



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON**

18 September 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:02pm

Closure: 4:26pm

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member.

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on 23 September 2025.



Ian McCabe

Acting Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

As per the Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and Candidates for Election, and to maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest. Having disclosed the interest, you may declare your objectivity on the matter, and remain in the Chamber, and chair, or move/second, speak and vote on the matter.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting, or prior to consideration of the item in which an interest exists.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

TABLE OF CONTENTS

1.	DECLARATION OF OPENING	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice.....	1
2.2.	Declaration of Public Question Time opened	1
2.3.	Declaration of Public Question Time closed	2
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	2
3.1.	Attendance.....	2
3.1.	Visitors.....	3
3.2.	Apologies.....	3
3.3.	Approved Leave of Absence.....	3
3.4.	Applications for Leave of Absence	3
4.	OBITUARIES	3
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	3
5.1.	Petitions	3
5.2.	Deputations.....	3
5.3.	Presentations	3
6.	DECLARATIONS OF INTEREST	3
6.1.	Financial and Proximity Interest	3
6.2.	Impartiality Interests.....	3
7.	CONFIRMATION AND RECEIPT OF MINUTES.....	3
7.1.	Confirmation of Minutes.....	3
7.1.1.	Special Meeting of Council – 14 August 2025.....	3
7.1.2.	Ordinary Meeting of Council – 21 August 2025.....	4
7.2.	Receipt of Minutes.....	4
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	4
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	4
10.	REPORTS	5
10.1.	CORPORATE AND COMMUNITY SERVICES.....	5
10.1.1.	ACCOUNTS FOR PAYMENT – AUGUST 2025	5
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARDS – JULY 2025.....	7
10.1.3.	MONTHLY FINANCIAL REPORTS – JULY AND AUGUST 2025	9
10.2.	WORKS AND SERVICES	11

10.2.1.	WORKS OFFICER'S REPORT SEPTEMBER 2025.....	11
10.3.	GOVERNANCE AND COMPLIANCE	17
10.3.1.	CHIEF EXECUTIVE OFFICER'S REPORT	17
	VOTING REQUIREMENT	21
10.3.2.	DESKTOP REVIEW STRATEGIC COMMUNITY PLAN	22
10.3.3.	POLICY AMENDMENT	28
10.3.4.	SETTING OF MEETING DATES	30
10.3.5.	TERMS OF REFERENCE AUDIT AND RISK	33
10.4.	PLANNING AND BUILDING	37
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	37
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	37
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	37
14.	MATTERS BEHIND CLOSED DOORS.....	37
15.	CLOSURE OF THE MEETING	37

1. DECLARATION OF OPENING

The Presiding Member, Cr Garner declared the meeting open at 4:02pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Mr Stephen Gamble asked a question taken on notice at the ordinary meeting 21 August 2025; 'what the increase is in the budgeted employee costs for 2025/26 versus budget in 2024/25 and actuals in 2024/25?' The Acting CEO took the question on notice.

The Acting CEO provided a written response to Mr Gamble 2 September 2025, which included the following:

DEAR MR GAMBLE,

QUESTION TAKEN ON NOTICE – COUNCIL MEETING 21 AUGUST 2025

THANK YOU FOR EACH OF YOUR QUESTIONS AT THE RECENT COUNCIL MEETING. YOUR INTEREST IS APPRECIATED.

AT THE MEETING I TOOK YOUR QUESTION ABOUT EMPLOYEE COSTS ON NOTICE BECAUSE I HAD INSUFFICIENT DETAIL ON HAND TO ANSWER YOUR QUESTION.

THE QUESTION PERTAINED TO THE INCREASE IN BUDGETED EMPLOYEE COSTS AGAINST ACTUALS FOR FINANCIAL YEAR 2024 / 25 AND THE BUDGETED AMOUNT FOR THAT SAME YEAR (SUMMARISED BELOW):

	A	B	C
	2025 / 26 Budget	2024 / 25 Actual	2024 / 25 Budget
Employee Costs	1,974,282	1,437,371	1,590,982

THE BUDGETED AMOUNT FOR 2025/26 (COLUMN A) WOULD REPRESENT AN INCREASE OF \$536,911 OVER THE ACTUAL FOR 2024 / 25 (COLUMN B, +37.4% INCREASE); AND AN INCREASE OF \$383,300 IN BUDGETED EMPLOYEE COSTS, YEAR ON YEAR (COLUMN C, +24.1% INCREASE).

