

SHIRE OF WYNDHAM EAST KIMBERLEY

Ordinary Council Meeting: Minutes

Tuesday 29 July 2025



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.

An audio and/or video record will be made of these proceedings to assist in the taking of minutes.

Signed on behalf of Council

A handwritten signature in black ink, appearing to read 'V.E. Lawrence', written over a light blue horizontal line.

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.

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**SHIRE OF WYNDHAM EAST KIMBERLEY
ORDINARY COUNCIL MEETING
UNCONFIRMED MINUTES
KUNUNURRA COUNCIL CHAMBERS
TO BE HELD ON TUESDAY 29 JULY 2025 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 5:09pm.

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

Cr D Menzel	Shire President
Cr T Chafer	Deputy Shire President (Presiding Member)
Cr M Dear	Councillor
Cr J Gooding	Councillor (video conference)
Cr D Hearty	Councillor
Cr B Kyne	Councillor
Cr B Robinson	Councillor
V Lawrence	Chief Executive Officer
N Bray	Minute Taker
P Webb	Director Infrastructure & Strategic Projects
N Allen	Director Planning and Community Development

Apology

Cr S Timms	Councillor
Cr C McNeil	Councillor
A Bell	Director Corporate Services

Leave of Absence

Nil

3. DECLARATION OF INTEREST

Financial Interest - Nil

Impartiality Interest

Item	Councillor/Officer	Description of Interest
12.2.2	Cr J Gooding	I am the current appointed Commissioner of the Shire of Derby West Kimberley and a formal member of both groups by way of that appointment.
16.2	Cr B Robinson	I have an ongoing financial relationship with one of the applicants

Proximity Interest - Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

PROCEDURAL MOTION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119242

Moved: Cr M Dear

Seconded: Cr D Hearty

That Council confirms the minutes of the below meetings:

- 1. Ordinary Council Meeting held on 24 June 2025**
- 2. Special Council Meeting held on 10 July 2025.**

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

3 July 2025 – Kimberley Regional Group Meeting - Attended by the Shire President and the CEO.

4 July 2025 - Yajany yarrowoo ngoondebtha Group / Friday Reference Group - Attended by the Shire President and the CEO.

18 July 2025 - Yajany yarrowoo ngoondebtha Group / Friday Reference Group - Attended by the Shire President and the CEO.

22 – 24 July 2025 – Developing Northern Australia Conference - Attended by the Shire President, Deputy Shire President, Contract Manager Special Projects and the CEO.

10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

16.1. Disposal of Assets - Housing

16.2. Deed of Assignment of Lease and License - Lot 509 Millington Drive, Kununurra

Item withdrawn to be represented Special Council Meeting – Date to be set

16.3. Award Of T22-24/25 Provision of Consultancy Services for Upgrade for Kununurra Leisure Centre (KLC) Stage 1

11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

12. REPORTS

12.1. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil

12.2. OFFICE OF THE CEO

12.2.1. DRAFT ECONOMIC DEVELOPMENT STRATEGY 2025-2035

AUTHOR:	Senior Economic Development Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	ED.06
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community Funder - provide funds or other resources Leader - plan and provide direction through policy and practices Partner - Collaboration with external stakeholders to deliver service and projects.
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119243

Moved: Cr D Hearty

Seconded: Cr B Robinson

That Council

1. Approves the Draft Economic Development Strategy 2025-2035 for the purpose of public consultation; and
2. Notes that following the public consultation period, Administration will finalise the document and present the final Economic Development Strategy to Council for consideration later this year.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

Administration, in collaboration with NAJA Consulting, has undertaken a review of the Shire of Wyndham East Kimberley's 2021 Economic Development Strategy and developed a Draft Economic Development Strategy (EDS) 2025-2035.

The purpose of this report is to seek Council's approval to release the Draft EDS for public consultation. This will provide an opportunity for community and stakeholder feedback, which will be considered in finalising the document. The final EDS will be presented to Council for consideration later in the year.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

At the 27 April 2021 Ordinary Council Meeting (Minute Number: 118418 - 27/04/21), Council resolved the following:

Council Decision

Minute Number: 118418 - 27/04/21

That the Council adopts the Shire of Wyndham East Kimberley Economic Development Strategy.

Moved: Cr M McKittrick

Seconded: Cr J Farquhar

Decision: 9/0

The Shire of Wyndham East Kimberley's 2021 Economic Development Strategy (EDS) was developed as a coordinated plan to increase the prosperity and liveability of the region. Since that time, Council has endorsed a new Strategic Community Plan (SCP) 2023-2033, following extensive community consultation, which has necessitated a review of the EDS to ensure alignment with the updated community priorities.

The development of the Draft Economic Development Strategy 2025-2035 has been informed by several key factors:

Alignment with Strategic Community Plan Priorities

The SCP 2023-2033, shaped through comprehensive community engagement, identifies the following priorities essential to economic development:

- Creating employment opportunities
- Enhancing liveability and town amenity
- Addressing housing availability and affordability
- Supporting education and skills development
- Revitalising town centres
- Advocating for essential infrastructure improvements

The Draft EDS has been structured to directly support these priorities, ensuring a cohesive, whole-of-community approach to economic development.

Response to External Dynamics

The regional economy is influenced by ongoing changes at state, national, and global levels. Key external frameworks and strategies that present both opportunities and challenges for the Shire include:

- Diversify WA – guiding economic diversification across the State
- WA Housing Strategy and Housing Australia – supporting housing supply and affordability
- WA Visitor Economy Strategy – State Government tourism strategy
- Infrastructure Australia – outlining national infrastructure priorities

The Draft EDS responds to these frameworks, ensuring that the Shire's economic development efforts remain relevant, strategic, and responsive to broader policy settings.

Alignment with Best Practice

The Draft EDS has been developed in accordance with the WALGA Economic Development Framework, which promotes:

- Regional collaboration
- Functional integration
- Strategic alignment with government and industry
- Leveraging current and emerging competitive advantages

The Draft EDS 2025-2035 presents a vision for creating a vibrant, resilient, and inclusive economy that respects the environment and cultural heritage of the Shire. It is built around six key focus areas:

- **Leadership and Advocacy**
Providing purposeful leadership, strong advocacy, and fostering strategic partnerships to drive long-term economic development.
- **Liveability and Place**
Strengthening the region's identity and creating great places to live, work, visit, and invest.
- **Business, Industry and Workforce Development**
Supporting business growth, industry diversification, and the development of a skilled workforce.
- **Housing and Accommodation**
Improving the availability, affordability, and diversity of housing to support population and workforce growth.
- **Land and Critical Infrastructure**
Unlocking sustainable growth through strategic land use planning and investment in critical infrastructure.

COMMENTS

The Draft EDS 2025-2035 serves as a strategic blueprint for fostering a resilient, inclusive, and sustainable regional economy. By aligning with the SCP, responding to external factors, and adhering to established best practices, the Strategy positions the Shire to capitalise on emerging opportunities and address key challenges.

Ongoing collaboration with Council, community stakeholders, and industry partners will be essential to finalising the Strategy and developing an effective Economic Development Action Plan.

It is intended that following a period of public consultation and targeted stakeholder engagement, the final EDS will be presented to Council for consideration later this year.

The EDS will operate as a 10-year strategic document aligned to the SCP timelines, with a formal review scheduled at the 5-year mark (2030). The accompanying Action Plan will be a live document, updated as new opportunities arise and integrated into the Shire's annual corporate business planning and budgeting processes. This approach will ensure the Strategy remains dynamic, adaptable, and responsive to the region's evolving needs.

STATUTORY IMPLICATIONS

Not applicable.

POLICY IMPLICATIONS

POL-3000 Community Engagement relates to this report.

