

SHIRE OF WYNDHAM EAST KIMBERLEY

# **Ordinary Council Meeting: Unconfirmed Minutes**

Tuesday 25 August 2026



## **DISCLAIMER**

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

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

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

Signed on behalf of Council



**VERNON LAWRENCE**

**CHIEF EXECUTIVE OFFICER**

### **NOTES:**

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

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**SHIRE OF WYNDHAM EAST KIMBERLEY  
ORDINARY COUNCIL MEETING  
UNCONFIRMED MINUTES  
WYNDHAM COUNCIL CHAMBERS  
TO BE HELD ON TUESDAY 25 AUGUST 2026 AT 5:00PM**

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

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

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

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

The Shire President declared the Meeting open at 5:16pm.

**2. ANNOUNCEMENTS**

**2.1. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Since our last Ordinary Council Meeting, The Deputy Shire President, Chief Executive Officer, Manager Economic Development and I also attended the Developing Northern Australia Conference. The conference provided an important opportunity to engage with government, industry and regional leaders on the priorities, challenges and opportunities facing northern Australia, and to continue advocating for the East Kimberley.

The Chief Executive Officer and I also attended the opening cocktail party for the Kimberley Writers Festival, which was a great opportunity to support and celebrate an important cultural event for our region.

**2.2. DELEGATE'S REPORTS FROM COMMITTEES OF COUNCIL**

Nil

**3. ATTENDANCE / APOLOGIES**

|               |                                    |
|---------------|------------------------------------|
| Cr D Menzel   | Shire President (Presiding Member) |
| Cr T Chafer   | Deputy Shire President             |
| Cr K Bond     | Councillor                         |
| Cr C Cane     | Councillor                         |
| Cr M Dear     | Councillor                         |
| Cr V Goulden  | Councillor                         |
| Cr S Martin   | Councillor                         |
| Cr S Timms    | Councillor                         |
| Cr B Robinson | Councillor                         |

|            |                                   |
|------------|-----------------------------------|
| V Lawrence | Chief Executive Officer           |
| Nick Allen | Chief Operating Officer           |
| N Bray     | Governance Officer (Minute Taker) |

#### **Leave of Absence**

Nil

#### **Apology**

Nil

#### **Absent**

Nil

#### **4. DECLARATION OF INTEREST**

Nil

#### **5. PUBLIC QUESTION TIME**

##### **5.1. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

##### **5.2. PUBLIC QUESTION TIME**

Nil

#### **6. CONFIRMATION OF MINUTES**

#### **PURPOSE**

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To formally confirm the accuracy of the Minutes from the Ordinary Council Meeting held on 23 June 2026, ensuring they represent a true and correct record of Council's proceedings in accordance with Section 5.22 of the *Local Government Act 1995*.

#### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

**Minute Number: 25/08/2026 - 119517**

**Moved: Cr Bond**

**Seconded: Cr Timms**

**That Council confirms the Minutes of the Ordinary Council Meeting held on 28 July 2026.**

**Carried: 9/0**

For: Cr D Menzel, Cr T Chafer, Cr C Cane, Cr K Bond, Cr M Dear, Cr V Goulden, Cr S Martin, Cr B Robinson, Cr S Timms.  
Against: Nil

## **7. PRESENTATIONS**

### **7.1. PETITIONS**

Nil

### **7.2. PRESENTATIONS**

Nil

### **7.3. DEPUTATIONS**

Nil

## **8. METHOD OF DEALING WITH AGENDA BUSINESS**

### **PROCEDURAL MOTION / COUNCIL DECISION**

Minute Number: 25/08/2026 - 119518

Moved: Cr Robinson

Seconded: Cr Chafer

That Council, in accordance with clause 5.5 of the *Meeting Procedures Local Law 2016*, adopts by exception the officer recommendations contained in Items:

1. Office of the CEO items
  - a. 9.2.1. Standing Item - Outstanding Actions From Previous Council Resolutions
2. Corporate Services
  - a. 9.3.1. List Of Accounts Paid From Municipal Fund and Trust Fund
  - b. 9.3.2. Monthly Financial Report

Carried: 9/0

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

Against: Nil

## **9. OFFICER REPORTS**

### **9.1. MATTERS CONSIDERED BY COMMITTEES OF COUNCIL**

Nil

### **9.2. OFFICE OF THE CEO**

## 9.2.1. STANDING ITEM - OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL RESOLUTIONS

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

### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

Minute Number: 25/08/2026 - 119519

Moved: Cr Robinson

Seconded: Cr Chafer

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

Carried: 9/0

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

Against: Nil

### **PURPOSE**

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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**

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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**

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

### **STATUTORY IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

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

## **RISK IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **Current and Future Asset Considerations**

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

## **COMMUNITY ENGAGEMENT**

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No community engagement is required.