THE 2024/25 ACTUAL AMOUNT MAY VARY A SMALL AMOUNT WHEN THE ACCOUNTS ARE CLOSED AND PRESENTED IN THE ANNUAL REPORT. HOWEVER, IT WILL BE SIGNIFICANTLY LOWER THAN THE AMOUNT BUDGETED FOR 2024/25 BECAUSE THERE WERE SEVERAL VACANT POSITIONS FOR AN EXTENDED PERIOD. THIS MAY MAKE THE 2024/25 BUDGET A MORE USEFUL COMPARISON TO THE BUDGET FOR 2025 /26 (A VS C).

COMMENTING ON THIS INCREASE OF \$383,300, THE FOLLOWING WOULD CONTRIBUTE TO THIS INCREASE:

A GENERAL WAGE INCREASE OF 5.0% TO EMPLOYEES (APPROXIMATES \$68,000)

INCREASE IN HEADCOUNT (NUMBER OF EMPLOYEES): +2 PERSONS (+9.5%) (APPROXIMATES \$180,000)

INCREASE IN HOURS WORKED: +3,508 (+9.6%), AN INCREASE OF 1.7 FULL-TIME EQUIVALENTS OR 9.1% (INCLUDED ABOVE)

OVERTIME: THERE'S 380 HOURS OF OVERTIME IN THE BUDGET – THIS IS PRECAUTIONARY AND NOT PLANNED (APPROXIMATES \$22,000).

AN INCREASE IN SUPERANNUATION GUARANTEE: +0.5% TO 12.0% OF ORDINARY TIME EARNINGS
(APPROXIMATES \$53,000)

A NEED TO RECRUIT: THE SALARY ASSUMPTION FOR RECRUITED POSITIONS IS THE TOP OF THE RANGE. THIS APPLIES TO THE POSITIONS OF CHIEF EXECUTIVE OFFICER AND MANAGER OF WORKS IN PARTICULAR (ADDING APPROXIMATELY \$48,000). AS NEGOTIATED CONTRACT POSITIONS, IT DOES NOT MEAN THE ACTUAL AMOUNT WILL ALIGN WITH THE BUDGETED AND THE GOAL WOULD BE TO MINIMISE THE FINANCIAL IMPACT TO COUNCIL.

INCREASES IN ALLOWANCES \$6,000.

THESE VALUES ARE ROUNDED BUT ACCOUNT FOR THE MAJORITY OF BUDGETED AMOUNTS IN 2025/26.

COUNCIL WAS BRIEFED BY THE FORMER CEO ON THE CHANGES TO WORKFORCE IN A WORKSHOP AND PROVIDED WITH SUMMARY FINANCIAL DATA RELATED TO THE COST OF THESE CHANGES.

IT IS MY EXPECTATION THAT SAVINGS WILL BE IDENTIFIED, AND FORMAL WORKFORCE PLANNING IMPLEMENTED TO ALIGN WORKFORCE WITH COUNCIL PLANS. THIS WILL ENABLE COUNCIL AND THE INCOMING CEO TO REVIEW THE CURRENT BUDGET AND PREPARE FOR THE 2026/27 BUDGET.

I APPRECIATE YOUR QUESTION AND HOPE THIS PROVIDES SOME UNDERLYING DETAIL TO THE TOTALS. I HOPE MY REPORTS TO COUNCIL IN THE COMING MONTHS WILL ASSIST YOU IN UNDERSTANDING FINANCIAL PERFORMANCE IN THE LEAD-UP TO NEXT YEAR'S BUDGET.

SINCERELY,

IAN MCCABE

ACTING CHIEF EXECUTIVE OFFICER

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:04pm.

Stephen Gamble 441 Martin Road Wyalkatchem – On the Shire website the audio for the minutes of the last three meetings has not been available and other audio prior to this cut out at 15 minutes. **Clare Trenorden confirmed we have had issues with downloading the audio and this has just been fixed.**

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:06pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Owen Garner	President and Presiding Member
Cr Christy Petchell	Deputy President
Cr Mischa Stratford	
Cr Christopher Loton	
Cr Tracy Dickson	
Cr Rod Lawson Kerr	
Cr Justin Begley	
Ian McCabe	Acting Chief Executive Officer
Claire Trenorden	Manager Corporate Services
Aldo Lamas	Works Manager

Maddison Sumpton Governance Officer

3.1. Visitors

Eric Anderson, Jennie Gorham, Steve Gamble

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Special Meeting of Council – 14 August 2025

Minutes of the Shire of Wyalkatchem Special Meeting held on Thursday 14 August 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(105/2025) Moved: Cr Petchell Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 14 August 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

Voted for: Cr Petchell, Cr Lawson Kerr, Cr Garner, Cr Stratford, Cr Loton, Cr Dickson, Cr Begley