STRATEGIC IMPLICATIONS

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

Focus Area: LIVEABILITY

Goal 3: Access to housing - There are housing opportunities for everyone

Goal 4: Access to education - Education and training opportunities for everyone

Goal 5: Access to employment - Inspiring meaningful growth and prosperity

Goal 6: Accessible places - Places that are connected, accessible and well maintained

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

Goal Outcome 3.1: Housing Supply - The supply of housing meets current and future demand

Goal Outcome 4.2: Inclusive education pathways - Residents can access a broad range of educational opportunities, including alternative education pathways

Goal Outcome 5.1: Attract businesses that create local employment - The Shire is business friendly and the Shire of choice for inward investment in the Kimberley

Goal Outcome 5.2: Residents actively participate in the local economy - All residents who want to can participate in the workforce and undertake business ventures

Goal Outcome 6.1: Towns are easy to get around safely and sustainably - Places are connected by safe, accessible, well maintained roads, footpaths, cycle ways and trails

Goal Outcome 6.2: Access to services - Attractive and resilient Town Centres that connect residents and visitors to shops and services

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 10.2: Collaborative partnerships - Collaborative partnerships that build capacity and increase opportunities

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

Strategy 3.1: The Shire will work with key partners to advocate for the construction of housing the meets current and future demand

Strategy 4.2: The Shire will work with key partners to advocate for a broader range of inclusive educational opportunities

Strategy 5.1: The Shire will promote the East Kimberley to attract investment and businesses to our Shire and support the retention and growth of local businesses that create local employment

Strategy 5.2: The Shire will support greater participation of local residents in the workforce and to undertake business ventures

Strategy 6.1: Increase the use of active transport with improved paths, cycleways and end-of-trip facilities and improve road safety and connectivity

Strategy 6.2: Plan and deliver vibrant, attractive town centres that support services for residents and visitors

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

Strategy 10.2: Support collaboration and partnerships to deliver key outcomes for our community
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: Failure to adequately resource and manage funding requirements which meet the needs of the Shire's service delivery requirements and strategic objectives.

Risk: Failure to ensure that customer services at the Shire are accessible and effective in resolving issues, providing services and delivering information to the community.

Risk: Failure to facilitate community development initiatives which support positive social outcomes for community members, including; health, aged care, youth services and Indigenous services.

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.

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

Control: The draft EDS provides a strategic mechanism to mitigate these risks by:

- Outlining a clear pathway to economic development and enhanced liveability
- Identifying key enablers essential for achieving economic, social, and infrastructure objectives
- Strengthening advocacy efforts to secure investment and policy support
- Supporting businesses, industries, and community opportunities
- Committing to regular monitoring and evaluation to assess the effectiveness of actions and adapt where necessary

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with the approval of the draft EDS for public consultation.

Upon endorsement by Council, effective implementation of the final EDS may necessitate the allocation of resources to support various initiatives aimed at fostering economic growth, enhancing infrastructure, and promoting sustainable development within the Shire. These financial considerations will be managed through normal budgeting processes, ensuring allocation of resources in alignment with the priorities outlined in the EDS and SCP.

Current and Future Asset Considerations

There are no immediate asset implications resulting from the approval of the draft EDS for public consultation. However, the draft EDS demonstrates the Shire's commitment to long-term financial and asset sustainability by:

- Prioritising advocacy for public investment in infrastructure
- Promoting strategic land use and project planning
- Emphasising whole-of-life cost considerations for infrastructure and asset projects

This approach will ensure that future investments deliver lasting benefits and maintain the long-term sustainability of community assets.

COMMUNITY ENGAGEMENT

The development of the draft EDS has been guided by stakeholder and community engagement undertaken in accordance with the Shire's Community Engagement Guidelines, including:

- Community and business workshops
- One-on-one meetings and interviews with key stakeholders
- A drop-in session co-hosted with the East Kimberley Chamber of Commerce and Industry

Subject to Council approval to release the Draft EDS for public consultation, the next phase of engagement will include:

- An online community survey
- Social media engagement and awareness campaigns
- Direct engagement with stakeholders and key partners

This approach will ensure community and stakeholder feedback informs the finalisation of the Strategy and its supporting Action Plan.

ATTACHMENTS

1. Attachment 1 - Economic Development Strategy - DRAFT [12.2.1.1 - 32 pages]

12.2.2. 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:	TBA
DISCLOSURE OF INTERESTS:	Cr J Gooding – Impartiality as per item 3
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: 29/07/2025 - 119244

Moved: Cr Robinson

Seconded: Cr Chafer

That Council:

1. Notes the contents of the minutes of the Kimberley Country Zone and Kimberley Regional Group as attached in the meeting minutes of 10 April 2025 as provided in Attachments 1 and 2 to this report;
2. Notes the contents of the minutes of the Kimberley Country Zone as attached in the meeting minutes of 20 June 2025 as provided in Attachment 3;
3. Notes the contents of the minutes of the Kimberley Regional Group as attached in the meeting minutes of 3 July 2025 as provided in Attachment 4 to this report.
4. Notes the contents of the State Council Agenda and Minutes for 7 May 2025 and 2 July 2025 as provided in Attachments 5, 6, 7 and 8 to this report.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

This report presents for Council's endorsement, the Minutes from the last three meetings of the Kimberley Regional Group (KRG) and the Kimberley Country Zone which took place on 10th April 2025 (joint meeting), 20 June 2025 (Kimberley Country Zone only) 3 July 2025 (Kimberley Regional Group only). It is also for Council to note the matters in the two State Council Agendas of 7 May and 3 July 2025.

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 three meetings of the Kimberley Country Zone and Kimberley Regional Group. There was a joint meeting on 10 April 2025 and then a Kimberley Country Zone meeting on 20 June 2025 and a separate Kimberley Regional Group meeting on 3 July 2025. The meetings of 10 April 2025 were not reported up to Council at the May Ordinary Council Meeting as Officers were under resourced due to the priority being the Annual Budget.

Kimberley Regional Group Meetings:

Meeting of 10 April 2025: This was the second Kimberley Regional Group meeting for the calendar year. There were several matters discussed in the KRG meeting. The new items presented to the meeting were the position paper on Rates Exemptions, the KRG Annual Report and the election of a KRG representative for the 2028 Eclipse Strategic Planning Working Group. There was a report back on the 2025-26 Budget Submission to Federal Treasury.

The Kimberley Housing Pipeline project is still progressing where the KRG is advocating for an investment package that goes across the Kimberley from both State and Federal governments and their related institutions.

Meeting of 3 July 2025: This meeting being the third KRG meeting of the calendar year. The meeting was provided with a financial update to 31 May 2025. It was noted that project expenditure was a major cost for the financial; year but it delivered some important documents as well as advocacy documents for the State and Federal Elections.

A report that generated a lot of discussion was the position paper on Land Tenure Reform. This report raised some important issues and the recommendation was to note the progress on the paper and for the Executive Officer to conduct a further review of the paper to ensure that the rights and opportunities of Native Title holders are contained in the document, and that the position put forward is legally robust and practical.

Other items included looking for opportunities to advocate for change to Native Clearing Regulations, noting the progress on the Housing Pipeline, noting the information in the State Budget for the Kimberley.

Kimberley Country Zone:

Meeting of 10 April 2025: The WALGA President Karen Chapple and CEO Nick Sloan attended the meeting. WALGA President Karen Chapple provided a report to the members of the Zone and Nick Sloan briefed members about items to note in the State Agenda and the progress on action items. The only item of note was that the KRG had made a submission for the Native Vegetation Clearing Regulations and the KRG could not see where their submission was taken into account.

Meeting 20 June 2025: This meeting did not have a quorum and so the contents of the agenda were noted and the meeting proceeded as an informal discussion. There were no items of significance that need to be highlighted for Council arising from this meeting.

The State Council Agenda and Minutes are in Attachments 5, 6, 7 and 8 to this report.

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 from this report are that the Shire makes a budgeted allocation for members contribution of \$45,000 to the Kimberley Regional Group annually which funds the activities of the Group. The Shire further provided a budget for the 2024/25 financial year of \$10,200 for travel and accommodation for the Shire President, Deputy Shire President and Chief Executive Officer to attend meetings in both Perth and Canberra on behalf of the Kimberley Regional Group.

With respect to the finances of the KRG, the Financial Report tabled at the meeting stated that expenditure to 31 May 2025 was \$248,332 against a year to date budget of \$209,458. The reason for the increase in expenditure was related to project work for the advocacy platform of the KRG. The shortfall will be funded from retained funds.

Total Income year to date was \$227,875 leaving a budget deficit of \$20,457. The KRG has a cash balance at 31 May 2025 of \$282,946 from which any further increase in the deficit will be funded.