## **ATTACHMENTS**

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1. Council Actions Register - August 2026 [9.2.1.1]

## 9.2.2. DRAFT CORPORATE BUSINESS PLAN 2026-2030

|                                      |                                                                  |
|--------------------------------------|------------------------------------------------------------------|
| <b>AUTHOR:</b>                       | Strategic Performance Advisor                                    |
| <b>RESPONSIBLE OFFICER:</b>          | Vernon Lawrence, Chief Executive Officer                         |
| <b>ASSESSMENT NO:</b>                | Nil                                                              |
| <b>FILE NO:</b>                      | CM.10.16                                                         |
| <b>DISCLOSURE OF INTERESTS:</b>      | Nil                                                              |
| <b>COUNCIL'S ROLE IN THE MATTER:</b> | Leader - plan and provide direction through policy and practices |
| <b>VOTING REQUIREMENT:</b>           | Absolute majority                                                |

### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

**Minute Number:**

**Moved: Cr Bond**

**Seconded: Cr Chafer**

**That Council:**

- 1. Adopts the Corporate Business Plan (2026 - 2030) at Attachment 1; and**
- 2. Directs the Chief Executive Officer to give local public notice that the Corporate Business Plan (2026 - 2030) has been adopted**

**Carried: 9/0**

**For: Cr D Menzel, Cr T Chafer, Cr K Bond, Cr C Cane, Cr M Dear, Cr V Goulden, Cr S Martin, Cr B Robinson, Cr S Timms.**

**Against: Nil**

## **PURPOSE**

This report presents for adoption, the Corporate Business Plan 2026 - 2030, summarising the Shire's planned services, projects, activities and actions over the four-year period.

## **BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE**

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

The CBP is reviewed each year to ensure the Shire plans and documents its activities and to maintain a minimum four-year outlook. This ensures alignment with the evolving needs and priorities of the community and the Shire's strategic direction. The CBP reflects both the aspirations and practical realities, bridging the gap between long-term vision and immediate action.

The proposed Corporate Business Plan 2026 - 2030 has been reviewed by officers and EMT and is based on the estimated status of existing actions at the end of that fiscal year. The attached CBP for adoption has been updated and:

- Reflects the SCP 2026-36 adopted by Council, setting out Council's strategies from the SCP for each goal and the Shire's role in achieving those goals
- Links the Shire's future projects and activities to the 10 goals set out in the SCP.
- Summarises and groups similar Shire activities into strategic project delivery plans

Shire activities by SCP Goal set out the Shire's planned activities under each SCP Goal and align with the proposed local government reforms to introduce Council Plans.

The strategic project plans remain operationally focused under the current Corporate Business Plan guidelines. They group related activities and identify supporting actions to improve planning and delivery. The plans are aligned to the organisational structure and are intended to deliver outcomes across multiple focus areas. The strategic project plans for the 2026 - 2030 Plan and are:

- Community Safety Planning
- Recreation Planning
- Economic Development
- East Kimberley Regional Airport (EKRA)
- Strategic Resource Planning
- Arts, Culture and Community Development
- Strategic Land Use Planning
- Sustainability Strategy

The previous CBP for 2025- 2029 was adopted by Council at the July 2025 Ordinary Council Meeting.

## COMMENTS

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The draft Corporate Business Plan (CBP) has been prepared to meet legislative requirements and set out the services, actions and projects that support delivery of the updated Strategic Community Plan. It identifies the community's goals, Council's strategic direction, and the priority work to be undertaken by the Shire.

The attached CBP presents the Shire's services, activities and actions across three delivery plans:

- Strategic Goal (Summary)
- Strategic Project Plans (Detailed actions)
- Capital Works Program

The document also includes a Year 1 actions for 2026/27, which will be monitored and reported during the first year of implementation. The plan is recommended for adoption.

## STATUTORY IMPLICATIONS

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Local governments must plan for the future in accordance with Section 5.56 of the *Local Government Act 1995*.

The development of a CBP, covering a minimum of 4 financial years, is a requirement of regulation 19DA(1) and 19DA(2) of the *Local Government (Administration) Regulations 1996*. Regulation 19DA(3) also requires a CBP to:

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;*
- (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

## **POLICY IMPLICATIONS**

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### POL-3000 Community Engagement Policy

The Corporate Business Plan supports the intent of Council's Community Engagement Policy, including:

- Increased community awareness about services, planning and program delivery;
- Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately;
- Council and the community working together to address local issues where appropriate.