7.1.2. Ordinary Meeting of Council – 21 August 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 21 August 2025. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(106/2025) Moved: Cr Dickson Seconded: Cr Begley

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 August 2025 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 7/0

Voted for: Cr Dickson, Cr Begley, Cr Garner, Cr Petchell, Cr Stratford, Cr Loton, Cr Lawson Kerr

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 September 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – August 2025

SUMMARY

To provide the Council with a list of accounts paid by the Chief Executive Officer in accordance with delegated authority and for the Council to endorse the payments made for the prior month.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

The council has delegated to the CEO (delegation number 1.2.25) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for August 2025 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal & Trust	EFT	EFT4649	EFT4607
Reserves	EFT	EFT	No Payments
DD	DD	DD4058.1	DD4020.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(107/2025) Moved: Cr Stratford Seconded: Cr Dickson

That Council endorse the total payments for the month of August 2025 being \$284,656.24 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$248,167.12;***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$36,489.12***

CARRIED 7/0

***Voted for: Cr Stratford, Cr Dickson, Cr Garner, Cr Petchell, Cr Loton, Cr Lawson Kerr,
Cr Begley***

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JULY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 August 2025
Reporting Officer:	Belinda Jonas, Customer Service Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – July 2025

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the FY25 -26 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(108/2025) Moved: Cr Loton Seconded: Cr Petchell

That Council endorse credit card payments for the period 28 June 2025 to 29 July 2025, totalling \$1,805.72. (refer to attachment 10.1.2).

CARRIED 7/0

***Voted for: Cr Loton, Cr Petchell, Cr Garner, Cr Stratford, Cr Dickson, Cr Lawson Kerr,
Cr Begley***

10.1.3. MONTHLY FINANCIAL REPORTS – JULY AND AUGUST 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 August 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3.1 – Monthly Financial Report June 2025 updated Attachment 10.1.3.2 – Monthly Financial Report July 2025

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports includes:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

August 2025

Total Cash Available as at 31 August 2025 is \$4,596,791;

- cash available is made up of unrestricted cash \$1,061,932 (23.10%) and
- restricted cash \$3,534,859 (76.90%).

Rates Debtors balance as at 31 August 2025 is \$1,862,469 and Rates Notices for 2025-26 were issued in August 2025.

August 2025: Operating Revenue – Operating revenue of \$2,267,042 is made up of Rates - 71%, Grants - 22%, Fees and Charges - 6% and other – 1%.

Operating Expenses – Operating expenses of \$621,116 is made of Employee Costs – 39%, Materials and Contracts – 41%, Insurance – 19% and Utility – 1%.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(109/2025) Moved: Cr Lawson Kerr

Seconded: Cr Petchell

That Council accepts the Statements of Financial Activity for the months ending 31 July 2025 (refer attachment 10.1.3.1) and 31 August 2025 (refer attachment 10.1.3.2).

CARRIED 7/0

Voted for: Cr Lawson Kerr, Cr Petchell, Cr Garner, Cr Stratford, Cr Loton, Cr Dickson, Cr Begley

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT SEPTEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 September 2025
Reporting Officer:	Jennie Gorham, Leading Hand Parks and Gardens and Murray Leahy, Leading Hand Roads.
Disclosure of Interest:	No interest to disclose
File Number:	13.05.02
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of August/September 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

ROAD MAINTENANCE PROGRAM

Roads that have been graded during the month:

- Cowcowing Road
- Elsegood Road
- Chilman Road
- McNee Road
- Wallambin Road
- Gamble Road
- Davies Road

REFUSE SITE

This month we have been doing our ongoing weekly maintenance and have also burnt the green waste in a fire hazard reduction program to reduce the risk for the upcoming fire season.

PARKS and GARDENS

Throughout August, both the Town and Road crews have been actively engaged in maintaining the oval and its surrounds in preparation for two key community events.

On 7 August, the Wyalkatchem District High School held its annual sports carnival. Shire staff ensured the oval was well-prepared by mowing the grass, filling in holes caused by rabbits and cockatoos, and placing sand at the Southern end of the oval for the long jump pits.

The "Welcome to Wyalkatchem" entry sign on Koorda Road, opposite the school, has been replaced. Once exposed to the elements, the new sign will develop a weathered, rustic appearance consistent with the signage on the entry cradles along Goomalling-Wyalkatchem Road and Nungarin-Wyalkatchem Road.

With the recent rain comes weeds – Shire staff have been slashing, pulling weeds and spaying, weather permitting, to keep them under control.

The winter weather has brought down several tree branches in the town sector and damaged a fence. The fence has since been fixed and the branches have been removed.