Current and Future Asset Considerations

Not applicable

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - KRG April 2025 Minutes [**12.2.2.1** - 82 pages]
2. Attachment 2 - Minutes Kimberley Zone April 2025 [**12.2.2.2** - 42 pages]
3. Attachment 3 - Minutes Kimberley Zone June 2025 [**12.2.2.3** - 34 pages]
4. Attachment 4 - KRG July 2025 Minutes [**12.2.2.4** - 86 pages]
5. Attachment 5 - State Council Agenda May 2025 [**12.2.2.5** - 135 pages]
6. Attachment 6 - State Council Minutes May 2025 [**12.2.2.6** - 170 pages]
7. Attachment 7 - State Council Agenda 2 July 2025 [**12.2.2.7** - 68 pages]
8. Attachment 8 - State Council Minutes July 2025 [**12.2.2.8** - 89 pages]

12.2.3. SHIRE OF WYNDHAM EAST KIMBERLEY AIRPORTS COMMITTEE

AUTHOR:	Chief Executive Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
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 Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Absolute Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119245

Moved: Cr B Kyne

Seconded: Cr M Dear

That Council:

1. Approves the formation of the Shire of Wyndham East Kimberley Airport Committee as a formal Committee of Council in terms of sections 5.8 of the *Local Government Act 1995*;
2. Endorses the following representation on the Shire of Wyndham East Kimberley Airport Committee of Council:

Presiding Member:	Cr B Robinson
Deputy Presiding Member:	Cr D Menzel
Member:	Cr J Gooding
Proxy:	Cr T Chafer

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

The purpose of this report is to reconstitute the Shire of Wyndham East Kimberley Airport Committee as a formal Committee of Council in terms of sections 5.8 of the *Local Government Act 1995*.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

In accordance with s5.8 of the Local Government Act 1995 a local government may establish committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

In accordance with the *Local Government Act 1995*:

- A committee can comprise of only or any combination of council members, employees and other persons.
- The Shire President is entitled to be a member of any Council appointed committee.
- Where the committee will have an employee as a member the CEO or his representative can be a member of the committee.
- Each committee of Council must comprise of at least three elected members and can consist of as many as nine elected members (i.e. the Council).
- These arrangements can be changed at any time by absolute majority decision subject to the requirements of the *Local Government Act 1995*.

COMMENTS

Councillors will be aware that there has been an Airport Committee in the past, but this was not constituted as a formal committee of Council. Having an informal committee has not provided the rigor that this important business unit of Council needs. By having the Airport Committee a formal Committee of Council will have the following benefits:

- The Committee will have regular meetings with formal agendas and minutes;
- The Committee will have its decisions and recommendations referred to Council for approval;
- There will be better transparency for the community and important stakeholders as the meetings will be open to the public;

In terms of the make up of the Committee, the Officer recommendation is that three Councillors and a proxy make up the Committee. The CEO and the Airport Manager will be required to attend and any other staff member that has material input that is relevant to an agenda item.

A Terms of Reference needs to be drafted that can be approved by the Committee.

Councillors will be further aware that the Shire has received significant funding for the enhancement of airport infrastructure recently. There is an expectation from the funding partners that this funding will be used to activate the Airport precinct. This will mean that the /committee will have to initially agree on the future strategic direction for the development of the Airport precinct both on the airside and the landside of the operations.

The Administration is aware that there are Local Government elections in October of this year after which nominations for the Airport Committee will be again considered by Council. This interim period will provide the opportunity to set up the structure and the Terms of Reference ready for the next Committee.

STATUTORY IMPLICATIONS

Local Government Act 1995

Subdivision 2 — Committees and their meetings

[5.8. Establishment of committees](#)

[5.9. Committees, types of](#)

[5.10. Appointment of committee members](#)

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Focus Area: CONNECTION

Goal 7: Connecting to the world - Creating access and turning our remoteness into a positive experience

Goal Outcome 7.1: Transport connections - People and goods are able to move freely in and out of the East Kimberley

Strategy 7.1: Advocate for the planning and funding of future transport infrastructure connecting to East Kimberley

RISK IMPLICATIONS

Risk: Failure to plan and resource a suitable airport facility which meets the long term strategic goals and the region's economic development initiatives.

Control: Update the Airport Master Plan and constitute the Airport Committee as a formal committee of Council

FINANCIAL IMPLICATIONS

There are no financial implications as any costs of setting up and administering the committee will be included in existing budget allocations. Any expenses incurred will be met from the current budget allocations and funded from the Airport Reserve.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

Nil

12.3. PLANNING AND COMMUNITY DEVELOPMENT

12.3.1. DRAFT LOCAL PLANNING STRATEGY

AUTHOR:	Manager Planning and Regulatory Services
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	LP.05.4
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader – plan and provide direction through policy and practices Regulator – enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119246

Moved: Cr B Robinson

Seconded: Cr T Chafer

That Council:

1. Pursuant to Regulation 12 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. Endorses the draft local planning strategy (Attachment 1) for the purposes of seeking certification from the Western Australian Planning Commission prior to public advertising;
 - b. Requests the Chief Executive Officer to refer this resolution and the draft local planning strategy to the Western Australian Planning Commission for certification; and
 - c. Requests the Chief Executive Officer to make any modifications recommended by the Western Australian Planning Commission and provide a copy of the modified draft local planning strategy to the Western Australian Planning Commission for certification.
 - d. Requests the Chief Executive Officer to seek the consent of the Western Australian Planning Commission to extend the advertising period to 90 days.
2. Following certification of the draft local planning strategy, requests the Chief Executive Officer to advertise the draft local planning strategy pursuant to the requirements of Regulation 13 and 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

For Council to endorse the draft Local Planning Strategy to seek certification by the Western Australian Planning Commission (WAPC) to advertise for public comment.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Councillors will recall considering this matter at their February 2025 OCM. At that time, the following concerns were raised with respect to the report:

- Inadequate consideration of matters related to housing demand – particularly as that relates to (future) rural residential opportunities.
- Inadequate options for general industrial close to Kununurra.
- Lack of alignment with current projects and strategies – particularly as that relates to projects and strategies associated with the Kununurra foreshore and main commercial area.

Housing demand and future rural residential opportunities

Additional actions have been included in the document to undertake additional investigations for rural residential, linked to a Local Housing Strategy. Complementing this is the inclusion of an additional investigation area at Drovers Road to fill an unmet demand for low density residential close to Kununurra with lot sizes between 1,000m² and 5,000m².

Both of the new strategy documents would also investigate options for rural residential and low-density residential expansion around Wyndham townsite and 6 Mile.

Options for general industrial land close to Kununurra

An action has been added to prepare an Industrial Land Use review for the purpose of confirming the optimum location for general industry close to Kununurra, taking into account any required buffers to rural residential areas and to ensure alignment with State Planning Policy. This will also enable the Shire to address issues associated with uses in the Light Industry and Rural Enterprise zone, noting the lack of flexibility in each zone.

An additional investigation area for general industry has also been included for the Mulligans Lagoon Road area, which would benefit from recent large scale rural industry developments.

Alignment with current plans and strategies

The document has been strengthened to include reference to key Shire strategies, including the Economic Development Strategy and the priorities of the Kimberley Regional Group, which was missing from the initial draft. The strategy also references priority major projects to align with the Kununurra Foreshore Plan and Kununurra commercial area revitalisation. It is hoped that this overt alignment will assist with fast-tracking changes that are identified in the future – if adjustments are required to land use controls.

Councillors will note also that the document is strengthened around actions related to tourism to introduce a more flexible approach to enabling a wider range of tourism forms.

A copy of the draft Local Planning Strategy is at Attachment 1. Attachment 2 is a list of modifications to the draft Strategy. Additional background information, as that related to the overall review process, was included in the report to Council in February this year and has not been reproduced for the purpose of this report, but may be used as additional reference material.

COMMENTS

The most recent updates reflect the Shire's need to ensure that the Local Planning Strategy is more relevant and reflective of the need to anticipate and respond to change and within a fashion that builds on the work already undertaken or which is being prepared now and, more important, enables greater scope. Nevertheless, it is still reflective of the valuable feedback from the community and other stakeholders and able to better guide future growth and development for the next 10 to 15 years.

Additional 'refinement' will no doubt continue once the document is released for public comment and Officers anticipate additional input from Officers at the Department of Planning, Lands and Heritage, prior to submittal to the Western Australian Planning Commission (WAPC) for endorsement and the eventual approval by the Planning Minister.

It is recommended that Council endorse the draft Strategy to allow further community consultation and further refinement of the document, following certification by the WAPC. and that additional time to undertake the advertising be sought. Following this, the matter will be referred to Council for decision.