## **STRATEGIC IMPLICATIONS**

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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**

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**Risk:** Failure to manage the disbursement of funds to meet the needs of the Shire's forward planning requirements.

**Control:** Undertake an annual review of the CBP and Annual Budget.

**Risk:** Failure to undertake effective community engagement strategies which develop the Shire's understanding of the needs and aspirations of the community, grow community capacity and ensure supportable outcomes are reached with stakeholders.

**Control:** Ensure community engagement takes place to provide community an opportunity to contribute to the development of the CBP

## **FINANCIAL IMPLICATIONS**

---

Costs outlined in the Corporate Business Plan (CBP) activities are carefully considered and incorporated into the Shire's annual budget and long-term financial plan. These financial allocations are closely monitored to ensure they align with the planned objectives and are reported on a quarterly basis to maintain transparency and accountability. This regular reporting enables the Shire to track progress and make necessary adjustments, ensuring that the financial implications of the CBP are effectively managed and support sustainable development within the community.

## **Current and Future Asset Considerations**

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

## **COMMUNITY ENGAGEMENT**

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

- Website
  - Dedicated page on the organisation's [shape your Shire](#) website for the community to view and comment on the Corporate Business Plan.
- Public display in Council Chambers
  - A copy of the Draft CBP was enlarged and put on public display in the Council chambers.
- Community Scorecard Survey
  - The community scorecard Survey 2026 has informed updates to CBP
- Kununurra Reimagined
  - Community feedback through the Kununurra Reimagined engagement has supported updates to planned activities in Kununurra.

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

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

## **ATTACHMENTS**

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1. CBP 2026-2030 V1R3 [9.2.2.1]

### 9.3. CORPORATE SERVICES

#### 9.3.1. LIST OF ACCOUNTS PAID FROM MUNICIPAL FUND AND TRUST FUND

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

#### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

Minute Number: 25/08/2026 - 119520

Moved: Cr Robinson

Seconded: Cr Chafer

That Council receives the List of Accounts Paid for the period 1 to 31 July 2026 totalling \$7,977,983.69 as presented at Attachment 1.

Carried: 9/0

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

Against: Nil

#### **PURPOSE**

To present the List of Accounts Paid and payments made by employees using purchasing cards in accordance with Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996 (WA)*.

#### **BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE**

In accordance with the Shire's Delegations Register, the Chief Executive Officer has delegated authority to make payments from the municipal fund and trust fund, subject to compliance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996 (WA)*, Council Policy POL-2004 Purchasing and applicable internal purchasing and payment authorisation procedures.

#### **COMMENTS**

A list of accounts paid is prepared each month for presentation to Council. The list identifies the payee, payment amount, payment date and sufficient information to identify each transaction. Payments made by employees using purchasing cards are also included in the report.

The payments for capital works comprise \$5,263,961.33 of the total payments made.

## STATUTORY IMPLICATIONS

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- [Section 5.42 of the Local Government Act 1995 \(WA\)](#) provides that a local government may delegate to the CEO the exercise of its powers or the discharge of its duties, other than powers and duties listed in section 5.43.
- [Regulation 5 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires the CEO to undertake duties relating to the efficient systems and procedures for the proper collection, custody, control and management of local government money.
- [Regulation 11 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires a local government to develop procedures for the authorisation and payment of accounts.
- [Regulation 12 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) restricts payments from the municipal fund or trust fund unless the local government has delegated authority to the CEO to make the payment or the payment is otherwise authorised by Council.
- [Regulation 13 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires a list of accounts paid by the CEO to be prepared each month and presented to Council at the next ordinary Council meeting after the list is prepared.
- [Regulation 13A of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires a list of payments made by employees using credit, debit or other purchasing cards to be prepared and presented to Council.

## POLICY IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

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

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

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

## RISK IMPLICATIONS

---

**Risk:** Non-compliance with Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996 (WA)*.

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

## **FINANCIAL IMPLICATIONS**

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Payments totalling \$7,977,983.69 were made during the reporting period and are included in the adopted annual budget and relevant approved expenditure accounts.

## **Current and Future Asset Considerations**

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Nil

## **COMMUNITY ENGAGEMENT**

---

No community engagement is required.

## **ATTACHMENTS**

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1. List of Accounts Paid July 2026 [9.3.1.1]

### 9.3.2. MONTHLY FINANCIAL REPORT

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

#### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

Minute Number: 25/08/2026 - 119521

Moved: Cr Robinson

Seconded: Cr Chafer

That Council:

1. receives the Monthly Financial Report for the period ended 31 July 2026, as presented in Attachment 1, and
2. notes the Statement of Financial Activity and Statement of Financial Position for the period ended 31 July 2026.