The Shire staff engaged a plumber to clear the tree roots from the drains at the Recreation Centre. Staff have also conducted minor building maintenance at the Railway Barracks and Town Hall.

[Refer to Photographs in Attachment A](#)

RODEO 2025

Plenty of work was put in to the preparation of this year's event:

- preparation of the camping and caravan areas,
- erecting the fencing around the licenced and arena areas
- fencing off the competitors' area with the assistance from the Dowerin Work Camp along with the bunting around the cricket wickets and other no-access areas.
- new emergency exits where installed.
- Work was also conducted on the preparation of the Arena itself.
- Firewood was distributed in IBC containers and fires were strategically placed around the venue for attendees to enjoy.

The Shire Staff along with the Dowerin Work Camp did an excellent job in the clean up and dismantling of the event and was finished and all packed away within a day.

STATUTORY ENVIRONMENT

There are no statutory environment implications in relation to this item.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item and they are reflected in the report.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 1 Economy	Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile.
Goal No.	GOAL 1. Our transport network responds to the accessibility and connectivity needs of all
1.2	Deliver the Wheatbelt Secondary Freight Network Program
1.3	Participate in the Regional Road Group
Pillar 2 Community	Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
Goal No.	GOAL 5. A safe and healthy community for all ages
5.9	Upgrade facilities and equipment at the Wyalkatchem Swimming Pool

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(110/2025) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That Council receives the Works Officer's report.

CARRIED 7/0

Voted for: Cr Begley, Cr Lawson Kerr, Cr Garner, Cr Petchell, Cr Stratford, Cr Loton, Cr Dickson

Attachment A

Welcome to Wyalkatchem signs - old



Welcome to Wyalkatchem signs - new



Tennis courts at the rear of the Daycare before & after.



Slashing at Airport.



10.3. GOVERNANCE AND COMPLIANCE
10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Not Applicable
Location:	Whole of District
Date:	9 September 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	13.05.01
Attachment Reference:	NIL

BACKGROUND

This report is prepared by the Acting CEO to inform Council and the Community about CEO activities and responsibilities, including progress against published plans and agreed performance criteria.

COMMENT

This report is for the period 18 August 2025 to 9 September 2025.

The focus in the past month has been completion of budget arrangements, re-instituting important governance mechanisms that had lapsed (audit, emergency planning, governance administration), continued development of strategic underpinnings to operational work (strategic planning) and the upcoming local government election.

There was quite a bit of activity at council with formal meetings 14 August, 21 August and 4 September, as well as an organised workshop 4 September to review components of the Strategic Community Plan. In addition, councillors engaged in forums after each meeting to receive updates.

Key Meetings 18 August 2025 to 9 September 2025

18 August at Kellerberrin, with Cr's Garner and Lawson-Kerr, regional zone meeting, West Australian Local Government Association (WALGA); Shire of Wyalkatchem information session for prospective councillors (thank you Cr's Loton and Begley for attending).

19 August: with the President Cr Owen Garner, signing of employment agreement with Mr Aldo Lamas, as Manager of Works; President, regular briefing on local government affairs.

20 August: ratepayer.

21 August: Dowerin Work Camp, liaise with camp management and other stakeholders; ordinary meeting of council (adoption of 2025/26 budget; acting CEO KPI's; aerodrome lease; policy amendment, local government holidays; request for use of airstrip; community plan amendment; WALGA AGM and Conference).

26 August: works depot to brief team on council decisions and operational matters; local government election Returning Officer, confirmation of election arrangements and data; President, regular briefing on local government affairs.

2 September, with administration officer Rebecca Heffernan, Wyalkatchem Senior Leisure Group. The group of residents provided excellent feedback on access for senior persons, the profile of council and councillors

4 September: Audit and Risk Committee (interim audit, terms of reference); with council, workshop to discuss the Strategic Community Plan 2024 – 2034; with Returning Officer, Ms Linley Dreghorn, to witness close of nominations and candidate draw for the ballot.

8 September: with acting Leading Hand Roads, representative TAFE vocational accreditation to discuss verification of competencies, traineeships, apprenticeships.

