

SHIRE OF WYNDHAM EAST KIMBERLEY

Ordinary Council Meeting: Agenda

Tuesday 25 November 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.

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

Signed on behalf of Council

A handwritten signature in black ink, appearing to read 'V. E. Lawrence', written in a cursive style.

VERNON LAWRENCE

CHIEF EXECUTIVE OFFICER

NOTES:

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

TABLE OF CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	4
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
3. DECLARATION OF INTEREST	4
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
5. PUBLIC QUESTION TIME	4
6. APPLICATIONS FOR LEAVE OF ABSENCE	4
7. PETITIONS.....	4
8. CONFIRMATION OF MINUTES	4
9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	4
10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED	4
11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	4
12. REPORTS	4
12.1. MATTERS ARISING FROM COMMITTEES OF COUNCIL	4
12.1.1. Consideration of recommendations contained within the minutes of the Audit (Finance and Risk) Committee of 25 August 2025	5
12.1.2. Consideration of recommendations contained within the minutes of the Audit (Finance and Risk) Committee of 10 November 2025	8
12.1.3. Consideration of recommendations contained within the minutes of the East Kimberley Regional Airport Committee of 12 November 2025.....	11
12.2. OFFICE OF THE CEO	14
12.2.1. Standing Item - Outstanding Actions from Previous Council Resolutions	14
12.2.2. 2026 Council and Committee Meeting Dates.....	16
12.2.3. POL-1000 Council Briefing Sessions - Policy Review	19
12.2.4. POL-1003 Attendance at Events and Functions - Policy Review	22
12.2.5. POL-1004 Elected Member Continuing Professional Development - Policy Review.....	25
12.2.6. POL-1008 Public Question Time - Policy Review	28
12.2.7. POL-1012 Common Seal - Policy Review	31
12.3. PLANNING AND COMMUNITY DEVELOPMENT	34
12.3.1. Quarterly Progress Report - Q1 (July to September) 2025/26	34
12.3.2. Annual Community Grants 2025/26	38
12.4. CORPORATE SERVICES	44
12.4.1. Consideration of Appointment for Independent Chair of the Audit, Risk and Improvement Committee	44
12.4.2. Monthly Financial Report.....	48
12.4.3. List of Accounts Paid From Municipal Fund and Trust Fund.....	50
12.4.4. POL-2004 Purchasing - Policy Review	53
12.4.5. POL-2019 Financial Sustainability - New Policy.....	56

12.4.6. Customer Services Commitment	59
12.5. INFRASTRUCTURE	62
12.5.1. Asset Management Strategy (Draft)	62
13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	65
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	65
15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	65
16. MATTERS BEHIND CLOSED DOORS	65
16.1. REQUEST FOR QUOTATION RFQ12-25/26: PROVISION OF PRE-CAST CONCRETE PRODUCTS.....	65
16.2. WATER LILY PLACE	65
17. CLOSURE	65

**SHIRE OF WYNDHAM EAST KIMBERLEY
ORDINARY COUNCIL MEETING
AGENDA
KUNUNURRA COUNCIL CHAMBERS
TO BE HELD ON TUESDAY 25 NOVEMBER 2025 AT 5:00PM**

- 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**
- 3. DECLARATION OF INTEREST**
- 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 5. PUBLIC QUESTION TIME**
- 6. APPLICATIONS FOR LEAVE OF ABSENCE**
- 7. PETITIONS**
- 8. CONFIRMATION OF MINUTES**
- 9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**
- 10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**
- 11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**
- 12. REPORTS**
- 12.1. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

12.1.1. CONSIDERATION OF RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE AUDIT (FINANCE AND RISK) COMMITTEE OF 25 AUGUST 2025

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	N/a
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

COMMITTEE RECOMMENDATION 1

That the Audit (Finance and Risk) Committee recommends that Council notes the Office of the Auditor General's interim audit finding for the year ending 30 June 2025 and the steps being undertaken by management in response.

COMMITTEE RECOMMENDATION 2

That the Audit (Finance and Risk) Committee notes the improvements made to lease administration processes and the status of the Shires leases as at 31 July 2025.

COMMITTEE RECOMMENDATION 3

That the Audit (Finance and Risk) Committee recommends that Council notes the progress report on the implementation of action items arising from the 2025 statutory compliance reviews undertaken in accordance with Audit Regulation 17 and Financial Management Regulation 5.

COMMITTEE RECOMMENDATION 4

That the Audit (Finance and Risk) Committee recommend that Council:

1. Notes the ongoing review of exempt and non-ratable properties.
2. Supports continued engagement with property holders to confirm compliance with Section 6.26 of the Local Government Act 1995.

COMMITTEE RECOMMENDATION 5

That the Committee recommend that Council endorse the Draft Asset Management Strategy 2025-2035 as a guiding framework for the management and optimisation of Shire assets.

COMMITTEE RECOMMENDATION 6

That the Audit (Finance and Risk) Committee notes the status of procurement and contract management compliance.

COMMITTEE RECOMMENDATION 7

That the Audit (Finance and Risk) Committee report to Council that the Kununurra Cemetery will reach calculated full occupancy in approximately two years, at which time Kununurra Cemetery will be unable to continue provision of service.

COMMITTEE RECOMMENDATION 8

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

COMMITTEE RECOMMENDATION 9

That the Audit (Finance and Risk) Committee recommend that Council receives the Quarterly Financial Report for the period ended 30 June 2025.

PURPOSE

To consider the recommendations from the Audit (Finance and Risk) Committee made at its meeting held on 25 August 2025.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The background and details supporting the recommendations are contained within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes

COMMENTS

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

STATUTORY IMPLICATIONS

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

POLICY IMPLICATIONS

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

FINANCIAL IMPLICATIONS

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

Current and Future Asset Considerations

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

COMMUNITY ENGAGEMENT

Various - detailed within the Minutes of the 25 August 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

ATTACHMENTS

Nil

12.1.2. CONSIDERATION OF RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE AUDIT (FINANCE AND RISK) COMMITTEE OF 10 NOVEMBER 2025

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	N/a
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

COMMITTEE RECOMMENDATION 1

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

COMMITTEE RECOMMENDATION 2

That the Audit (Finance & Risk) Committee recommends that Council note the report relating to the exercise of Delegation 1.2.26 – Defer, Grant Discounts, Waive or Write Off Debts.

COMMITTEE RECOMMENDATION 3

That the Audit (Finance and Risk) Committee recommends that Council receives the Quarterly Financial Report for the period ended 30 September 2025.

COMMITTEE RECOMMENDATION 4

That the Audit (Finance and Risk) Committee recommends that Council:

1. Notes the commencement of a comprehensive review of exempt and non-rateable properties within the district in line with WALGA Rates and Charitable Land Use Exemption Applications.
2. Supports the methodology being applied to confirm compliance with section 6.26 of the Local Government Act 1995 and the Shire's policy POL-2005 Rates Exemptions for Charitable Organisations (Non-Rateable Land).
3. Notes that further investigation or engagement with property owners will be undertaken where clarification of exemption status is required.

COMMITTEE RECOMMENDATION 5

That the Audit (Finance and Risk) Committee recommends that Council note the Strategic Risk #3 – Safety Risks Affecting Staff Wellbeing (on the Job).