STATUTORY IMPLICATIONS

The Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter supports a number of strategies and actions within the Strategic Community Plan, including to ensure strong engagement with the community and to ensure alignment with key priorities and projects.

RISK IMPLICATIONS

Risk: Failure to manage developments and projects in line with regulatory planning, building and health requirements, leading to a poorly developed region and environmental degradation.

Control: Planning documents to be prepared in accordance with legislative requirements and consistent with the State Planning Policy Framework.

FINANCIAL IMPLICATIONS

The project is primarily funded under the Regional North Local Government Assistance Program, from the Department of Planning, Lands and Heritage.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

The project has been subject to extensive engagement with the community and other key stakeholders. The engagement, following the endorsement and exhibition of the draft, will enable the consultants and Officers to obtain additional feedback and further refine the document prior to being reported to Council for decision.

ATTACHMENTS

1. Attachment 1 - Local Planning Strategy - Shire of Wyndham East Kimberley [12.3.1.1 - 122 pages]
2. Attachment 2 - Modifications February 2025 [12.3.1.2 - 4 pages]
3. Attachment 3 - Modifications June 2025 [12.3.1.3 - 3 pages]

12.3.2. CORPORATE BUSINESS PLAN 2025-2029

AUTHOR:	Senior Projects Officer
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	CM.10.16
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Leader - plan and provide direction through policy and practices

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119247

Moved: Cr B Robinson

Seconded: Cr T Chafer

That Council:

- 1) Adopts the Corporate Business Plan (2025 - 2029) at Attachment 1.
- 2) Directs the Chief Executive Officer to give local public notice that the Corporate Business Plan (2025 - 2029) has been adopted
- 3) Notes that financials in the Corporate Business Plan (2025 – 2028) are subject to change based on the final figures adopted in the Shire's Annual Budget 2025/26.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

This report presents for adoption, the Corporate Business Plan 2025 - 2029, summarising the Shire's planned services, projects and actions over the four year period.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Corporate Business Plan (CBP) is an integrated business plan that outlines the services and projects included in informing plans and strategies for the delivery of outcomes in the Strategic Community Plan (SCP). It is developed within the Shire's financial, workforce and asset management capability, and in turn informs resourcing across those areas.

The previous CBP for 2024/25 was adopted by Council at the July 2024 Ordinary Council Meeting.

The attached CBP for adoption has been updated and:

- Reflects the SCP 2023-33 adopted by Council, setting out Council's strategies from the SCP for each goal and the Shire's role in achieving those goals
- Links the Shire's future projects and activities to the 10 goals set out in the SCP.
- Summarises and groups similar Shire activities into strategic project delivery plans

The key elements of the CBP are as follows:

- Council's Strategies by community goal
 - The Shire's SCP outlines Council's strategies that guide the organisation in addressing community goals. The attached CBP specifies the key activities that the Shire will implement in applying these strategies for each strategic community goal. This includes Shire services and projects and measures that will help monitor progress.
- Shire activities and projects
 - The Shire has outlined a series of projects and activities to accomplish the priorities established by the SCP. These projects represent the major steps or milestones necessary to implement the Shire's strategies. Each milestone is further divided into manageable and realistic actions. These actions consist of specific, detailed tasks that Shire Officers will carry out and report on to ensure the successful completion of each activity.
- Year one Actions 2025/26
 - The Year one Actions 2025/26 lists the planned Actions to be monitored and reported in year 1. This will form the basis of the quarterly reporting for the 2025/26 fiscal year.
- Capital Works Program
 - The CBP includes a summary of the capital works program for 2025/26 linking each planned activity to the Strategic Community Plan Focus Areas by asset type.

The 2025/26 review of the CBP has focused on streamlining the format for improved readability and accessibility, as well as reviewing and updating the activities and actions. The draft CBP streamlines the document into two main sections. The first is a summary by goals to better align with strategic priorities and community feedback, including linking the Shire's services to the community goals. The second is the detailed project plans. These provide the community with clear deliverables to provide transparency and greater understanding of the Shire's activities.

further consolidated business as usual activities and captured significant new funding that will progress several key projects in the plan. A review of Shire services as part of the SCP desktop review has seen the service units return to the Plan under each Community Goal.

The plan includes the following highlights that will form part of year one of the four-year plan:

- Wyndham Community Hub: Create a civic, leisure, and emergency centre with a library in Wyndham Three Mile.
- Wyndham Port Redevelopment: Upgrade the foreshore, including boat ramps, to enhance historical value and build on recreation and logistics access.
- All-abilities Playgrounds: Develop accessible outdoor spaces in Kununurra and Wyndham.
- Kununurra Leisure Centre: Add a 50m pool, beach entry pool, gym expansion, and emergency evacuation centre.

- Kununurra Town Centre: Improve and enhance functionality and attractiveness through the development of a Master Plan.
- Lake Kununurra Foreshore Master Plan: Federal funding for a master plan to inform future development planning along Lake Kununurra.
- EKRA Runway Extension: Enable larger aircraft operations to increase efficiency and potentially lower air fares.
- East Kimberley Discovery and Interpretative Centre: Create a Welcome Centre with art, culture, and visitor amenities to enrich cultural harmony and visitor experience.

COMMENTS

The Draft Corporate Business Plan has been prepared to ensure compliance with relevant legislative requirements and clearly describes the services, actions, and projects aligned with the updated Strategic Community Plan. It outlines the community's goals, the strategies of elected representatives (Council), and the priority projects and actions to be undertaken by the Shire, organised by place. This plan is recommended for adoption.

The attached Draft Corporate Business Plan 2029-2029 will be finalised and presented to the Council for adoption at the July Ordinary Council Meeting.

STATUTORY IMPLICATIONS

Local governments must plan in accordance with *Section 5.56 of the Local Government Act 1995*. The development of a Corporate Business Plan (CBP), covering a minimum of four financial years, is mandated by *regulation 19DA(1) and 19DA(2) of the Local Government (Administration) Regulations 1996*. This ensures that local governments have a structured and strategic approach to achieving their long-term goals, aligning operational activities and financial planning with the community's vision and priorities.

POLICY IMPLICATIONS

POL-3000 Community Engagement Policy - The Corporate Business Plan supports the intent of Council's Community Engagement Policy, 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

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: Non-compliance with the *Local Government (Administration) Regulations 1996* for Integrated Planning and Reporting

Control: Complete annual review and engagement and develop an appropriately costed Corporate Business Plan.

Risk: Failure to adopt a Corporate Business Plan may compromise the ability of Council to consider or endorse the Annual Budget. This may in turn compromise the Shire's ability to meet its statutory compliance obligations.

Control: Complete annual review and engagement and develop an appropriately costed Corporate Business Plan.

FINANCIAL IMPLICATIONS

Costs associated with the activities identified within the CBP are reflected in the annual budget and long-term financial plan and these are monitored and reported quarterly. The financials in the Corporate Business Plan are subject to change based on the Shire's adopted Annual Budget and any mid-year reviews of the budget.

The Shire's CBP covers a minimum of four fiscal years, this ensures that financial planning can be undertaken for future priorities and that appropriate and endorsed strategies are in place to allow any budgetary impact to be carefully considered.

Current and Future Asset Considerations

The CBP identifies future capital infrastructure, and how it is proposed to be funded. All new assets will be added to the Shire's asset register and depreciation schedule upon completion in alignment with the Asset Management Plan. Where a new asset is being created the Shire will always look at how this can best reduce the ongoing cost of assets through asset design and life of asset costings.

COMMUNITY ENGAGEMENT

Engagement has taken place in accordance with the Community Engagement Guidelines and included:

- Website
 - Dedicated page on the organisation's [Shape Your Shire](#) website for the community to view and comment on the Corporate Business Plan.
- Community Scorecard Survey
 - The community scorecard Survey 2024 has informed updates to CBP
- Kununurra Reimagined

- o Initial community feedback through the Kununurra Reimagined engagement has supported updates to planned activities in Kununurra.

Engagement will take place in accordance with the Community Engagement Guidelines and included:

- Local public notice
 - o Local public notice in newspapers, notice boards and on social media that the Corporate Business Plan has been adopted
- Public exhibition of the adopted plan
 - o Copies of the plan will be made available online and in Shire offices and libraries.