Carried: 9/0

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

Against: Nil

#### **PURPOSE**

To present the Monthly Financial Report for the period ended 31 July 2026 in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*.

#### **BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE**

Council is required to prepare monthly financial statements in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*. Council adopted materiality thresholds of 10% or \$75,000 for reporting variances at the Ordinary Council Meeting held on 23 June 2026 (Minute Number 23/06/2026 - 119483).

#### **COMMENTS**

The Monthly Financial Report includes the Statement of Financial Activity and Statement of Financial Position prepared in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*. In accordance with Regulations 34 and 35, the Monthly Financial Report is to be presented to Council within two months after the end of the reporting period and recorded in the minutes.

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

**Note:** the 31 July 2026 figures are subject to change as the 2025/2026 EOFY journals are not yet finalised and the audit has not yet commenced. The figures for Work in Progress, Capitalisation, Reserve movements, contract liabilities and other balance day adjustments have not been finalised.

## STATUTORY IMPLICATIONS

---

[Section 6.4\(1\) of the Local Government Act 1995 \(WA\)](#) requires a local government to prepare an annual financial report for the preceding financial year and any other financial reports as are prescribed.

[Section 6.4\(2\) of the Local Government Act 1995 \(WA\)](#) requires financial reports to be prepared in the manner and form prescribed.

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires a local government to prepare a monthly statement of financial activity and present it to Council within two months after the end of the relevant month.

[Regulation 35 of the Local Government \(Financial Management\) Regulations 1996 \(WA\)](#) requires a local government to prepare a monthly statement of financial position and present it to Council within two months after the end of the relevant month.

## POLICY IMPLICATIONS

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Nil

## STRATEGIC IMPLICATIONS

---

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

**Focus Area:** Sustainability

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

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

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

## RISK IMPLICATIONS

---

**Risk:** Non-compliance with section 6.4 of the *Local Government Act 1995 (WA)* and Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996 (WA)*.

**Controls:** Monthly preparation and presentation of the Monthly Financial Report to Council within the prescribed timeframe.

## **FINANCIAL IMPLICATIONS**

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Nil

## **Current and Future Asset Considerations**

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Nil

## **COMMUNITY ENGAGEMENT**

---

No community engagement is required in relation to this item.

## **ATTACHMENTS**

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1. Attachment 1 - July 26 Financial Report [9.3.2.1]

## 9.4. PLANNING AND COMMUNITY DEVELOPMENT

### 9.4.1. BUDGET AMENDMENTS – CHILDCARE BUILDING PLANS AND OUTDOOR COURT REPAIRS

|                                      |                                                         |
|--------------------------------------|---------------------------------------------------------|
| <b>AUTHOR:</b>                       | Director Planning and Community Development             |
| <b>RESPONSIBLE OFFICER:</b>          | Nick Allen, Director Planning and Community Development |
| <b>FILE NO:</b>                      | CP.16.48                                                |
| <b>DISCLOSURE OF INTERESTS:</b>      | Nil                                                     |
| <b>COUNCIL'S ROLE IN THE MATTER:</b> | Funder - provide funds or other resources               |
| <b>VOTING REQUIREMENT:</b>           | Absolute Majority                                       |

#### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

Minute Number: 25/08/2026 – 119522

Moved: Cr Robinson

Seconded: Cr Martin

That Council approve:

1. Transferring \$7,962.50 from the Childcare Reserve to the Municipal Fund – Childcare Maintenance for the cost of updated building plans.
2. Transferring \$150,000 from the Capital Works Reserve to Municipal Fund – Hardcourt Maintenance for repairs to the outdoor netball and tennis courts to address current safety concerns and extend the usable life of the courts by approximately three to five years.

Carried: 9/0

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

Against: Nil

#### **PURPOSE**

For Council to consider the use of Shire reserves to fund necessary facility improvements to the netball and tennis courts, and to reimburse One Tree community Services for costs incurred on behalf of the Shire of Wyndham East Kimberley.

#### **BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE**

##### **UPDATED CHILDCARE BUILDING PLANS**

As part of the process to obtain a new childcare service licence, the Shire as the building owner was required to provide updated building plans for the childcare facility to the Education and Care Regulatory Unit (ECRU) for approval.

The existing plans were not considered sufficient for the licensing process, and updated plans were required before the new licence could be issued. To avoid delays to the commencement of childcare operations, One Tree arranged and paid for the preparation of the updated plans.