COMMITTEE RECOMMENDATION 6

That the Audit (Finance and Risk) Committee:

- 1. Received a safety presentation on 3 November 2025 and discussed workplace safety with the administration;**
- 2. Notes that a series of safety related actions will be implemented to address risks, and recognises that these actions will take time and budget allocation;**
- 3. Recommends that Council note the committee's consideration of the safety matters presented and support the implementation of the identified safety activities within available resources.**

COMMITTEE RECOMMENDATION 7

That the Audit (Finance and Risk) Committee:

- 1. Considers the current legal matters are being appropriately managed by the administration;**
- 2. Notes the associated legal costs are within acceptable parameters.**

COMMITTEE RECOMMENDATION 8

That the Audit (Finance and Risk) Committee recommends that Council notes the outcomes of the procurement and contract management compliance review for the period 1 August to 29 October 2025.

PURPOSE

To consider the recommendations from the Audit (Finance and Risk) Committee made at its meeting held on 12 May 2025.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The background and details supporting the recommendations are contained within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes

COMMENTS

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

STATUTORY IMPLICATIONS

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

POLICY IMPLICATIONS

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

FINANCIAL IMPLICATIONS

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

Current and Future Asset Considerations

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

COMMUNITY ENGAGEMENT

Various - detailed within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes.

ATTACHMENTS

Nil

12.1.3. CONSIDERATION OF RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE EAST KIMBERLEY REGIONAL AIRPORT COMMITTEE OF 12 NOVEMBER 2025

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	N/a
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

COMMITTEE RECOMMENDATION 1

That the Airport Committee recommend to Council that it notes the passenger and aircraft information in Attachment 1.

COMMITTEE RECOMMENDATION 2

That the Airport Committee recommends to Council that it:

1. Notes its Terms of Reference in Attachment 1
2. Endorses the Terms of Reference for the operations of Airport Committee; and
3. Endorses that the Terms of Reference are sufficient and appropriate.

COMMITTEE RECOMMENDATION 3

That the Airport Committee recommends that Council endorse the standard agenda items to be reported on at each Airport Committee as per Attachment 1.

COMMITTEE RECOMMENDATION 4

That the Committee recommend to Council to note the Surveillance Report in confidential Attachment 1.

PURPOSE

To consider the recommendations from the East Kimberley Regional Airport Committee made at its meeting held on 12 November 2025.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The background and details supporting the recommendations are contained within the Minutes of the 12 May 2025 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda/Minutes

COMMENTS

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

STATUTORY IMPLICATIONS

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

POLICY IMPLICATIONS

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

FINANCIAL IMPLICATIONS

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

Current and Future Asset Considerations

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

COMMUNITY ENGAGEMENT

Various - detailed within the Minutes of the East Kimberley Regional Airport Committee meeting made held on 12 November 2025.

ATTACHMENTS

Nil

12.2. OFFICE OF THE CEO

12.2.1. STANDING ITEM - OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL RESOLUTIONS

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

OFFICER'S RECOMMENDATION

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

PURPOSE

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

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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

COMMENTS

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

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

Current and Future Asset Considerations

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

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

Nil

12.2.2. 2026 COUNCIL AND COMMITTEE MEETING DATES

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	GN.05
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

That Council:

1. Adopts the 2026 Council and Committee meeting dates as detailed in the table below.:

MONTH	AUDIT, RISK AND INCLUSION COMMITTEE BRIEFING	AUDIT, RISK AND INCLUSION COMMITTEE	EAST KIMBERLEY REGIONAL AIRPORT COMMITTEE	COUNCIL BRIEFING SESSIONS	ORDINARY COUNCIL MEETINGS	WYNDHAM MEET & GREET
January	Recess	Recess	Recess	Recess	Recess	Recess
February	9th	23rd	-	10th	24th	12th
March	-	-	25th	10th	24th	-
April	-	-	-	14th	28th	-
May	11th	25th	-	12th	26th	14th
June	-	-	24th	9th	23rd	-
July	-	-	-	14th	28th	-
August	10th	24th	-	11th	25th	13th
September	-	-	30th	8th	22nd	-
October	-	-	-	13th	27th	-
November	9th	23rd	-	10th	24th	12th
December	-	-	9th	-	15th	-

2. Notes that all Committee and Council Meetings are held at the Kununurra Council Chambers, commencing at 5:00pm:
 - a. Notes that the *Local Government (Administration) Regulations 1996* requires the live streaming of Ordinary Council Meetings, these meetings will continue to be held in the Kununurra Council Chambers until suitable live-streaming infrastructure is installed in Wyndham.
3. Notes that Wyndham Meet & Greets will be held at 5:00pm at the Wyndham Council Chambers.
4. Authorises the Chief Executive Officer to give public notice, by way of advertising the accepted Ordinary Council Meeting dates, times and place of meeting.

PURPOSE

For Council to consider adopting the proposed 2026 Council and Committee meeting dates, times, and locations. Council is also asked to confirm fixed Meet and Greet dates for Wyndham to support ongoing engagement with the Wyndham community.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

At the Ordinary Council Meeting held on 26 November 2024, Council adopted the 2025 Ordinary Council Meeting, Council and Committee dates, along with designated Wyndham Meet and Greet dates. Amendments to the dates were carried at the 10 December 2025 Ordinary Council Meeting.

COMMENTS

The 2026 meeting schedule was developed giving consideration to the following public holidays, local events and operational requirements:

- Easter
- ANZAC Day
- Ord Valley Muster
- Local Government Week
- WA Public Holidays
- Seasonal travel impacts during the Wet Season
- No Council Briefing Session is held in December to allow for an earlier Ordinary Council Meeting dates prior to school holidays and Christmas closures

All Council and Committee meetings commence at 5.00pm in the Kununurra Council Chambers.

Wyndham Meet & Greets commence at 5.00pm at the Wyndham Council Chambers.

Due to amendments to the *Local Government (Administration) Regulations 1996* requiring live-streaming of Ordinary Council Meetings, all Ordinary Council Meetings would continue to be held in Kununurra until live-streaming infrastructure is installed in Wyndham.

STATUTORY IMPLICATIONS

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

12. Publication of meeting details (Act s. 5.25(1)(g))

Part 2A Electronic broadcasting and video or audio recording of council meetings (Act s. 5.23A)

14H. Class 1 local governments and class 2 local governments to broadcast council meetings publicly

14I. Local governments to make recordings of council meetings

14J. Informing members of public of broadcasting or recording

POLICY IMPLICATIONS

Council Policy *POL-1000 Council Briefing Sessions* applies to this 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 10.3: Advocacy - Strong and consistent advocacy for local needs and priorities

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

RISK IMPLICATIONS

Risk: Failure to manage the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

Control: Ensure that adequate policies and procedures are in place to monitor and address risk management, internal control and legislative compliance requirements.

FINANCIAL IMPLICATIONS

Minor expenditure will be incurred to ensure the appropriate statutory advertising occurs, this is provided for in the 2025/26 Annual Budget.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

In accordance with the *Local Government (Administration) Regulations 1996, Part 2 r.12*, details regarding the adopted 2026 Council and committee Meeting dates will be duly advertised on the Shire's website, on social media and via public notice boards.

ATTACHMENTS

Nil

12.2.3. POL-1000 COUNCIL BRIEFING SESSIONS - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the revised POL-1000 Council Briefing Sessions Policy V3.0, as attached, noting that this supersedes V2.1.

PURPOSE

The purpose of this report is to present the reviewed POL-1000 Council Briefing Sessions policy for Council's consideration and adoption. The policy establishes a clear framework for the conduct of Council Briefing Sessions to ensure accountable, transparent and ethical governance consistent with the principles of openness, probity and integrity.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

POL-1000 Council Briefing Sessions Policy was last reviewed and adopted by Council on 27 July 2021 (Resolution 118478).

In accordance with POL-1014 Policy Management, a scheduled review has been undertaken to ensure ongoing compliance with legislative requirements, the Local Government reforms (2023–2025), and consistency with related governance policies.