ATTACHMENTS

1. Attachment 1 - Draft Corporate Business Plan 2025-2029 [**12.3.2.1** - 54 pages]

12.3.3. POL-3002 COMMUNITY GRANTS PROGRAM (INCLUDING POL-3013 FUTURE LEADERS AWARD) - POLICY REVIEW

AUTHOR:	Community Development Officer
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	TBA
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: 29/07/2025 - 119248

Moved: Cr B Kyne

Seconded: Cr T Chafer

That Council:

1. Adopts POL-3002 Community Grant Program (Version 4.0) as attached, noting that it supersedes version 3.1; and
2. Rescinds POL-3013 Future Leaders Award (Version 2.1).

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

To seek Council's endorsement of the updated POL-3002 Community Grant Program Policy (Version 4.0), which consolidates and replaces POL-3002 Community Grant Program (Version 3.1) and POL-3013 Future Leaders Award (Version 2.1) and provides a unified policy framework for the administration of the Shire's Community Grant Program.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Previous Considerations

OCM 28/7/2020 Item 13.3.2 Decision Number: 118280

OCM 17/6/2008 Item 13.4.1 Decision Number: 8269

The Shire has administered a Community Grant Program for many years to support local not-for-profit organisations, community groups, and emerging leaders. Until now, the program has been governed by two separate policies: *POL-3002 Community Grant Program (Version 3.1)*, which

established the framework for most grant categories, and *POL-3013 Future Leaders Award (Version 2.1)*, which specifically supported youth participation in leadership and development opportunities.

A review of the program was undertaken in 2024–2025 to improve clarity, efficiency, and alignment with the Shire's strategic priorities. As part of this review, a new consolidated policy, *POL-3002 Community Grant Program Version 4.0*, was developed. The updated policy replaces both previous policies and provides a streamlined framework that encompasses all grant categories under one comprehensive document. It strengthens governance, clarifies roles and responsibilities. The Community Grant Guidelines (Attachment 4) have been updated to align with the revised policy and provide the operational detail on eligibility, assessment, and acquittal requirements for each grant category.

The new policy and guidelines respond to the changing needs of the community while continuing to provide a transparent and strategic approach to the delivery of Shire funding.

COMMENTS

The updated policy consolidates and replaces two existing policies into a single, cohesive framework that provides clearer governance, stronger alignment with strategic goals, and improved accessibility for community applicants.

1. Key changes to the new policy

a) Introduction of the Economic Development Grant

The Economic Development Grant provides financial support to local businesses seeking to grow, diversify, or innovate in ways that benefit the broader community. It acknowledges the important role that local enterprise plays in strengthening regional resilience and supporting local jobs. It marks the first time the Shire has included a business-focused category within its community grant framework.

b) Removal of the Community Support Grant

The Community Support Grant was developed for use in declared states of emergency (e.g., COVID-19). It has been removed due to limited use and to enable the Shire to focus on more proactive and sustainable funding initiatives. If a state or national emergency is declared the funding can be reinstated at Council's discretion.

c) Renaming and Realignment of Grant Categories

The 'Community Programs and Facilities – Buildings and Property' grant has been removed and replaced with the 'Facilities Grant' which captures the planning and delivery of facility and infrastructure projects across sport, recreation, the environment, arts and culture. Programs have been combined into a new category of 'Events and Programs'. This includes one-off and ongoing events and programs that demonstrate community benefit, build the capacity of organisations, and upskill volunteers. Three streams are available; Community Events and Programs (\$1000 - \$15,000), Highlight Events and Programs (up to \$20,000), and Signature Events (up to \$50,000, events only)

This separation of facilities and programs, together with revised streams for events and programs, results in clearer definitions and purpose statements for each grant. This shift reduces duplication, improves consistency, and makes it easier for applicants to select the correct grant category.

d) Integration of the Future Leaders Award into a broader Leadership Grant

The standalone Future Leaders Award policy has been incorporated into the new Leadership Grant category. This ensures continued support for young people aged 12–25 to access leadership, education, and personal development opportunities, while simplifying administration under one consolidated policy and guideline set.

e) Improved Governance and Accountability

All applicants receiving over \$1,000 will still be required to enter into a funding agreement with the Shire, outlining deliverables, acquittal obligations, and appropriate use of funds. The acquittal process has also been updated to require evidence of both expenditure and public acknowledgment of the Shire's support. These changes will enhance transparency and support ongoing evaluation of the program's impact.

2. Revised Community Grant Guidelines (July 2025)

Alongside the new policy, the updated Community Grant Guidelines provide detailed operational direction for each grant category. Key enhancements in the Guidelines include:

- Clearer eligibility and assessment criteria, with a strong emphasis on alignment to the Strategic Community Plan, volunteer involvement, and measurable community benefit;
- Standardised quote requirements and more robust documentation expectations to ensure transparency and fairness;
- Strengthened requirements for applications over \$20,000, including demonstration of organisational financial sustainability, forward planning, project delivery capability, and alignment with the applicant's own strategic plan;
- Assessment matrices with weighted criteria, providing clearer guidance for applicants and ensuring consistency in decision-making;
- Expanded descriptions of eligible and ineligible expenditure, providing more certainty for applicants and reducing administrative back-and-forth.

3. Financial Overview

The Community Grant Program is managed within an annual allocation of approximately \$430,000, as determined through Council's budget adoption process. Of this, the Shire commits over \$97,000 annually to Rates Assistance Grants and approximately \$200,000 to support multi-year agreements and recurring commitments under the Events and Programs Grant, including Signature Events and ongoing service agreements.

This generally leaves a remaining pool of just over \$130,000 available for new grant applications across all categories each financial year.

It should be noted that the Community Grant Program was over-subscribed in 2024/2025. The total pool available after annual commitments, including an additional \$50,000 allocated to the Ord Valley Muster, was \$57,400 for new applications. The Shire received a total funding request of \$110,400 across all categories and at the Ordinary Meeting of Council (OCM) on 26 November 2024, Council approved \$57,400 of funding to new initiatives. The round was over-subscribed by \$53,000.

As part of the 2024/2025 budget review process, a further \$75,000 was allocated for a second round of the Community Grants due to the success and over-subscription of the first round. Eleven applications were received for a total request of \$95,146, resulting in the program being over-subscribed by \$20,146.

The total amount of funding awarded for new initiatives in 2024/2025 was \$132, 400 from a total funding request of \$205,546. The fund was over-subscribed by \$73,146 reflecting the growing need for the Community Grant Program.

Overall, the updated policy and guidelines create a more transparent, accessible, and strategically aligned Community Grant Program that is easier to administer, more responsive to community needs, and better positioned to deliver measurable social, cultural, and economic benefits to the East Kimberley region.

STATUTORY IMPLICATIONS

There are no statutory obligations mandating the provision of community grant funding, however, where funding is offered, the Shire is required to ensure due process, transparency, and accountability.

POLICY IMPLICATIONS

The proposed POL-3002 Community Grant Program Policy (Version 4.0) consolidates and supersedes the following existing policies:

- *POL-3002 Community Grant Program (Version 3.1)*
- *POL-3013 Future Leaders Award*

The new policy provides a streamlined framework for administering all Shire grant funding, including support for community organisations, local events, infrastructure projects, emerging leaders, and economic development initiatives. It reflects current operational practice, aligns with the Shire's Strategic Community Plan, and introduces strengthened requirements around governance, assessment, and acquittal.

STRATEGIC IMPLICATIONS

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

Focus Area: LIVEABILITY

Focus Area: SUSTAINABILITY

Goal 2: Healthy communities - Encouraging active, healthy lifestyles

Goal 6: Accessible places - Places that are connected, accessible and well maintained

Goal 7: Connecting to the world - Creating access and turning our remoteness into a positive experience

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

Goal Outcome 2.2: Access to sport and recreation facilities and services - Sport and recreation facilities and services are accessible and well maintained

Goal Outcome 2.3: Access to community groups and clubs - Access to strong supportive community groups and clubs

Goal Outcome 6.1: Towns are easy to get around safely and sustainably - Places are connected by safe, accessible, well maintained roads, footpaths, cycle ways and trails

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 10.2: Collaborative partnerships - Collaborative partnerships that build capacity and increase opportunities

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

Strategy 2.2: The Shire will collaborate with a wide range of stakeholders to advocate and provide accessible facilities that support a range of sporting and recreational activities

Strategy 2.3: Shire will support and build the capacity of community groups and clubs through community grants programs, advice and management of Shire reserves and facilities

Strategy 6.1: Increase the use of active transport with improved paths, cycleways and end-of-trip facilities and improve road safety and connectivity

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

Strategy 10.2: Support collaboration and partnerships to deliver key outcomes for our community

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

Risk: Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way.