Given the importance of meeting the required licensing and operational timeframes, the Shire agreed that One Tree would proceed with the work and that the Shire would reimburse the associated cost. The total amount to be reimbursed is \$7,962.50; refer to attachment one. It is proposed that this amount be transferred from the Childcare Reserve to the maintenance Municipal Fund to enable payment to One Tree.

The Shire is responsible for ensuring that the plans for the premises are current and satisfy the relevant legislative and licensing requirements for the operation of a childcare facility.

On that basis, the expenditure is not considered to be solely attributable to One Tree's operations. Rather, it represents a necessary cost associated with ensuring the Shire-owned facility has current and compliant documentation in place.

The cost should therefore appropriately be met by the Shire, noting that the updated plans now form part of the Shire's records and will remain available for future use in relation to the premises. Please refer to Attachments 3 and 4 for the updated plans.

## **OUTDOOR COURT REPAIRS**

The outdoor netball and tennis courts are experiencing significant deterioration. The primary issue is the failure and movement of the underlying court base, which has caused substantial cracking across the playing surfaces.

The cracking continues to worsen and presents an increasing safety risk to users. Uneven surfaces and open cracks create potential trip hazards and affect the safe and effective use of the courts for organised sport, training and casual recreation.

A permanent redevelopment of the courts would require significant capital investment and is beyond the scope of routine maintenance. It would also require detailed planning, site investigations, design development, cost estimates and supporting evidence before external funding could reasonably be pursued.

The proposed repair works are intended as an interim asset-preservation and safety measure. The works would address the most immediate hazards and are expected to extend the usable life of the courts by approximately three to five years.

This additional service life would provide Shire officers with sufficient time to:

- undertake a detailed assessment of the existing facility and its future requirements;
- engage with sporting clubs, users and the wider community;
- prepare concept designs, technical investigations and reliable cost estimates;
- develop a strong business case for redevelopment; and
- seek financial assistance from the Australian and Western Australian governments for a major future upgrade.

The proposed works will not permanently resolve the underlying base failure. However, they will provide a practical short-term response to current safety concerns while allowing the Shire to properly plan and advocate for a longer-term redevelopment of the facility.

## **COMMENTS**

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The preparation of the updated building plans was necessary to support the issuing of the new childcare service licence. Delaying the work while internal funding approvals were finalised could have placed the commencement of childcare operations at risk.

One Tree proceeded with the work on the understanding that the Shire would reimburse the cost. Reimbursement of \$7,962.50 is therefore considered appropriate and consistent with the Shire's commitment to supporting the timely operation of the childcare service.

The Childcare Reserve is considered an appropriate funding source because the expenditure directly relates to the licensing and operation of a Shire-owned childcare facility.

The outdoor courts remain an important community sporting and recreational asset. However, the movement and failure of the underlying base have resulted in extensive cracking that can no longer be addressed through minor or routine maintenance alone.

Without intervention, the courts are likely to continue deteriorating, increasing both the safety risks to users and the likelihood that sections of the facility may need to be restricted or closed.

The proposed expenditure of \$150,000 excluding GST will enable resurfacing of the twelve (12) courts – 6 netball and 6 tennis courts. The works are expected to extend the useful life of the courts by approximately three to five years, although this will remain dependent on the ongoing movement of the underlying base and local environmental conditions. Without a roof cover, the synthetic surface deteriorates faster due to exposure to the harsh sun and torrential rain.

A full reconstruction or redevelopment will ultimately be required. The interim repairs will provide the Shire with the time needed to develop the necessary technical documentation, community evidence and business case required to demonstrate the need for substantial State and Australian Government financial support. To progress the demonstrated need for sport and recreation facilities, the Shire is currently undertaking the development of a master plan for the Town Oval and Community Hub which includes consultation with the clubs and identification of priority sport and community infrastructure work.

Proceeding with the interim works represents a balanced approach that addresses immediate safety risks while avoiding premature investment in a major redevelopment before the future needs, scope and costs of the facility have been properly established.

## **STATUTORY IMPLICATIONS**

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The proposed expenditure and reserve transfer will need to be incorporated into the Shire's adopted budget through the required budget amendment process.

Any procurement associated with the court repair works will be undertaken in accordance with the Shire's purchasing policy and procurement requirements.

## **POLICY IMPLICATIONS**

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The proposed expenditure will be managed in accordance with the Shire's:

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- Purchasing Policy;
- Asset Management Policy;
- Annual Budget; and
- Long-Term Financial Plan.