9 September: business entity regarding housing; President, regular briefing on local government affairs.

Key Activities 18 August 2025 to 9 September 2025

- Planning and arrangements for the 2025 WALGA AGM and Conference;
- Onboarding of three administration employees: two full-time (cross-functional) and one casual (governance) including induction, training and administrative – thank you, Manager of Corporate Services, Claire Trenorden;
- Wylie Weekly publications, website and social media management, other information distribution;

- Liaising with government on various matters;
- Managing election processes including preparation of electoral roll, verification and upload, editing and distribution as required; election promotion; managing nominations;
- Managing governance returns of staff and council;
- Verifying and closing out some contractual arrangements;
- Conducting quotation process for property valuations; lease negotiation
- Correspondence regarding Rail Trail grant and management;
- Preparation for and conduct of the workshop with councillors, Strategic Community Plan;
- Training records;
- Implementation of budget;
- Review of emergency management arrangements and planning for a meeting of Local Emergency Management Committee;
- Liaising with CEO Shire of Dowerin on development of various proposals
- Information management, record-keeping, removing subscriptions;
- Review of 2025/26 budget arrangements for workforce planning
- Various matters related to operations, management of staff, financial processes, workplace health and safety, community relations and governance.

STATUTORY ENVIRONMENT

Section 5.41 details the role of the (Acting) Chief Executive Officer:

5.41. Role of CEO

- (1) The CEO, as the local government's chief executive officer, is responsible for managing the local government's administration and operations.
- (2) The CEO's executive role includes the following —
 - (a) causing council decisions to be implemented;
 - (b) managing the provision of services and facilities that the council has determined the local government is to provide in the district;
 - (c) determining procedures and systems for —
 - (i) implementing the local government's policies as determined by the council; and
 - (ii) otherwise managing the local government's administration and operations;
 - (d) being responsible for the employment, management, supervision, direction and dismissal of other employees

- (subject to section 5.37(2) in relation to senior employees);
 - (e) ensuring that records and documents of the local government are properly kept for the purposes of this Act and any other written law.
- (3) The CEO is the council's principal advisor and, as such, does the following —
- (a) advises, and procures advice for, the council in relation to the local government's affairs and the performance of the local government's functions;
 - (b) ensures that the council has the information and advice it needs to make informed and timely decisions.
- (4) The CEO —
- (a) liaises with the mayor or president on the local government's affairs and the performance of the local government's functions; and
 - (b) speaks on behalf of the local government if the mayor or president agrees.
- (5) The CEO performs any other function specified or delegated by the local government or imposed under this Act or another written law as a function to be performed by the CEO.

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this report. The Acting CEO seeks to add value to Council Decisions and maximise community benefit of operations and project outcomes.

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

All areas of the Strategic Community Plan are relevant to this report. The Acting CEO is actively examining opportunities for progress against the plan.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(111/2025) Moved: Cr Petchell Seconded: Cr Loton

That Council:

- 1. Accept the Acting Chief Executive Officer's Report as presented.***

CARRIED 7/0

Voted for: Cr Petchell, Cr Loton, Cr Garner, Cr Stratford, Cr Dickson, Cr Lawson Kerr, Cr Begley

10.3.2. DESKTOP REVIEW STRATEGIC COMMUNITY PLAN

Applicant:	Not Applicable
Location:	Whole of District
Date:	9 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.13.06
Attachment Reference:	NIL

BACKGROUND

The preparation of the Strategic Community Plan is a legislated requirement. The plan is prepared and issued to meet the obligation of the local government to 'plan for the future of the district' (s. 5.56 (1) of the Local Government Act 1995).

This item has been prepared to improve the Plan.

COMMENT

The Shire of Wyalkatchem 'Strategic Community Plan 2024 – 2034' was adopted by Council 17 October 2024. The Plan details Council's Vision for the District and commits to principled action and speaks to the development of the Plan. The Plan lists 56 commitments titled as priority projects under four pillars or areas of activity: Community / Economy / Environment / Civic Leadership.

The list of 56 'priority projects' could be reduced by identifying areas of activity with commonalities; some of the 56 are strategic objectives for the future of the community but others are necessarily operational obligations of the local government. Creating greater focus on fewer goals will assist the local government marshal effort and target scarce resources.

The Plan indicates regular reporting of progress will be provided and indicates what the planning and review cycle will be. The shire has not delivered regular reporting and there is a significant body of work required to develop and deliver required plans that support the Community Plan.

Regular reporting will keep the community informed; in addition, in marking progress against the Plan, the local government demonstrates transparency and accountability. This item will contribute to meeting those important commitments.

This particular document was conflated with another legislated requirement of Council, the Corporate Business Plan. In the '2024 – 2034' community document, the corporate business plan is highly summarised and lacks sufficient detail to inform Council and the Community about the cost of operations of the shire. This downplays the significant cost and complexity of some functions. A properly constructed corporate business plan will support decision making while explaining the ability to provide services and expectations around service levels.

