditure to end February: \$470,016.67
- Variance against straight-line: \$282,749.95 under
- Variance against total budget: \$517,938.28 under



The underspend is largely attributable to the road maintenance team being redeployed to capital project works, including Millington Drive.

Given the operational integration between maintenance and project delivery resources, it is considered appropriate to reallocate a portion of the maintenance budget to accurately reflect actual work undertaken.

The proposed reallocation of \$190,000 will:

- Cover the current over-expenditure;
- Provide contingency for project completion; and
- Ensure accurate financial reporting across cost centres.

It is requested to reallocated \$190,000 of funds from rural road maintenance 02120210, into Millington Drive 04120334, total project allocation \$340,000 to provide for project over expenditure and to complete project works.

STATUTORY IMPLICATIONS

[Local Government Act 1995](#) - Sect 6.8

As the proposed reallocation represents expenditure for an additional purpose beyond the adopted allocation, Council authorisation by Absolute Majority is required.

This report also satisfies the requirements of Regulation 34A of the Local Government (Financial Management) Regulations 1996, as expenditure is likely to exceed the adopted project allocation.

POLICY IMPLICATIONS

Nil.

This matter relates to internal budget management and reallocation of adopted funds.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: SUSTAINABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Failure to adequately resource and manage funding requirements which meet the needs of the Shire's service delivery requirements and strategic objectives.

Control: Seek Council approval to formally amend allocation and ensure transparent reporting.

FINANCIAL IMPLICATIONS

The proposed reallocation does not increase overall municipal expenditure.

It redistributes existing budgeted funds from an underspent operational cost centre to a capital construction project where works have already been undertaken.

Rural Road Maintenance retains sufficient remaining allocation to meet operational requirements for the balance of the financial year.

Current and Future Asset Considerations

Millington Drive improvements enhance stormwater management, pavement durability and serviceability of municipal infrastructure.

The project reduces future maintenance burden and improves whole-of-life asset performance.

COMMUNITY ENGAGEMENT

No formal community engagement is required.

ATTACHMENTS

Nil

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1. ADVOCACY – RESTORATION OF BUREAU OF METEOROLOGY RADAR SERVICES (EAST KIMBERLEY)

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	GR.08.1
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 24/03/2026 - 119400

Moved: Cr D Menzel

Seconded: Cr T Chafer

That Council:

1. Requests the Chief Executive Officer to write to the Hon Minister for the Environment and Water (Commonwealth) regarding the Bureau of Meteorology weather radar servicing the East Kimberley, including:
 - a) seeking confirmation of the current operational status of the radar;
 - b) requesting detailed advice on the proposed timeframe for repair, replacement or upgrade of the radar infrastructure, including the rationale underpinning this timeframe;
 - c) expressing Council's concern regarding the prolonged inoperability of the radar and the associated impacts on community safety, emergency preparedness, and economic activities, including the agricultural, maritime industry and aviation sectors; and
 - d) advocating for urgent action to restore the radar to full operational capacity and to implement a permanent and reliable solution for this critical infrastructure.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

The purpose of this report is to seek Council endorsement to formally advocate to the Commonwealth Government regarding the ongoing inoperability of the Bureau of Meteorology (BoM) weather radar servicing the East Kimberley, and to request urgent action and clarity regarding its restoration and long-term reliability.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The weather radar servicing the East Kimberley forms part of the Bureau of Meteorology's national radar network, which provides real-time weather monitoring and forecasting data across Australia. This infrastructure is particularly critical in northern regions, where weather conditions during the wet season can change rapidly and significantly impact communities, transport networks, and primary industries.

The radar servicing the East Kimberley has been inoperable for an extended period. During this time, the community has been reliant on less accurate or more distant radar systems, resulting in reduced visibility of localised weather events.

At the time of writing, there has been no publicly confirmed timeframe for full restoration of the radar service or replacement of the infrastructure.

COMMENTS

Weather radar infrastructure is a critical service for regional and remote communities, particularly in northern Western Australia where extreme weather events, including cyclones, intense rainfall, and flooding, are common during the wet season.

The absence of a functioning radar in the East Kimberley has several key impacts:

- **Community Safety and Emergency Preparedness**
Accurate and timely weather data supports emergency services, local government, and the community in preparing for and responding to severe weather events. Reduced radar capability limits the ability to monitor storm intensity and movement at a local level.
- **Agricultural and Economic Impacts**
Local pastoralists and agricultural operators rely heavily on accurate weather data for operational decision-making, including mustering, cropping activities, and flood management. The lack of reliable radar data introduces operational uncertainty and potential financial risk.
- **Aviation Sector Impacts**
The aviation sector relies on accurate and localised weather data for flight planning, operational safety, and scheduling. In remote regions such as the East Kimberley, limited access to reliable radar data may impact both commercial and general aviation operations.
- **Transport and Infrastructure Planning**
Road access, particularly across flood-prone areas, is influenced by rainfall intensity and duration. Without accurate radar data, there is increased risk associated with transport planning and infrastructure management.
- **Community Confidence**
Continued outages of critical infrastructure may reduce community confidence in essential services and limit the ability of residents to make informed decisions during high-risk weather periods.