COMMENTS

The revised POL-1000 Council Briefing Sessions Policy V3.0:

- Clarifies that Council Briefing Sessions are non-decision-making forums convened under the authority of the Shire President and Chief Executive Officer;
- Introduces a Definitions section to ensure consistency of terminology across governance documents;
- Reinforces that no delegated authority or binding decisions are to be made at briefing sessions, in accordance with the *Local Government Act 1995*;
- Explicitly references the Code of Conduct for Elected Members, Committee Members and Candidates (POL-1005) to promote professional and respectful conduct;
- Incorporates recordkeeping requirements in accordance with *State Records Act 2000* and POL-1020 Recordkeeping Policy; and

- Includes legislative references to the *Local Government (Administration) Regulations 1996* (Reg. 12–14A) for procedural transparency.

Minor grammatical corrections and formatting changes have been made to align with the Shire's policy template.

The revised policy maintains the operational intent of the existing version while enhancing its compliance with legislative and governance frameworks.

STATUTORY IMPLICATIONS

[Local Government Act 1995](#)

Section 5.2 – Administration of local government affairs by Council.

Section 5.23 – Meetings generally open to the public (not applicable to briefing sessions).

Sections 5.65–5.70 – Financial and proximity interests.

Section 5.42 – Delegation of powers and duties (clarifies that no delegation applies to briefing sessions).

[Local Government \(Administration\) Regulations 1996](#)

Regulations 12–14A – Meeting notices, agendas, and confidentiality provisions.

[State Records Act 2000](#)

Obligations for retention of records and declarations of interest.

POLICY IMPLICATIONS

[POL-1014 Policy Management](#)

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

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

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

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

RISK IMPLICATIONS

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

Control: Regular policy review in accordance with POL-1014 Policy Management and scheduled governance audit cycles.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this policy review. Implementation is managed within existing operational budgets.

Current and Future Asset Considerations

None applicable to this item

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-1000 Council Briefing Sessions V 3.0 N- XXXXX - In Draft [**12.2.3.1** - 2 pages]
2. Attachment 2 - POL-1000 Council Briefing Sessions V 2.1 N-49870 - Current [**12.2.3.2** - 2 pages]

12.2.4. POL-1003 ATTENDANCE AT EVENTS AND FUNCTIONS - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the reviewed Policy POL-1003 Attendance at Events and Functions version 2.0, noting this supersedes V1.1.

PURPOSE

To present Council with the outcome of the scheduled review of POL-1003 Attendance at Events and Functions to confirm its continued compliance with legislation, local government reforms, and the Shire's governance framework.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

POL-1003 was originally adopted by Council on 24 March 2020 (Resolution 118178, Item 12.2.2) and last administratively updated in November 2023 (01/11/2023-CEO008) in accordance with POL-1014 Policy Management.

The policy was developed to satisfy the requirements of section 5.90A of the *Local Government Act 1995*, which mandates that local governments prepare and adopt a policy dealing with attendance of council members and the Chief Executive Officer at events.

COMMENTS

This review forms part of the regular policy review cycle to maintain legislative compliance and support transparency and good governance practices.

The review assessed POL-1003 against:

- The *Local Government Act 1995* and *Local Government (Model Code of Conduct) Regulations 2021*;
- The 2023–2024 Local Government Reforms; and
- Related Shire policies, including POL-1005 Code of Conduct for Council Members Committee Members and Candidates for Local Government Elections, DIR-1022 Code of Conduct for Employees, and POL-1001 Elected Member Allowances and Entitlements.

The review confirmed that the policy remains consistent with the legislative provisions under:

- Section 5.87A and 5.87B – disclosure of gifts (thresholds over \$300 or cumulative within 12 months);
- Section 5.68 – interests in matters before Council and Ministerial approval requirements;
- Section 5.83 – contributions to travel; and
- Section 5.90A – mandatory requirement for a local government policy on event attendance.

No legislative amendments or reform updates necessitate changes to the current provisions. The policy continues to provide appropriate guidance for elected members and employees in managing transparency, accountability and conflict of interest in relation to attendance at events and functions.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.90A – Policy for attendance at events

Sections 5.87A and 5.87B – Disclosure of gifts

Section 5.83 – Contributions to travel

Section 5.68 – Participation in meetings involving interests

The policy complies with all relevant legislative requirements.

POLICY IMPLICATIONS

This review has been conducted in accordance with POL-1014 Policy Management.

The policy is consistent with the Shire's governance framework and does not conflict with other Council-adopted policies.

STRATEGIC IMPLICATIONS

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

Focus Area: CONNECTION

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

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

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

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

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

RISK IMPLICATIONS

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

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

Control: Regular review and maintenance of Council policies in accordance with POL-1014 Policy Management, ensuring all policies are current, compliant with legislation, and support effective and transparent governance practices.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this policy review.

Current and Future Asset Considerations

Not applicable.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-1003 Attendance at Events and Functions V 2.0 N- XXXXX - Clean Copy [12.2.4.1 - 3 pages]
2. Attachment 2 - POL-1003 Attendance at Events and Functions V 2.0 N- XXXXX - Tracked Changes [12.2.4.2 - 3 pages]

12.2.5. POL-1004 ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Advocator - advocate and support initiatives on behalf of the community Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the review of Policy POL-1004 Elected Member Continuing Professional Development V2.0, noting this supersedes V1.1.

PURPOSE

To seek Council's endorsement of the updated POL-1004 Elected Member Continuing Professional Development Policy V2.0, following a review to ensure continued compliance with statutory requirements and alignment with current governance practices.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

POL-1004 was initially adopted by Council on 23 February 2021 (Resolution 23/02/2021-118381) and under POL-1014 Policy Management it was updated to align with the the Shire's current branding with no changes made to the policy.

The policy has been reviewed to ensure compliance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and relevant Local Government Reforms introduced through the Department of Local Government, Industry Regulation and Safety.

The policy outlines mandatory and ongoing professional development requirements for Elected Members, in accordance with statutory obligations under sections 5.126–5.128 of the Act.

COMMENTS

The review has confirmed that the policy remains legislatively compliant and consistent with the Shire's governance framework.

Key updates to Version 2.0 include:

- Simplified language and layout to enhance clarity and usability;
- Updated departmental references (LGIRS replacing DLGSC).

The intent and principles of the policy remain unchanged. The updates are administrative in nature and designed to maintain clarity, alignment, and compliance.

STATUTORY IMPLICATIONS

Local Government Act 1995

- *Section 5.126* — Mandatory training for Elected Members.
- *Section 5.127* — Requirement to publish annual training reports.
- *Section 5.128* — Requirement to adopt a continuing professional development policy.

Local Government (Administration) Regulations 1996

- *Regulation 35–36* — Requirements for maintaining and publicly disclosing training records.

These legislative provisions are fully reflected in the updated policy.

POLICY IMPLICATIONS

The reviewed policy aligns with:

POL-1001 Elected Member Allowances and Entitlements

POL-1005 Code of Conduct for Council Members, Committee Members and Candidates

STRATEGIC IMPLICATIONS

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

Focus Area: CONNECTION

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

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

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

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

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

RISK IMPLICATIONS

Risk: Failure to attract and retain suitably qualified and experienced technical staff to meet organisational requirements.

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

Control: Regular review and updating of Council policies in accordance with the Policy Management Policy and legislative requirements, ensuring alignment with organisational objectives, statutory obligations, and best practice governance principles.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the adoption of the updated policy.

Funding for Elected Member training and development is included within the annual operational budget.