Risk: Failure to facilitate community development initiatives which support positive social outcomes for community members, including; health, aged care, youth services and Indigenous services.

Control: The adoption of this updated policy provides a clear, strategic framework for the allocation and management of community funding. It strengthens governance, ensures funding decisions align with the Shire's Strategic Community Plan, and supports consistent, transparent, and accountable processes.

The policy is supported by detailed Community Grant Guidelines, annual budget oversight, officer-level assessment procedures, and compliance mechanisms (including funding agreements and acquittal requirements). Together, these measures ensure the Shire can effectively resource community development initiatives and deliver positive social outcomes.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adopting the updated POL-3002 Community Grant Program Policy. All funding allocations provided under the Community Grant Program remain subject to Council's annual budget adoption process and are managed within approved budget parameters.

Current and Future Asset Considerations

There are no direct asset implications associated with adopting the updated policy. However, projects funded through certain grant categories, such as the Facilities Grant, may result in

improvements to community infrastructure on Shire-owned or managed land. These projects will be assessed on a case-by-case basis.

COMMUNITY ENGAGEMENT

Formal community consultation is not required for the adoption of the updated policy. Internal engagement has occurred with relevant Shire officers during the review process to ensure alignment with operational practices, strategic objectives, and the revised Community Grant Guidelines.

Ongoing engagement with the community will occur through the implementation of the policy, including:

- Direct support to prospective applicants by the Community Development team;
- Public promotion of available grant categories and funding rounds; and
- Inclusion of feedback mechanisms to inform future policy and guideline reviews.

Community engagement will continue to be undertaken in accordance with the Shire's Community Engagement Guidelines.

ATTACHMENTS

1. Attachment 1 - POL-3002 Community Grant Program V4.0 - Draft [**12.3.3.1** - 4 pages]
2. Attachment 2 - POL-3002 Community Grant Program V3.1 - To Be Superseded [**12.3.3.2** - 5 pages]
3. Attachment 3 - Future Leaders Award V2.1 - To Be Rescinded [**12.3.3.3** - 2 pages]
4. Attachment 4 - Community Grant Guidelines July 2025 [**12.3.3.4** - 27 pages]

12.3.4. ADDITIONAL FUNDING REQUEST - LAKE ARGYLE SWIM 2026

AUTHOR:	Manager Community Development
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	GS.05
DISCLOSURE OF INTERESTS:	NIL
COUNCIL'S ROLE IN THE MATTER:	Funder - provide funds or other resources
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119249

Moved: Cr T Chafer

Seconded: Cr B Robinson

That Council:

1. Approves an additional \$15,000 towards the 2026 Lake Argyle Swim, in addition to the already endorsed \$35,000 under the existing funding agreement, bringing the total Shire contribution to \$50,000 for the 2025/26 financial year.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

For Council consider a one-off increase of \$35,000 to the Lake Argyle Swim Committee for the 2026 Lake Argyle Swim, in recognition of increased delivery costs and a change in corporate sponsorship.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

COUNCIL DECISION

Minute Number: 28/11/2023 - 118930

Moved: Cr T Chafer

Seconded: Cr B Robinson

Approves the allocation of funding under the Community Grant Program for three consecutive years from 2023/24 to 2025/26 (inclusive) for the following events:

Lake Argyle Swim Incorporated for the annual Lake Argyle swim - \$35,000

The Shire's Community Grant Program supports not-for-profit community organisations and groups that deliver sporting, cultural, environmental, and community services within the Shire. The program aims to foster high-quality programs, community events, facilities, and services that align with the Council's Strategic Community Plan and deliver meaningful benefits to the local community.

In July 2020, Council adopted amendments to the Community Grant Program Policy and Guidelines, enabling the approval of multi-year funding (up to three years) under the Events and Community Programs streams. As part of the 2023 Community Grants Program, Council endorsed a three-year funding agreement with the Lake Argyle Swim Committee at the Ordinary Council Meeting (OCM) on 21 November 2023. This agreement provides \$35,000 per year from 2023/24 to 2025/26 for the delivery of the Lake Argyle Swim.

At the May 2025 Council Briefing, event organiser Glenn Taylor, representing the Lake Argyle Swim Committee, presented a request for Council to consider additional funding for the 2026 event to address cost escalations and ensure the ongoing success of the Swim. This request reflects growing financial pressures in delivering major events and aims to sustain the high standard and strong community and economic impact the Swim delivers each year.

COMMENTS

Within the proposed 2025/26 Annual Budget, \$430,000 has been allocated to the Annual Community Grants Program. Under the current Community Grants Guidelines, the Shire may provide up to \$50,000 per year for Event Grants. The Lake Argyle Swim Committee has submitted a request for an additional \$35,000 on top of the already endorsed \$35,000, bringing the total potential allocation to \$70,000, should Council support the request.

The Community Grants Policy states that the Shire's total contribution, whether in cash or in kind, must not exceed 100 percent of the total project budget. While the proposed increase does not exceed that threshold, it does exceed the \$50,000 per event cap outlined in the Guidelines adopted by Council in July 2020.

It is important to note that the Policy does not prevent Council from approving funding beyond the Guidelines, and a precedent for this was set in December 2024 when Council approved an additional \$50,000 for the 2025 Ord Valley Muster.

However, no additional funds have been set aside within the 2025/26 Community Grants Program budget to accommodate this request. As a result, any additional allocation to the Lake Argyle Swim would reduce the funding available to other applicants.

Council should also consider that, following allocations to multi-year agreements and other existing commitments and grant allocations (refer Financial Implication section), the remaining available grant funding for 2025/26 is \$116,000. Approving an additional \$35,000 would reduce this to \$81,000, which may limit the ability to support new or emerging community initiatives.

It should be noted that the Community Grant Program was over-subscribed in 2024/2025. The total pool available after annual commitments, including an additional \$50,000 to the Ord Valley Muster, was \$57,400 for new applications. The Shire received a total funding request of \$110,400 with Council approving \$57,400 of funding to new initiatives. The round was over-subscribed by \$53,000.

A further \$75,000 was allocated for a second round of the Community Grants after budget review in April 2025. Eleven applications were received for a total request of \$95,146.

The total amount of funding awarded for new initiatives in 2024/2025 was \$132,400 from a total funding request of \$205,546. The fund was over-subscribed by \$73,146 reflecting the growing need for the Community Grant Program.

Regarding the request from the Lake Argyle Swim Committee, Council has the option to:

- Approve the full \$35,000 as requested
- Approve a partial amount, which is the Shire Officer's recommendation
- Decline the request

Shire Officers recommend that Council approve an additional \$15,000 toward the 2026 Lake Argyle Swim, in addition to the already approved \$35,000. The reason for this recommendation is that approving the full \$35,000 requested would have an immediate and significant impact on the overall Community Grants budget and may limit the ability to fund other community initiatives.

However, it is at Council's discretion to determine an amount other than the Officer's recommendation, including approving the full \$35,000 request, should it consider the event's community and economic benefits justify the increased allocation.

If Council approves additional funding, it is recommended that this be clearly identified as a one-off allocation for the 2025/26 financial year and not an indication of ongoing support at the increased level.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this matter, however other approvals such as building or event approvals may be required.

POLICY IMPLICATIONS

POL-3002 Community Grant Program is applicable to the consideration of this matter.

STRATEGIC IMPLICATIONS

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

Focus Area: LIVEABILITY

Focus Area: SUSTAINABILITY

Goal 2: Healthy communities - Encouraging active, healthy lifestyles

Goal Outcome 2.3: Access to community groups and clubs - Access to strong supportive community groups and clubs

Goal Outcome 8.1: Community participation - Active and resilient community groups and volunteers

Strategy 2.3: Shire will support and build the capacity of community groups and clubs through community grants programs, advice and management of Shire reserves and facilities

RISK IMPLICATIONS

Risk: Failure to facilitate community development initiatives which support positive social outcomes for community members, including; health, aged care, youth services and Indigenous services.