## STRATEGIC IMPLICATIONS

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

### Focus Area: LIVEABILITY

**Goal 2:** Healthy communities - Encouraging active, healthy lifestyles

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

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

**Goal Outcome 4.1:** Childcare and preschool programs - Increase participation in early childhood educational development including quality childcare

**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 4.1:** The Shire will work with key partners to ensure adequate childhood educational development places for all children in the Shire

## RISK IMPLICATIONS

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**Risk:** Failure to reimburse One Tree would be inconsistent with the agreement reached to allow the updated plans to be completed urgently. It may also negatively affect the working relationship between the Shire and the childcare service operator.

If the repair works do not proceed, cracking and surface movement are expected to continue, increasing:

- the risk of trips, falls and injuries;
- the Shire's potential liability exposure;
- the likelihood of restrictions being placed on court use;
- further deterioration of the asset; and
- community dissatisfaction regarding the condition of the facility.

The proposed repairs will reduce immediate safety risks but will not remove the longer-term risk associated with the failed court base. Continued monitoring will therefore be required.

## FINANCIAL IMPLICATIONS

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### CHILDCARE BUILDING PLANS

The total cost to reimburse One Tree Community Services is \$7,962.50. It is proposed that the amount be transferred from the Childcare Reserve to the Municipal Fund maintenance budget.

| <b>Description</b>                           | <b>Amount excluding GST</b> |
|----------------------------------------------|-----------------------------|
| Reimbursement to One Tree Community Services | \$7,962.50                  |
| Proposed funding source                      | Childcare Reserve           |

Approval will reduce the Childcare Reserve balance by \$7,962.50.

## **OUTDOOR NETBALL AND TENNIS COURT REPAIRS**

The estimated cost of the interim repair works is \$150,000 excluding GST. The Kununurra Netball Association and Kununurra Tennis Association have each agreed to contribute \$10,000, providing a combined community contribution of \$20,000 toward the works.

The net cost to the Shire will therefore be \$130,000 excluding GST, subject to receipt of the agreed association contributions.

| <b>Funding source</b>                      | <b>Amount excluding GST</b> |
|--------------------------------------------|-----------------------------|
| Kununurra Netball Association contribution | \$10,000                    |
| Kununurra Tennis Association contribution  | \$10,000                    |
| Shire contribution                         | \$130,000                   |
| <b>Total project budget</b>                | <b>\$150,000</b>            |

The expenditure is expected to extend the usable life of the courts by approximately three to five years. The repairs will not permanently resolve the failure and movement of the underlying court base, and a significant future capital allocation will be required for the full reconstruction or redevelopment of the facility.

The Shire will pay the full amount of the contractor fee and invoice the two associations at the completion of the work.

## **Current and Future Asset Considerations**

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The outdoor netball and tennis courts are existing Shire assets that remain important to organised sport, community recreation and the broader liveability of the region. The underlying court base has failed and moved over time, resulting in significant cracking and uneven playing surfaces. This deterioration is affecting the condition and safe use of the facility and cannot be permanently resolved through routine maintenance alone.

The proposed repair works are an interim asset-management response intended to address the most immediate safety risks and preserve the courts' functionality for an estimated further three to five years. The works will not rectify the underlying structural failure of the base, and continued movement and deterioration may occur. Regular inspections and ongoing maintenance will therefore be required following completion of the repairs.

In the longer term, the courts will require substantial reconstruction or redevelopment to meet contemporary sporting standards and the future needs of the community. The additional service life provided by the interim works will allow the Shire to undertake condition assessments, technical investigations, stakeholder consultation, concept design and detailed cost planning. This information will support the preparation of a robust business case and future applications for State and Australian Government funding, recognising that the cost of a full redevelopment is likely to exceed the Shire's capacity to fund the project independently.

## COMMUNITY ENGAGEMENT

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No specific community consultation has been undertaken in relation to the proposed childcare reimbursement.

The Kununurra Netball Association and the Kununurra Tennis Club raised the issue of the deteriorating courts to Shire staff who then sought the advice of a court surface specialist who recommended the resurfacing and planning for full replacement in 3 to 5 years. The netball and tennis courts are used by local sporting clubs, residents and community groups. Further consultation with users will form part of the longer-term planning and business case development for the future redevelopment of the facility.