Current and Future Asset Considerations

Not applicable.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-1004 Elected Member Continuing Professional Development V 2.0 N-XXXXX - In Draft [**12.2.5.1** - 3 pages]
2. Attachment 2 - POL-1004 Elected Member Continuing Professional Development V 1.1 N-50050 - Current [**12.2.5.2** - 4 pages]

12.2.6. POL-1008 PUBLIC QUESTION TIME - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.11.2
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 Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the updated Policy POL-1008 Public Question Time V3.0, noting this supersedes V2.1.

PURPOSE

To present the reviewed and updated POL-1008 Public Question Time for Council consideration and adoption to ensure continued compliance with legislative requirements and alignment with current governance standards.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council first adopted POL-1008 – Public Question Time on 25 October 2016 (Resolution 11524), with subsequent reviews on 26 March 2019 and a minor administrative update by the CEO on 1 November 2023 under POL-1014 Policy Management.

The current review was undertaken as part of the Shire's scheduled policy review program in accordance with POL-1014 Policy Management to ensure consistency with legislation, the Shire's Meeting Procedures Local Law 2016, and the Local Government Reforms.

COMMENTS

The updated POL-1008 – Public Question Time V3.1:

- Simplifies and modernises definitions in line with Section 5.24 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*;
- Clarifies procedures for questions with and without notice;
- Improves readability, ensuring transparency and accessibility consistent with reform principles; and
- Aligns the tone and structure with the Shire's governance procedures.

STATUTORY IMPLICATIONS

[Local Government Act 1995](#) – Section 5.24

Requires that time be made available at every Council meeting, and at committee meetings with delegated powers, for members of the public to ask questions and receive responses.

[Local Government \(Administration\) Regulations 1996](#) – Regulations 5, 6 and 7

Prescribe procedures for public question time, including duration, recording, and handling of questions taken on notice.

[Shire of Wyndham East Kimberley Meeting Procedures Local Law 2016](#) – Clause 6.7

Specifies the conduct and management of public question time at Council meetings.

POLICY IMPLICATIONS

[POL-1014 Policy Management](#)

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

STRATEGIC IMPLICATIONS

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

Focus Area: CONNECTION

Focus Area: LIVEABILITY

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

Goal Outcome 10.1: 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

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

RISK IMPLICATIONS

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

Control: Policies are developed, reviewed, and approved in accordance with POL-1014 Policy Management, ensuring consistency with legislation, the Shire's strategic objectives, and best practice governance standards.

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

Control: Community service delivery is guided by the *Strategic Community Plan 2023–2033* and supported by evidence-based policies, community consultation, and performance monitoring to ensure programs remain responsive, inclusive, and aligned with community priorities.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this policy review.

Current and Future Asset Considerations

Not applicable.

COMMUNITY ENGAGEMENT

Public Question Time provides a key mechanism for community participation in Council meetings, enhancing transparency and communication between Council and the public.

No separate community consultation was required for this administrative policy review.

ATTACHMENTS

1. Attachment 1 - POL-1008 Public Question Time V3.0 N- XXXXX - In Draft [**12.2.6.1** - 3 pages]
2. Attachment 2 - POL-1008 Public Question Time V2.1 N-50053 - Current [**12.2.6.2** - 3 pages]

12.2.7. POL-1012 COMMON SEAL - POLICY REVIEW

AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the review of Policy POL-1012 Common Seal, with no changes required.

PURPOSE

The purpose of this report is to present Policy POL-1012 Common Seal to Council for its scheduled review and to confirm that no amendments are required at this time.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council first adopted POL-1012 – Common Seal on 24 July 2018 (Resolution 115809, Item 12.2.1).

A minor administrative update was approved by the Chief Executive Officer on 1 November 2023 under CEO Delegation (decision reference 01/11/2023-CEO017), reflecting updated policy numbering and reference alignment in accordance with POL-1014 – Policy Management.

This review forms part of the scheduled review cycle for governance-related policies to ensure continued compliance with legislative and procedural requirements.

COMMENTS

The review of POL-1012 – Common Seal found the policy remains consistent with:

- Section 9.49A of the *Local Government Act 1995*, which outlines the proper execution of documents by local governments;
- The *Meeting Procedures Local Law 2016*, regarding Council authorisation and procedural integrity; and
- The Shire's current REG-1001 Delegations Register, which empowers the Chief Executive Officer to affix the Common Seal under authority of Council.

The policy continues to provide a clear and accountable process for the affixing and administration of the Shire's Common Seal. No operational, legal, or administrative inconsistencies were identified, and no legislative amendments affecting the policy have occurred since the last review.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 2.5(2) – The local government is a body corporate with perpetual succession and a common seal.

Section 9.49A – Execution of documents by a local government.

Meeting Procedures Local Law 2016

POLICY IMPLICATIONS

This review confirms POL-1012 Common Seal remains current and compliant with legislative and internal governance requirements.

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

RISK IMPLICATIONS

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

Control: POL-1012 Common Seal ensures all documents executed on behalf of Council are properly authorised, securely managed, and compliant with legislative requirements. Regular policy reviews, accurate recordkeeping, and monthly reporting to Council support transparent decision-making and efficient administrative processes that enable the effective and lawful use of operational resources to deliver services that meet community and regional needs.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the review of this policy.

Current and Future Asset Considerations

Not applicable.

COMMUNITY ENGAGEMENT

This policy relates to internal governance practices and does not require public consultation.

ATTACHMENTS

1. Attachment 1 - POL-1012 Common Seal V 2.0 N- XXXXX - In Draft [**12.2.7.1** - 3 pages]
2. Attachment 2 - POL-1012 Common Seal V1.1 N-50058 - Current [**12.2.7.2** - 4 pages]

12.3. PLANNING AND COMMUNITY DEVELOPMENT

12.3.1. QUARTERLY PROGRESS REPORT - Q1 (JULY TO SEPTEMBER) 2025/26

AUTHOR:	Senior Projects 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

That Council receives the Corporate Business Plan Quarterly Progress and Performance Report for July to September 2025 covering the first quarter of 2025/26 (Q1) at Attachment 1.

PURPOSE

For the Council to receive the July to September 2025 Quarterly Progress and Performance Report covering the first quarter of 2025/26.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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

COMMENTS

The attached progress report provides commentary on the Shire's services, actions and projects for the first quarter of this financial year. It is important to note that this is "as of 30 September" i.e. a snapshot in time of the status at the end of the first quarter and that at the time of reporting the status of a project may have since changed.

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

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

STATUTORY IMPLICATIONS

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

This Act is intended to result in:

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

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

POLICY IMPLICATIONS

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

POL-3000 - Community Engagement Policy

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

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

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

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

RISK IMPLICATIONS

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

The attached quarterly report includes a financial summary.

Current and Future Asset Considerations

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

COMMUNITY ENGAGEMENT

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

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

ATTACHMENTS

1. 202526-Q1 Progress Report V1R1 [**12.3.1.1** - 28 pages]

12.3.2. ANNUAL COMMUNITY GRANTS 2025/26

AUTHOR:	Community Development Officer
RESPONSIBLE OFFICER:	Nick Allen, Director Planning and Community Development
ASSESSMENT NO:	NA
FILE NO:	GS.05.67
DISCLOSURE OF INTERESTS:	NIL
COUNCIL'S ROLE IN THE MATTER:	Funder - provide funds or other resources
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Approves the allocation of funding under the Community Grant Program 2025/26 for the following:
 - a. Lake Kununurra Golf Club for the construction of a new facilities shed - \$20,000
 - b. Kununurra Race Club for the upgrade of the site main switchboard - \$9,100
 - c. Kununurra Black Tie Fundraiser for a fundraising gala event - \$10,000
 - d. Kununurra Waringarri Aboriginal Corporation for Waringarri Day - \$2,500
 - e. Kununurra Neighbourhood House for the 2025/26 community events program - \$6,000
 - f. Kununurra Crocs Swimming Club for free swimming clinics and upskilling of coaches, and a world record swim attempt from top dam to bottom dam - \$13,700
 - g. Down South Creative for the Kids in the Kitchen event - \$5,000
2. Approves a second grant round for the balance of \$39,700 of unallocated funds.