Control: Community Grant Program aims to support community led initiatives through financial assistance.

FINANCIAL IMPLICATIONS

The budget allocation for all funding streams within the Community Grant Program for 2025/26 is \$430,000,

A summary is provided below.

Grant allocation by category

Total Budget - \$430,000

Quick Grants \$ 10000

Rates Assistance Grant \$100,000 (year 3 of 3-year commitment)

Events Grants \$ 187,000 (year 3 of 3-year commitment)

Community Programs Grant \$ 16,000 (year 3 of 3-year commitment)

Future Leader Award \$ 2,000

TOTAL remaining after allocations \$116,000

Current and Future Asset Considerations

NIL

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

Nil

12.4. CORPORATE SERVICES

12.4.1. POL-2005 RATES EXEMPTIONS FOR CHARITABLE ORGANISATIONS (NON-RATEABLE LAND) - POLICY REVIEW

AUTHOR:	Director Corporate Services
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	CM.11.1
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: 29/07/2025 - 119250

Moved: Cr B Robinson

Seconded: Cr D Hearty

That Council adopts the Reviewed Council Policy POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) Version 4.0, noting that it supersedes version 3.3.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

For Council to note amendments to Council Policy POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) Version 4.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

At the 29 January 2020 Executive Management Team Meeting, the CEO endorsed Council Policy POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) under Council Policy POL-1014 Policy Management Policy. This change was presented to Council at the 11 February 2020 Council Briefing Session for Council's information regarding the minor amendments.

On 28 November 2017, at the Ordinary Council Meeting, Council unanimously resolved (Minute No. 28/11/2017-117843) to adopt the Reviewed Council Policy CP/FIN-3208 Rates Exemptions for Charitable Organisations (Non-Rateable Land) with no changes.

COMMENTS

Council policy POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) has been reviewed in accordance with Council Policy POL-1014 Policy Management Policy. Amendments provide definition around what constitutes a “charitable purpose” and make the assessment process easier for officers and more transparent to applicants.

The most notable amendment is to use the *Charities Act 2013* definition of “charitable purpose” *in conjunction with* Australian case law. This allows for a more defined definition, which will provide greater clarity and consistency in the assessment of applications.

WALGA released a Best Practice Guideline on Rates Exemptions for Charitable Organisations. This document provides guidance on the interpretation and application of rate exemptions under the Local Government Act 1995, offering best practice recommendations for consistency and transparency in decision-making.

All Properties currently exempt from rates under Section 6.26 of the *Local Government Act 1995* are being reviewed to ensure the exemption is in line with the policy requirement for exempt properties to reapply every three years.

STATUTORY IMPLICATIONS

[Local Government Act 1995 Section 6.26 Rateable land](#)
[Local Government Act 1995 - Sect 6.76. Grounds Of Objection](#)
[Charities Act 2013 \(No. 100, 2013\) - SECT 11 Disqualifying Purpose](#)
[Part 3, Division 1\(12\)\(1\) – Definition of Charitable Purpose](#)

POLICY IMPLICATIONS

No Further implications relate to this review

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 comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the review of this Policy

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land) V4.0 - Reviewed [**12.4.1.1** - 3 pages]
2. Attachment 2 - POL-2005 Rates Exemptions for Charitable Organisations (Non- Rateable Land) V3.3 - Current [**12.4.1.2** - 4 pages]

12.4.2. POL-2000 COMPLAINTS MANAGEMENT - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	CM.11.1
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: 29/07/2025 - 119251

Moved: Cr B Kyne

Seconded: Cr T Chafer

That Council adopts the revised Council Policy POL-2000 *Complaints Management* Version 3.0, as attached to this report, noting that it supersedes version 2.1.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

To seek Council's endorsement of the revised Council Policy POL-2000 – *Complaints Management* Version 3.0, incorporating updates to ensure alignment with current statutory obligations, internal policy references, and contemporary complaint handling practices.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council Policy POL-2000 was last reviewed and updated on 8 November 2023 Version 2.1 to reflect reference updates in accordance with POL-1014 – *Policy Management*. Since then, additional opportunities to improve policy clarity, scope, and operational consistency have been identified through internal review.

This versioned update V3.0 is part of a scheduled triennial policy review process to ensure policies remain current and effective in guiding administration and governance.

COMMENTS

The updated Policy maintains Council's commitment to a transparent, fair and efficient framework for managing complaints, while introducing several key refinements, including:

1. Policy Structure and Terminology

- Definitions have been tightened for clarity – notably the terms *Complaint*, *Concern*, *Customer*, and *Customer Service Request*.
- Examples and thresholds for exclusion from the complaints process (e.g. customer service requests, policy disagreement, anonymous complaints) have been expanded and clarified.

2. Alignment with Legislative Instruments

- Specific references to statutory review processes and external regulatory frameworks have been updated to include the *Local Government (Model Code of Conduct) Regulations 2021*, *Public Interest Disclosure Act 2003*, and *Corruption, Crime and Misconduct Act 2003*.
- Delegation of staff responsibilities is consistent with natural justice principles and ensures fairness, objectivity, and transparency.

3. Expanded Exclusions and Handling Procedures

- including a dedicated section on the management of unreasonable, persistent or vexatious complainant behaviour, with reference to POL-1022.
- Anonymous complaints are now addressed with clearer thresholds for investigation – namely where the Shire has a statutory duty or where health, safety or environmental risks exist.

4. Strengthened Customer Expectations and Service Standards

- Expectations for respectful behaviour and provision of accurate information by complainants have been explicitly reinforced.
- Clearer response standards, including acknowledgement within 10 working days and timely investigation updates, are outlined.

5. Procedural Enhancements

- Internal and external review avenues (including the Ombudsman WA) are reaffirmed, promoting transparency and accountability.
- The policy now emphasises the importance of documenting all complaint-related interactions in official Shire records.

STATUTORY IMPLICATIONS

Local Government Act 1995

- [Section 2.7](#)
- [Section 5.41](#)

[State Records Act 2000](#)

[Public Interest Disclosure Act 2003](#)

[Local Government \(Model Code of Conduct\) Regulations 2021](#)

[Corruption, Crime and Misconduct Act 2003](#)

POLICY IMPLICATIONS

This review replaces Version 2.1 of POL-2000 *Complaints Management* and updates references to related Council policies:

[POL-2001 Customer Service](#)

[DIR-1022 Code of Conduct for Employees](#)

[POL-1005 Code of Conduct for Council Members, Committee Members and Candidates](#)

[POL-1022 Unreasonable, Vexatious or Habitual Complainants Management](#) (if adopted)

STRATEGIC IMPLICATIONS

This policy supports the strategic priority of good governance and effective service delivery by fostering community trust through accessible and consistent complaint resolution mechanisms.

RISK IMPLICATIONS

Risk: Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way.

Control: Regular review of Policies and associated procedures to ensure policies are clear, compliant, and support effective administration.

FINANCIAL IMPLICATIONS

Nil. Implementation of this policy is operationally funded.

Current and Future Asset Considerations

Nil applicable to this report

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-2000 Complaints Management V3.0 [**12.4.2.1** - 5 pages]

12.4.3. MONTHLY FINANCIAL REPORT

AUTHOR:	Manager Finance
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 / COUNCIL DECISION

Minute Number: 29/07/2025 - 119252

Moved: Cr J Gooding

Seconded: Cr B Robinson

That Council receives the Monthly Financial Reports for the period ended 30 June 2025.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

To present the Monthly Financial Report, for the period ended 30 June 2025, for Council's consideration, in accordance with statutory requirements.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council is required to prepare monthly financial reports in accordance with Section 34 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

Council officers have prepared the Monthly Financial Report with variance analysis of income and expenditure where actuals differ from budget by more than 10% or \$50,000. Details are provided in Note 3 Explanation of Material Variances on page 6 of the attached report.

Note: the 30 June 2025 figures are subject to change as the EOFY journals are not yet finalised and the audit has not yet commenced. The figures for Work in Progress, Capitalisation, Reserve movements, contract liabilities and other balance day adjustments have not been finalised.

STATUTORY IMPLICATIONS

[Local Government \(Financial Management\) Regulations 1996, Regulation 34.](#)

POLICY IMPLICATIONS

Significant Accounting Policies have been applied in the preparation of the report.

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 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.

Controls: Monthly Financial Report and List of Accounts Paid reported to Council monthly as required by Legislation and Regulations.