In addition to seeking restoration of the radar, it is important that Council receives clear advice regarding the timeframe for repair or replacement, and the rationale underpinning that timeframe, to ensure transparency and to enable informed advocacy on behalf of the community.

As the Bureau of Meteorology is a Commonwealth agency, advocacy to the relevant Federal Minister is the appropriate pathway to seek resolution and prioritisation of this issue.

This matter represents a significant service gap for the East Kimberley and warrants formal advocacy to seek both urgent action and long-term infrastructure certainty.

STATUTORY IMPLICATIONS

Under the [Local Government Act 1995](#), a local government has the capacity to make decisions and take actions that are considered necessary or convenient for the good governance of its district.

Advocacy to State or Commonwealth Ministers is consistent with Council's role in representing the interests of its community.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: LIVEABILITY

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.3: Advocacy - Strong and consistent advocacy for local needs and priorities

Strategy 10.1: The Shire will regularly inform the community about Shire projects, programs and services, and seek community input into decision making

RISK IMPLICATIONS

Risk: Continued inoperability of the radar may increase risks associated with severe weather events, including reduced preparedness, delayed response capability, and economic impacts to key industries including agriculture and aviation.

Control: Formal advocacy to the Commonwealth Government seeking urgent resolution, improved communication, and a defined pathway to a permanent solution.

FINANCIAL IMPLICATIONS

Nil direct financial implications to the Shire.

Indirect economic impacts are being experienced by local industries due to reduced access to reliable weather data.

Current and Future Asset Considerations

Nil. The radar infrastructure is owned, operated, and maintained by the Bureau of Meteorology.

COMMUNITY ENGAGEMENT

Community concerns have been raised regarding the lack of reliable weather radar coverage in the East Kimberley, particularly from agricultural and aviation stakeholders.

No formal engagement has been undertaken in relation to this report; however, the proposed advocacy reflects known community and industry concerns.

ATTACHMENTS

Nil

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION

Minute Number: 24/03/2026 - 119401

Moved: Cr D Menzel

Seconded: Cr T Chafer

That Council closes the meeting to the members of the public at 5:24 pm to consider Matters Behind Closed Doors listed at item 10.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

16.1. RFQ 17-2526 PROVISION OF CONSULTANCY SERVICES - WYNDHAM COMMUNITY HUB

AUTHOR:	Project Manager
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	TBA
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community Leader - plan and provide direction through policy and practices Partner - Collaboration with external stakeholders to deliver service and projects. Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Absolute Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 4/03/2026 - 119402

Moved: Cr T Chafer

Seconded: Cr V Goulden

That Council:

1. **Accepts the Quote from Gresley Abas Pty Ltd (ABN: 46 109 290 842) for RFQ 17-25/26: Provision of Consultancy Services for the Wyndham Community Hub as the most advantageous quote to form a contract, as follows:**
 - a. **Fixed Scope Table 1 (ex GST):**
 - i. **Stage 1: Specification and Preliminary Plan Review - \$85,243.00**
 - ii. **Stage 2: Schematic Design - \$189,310.00**
 - iii. **Stage 3: Detailed Design - \$200,265.00**
 - iv. **Stage 3: Tender Documentation – \$187,505.00**

Total: \$662,323.00 ex GST
 - b. **Hourly rates for additional services at the discretion of the Shire (the 'Client') in accordance with Table 3 of the Request for Quote.**
2. **Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

PURPOSE

To consider the RFQ quote received for award of RFQ 17-25/26 Provision of Consultancy Services for the Wyndham Community Hub Stage 1.

MATTER IS BEING CONSIDERED BEHIND CLOSED DOORS

This item is to be considered behind closed doors as per the *Local Government Act 1995*:

[Section 5.23. \(2\) \(e\)](#)

PROCEDURAL MOTION / COUNCIL DECISION

Minute Number:

Moved: Cr D Menzel

Seconded: Cr C Cane

That Council reopens the meeting to the public at 5:27 pm.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr S Timms.

Against: Nil

Read decisions made behind closed doors for gallery and on livestream.

17. CLOSURE

Cr D Menzel declared the meeting closed at 5:30 pm.