PURPOSE

Council is requested to consider applications for funding lodged under the Community Grant Program 2025/26 and approve successful applicants.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Previous Considerations

OCM 28/07/2020 Item 12.3.2 Resolution Number 118280

OCM 21/11/2023 Item 12.3.2 Resolution Number 118930

OCM 29/07/2025 Item 12.3.3 Resolution Number 119248

OCM 29/07/2025 Item 12.3.4 Resolution Number 119249

The Shire's Community Grant Program supports not for profit community organisations and groups that provide sporting, cultural, environmental, and community services within the Shire. This support is to foster high-quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

The current round of the Community Grant Program has two funding streams: Events and Programs, and Facilities. The Shire also provides Quick Grants (up to \$1,000), Leadership Grant, and Rates Assistance Grant.

In July 2020, Council adopted an amendment to the 'Community Grant Program Policy and Guidelines' which enabled approval for up to three years of funding for the Events and Community Program streams. Therefore, there are several community groups already receiving funding from this year's budget, and in July 2025, Council approved the allocation of an additional \$15,000 to the Lake Argyle Swim 2026 event, for a total of \$50,000 support from the Shire.

In June 2025 Council adopted the new Community Grants Policy. New guidelines (attachment 1) were created to align with the updated Policy, along with new application forms and assessment documents.

COMMENTS

Ten applications were received in this grant round, seven of which are eligible projects. The applications were assessed individually by the Assessment Panel comprised of four officers. The Panel then met as a group to discuss and prioritise the applications. The Assessment Matrix can be found at Attachment 2.

Facilities Grant Applications

Four applications were received under the Facilities Grant. Two applications received from Juniper Kununurra and Kununurra Waringarri Aboriginal Corporation did not meet eligibility requirements. The other two applicants were;

- Lake Kununurra Golf Club
- Kununurra Race Club

Lake Kununurra Golf Club

The Lake Kununurra Golf Club's project is to erect a facilities shed to enable a purpose-built workspace for workers and volunteers, appropriate storage for equipment, as well as ensuring compliance with chemical storage. The Golf Club included a list of priority projects with the application and they aim to improve their facility to be more attractive for other community groups and individuals to hire. The total project has been quoted at \$71,010 and the Club has requested \$20,000 of Shire funds, with the club supplying the balance in cash and in kind.

Ranked six from seven.

Recommended funding \$20,000.

Kununurra Race Club

The Kununurra Race Club have applied for funding for the upgrade of the site main switchboard which is required for club to grow the capacity of the facility. The current power supply is at maximum and the club has plans to improve and extend the clubroom and build a community facility. The total project includes:

- Supply and install new switch board with metering.
- Supply and install new concrete pad to mount switch board on.
- New pit to be installed adjacent to switchboard for future expansion.
- Conduits to be installed from pit to under switchboard.

- All existing submains to brought into new switch board and terminated.
- Testing and commissioning.

The Club was quoted a total of \$18,225 for the project and request Shire fund 50% at \$9,112.

Ranked seven from seven.

Recommended funding \$9,100.

Juniper Kununurra

Juniper Kununurra requested funding to build a pathway at the centre that will connect three breeze ways into a continuous loop, linking communal areas with the outdoors. The project was deemed ineligible as it is capital works on land not owned or managed by the Shire.

Kununurra Waringarri Aboriginal Corporation

Kununurra Waringarri Aboriginal Corporation are seeking funding to create a digital pathways area at the existing KWAC Men's Space. The project will include purchasing and transporting a demountable building and equipping it with computers, internet, and software. The organisation has secured funding for the fit-out technology and are seeking funds for capital works on privately owned land, which makes the project ineligible.

Events and Programs Grant Applications

Six applications were lodged under the events and programs funding stream with the application from Yawoorroong Miriung Gajerrong Yirrgeb Noon Dawang Aboriginal Corporation (MGC) rescinded. The remaining five were from:

- Kununurra Black Tie Fundraiser (Auspiced by Ord River Sports Club)
- Kununurra Neighbourhood House
- Kununurra Crocs Swimming Club
- Down South Creative (auspiced by Wunan Foundation)
- Kununurra Waringarri Aboriginal Corporation (KWAC)

Kununurra Black Tie Fundraiser

The Kununurra Black Tie Fundraiser is an elegant gala uniting the community to raise funds for health-related causes. Featuring auctions, entertainment, and guest speakers, the event supports community awareness, advancing research, and assistance for local residents living with debilitating diseases. The group has requested \$10,000 from Shire funds to go towards catering and event equipment, with the remainder of the project cost (total at \$108,450) to come from cash revenue generated, in kind, volunteer labour and donations.

Ranked two from seven.

Recommended for \$10,000

Kununurra Waringarri Aboriginal Corporation (KWAC)

KWAC is seeking support to host Waringarri Day 2025 which will celebrate KWAC's 46th anniversary with cultural activities, a mural unveiling, tree planting, and a community cook-up. The inclusive event honours their legacy, showcases Aboriginal leadership, and strengthens community connection. Volunteers will support logistics and engagement, making it a meaningful, intergenerational celebration for all. KWAC have requested a 50% contribution of \$5,000 from the Shires Community Grants and the remainder of the project cost is proposed to come from a Horizon Power community grant.

Ranked five from seven.
Recommended for \$2,500.

Yawoorroong Miriuwung Gajerrong Yirrgeb Noon Dawang Aboriginal Corporation (MGC)

MGC requested funds for the Celebration of the reserves of new conservation areas for joint vesting and joint management with the State of Western Australia. The event took place in October and was supported by a Shire Quick Grant and in kind funds.

Kununurra Neighbourhood House

The Kununurra Neighbourhood House's request is for the 2025/26 events calendar which includes four community events. The four annual events bring families together in a fun, relaxed setting and include International Women's Day, Teddy Bear's Picnic, Seniors Week, and a Family Disco. The organisation remains responsive to community needs and plans events based on interest and volunteer capacity. The group has requested \$8,000 from Shire funds for volunteer support and training, and event consumables, with the remaining project costs being in kind administration support and volunteer hours.

Ranked four from seven.
Recommended for \$6,000.

Kununurra Crocs Swimming Club

The Kununurra Crocs Swimming Club are coordinating a free event at the newly opened Kununurra Leisure Centre Aquatics with free swimming clinics and upskilling of coaches. The second part of the event will include a world record swim attempt from top dam to bottom dam. The Swim Club has requested \$13,777 from Shire funds for guest speakers and event equipment and marketing, with the balance of the project cost from other grants, donations and cash and in-kind support from the club.

Ranked one from seven.
Recommended for \$13,700.

Down South Creative

Down South Creative would like to host another Kids in the Kitchen event, a hands-on cooking program that empowers young people to create healthy meals using local produce. It builds practical life skills, promotes nutrition, and celebrates culture, while fostering collaboration between Indigenous and non-Indigenous youth, strengthening community connections and pathways into hospitality and food industries. The organisation has requested \$5,000 for consumables, chef costs and marketing, with the balance of the project costs being in kind and cash donations from local organisations.