## ATTACHMENTS

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1. Sales Invoice 100799 - Shire of Wyndham [9.4.1.1]
2. WCSS QT E 27014 - Kununurra Sports Complex [9.4.1.2]
3. PLANS 25018 Ewin Early Learning Centre 2026 [9.4.1.3]
4. EKD Architects [9.4.1.4]

#### 9.4.2. ANNUAL DOG DESEXING ASSISTANCE PROGRAM

|                                      |                                                         |
|--------------------------------------|---------------------------------------------------------|
| <b>AUTHOR:</b>                       | Director Planning and Community Development             |
| <b>RESPONSIBLE OFFICER:</b>          | Nick Allen, Director Planning and Community Development |
| <b>FILE NO:</b>                      | TBA                                                     |
| <b>DISCLOSURE OF INTERESTS:</b>      | Nil                                                     |
| <b>COUNCIL'S ROLE IN THE MATTER:</b> | Funder - provide funds or other resources               |
| <b>VOTING REQUIREMENT:</b>           | Absolute Majority                                       |

#### **OFFICER'S RECOMMENDATION / COUNCIL DECISION**

Minute Number: 25/08/2026 - 119523

Moved: Cr Chafer

Seconded: Cr Dear

That Council

1. Endorses the establishment of the Annual Dog Desexing Assistance Program.
2. Approves an annual allocation of \$30,000, subject to adoption through the mid-year budget process, to fund the program.
3. Approves the issue of vouchers valued at up to \$500 to eligible dog owners within the Shire of Wyndham East Kimberley, subject to the approved eligibility criteria and available funding.
4. Authorises the Chief Executive Officer to implement and administer the program in accordance with the attached Project Plan.

Carried: 9/0

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

Against: Nil

#### **PURPOSE**

The purpose of this report is to seek Council approval to establish an Annual Dog Desexing Assistance Program and provide an annual allocation of \$30,000, subject to the mid-year budget process, to assist eligible residents with the cost of desexing their dogs.

#### **BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE**

The Shire of Wyndham East Kimberley continues to experience a high number of dog impoundments. Dogs that are not desexed can contribute to unwanted litters, roaming, dog attacks, euthanasia and significant operational costs associated with Ranger Services.

Ranger Services has developed a comprehensive Annual Dog Desexing Assistance Program to encourage responsible pet ownership and reduce long-term demand on Ranger Services.

The attached Project Plan provides the proposed governance framework for the program, including eligibility criteria, administrative procedures, financial controls, communications, reporting and annual review requirements.

The program will be administered by Ranger Services in partnership with the participating veterinary practice.

## COMMENTS

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The proposed program will provide financial assistance towards the cost of desexing dogs owned by eligible residents.

Council is requested to approve an annual allocation of \$30,000, subject to adoption through the annual budget process. At a maximum voucher value of \$500, this allocation could support up to 60 desexing procedures each year.

The program will operate on a first-come, first-served basis until the annual funding allocation is exhausted.

Applicants will be required to:

- Be residents of the Shire of Wyndham East Kimberley.
- Be the registered owner of the dog.
- Ensure the dog is microchipped.
- Ensure the dog is currently registered with the Shire.
- Meet all eligibility criteria established by Council.

Each voucher will contribute up to \$500 towards the cost of desexing. Any amount above the approved voucher value will remain the responsibility of the dog owner.

Administration of the program will be undertaken by existing Ranger Services staff using existing corporate systems including Synergy, Finance and Customer Service.

The benefits of the program include:

- Reduction in unwanted litters.
- Reduction in dog impoundments.
- Reduction in euthanasia rates.
- Reduction in roaming dogs.
- Improved public safety.
- Improved animal welfare.
- Improved compliance with the Dog Act 1976.
- Promotion of responsible pet ownership.
- Reduction in long-term operational costs associated with animal management.

The program has been designed to support transparent and auditable administration through a voucher register, financial monitoring, annual reporting and internal controls.

During 2025, Ranger Services impounded 303 dogs, the highest annual number recorded by the Shire, and successfully rehomed 106 dogs. Reducing unwanted litters through proactive desexing may reduce future impoundments, kennel and euthanasia costs, staff time and associated enforcement activity, providing potential long-term financial and community benefits.

Ranger Services is currently supporting the Kimberley Animal Network (KANE) to deliver a grant-funded dog desexing program for vulnerable community members. The Shire is providing significant in-kind support, including a Ranger, a Shire vehicle to coordinate the collection and return of dogs attending appointments, and use of the Ted Birch Youth and Recreation Centre as a venue for veterinary procedures. This partnership demonstrates the Shire's commitment to animal welfare and responsible pet ownership. The proposed Annual Dog Desexing Assistance Program would build on this work by establishing a Shire-led initiative that complements existing grant-funded programs and expands access to desexing assistance across the wider community.

## STATUTORY IMPLICATIONS

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The program supports the objectives of the Dog Act 1976 by promoting responsible dog ownership and encouraging dog desexing.

The program will be administered in accordance with the Dog Act 1976, the Shire's adopted budget, applicable financial controls and the approved Project Plan.

## POLICY IMPLICATIONS

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No existing policy implications have been identified. The program will be administered in accordance with the approved Project Plan and relevant Shire procedures.