To identify what is strategic and therefore create a strategy to achieve, while aligning with the shire's ability to deliver, it is necessary to have a somewhat concrete objective, identify resources and timeline and then integrate that broad plan into the everyday work of the shire. In this way, it is possible to calculate how do we pay for this? How do ensure this project is useful? How do we check that our community still wants this now that a price tag is attached to it? These calculations of financial viability are termed the Long-Term Financial Plan, and they flow into business planning as a 'Corporate Business Plan' (the operational plan of the shire) and each annual budget – the pricing of what the shire does and therefore the 'deficiency' required to balance the budget by the collection of rates.

This item attempts to clarify the objectives of the Plan. In the first instance it will remove references to the Corporate Business Plan – that document will be created and addressed in a separate item at a future time.

Secondly, there are items in the nature of 'business as usual' or are required by legislation, and operational plans will be made for their delivery with planning and reporting associated with the Corporate Business Plan.

Among the many items remaining, some will have great interest to the community. However, not all of these can be delivered. The local government has limited resources, a small staff, a small rates base and a low level of access to external funding. In addition, it's accepted that community assets (whether owned by the shire or in private hands) are generally aged with low levels of utilisation.

It is prudent to identify where the focus should lie and how best to leverage the resources available to maximise community benefit.

A council workshop held 4 September examined elements of the current Community Plan to do just this. Council's Vision was discussed:

A **well serviced** and **growing community**; where **quality of life, opportunity** and a strong sense of **belonging** is important.'

The following themes came from this discussion:

Local Government PURPOSE inferred by themes in the above:

Promoting Connectedness
Improving the Quality of Life
Creating an Environment of Opportunity

The second major part of the workshop examined many of the projects listed in the Community Plan. The councillors independently completed worksheets to identify priority and resource demand. As a group, the council identified the following as High Priority:

2.2 Develop land and housing development opportunities in partnership with the private sector and all tiers of government.

2.3 Develop and implement an infrastructure plan to maintain, improve and expand shire housing stock within the term of this Strategic Community Plan 2024 – 2034.

*5.1 Continue to collaborate to ensure local access to GP services by maintaining the medical centre. **Recommendation:** re-phrase this to more clearly state collaboration, services and the medical centre are each important to ensuring local access to GP and other visiting primary and allied health services.*

5.2 Assist visiting primary and allied health services by providing facilities.

Recommendation: The re-wording of 5.1 will mean this can be deleted.

5.6 Increase the supply of quality independent living units in partnership with NEWROC, Wyalkatchem Senior Citizens Homes Trust and CEACA and all tiers of government.

In addition, the following are either legislated (required) plans or are informing strategies to the required plans:

11.1 Demonstrated progress and reporting (against strategic plan)

11.2 Workforce Plan

11.3 Long Term Financial Plan (and) transparent financial management

11.4 (Ongoing) asset management planning

The preparation of each of the above, 11.1 to 11.4, is necessary to providing sufficient evidence and information for Council and the community to be informed and make evidence-based decisions.

That discussion inferred some themes for local government focus:

Local Government FOCUS inferred by themes in the above:

Contributes to an increase in housing diversity and numbers.

Ensuring access to diverse, quality health services

Actively prepares and publishes informative plans.

A discussion of other 'priority projects' within the Plan then occurred; each of these has recommendations for investigation, review and clarification. This process will examine opportunities to promote a project, remove a project, connect to community, encourage community feedback, engage councillors in further work and generally gather evidence across much of the listed projects.

It is a goal of this process to prepare status reporting to establish the status of the Plan and then mark progress against the Plan, in readiness for a formal review in 2026. This will enable the local government to prepare better plans, prepare council briefings and agenda items in readiness for the budget review in March 2026 and the subsequent budget for 2026/27.

STATUTORY ENVIRONMENT

Local Government Act 1995, s. 5.56; r. 19C Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

There is no directly relevant policy to preparing and reporting the Strategic Community Plan.

There is a relationship between all areas of activity to the delivery of services to our community. Policy 1.8 *Strategic Asset Management* emphasises the role of shire assets in delivering services; this policy requires a forward-looking view to position the shire to deliver services into the future.

All section 2 of the policy manual (*Finance*) is relevant to planning, investing, service delivery and reporting; as are many within section 3, *Risk Management*; section 5. *Staff Policies* in the development of a productive and resilient team; section 7. *Works and Services*, in promoting effective and efficient service delivery; 8. *Parks and Landscaping*; 9. *Community – Services and Facilities*; and 11. *Town Planning*, encouraging investment while ensuring amenity.

FINANCIAL IMPLICATIONS

The Shire of Wyalkatchem 2025/26 financial budget includes \$1.6 million rates revenue and \$7.0 million expenditure. Most revenue is externally provided in the form of grants. The proper stewardship of these scarce resources requires the local government have well developed governance and financial systems. This includes internal and external audit.