Ranked three from seven.
Recommended for \$5,000.

Summary

The funds available in the Community Grant Program after the allocation of pre-approved triennial funding is \$106,000. The total funding requested under all funding streams, across all eligible projects was \$70,889 with \$66,300 awarded to successful participants.

Lake Kununurra Golf Club	\$20,000
Kununurra Race Club	\$9,100
Kununurra Black Tie Fundraiser	\$10,000
Kununurra Waringarri Aboriginal Association	\$2,500
Kununurra Neighbourhood House	\$6,000
Kununurra Crocs Swimming Club	\$13,700
Down South Creative	\$5,000
TOTAL awarded	\$66,300
BUDGET	\$106,000
BALANCE	\$39,700

It is recommended that a second round of grants be offered for the balance of \$39,700.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this matter, however other approvals such as planning, 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: CONNECTION

Focus Area: LIVEABILITY

Focus Area: SUSTAINABILITY

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

Goal 8: Connecting our cultures - Celebrating our rich culture and heritage

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

Strategy 8.1: Support an increase in community participation in community groups and volunteering

Strategy 8.2: Strengthen relationships with Aboriginal people which foster mutual respect and support, and cultural awareness

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 total budget allocation for all funding streams within the 2025/2026 Community Grant Program was \$430,000. In addition to the below grants previously committed, officers recommend keeping aside \$13,000 for Quick Grants, \$2,000 for Leadership grants and \$5,000 for Economic Development Grants (new). That leaves \$106,000 to allocate this grant round.

Previously Committed

Category	Project	Amount (\$)
Events	Ag Show	\$25,000.00
Events	Water Ski Club Dam to Dam	\$15,000.00
Events	Water Ski Club WA Ski Show event	\$ 5,000.00
Events	Lake Argyle Adventure Race	\$17,000.00
Events	Lake Argyle Swim	\$50,000.00
Events	OVE Muster	\$50,000.00
Events	OVE Taste of Kimberley	\$20,000.00
Events	KCRA Muster Rodeo	\$20,000.00
Programs	Neighbourhood House Community Shed	\$13,000.00
Programs	Kununurra Toy and Puzzle Library Building Capacity	\$ 3,000.00
Rates Assistance	17 Community Clubs	\$86,000.00
Total		\$304,000.00

The total funding awarded to successful participants this round was \$66,300 leaving a balance of \$39,700.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

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

- Sharing a Community Grants flyer on socials and on the Shire's website.
- Directly contacting 50 local not-for-profit groups by email to ensure they were aware the Shire's Annual Grants round was open.
- Making appointments available on request to discuss local groups projects in person or over the phone
- Promoting the grant round on Waringarri Radio
- Physical posters on community noticeboards around Kununurra and Wyndham

ATTACHMENTS

1. Attachment 1 - Community Grant Guidelines [**12.3.2.1** - 22 pages]
2. Attachment 2 - Annual Grants Assessment Matrix 2025-26 [**12.3.2.2** - 1 page]

12.4. CORPORATE SERVICES

12.4.1. CONSIDERATION OF APPOINTMENT FOR INDEPENDENT CHAIR OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

AUTHOR:	Director Corporate Services
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
FILE NO:	{file-number}
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Absolute Majority

OFFICER'S RECOMMENDATION

That Council

1. Establish the Audit, Risk and Improvement Committee (ARIC) under section 7.1A of the *Local Government Act 1995*, replacing the former Audit (Finance & Risk) Committee.
2. Note that an updated MOR-2000 Audit, Risk and Improvement Committee Terms of Reference will be developed and presented at the December Ordinary Council Meeting.
3. Appoint Cr Beau Robinson, Cr Tony Chaffer and Cr Vina Goulden as members of the Audit, Risk and Improvement Committee, who were previously appointed to the Audit (Finance & Risk) Committee at the October 2025 Ordinary Council Meeting, with their term concluding at the next ordinary election or earlier by resolution of Council.
4. Appoint Mr Duy Vo as the Independent Chair of the Audit, Risk and Improvement Committee and set the meeting fee payable at \$305 per meeting, being the Salaries and Allowances Tribunal's Band 2 maximum for independent committee members.
5. Notes the position of Independent Deputy Chair of the Audit, Risk and Improvement Committee remains vacant and the Shire Administration Staff are continuing a recruitment process to fill this position.

PURPOSE

To establish the Audit, Risk and Improvement Committee, adopt the Audit, Risk and Improvement Committee's Terms of Reference, appoint Committee members and an Independent Chair in anticipation of the commencement of Division 1A of the *Local Government Act 1995* as inserted by the *Local Government Amendment Act 2024* (No. 47 of 2024), noting that not all provisions of Division 1A have been proclaimed as at November 2025.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

At the Ordinary Council Meeting held on 28 October 2025, Council appointed Cr Robinson, Cr Chaffer and Cr Gouldson to the Audit (Finance & Risk) Committee.

COMMENTS

Legislative Framework

The *Local Government Amendment Act 2024 (No. 47 of 2024)* was assented on 6 December 2024. It inserts a new Division 1A – Audit, Risk and Improvement Committee into Part 7 of the *Local Government Act 1995* (sections 7.1A–7.1F). Although the Division is enacted, its sections have not yet been proclaimed and are therefore not in force. A proclamation dated 22 January 2025 (SL 2025/8) commenced only various other sections of the Act

Until Division 1A is proclaimed, the existing Audit (Finance & Risk) Committee provisions remain operative. The Department of Local Government, Sport and Cultural Industries has confirmed the ARIC reforms “are to be commenced”, with supporting regulations still in development.

Given the forthcoming commencement of Division 1A, it is prudent for Council to establish an Audit, Risk and Improvement Committee on a voluntary basis, adopt revised Terms of Reference aligned with the future legislative framework, and appoint Committee members and an Independent Chair now to ensure business continuity and seamless transition upon proclamation.

Terms of Reference

New Terms of Reference will be prepared for the ARIC and presented for adoption at the December Ordinary Council Meeting. The will reflect the structure and functions anticipated under Division 1A — including the expanded remit covering audit, risk management, internal control and improvement functions, and the requirement for an independent presiding member.

Committee Establishment and Membership

The establishment of the Audit, Risk and Improvement Committee replaces in governance terms the Audit (Finance & Risk) Committee. Whilst the ARIC legislation is not yet proclaimed, formalising the Committee now provides governance clarity, continuity and prepares the Shire for the legislative change.

Remuneration

The Salaries and Allowances Tribunal’s Determination Variation (23 October 2023) set a maximum meeting fee of \$305 per meeting for independent committee members in Band 2 local governments. The recommended fee for the Independent Chair aligns with this determination. Councillors are not eligible to receive committee meeting fees.

STATUTORY IMPLICATIONS

Local Government Amendment Act 2024 (No. 47 of 2024) This Act inserts Division 1A into the Local Government Act 1995. While enacted, several provisions await proclamation and remain uncommenced as of 18 November 2025.

[Section 7.1A of the Local Government Act 1995](#) – Establishment of audit, risk and improvement committee (inserted, not yet commenced).

[Section 7.1B of the Local Government Act 1995](#) – Deputy of presiding member (inserted, not yet commenced).

Salaries and Allowances Act 1975 - [Salaries and Allowances Tribunal Determination Variation \(23 October 2023\)](#) sets remuneration parameters for independent committee members.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

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

Risk: Failure to manage the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

Control: Establishing the Audit Risk and Improvement Committee, updating its Terms of Reference, appointing an Independent Chair, and confirming membership provide strengthened governance structures in readiness for the commencement of Division 1A.