## STRATEGIC IMPLICATIONS

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

**Focus Area:** LIVEABILITY

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

**Goal Outcome 1.2:** Safe Physical Environment - People feel safe on the streets and in public areas and can engage in healthy vibrant active lives

**Strategy 1.1:** The Shire will work to improve the distribution and awareness of information and resources on safety and crime prevention

## RISK IMPLICATIONS

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**Risk 1 – Demand exceeds available funding**

**Likelihood:** High

**Consequence:** Medium

**Control:**

Applications will be assessed on a first-come, first-served basis.

Once the annual funding allocation has been exhausted, applications will close or be placed on a waiting list should additional funding become available.

Ranger Services will actively seek external grant funding and sponsorship opportunities to increase the number of vouchers available without increasing Council's financial contribution.

The program will be reviewed annually to assess demand and inform future budget requirements.

**Risk 2 – Ineligible or fraudulent applications****Likelihood:** Low**Consequence:** Medium**Control:**

All applications will be assessed by Ranger Services against the approved eligibility criteria.

Applicants will be required to provide evidence of residency, current dog registration and microchipping prior to approval.

Vouchers will be uniquely numbered and linked to an individual dog and applicant to prevent misuse.

**Risk 3 – Program expenditure exceeds budget****Likelihood:** Low**Consequence:** Medium**Control:**

Ranger Services will monitor expenditure throughout the financial year.

Vouchers will only be issued while sufficient budget remains available.

Finance will verify invoices against approved vouchers prior to payment.

**Risk 4 – Low community participation****Likelihood:** Low**Consequence:** Medium**Control:**

A communications campaign will be undertaken through the Shire website, social media, Customer Service and local media.

Ranger Services will continue promoting responsible pet ownership and the benefits of desexing throughout the year.

**Overall Risk Assessment**

The risks associated with the program are considered manageable, subject to the proposed eligibility requirements, financial controls, record-keeping and annual reporting. The program will be reviewed annually to assess demand, expenditure, administration and whether it is achieving the intended animal-management and community outcomes.

**FINANCIAL IMPLICATIONS**

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Council is requested to approve an annual allocation of \$30,000, subject to adoption through the annual budget process, to fund the Dog Desexing Assistance Program.

At a maximum value of \$500 per voucher, the annual allocation could support up to 60 desexing procedures. The actual number will depend on the value of vouchers issued and available funding.

Administration will be undertaken using existing Ranger Services, Finance, Communications and Customer Service resources. Any material increase in administrative workload will be reported through the annual program review.

Indicative Kimberley Vet quoted prices

| Dog size            | Female (\$) | Male (\$) |
|---------------------|-------------|-----------|
| Small (under 15 kg) | 600         | 450       |
| Medium (15-25 kg)   | 700         | 500       |

|                                     |     |     |
|-------------------------------------|-----|-----|
| <b>Large (26-40 kg)</b>             | 800 | 550 |
| <b>Extra large (41 kg and over)</b> | 900 | 600 |

Quoted prices are indicative and should be confirmed with the participating veterinary practice before the program commences.

The program may generate long-term savings by reducing:

- Dog impoundments.
- Ranger response requirements.
- Dog attacks.
- Euthanasia costs.
- Animal management expenditure.

Ranger Services will continue to seek external grants and sponsorship to supplement Council's annual contribution and increase the number of vouchers available where opportunities arise.

### **Current and Future Asset Considerations**

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Nil

### **COMMUNITY ENGAGEMENT**

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Should Council approve the Annual Dog Desexing Assistance Program, the Shire will undertake a communications and community engagement campaign to promote the program and encourage responsible pet ownership.

The campaign will utilise a range of communication channels, including:

- The Shire's website and online application portal.
- The Shire's social media platforms.
- Media releases and local news outlets.
- Customer Service Centres.
- Community organisations and stakeholder networks.
- Printed promotional material and educational resources.

The campaign will provide information about the benefits of desexing, responsible pet ownership, relevant requirements under the Dog Act 1976 and the intended benefits of reducing unwanted litters, roaming dogs, dog attacks and animal welfare concerns.

Ranger Services will work with the Communications Team and participating veterinary practice to promote the program. The program will be reviewed annually to confirm that it continues to meet community needs, remains within budget and is achieving its intended outcomes.

### **ATTACHMENTS**

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1. SWEK - Annual Dog Desexing Assistance Program [9.4.2.1]

## **9.5. INFRASTRUCTURE**

Nil

## **10. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **12. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

## **13. URGENT BUSINESS (BY DECISION OF THE MEETING)**

Nil

## **14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

## **15. CLOSURE**

Cr D Menzel declared the meeting closed at 5:26pm.