Additionally, to ensure evidenced based decision making for the efficient and effective use of all resources, that delivers now while investing for future capability and capacity of the local government and district, the Shire of Wyalkatchem requires integrated planning mechanisms that provides information that is timely, evidence based, transparent and equitable. Information is a pivotal resource.

Without information, waste can manifest, service failures will occur, and community objectives will not be met.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. Quality, well-constructed plans lower uncertainty in decision-making. This purpose of this item is to reduce uncertainty and improve the achievement of objectives.

COMMUNITY AND STRATEGIC OBJECTIVES

This item addresses all objectives within the Shire of Wyalkatchem Strategic Community Plan 2024 – 2034.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(112/2025) Moved: Cr Dickson Seconded: Cr Begley

That Council:

- 1. Approve the amendment of the Strategic Community Plan 2024 – 2034 by removing references to the Corporate Business Plan; and,***
- 2. Request the administration prepare a dedicated Corporate Business Plan for presentation to the December ordinary meeting of Council and draft other informing strategies as resources allow; and,***

- 3. Request administration allocates a status and priority criteria to all 'priority projects', as listed in the Strategic Community Plan, nominating target dates where relevant, change their designation to planned outcomes, and prepare regular reporting for the information of council and the community; and,**
- 4. Request the Acting CEO to initiate public notice for feedback on the current plan, status reporting and service satisfaction, making this available to council for workshop and development of an agenda item.**

CARRIED 7/0

**Voted for: Cr Dickson, Cr Begley, Cr Garner, Cr Petchell, Cr Stratford, Cr Loton, Cr Lawson
Kerr**

10.3.3. POLICY AMENDMENT

Applicant:	Not Applicable
Location:	Not Applicable
Date:	10 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose (interest in common)
File Number:	4.14.1 Policy Manual
Attachment Reference:	1. Policy '5.10 Christmas / New Year Closure of Council Facilities'.

BACKGROUND

Policy 5.10 Christmas / New Year Closure of Council Facilities is designed to ensure the health and well-being of employees at a time of year when connectedness is important. The current policy requires amendment to remove an error.

COMMENT

The Christmas / New Year shutdown coincides with a period of public holidays and seasonal slowdown. It is advantageous for local government employees to access leave at a time when business demands are slowing. This is an important health and well-being initiative.

The current policy specifies that the shutdown of the 'shire administration and works depot be for ten (10) business days' over this period. This is not the usual practice and would result in an extended break; it is usual that the shutdown approximates ten calendar days, inclusive of public holidays and a local government holiday and may include a rostered day off and / or annual leave as it relates to individual employees.

For 2025/26, the current policy wording would see the business re-open Wednesday 7 January 2026, rather than 5 January 2026 as advised elsewhere.

The re-wording will align with usual operational practice and does not preclude employees from accessing approved leave, nor prevent a different period being applied.

STATUTORY ENVIRONMENT

There is no direct statutory implication.

POLICY IMPLICATIONS

Policy 5.10 (as amended), 'Christmas / New Year Closure of Council Facilities'.

FINANCIAL IMPLICATIONS

There is no financial implication to this item.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

COMMUNITY AND STRATEGIC OBJECTIVES

This item applies across all areas of local government activity.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(113/2025) Moved: Cr Petchell Seconded: Cr Lawson Kerr

That Council:

- 1. Approve the amendment of policy 5.10 'Christmas / New Year Closure of Council Facilities', removing the phrase 'for a total of ten (10) business days' from the Policy section.*

CARRIED 7/0

Voted for: Cr Petchell, CR Lawson Kerr, Cr Garner, Cr Stratford, Cr Loton, Cr Dickson, Cr Begley

10.3.4. SETTING OF MEETING DATES

Applicant:	Not Applicable
Location:	Not Applicable
Date:	10 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose (interest in common)
File Number:	13.05
Attachment Reference:	No Attachment.

BACKGROUND

Regulation 12 Local Government (Administration) Regulations 1996 requires the publication of meeting details before the beginning of the year in which meetings are to be held.

COMMENT

Regulation 12 Local Government (Administration) Regulations 1996 requires the publication of meeting details before the beginning of the year in which meetings are to be held. This is to comply with s.5.25 (1) (g) of the Local Government Act 1995.

More than a compliance exercise, the setting and publication of meeting dates and arrangements allows for good planning and good governance. It also allows for maximising community participation in local government, openness and transparency about local government activities and the effective use of limited resources.

This item addresses a number of matters; it will confirm the date for the meeting of the Audit, Risk and Improvement Committee to accept the Annual Report; it will advise council of the planned Christmas / New Year shutdown for 2025/26; it will set a date for the Annual Electors meeting to accept the 2024/25 Annual Report; it will set the meeting dates for the ordinary meetings of council in 2026; and it will set the meeting dates of the Audit, Risk and Improvement Committee for 2026.