FINANCIAL IMPLICATIONS

The Independent Chair will be paid \$305 per meeting, being the Band 2 maximum under the Salaries and Allowances Tribunal Determination. Costs will be met within the Governance operating budget.

No meeting fees apply to Councillor members.

In addition to meeting fees, the Independent Chair may be required to travel to Kununurra from time to time to attend meetings or undertake related committee business. Travel costs, including flights, accommodation and reasonable expenses.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

An advertisement for Independent Chair and Deputy was placed in the West Australian newspaper and 10 November 2025.

ATTACHMENTS

Nil

12.4.2. MONTHLY FINANCIAL REPORT

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

OFFICER'S RECOMMENDATION

That Council receives the Monthly Financial Report for the period ended 31 October 2025

PURPOSE

To present the Monthly Financial Report for the period ended 31 October 2025, for Council's consideration, in accordance with statutory requirements.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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

COMMENTS

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.

In accordance with Regulations 34(4) and 35(2), the financial statements will be presented to Council within two months after month-end and recorded in the minutes.

Note: The 2024/25 Annual Financial Statements have been completed, with all historical figures updated in line with amendments requested by the compilers and auditors. The external audit has progressed to the partner review stage, during which further refinements may still be required. Final sign-off of the 2024/25 Annual Financial Statements is scheduled for late November 2025.

STATUTORY IMPLICATIONS

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

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

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 (including Regulation 13 regarding monthly lists of accounts/payments).

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 - Oct 2025 Financial Report [**12.4.2.1** - 6 pages]

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

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

OFFICER'S RECOMMENDATION

That Council receives the List of Accounts Paid from the Municipal Fund for the period 1 – 31 October 2025 comprising:

Municipal fund payments (1 – 31 October)	\$5,281,125.83
Payroll (1 – 31 October)	\$554,596.06
<u>Direct debits, September credit card, (1 – 15 October)</u>	<u>\$25,582.73</u>
Total	\$5,861,304.62

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 2025–26 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 October 2025 [**12.4.3.1** - 11 pages]

12.4.4. POL-2004 PURCHASING - POLICY REVIEW

AUTHOR:	Senior Procurement and Contracts Advisor
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
ASSESSMENT NO:	Not applicable
FILE NO:	CM.11.2
DISCLOSURE OF INTERESTS:	Nil.
COUNCIL'S ROLE IN THE MATTER:	Provider - provide physical infrastructure and essential services Regulator - enforce state legislation and local laws
VOTING REQUIREMENT:	Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the reviewed Policy POL-2004 Purchasing (Version 5.0)

PURPOSE

To consider proposed amendments to POL-2004 Purchasing.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

POL-2004 was last reviewed in February 2024 (Council Decision number 118672)

COMMENTS

POL-2004 Purchasing was scheduled for review in February 2027, however it is being reviewed ahead of schedule to clarify responsibilities and to ensure ongoing compliance and probity.

As part of this review, the following amendments are proposed to strengthen compliance, transparency, and alignment with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*:

- 1) Inclusion of a definition for 'Procurement Officer' and 'Term Contract'.
 - a) To support the Procurement Team during periods of resourcing shortages, a definition for Procurement Officer has been included to enable the use of a third-party procurement consultant to assist with the completion of procurement processes.
 - b) Additionally, the definition of Term Contract has been included to clarify its description as well as instructing who is responsible for their development.
- 2) Supply Order of Priority
 - a) The Supply Order of Priority has been clarified to detail that "other contract" is in fact a "Term Contract," as per the new definition.

- 3) Verbal Quotes up to \$5,000 ex GST
 - a) Additional instruction has been included in the policy to specify the details required when officers seek a verbal quotation for goods, services, or works below \$5,000 (ex GST) to comply with record-keeping requirements in accordance with section 19 of the *State Records Act 2000*.
- 4) Procurement Team Responsibilities
 - a) Additional instruction has been included to clarify that the Shire's Procurement Team is responsible for all procurement (regardless of value) that will result in a term contract arrangement or pre-qualified supplier panel.

STATUTORY IMPLICATIONS

[Section 2.7\(2\)\(b\) of the Local Government Act 1995](#)

[Section 3.57 of the Local Government Act 1995](#)

[Regulation 11A of the Local Government \(Functions and General\) Regulations 1996 \(WA\)](#)

[Divisions 2, 3 and 4A of the Local Government \(Functions and General\) Regulations 1996 \(WA\)](#)

POLICY IMPLICATIONS

POL-2004 Purchasing will be amended as displayed.

STRATEGIC IMPLICATIONS

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

Focus Area: LIVEABILITY

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

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

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

RISK IMPLICATIONS

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

Control: Review policies and procedures in accordance with the review schedule and / or legislative changes

FINANCIAL IMPLICATIONS

Nil

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Attachment 1 - POL-2004 Purchasing V5.0 N-54490 - Tracked Changes [**12.4.4.1** - 16 pages]
2. Attachment 2 - POL-2004 Purchasing V5.0 N-54490 - Clean Copy [**12.4.4.2** - 16 pages]

12.4.5. POL-2019 FINANCIAL SUSTAINABILITY - NEW POLICY

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

OFFICER'S RECOMMENDATION

That Council adopts POL-2019 Financial Sustainability Policy V1.0.

PURPOSE

To seek Council's adoption of POL-2019 Financial Sustainability Policy V1.0.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Shire has not previously had a dedicated Financial Sustainability Policy. Development of this policy was identified as a governance and strategic improvement priority to strengthen financial management, improve transparency, and embed sustainability principles within the Shire's decision-making framework.

At its briefing on Monday 3 November 2025, the Audit (Finance and Risk) Committee received the draft Financial Sustainability Policy.

COMMENTS

The draft Financial Sustainability Policy provides a formal governance framework for sustainable financial management and improved accountability. It sets out guiding principles for:

- Long-term financial planning and reporting
- Asset renewal and lifecycle management
- Responsible debt management
- Financial performance monitoring and ratio targets

The policy will also strengthen the Shire's ability to demonstrate sound financial governance and sustainability when applying for external grant funding, supporting stronger business cases and advocacy for regional investment.

The policy has been prepared in accordance with relevant legislative and regulatory requirements and supports the objectives of the Strategic Community Plan 2023–2033 and Corporate Business Plan 2025–2029 by defining the framework within which the Shire manages revenue, expenditure, assets, and liabilities to ensure long-term financial sustainability.

STATUTORY IMPLICATIONS

- [Part 6 of the *Local Government Act 1995 \(WA\)*](#)
- [Part 7 of the *Local Government Act 1995 \(WA\)*](#)
- [Regulation 33 of the *Local Government \(Financial Management\) Regulations 1996*](#)
- [Regulation 34 of the *Local Government \(Financial Management\) Regulations 1996*](#)
- [Regulation 35 of the *Local Government \(Financial Management\) Regulations 1996*](#)
- [Regulation 16 of the *Local Government \(Audit\) Regulations 1996*](#)
- [Regulation 17 of the *Local Government \(Audit\) Regulations 1996*](#)

POLICY IMPLICATIONS

The Shire has not previously adopted a Financial Sustainability Policy. The introduction of this policy will establish a consistent framework to guide sustainable financial management, long-term planning, and asset renewal. It will set clear principles to support informed decision-making, financial transparency, and intergenerational equity.

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

Risk: Failure to manage and implement a Council wide framework for sustainable whole of life Asset management which provides the desired level of service to the community.

Control: Implementation of a Financial Sustainability Policy to guide integrated financial planning, asset renewal, performance monitoring, and advocacy for equitable and sustainable funding models.