FINANCIAL IMPLICATIONS

There are no additional costs associated with the preparation of this report. Monthly financial reporting is a primary financial management and control process. This report provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required in relation to this item.

ATTACHMENTS

1. Attachment 1 - June 2025 Monthly Financial Report [12.4.3.1 - 6 pages]

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

AUTHOR:	Manager Finance
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: 29/07/2025 - 119253

Moved: Cr M Dear

Seconded: Cr T Chafer

That Council receives the list of accounts paid from the Municipal Fund for the month of June 2025 comprising:

Municipal fund payments (1 – 30 June)	\$5,157,111.44
Payroll (1 – 30 June)	\$570,828.84
<u>Direct debits, May credit card, (1 – 15 June)</u>	<u>\$24,222.46</u>
Total	\$5,752,162.74

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

To present the list of accounts paid from the Municipal and Trust Funds in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

In accordance with Council's Delegations Register (adopted 27 February 2024), delegation to the CEO exists under Regulations 12 and 13 of the *Financial Management Regulations 1996* for payment authorisation from the Municipal and Trust Funds.

COMMENTS

A list of all payments from the Municipal and Trust Funds is prepared monthly, in accordance with statutory requirements. It includes the supplier's name, amount, date, and transaction description. The list is tabled at the next Ordinary Council Meeting and entered into the minutes. Purchasing card transactions by staff, as required under Regulation 13A, are included in the attached report.

STATUTORY IMPLICATIONS

Amendments to the *Local Government (Financial Management) Regulations 1996 (Regulation 13A)* now require the List of Accounts Paid to include payments by employees via purchasing cards. The attached report includes these payments.

[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 2023-2024 Sub-delegation 6 "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: Failure to manage the disbursement of funds to meet the needs of the Shires forward planning requirements, including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Controls: Monthly Financial Report and List of Accounts Paid reported to Council on a monthly basis as required by Legislation and Regulations.

FINANCIAL IMPLICATIONS

All payments are in line with the 2024–25 Adopted Budget and any approved budget amendments. The report ensures Council has visibility over the financial transactions of the Shire.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - List of Accounts Paid June 25 [**12.4.4.1** - 11 pages]

12.5. INFRASTRUCTURE

12.5.1. FUNERAL DIRECTORS LICENCE - ANNUAL RENEWAL

AUTHOR:	Business Support Officer, Infrastructure
RESPONSIBLE OFFICER:	Paul Webb, Director Infrastructure and Strategic Projects
FILE NO:	PH.12.11
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: 29/07/2025 - 119254

Moved: Cr T Chafer

Seconded: Cr M Dear

That Council approves the issuing of an annual Funeral Director's Licence to Osiris Funerals for a period of one year from 1 July 2025 to 30 June 2026 in accordance with the Cemeteries Act 1986.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

To consider Osiris Funerals' application for renewal of their annual funeral director's licence.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Jayden Cornish, the Director/Manager of Osiris Funerals, has held a Funeral Director's licence to conduct funerals within the Shire of Wyndham East Kimberley since December 2019. Jayden has a long-established reputation for providing excellent service and has extensive experience in the funeral industry.

COMMENTS

Jayden Cornish as the Director/Manager of Osiris Funerals is the only funeral director servicing the East Kimberley region. Osiris Funerals have established working relationships with all relevant departments, services and facilities to provide a complete service for the Shire. Jayden has met all requirements to hold a Funeral Directors Licence with the Shire of Wyndham East Kimberley.

Relevant supporting documents for this application have been sighted to the satisfaction of the Shire Administration.

STATUTORY IMPLICATIONS

Cemeteries Act 1986

[Division 3 - Licensing of funeral directors.](#)

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 6.2: Access to services - Attractive and resilient Town Centres that connect residents and visitors to shops and services

Strategy 6.2: Plan and deliver vibrant, attractive town centres that support services for residents and visitors

RISK IMPLICATIONS

Risk: Failure to provide community services which meet the needs and expectations of the community to support social cohesion and participation.

Control: Ensuring procedures are in place and being adhered to.

FINANCIAL IMPLICATIONS

Funeral Directors Licences are issued on an annual (financial year) basis.

The annual fee for 2025/26 FY is \$416.00.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - Osiris Funerals - Funeral Directors Application [**12.5.1.1** - 4 pages]

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

16. MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119255

Moved: Cr D Menzel

Seconded: Cr D Hearty

That Council closes the meeting to the members of the public at 5:45pm to consider Matters Behind Closed Doors listed at item 10.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

16.1. DISPOSAL OF ASSETS - HOUSING

AUTHOR:	Manager Assets and Engineering
RESPONSIBLE OFFICER:	Paul Webb, Director Infrastructure and Strategic Projects
ASSESSMENT NO:	A1210 and A2104
FILE NO:	CP.02.16
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: 29/07/2025 - 119256

Moved: Cr M Dear

Seconded: Cr B Kyne

That Council:

1. That Council authorises the Chief Executive Officer to negotiate and execute lease agreements for Units 57A, 57B, and 57C Riverfig Avenue at a rate of \$780 per week, or up to 20% below market valuation, subject to market conditions; and
2. That Council authorises the Chief Executive Officer to negotiate and execute the sale of 29 Boobialla Way, Kununurra, at a price of \$350,000 or up to 20% below market valuation, subject to market conditions.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

In line with the Shire's ongoing review of its housing portfolio and in accordance with policy POL-4010 Asset Management, as well as the strategic objectives outlined in the Strategic Community Plan 2017–2027 and Corporate Business Plan 2024–2028, two properties have been identified for disposal via lease or sale.

MATTER WAS CONSIDERED BEHIND CLOSED DOORS

This item was considered behind closed doors as per the *Local Government Act 1995*:

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

16.2. DEED OF ASSIGNMENT OF LEASE AND LICENSE - LOT 509 MILLINGTON DRIVE, KUNUNURRA

AUTHOR:	Manager Planning and Regulatory Services
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
FILE NO:	A7564, CP.07.10
DISCLOSURE OF INTERESTS:	Cr B Robinson – Direct Financial as per item 3
COUNCIL'S ROLE IN THE MATTER:	Nil
VOTING REQUIREMENT:	Provider - provide physical infrastructure and essential services Regulator - enforce state legislation and local laws

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 29/07/2025 - 119257

Moved: Cr D Hearty

Seconded: Cr T Chafer

That Council agrees to the variation and assignment of lease to SV & MJ Holdings Pty Ltd over Lot 509 on Deposited Plan 66529, Millington Drive, Kununurra, subject to:

1. All documentation prepared to affect the assignment of the Lease being prepared at the Assignee's cost to be invoiced to the Lessee upon execution of a Variation and Assignment of Lease document;
2. Authorises the Chief Executive Officer to negotiate and finalise the Deed of Variation and Assignment on the basis there are no material changes to the draft Deed and Variation and then to forward the Deed to the Minister for Lands Approval.
3. Upon receipt of the Minister's approval, authorises the Shire President and Chief Executive Officer to execute the final version of the Deed document.

Carried: 6/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

PURPOSE

This report considers the proposed assignment of the current operative lease over Lot 509 Millington Drive, Kununurra.

MATTER WAS CONSIDERED BEHIND CLOSED DOORS

This item was considered behind closed doors as per the *Local Government Act 1995*:

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

16.3. AWARD OF T22-24/25 PROVISION OF CONSULTANCY SERVICES FOR UPGRADE FOR KUNUNURRA LEISURE CENTRE (KLC) STAGE 1

AUTHOR:	Contract Manager Special Projects
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

Item 16.3 was withdrawn and will be represented at a Special Council Meeting, date to be set.

PURPOSE

To consider the tenders received for Award of T22 - 24 25 Provision of Consultancy Services for the Upgrade for Kununurra Leisure Centre (KLC) Stage 1.

MATTER WAS CONSIDERED BEHIND CLOSED DOORS

This item was considered behind closed doors as per the *Local Government Act 1995*:
[Section 5.23. \(2\) \(c\)](#)

PROCEDURAL MOTION

Minute Number: 29/07/2025 - 119258

Moved: Cr D Menzel

Seconded: Cr T Chafer

That Council reopens the meeting to the public at 5:52pm.

Carried: 7/0

For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson

Against: Nil

17. CLOSURE

The meeting was declared closed at 5:57pm.