FINANCIAL IMPLICATIONS

Nil direct financial impact. The policy will guide long-term financial and asset planning processes and inform sustainable funding decisions.

Current and Future Asset Considerations

The policy reinforces asset lifecycle management principles, prioritising renewal and maintenance over new capital investment unless supported by clear strategic justification.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. POL-2019 Financial Sustainability [**12.4.5.1** - 4 pages]

12.4.6. CUSTOMER SERVICES COMMITMENT

AUTHOR:	Customer Services & Records Coordinator
RESPONSIBLE OFFICER:	Alexandra Bell, Director Corporate Services
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

That Council endorses PSF-2000 Customer Service Charter V2.0, noting this supersedes Customer Service Charter 2017.

PURPOSE

To present to Council the updated Customer Service Commitment which defines the Shire's customer service standards, response times, and communication principles for interacting with the community.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The previous Customer Service Charter was adopted in 2017. A draft of the new Charter was circulated for internal consultation on 17 October 2025.

The revised Customer Service Commitment modernises language, aligns with current customer service expectations, and references updated complaints and feedback processes under POL-3010 Complaints Management Policy. It also incorporates the assistance offered by the Shire and divides the services offered into categories of similar services.

COMMENTS

The new Customer Service Commitment establishes:

- Clear standards for response times to enquiries and complaints;
- A formal commitment to respectful, equitable and accessible service;
- A zero-tolerance approach to abusive or discriminatory behaviour;
- Transparency in complaint handling consistent with the *Local Government Act 1995* and *Public Sector Code of Ethics*.

It also aligns with Ombudsman Western Australia guidelines on public sector complaint handling and customer contact behaviour.

The Charter will be published on the Shire's website and displayed in customer service areas in Kununurra and Wyndham.

STATUTORY IMPLICATIONS

[Section 3.1 of the *Local Government Act 1995*](#)

[Section 5.41\(d\)–\(f\) of the *Local Government Act 1995*](#)

[Regulation 19C of the *Local Government \(Administration\) Regulations 1996*](#)

[Regulation 29 of the *Local Government \(Administration\) Regulations 1996*](#)

[Section 28 of the *Corruption, Crime and Misconduct Act 2003*](#)

[Section 45H of the *Corruption, Crime and Misconduct Act 2003*](#)

[*Equal Opportunity Act 1984*](#)

[Public Sector Code of Ethics](#)

POLICY IMPLICATIONS

The Charter supports and operates in conjunction with:

- POL-1001 Code of Conduct
- POL-2004 Purchasing
- POL-3010 Complaints Management Policy.

It reinforces the Shire's policy framework for ethical service delivery and accountability.

STRATEGIC IMPLICATIONS

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

Focus Area: Sustainability

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

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

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

RISK IMPLICATIONS

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

Control: Adoption of the Charter ensures clear service benchmarks, staff guidance, and complaint transparency

FINANCIAL IMPLICATIONS

Minimal financial impact. Costs relate to printing, staff induction and web publication, accommodated within existing operational budgets.

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

Internal engagement

ATTACHMENTS

1. Attachment 1 - PS F-2000 V 2.0. Customer Service Commitment V 2.0 - In Draft [**12.4.6.1** - 10 pages]
2. Attachment 2 - 2017 Customer Service Charter - Current [**12.4.6.2** - 2 pages]

12.5. INFRASTRUCTURE

12.5.1. ASSET MANAGEMENT STRATEGY (DRAFT)

AUTHOR:	Director Infrastructure and Strategic Projects
RESPONSIBLE OFFICER:	Paul Webb, Director Infrastructure and Strategic Projects
ASSESSMENT NO:	N/A
FILE NO:	CM.10.4
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

That the Audit and Risk Committee recommend that Council endorse the *Draft Strategic Asset Management Plan 2025-2035* as a guiding framework for the management and optimisation of Shire assets.

PURPOSE

The purpose of this report is to present the Strategic Asset Management Plan 2025-2035 for Council's consideration and endorsement, ensuring alignment with strategic objectives and sustainable resource management practices

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

Council has previously adopted the Asset Management Policy CP/OPS-3659 (Changed to 4010), which outlines principles and objectives for asset management. This strategy builds on the policy, providing an actionable framework that aligns with the Strategic Community Plan 2023-2033 and responds to the Shire's operational and community needs

COMMENTS

The Strategic Asset Management Plan is a critical document designed to guide the Shire of Wyndham East Kimberley in managing its diverse and extensive portfolio of assets, currently valued at over \$333 million. The strategy aims to deliver sustainable asset management practices that meet the community's current and future needs.

Please note that the Strategic Asset Management Plan does not contain any projects. It is a document that formulates *how* asset information *will* be collected and used.

In the Short Term:

- **Data Collection and Quality Improvement:** Establishing a reliable asset register and improving the quality and consistency of asset data to enable informed decision-making.
- **Service Alignment:** Identifying critical assets and ensuring their performance aligns with community service requirements and expectations.
- **Immediate Challenges:** Addressing immediate challenges such as aging infrastructure, rising maintenance costs, and evolving community needs.

In the Long Term:

- **Lifecycle Optimisation:** Developing whole-of-life asset management plans to optimise performance and extend asset life while minimising costs.
- **Financial Sustainability:** Aligning asset management practices with the Shire's long-term financial planning to ensure sustainable resource allocation and funding.
- **Climate Resilience:** Incorporating climate change considerations into asset planning to improve resilience against extreme weather events and reduce environmental impacts.
- **Continuous Improvement:** Establishing a framework for ongoing review and improvement of asset management practices, leveraging innovation and emerging technologies.

By addressing both immediate and long-term objectives, the Strategic Asset Management Plan seeks to balance current service delivery with future sustainability, ensuring that the Shire's assets continue to provide value to the community for generations to come

STATUTORY IMPLICATIONS

In accordance with the *Local Government Act 1995, Section 5.56*:

"A Local Government is to plan for the future of the district."

This strategy complies with legislative requirements and best practice standards, including AS ISO 55000:2014 Asset Management.

POLICY IMPLICATIONS

This Strategic Asset Management Plan operationalises the principles outlined in policy *POL-4010 Asset Management* and supports alignment with Council's broader strategic policies.

STRATEGIC IMPLICATIONS

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

Focus Area: SUSTAINABILITY

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

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

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

RISK IMPLICATIONS

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

Control: Implement the Strategic Asset Management Plan to ensure informed decision-making, financial sustainability, and continuous monitoring of asset performance.

FINANCIAL IMPLICATIONS

The strategy emphasises the importance of aligning asset management planning with the Shire's financial capacity. While the Shire does not currently have a 10-year forward capital works program, this strategy aims to establish the foundation for long-term financial planning and resource allocation to address asset renewal, upgrades, and maintenance needs effectively. expansion and maintenance. The draft document will also act as the informing document for the foundation of the Long-Term Financial Plan.

Current and Future Asset Considerations

This strategy focuses on optimising asset performance over their lifecycle, considering:

- Whole-of-life cost management.
- Integration with climate resilience planning.
- Balancing asset investment with community needs and financial constraints

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

Attachment 1 – Strategic Asset Management Plan (Draft)

Attachment 2 – POL-4010 Asset Management V4.1 N-49901

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

16. MATTERS BEHIND CLOSED DOORS

16.1. REQUEST FOR QUOTATION RFQ12-25/26: PROVISION OF PRE-CAST CONCRETE PRODUCTS

MATTER IS BEING CONSIDERED BEHIND CLOSED DOORS

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

16.2. WATER LILY PLACE

MATTER IS BEING CONSIDERED BEHIND CLOSED DOORS

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

17. CLOSURE