In respect of the Annual Electors' meeting, the Annual Report will be presented at the Audit, Risk and Improvement Committee meeting of 18 December 2025; and subsequently at the ordinary meeting of 18 December 2025. It is a requirement of s. 5.27 (2) Local Government Act 1995 that 'a general meeting (of electors)...be held not more than 56 days after the local government accepts the annual report for the previous financial year' (s. 5.27 (3) Local Government Act 1995). Should

the Annual Report be accepted on 18 December 2025, the annual electors meeting must therefore occur no later than Thursday 12 February 2026 (the 18 December is an excluded day, refer s. 61 (1) (b), Interpretations Act 1984).

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 5 Council Meetings, committees and their meetings and electors' meetings; Local Government (Administration) Regulations 1996, Part 3 Electors' Meetings; Interpretations Act 1984, Part VIII Provisions Regarding Time and Distance.

POLICY IMPLICATIONS

Policy 5.10 (as amended), 'Christmas / New Year Closure of Council Facilities'; policy 6.1 Ordinary council meetings dates.

FINANCIAL IMPLICATIONS

There is no financial implication to this item.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

COMMUNITY AND STRATEGIC OBJECTIVES

This item applies across all areas of local government activity.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(114/2025) Moved: Cr Petchell Seconded: Cr Stratford

That Council:

- 1. Confirm that the Audit, Risk and Improvement Committee will meet at 3.30pm Thursday 18 December 2025; and,***
- 2. Be advised that the Acting CEO has set the dates for Christmas / New Year shutdown, from 2pm Friday 19 December 2025, re-commencing ordinary hours of business, Monday 5 January 2026; and,***
- 3. Set the date and time for the Annual Electors' general meeting as 6:00pm Thursday 12 February 2026; and,***

- 4. Set the date and times for ordinary meetings in calendar year 2026 as the third Thursday of each month, except January, when no meeting shall occur, with all meetings commencing at 4:00pm; and,**
- 5. Set the date and times for meetings of the Audit, Risk and Improvement Committee, calendar year 2026, as Thursday 19 March; Thursday 18 June; Thursday 17 September; and Thursday 17 December, with all meetings commencing at 3:00pm; and,**
- 6. Be advised that all meetings take place in Council Chambers, corner Flint St and Honour Avenue Wyalkatchem; and,**
- 7. Request the Acting CEO provide local public notice of the above meetings and arrangements.**

CARRIED 7/0

Voted for: Cr Petchell, Cr Stratford, Cr Garner, Cr Loton, Cr Dickson, Cr Lawson Kerr, Cr Begley

10.3.5. TERMS OF REFERENCE AUDIT AND RISK

Applicant:	Audit and Risk Committee
Location:	Not Applicable
Date:	9 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05 / Audit
Attachment Reference:	1. Charter and Terms of Reference, Audit and Risk Management Committee (2019) 2. Fact sheet: Reforms to governance and committees

BACKGROUND

The Audit and Risk Committee is a legislated requirement and comprises all members of council. The Charter and Terms of Reference provide guidance to the committee on objectives, conduct, membership and function. The Charter and Terms of Reference include some errors, and legislative references are out of date. The committee has requested the document be updated to reflect current legislation.

COMMENT

The Audit Committee of the Shire of Wyalkatchem is established under s. 7.1A of the Local Government Act 1995 and has specific obligations under the Local Government (Audit) Regulations 1996 for the conduct of the audit and receiving the audit report.

The audit report and the annual report are primary tools in the oversight of the financial affairs of the local government. As such they provide assurance to the community about the management of the local government and its ability to deliver good governance and services. The Compliance Audit Return is a case in point (r. 13, 14, 15).

The state government has been undertaking significant reform of the local government sector and its governing legislation for the past decade. The Local Government Amendment (Auditing) Act 2017 made the state Office of Auditor General (OAG) responsible for local government audit, effectively appointing the OAG as auditor for the local government (the Shire of Wyalkatchem).

The OAG appoints a person within their office or a qualified auditor with an external firm to conduct the audit of the local government.

In the current year the audit partner is Anthony Macri of Macri Partners; the audit manager is Suren Herathmudalige (from Macri); and the representative of the Auditor General is Suraj Karki. An audit plan has been presented to the audit committee and can be seen in the minutes of the committee meeting 4 September 2025.

An important aspect of OAG oversight to the audit function is performance audits. Distinct from financial audit, these allow for the examination of process and compliance, thereby reducing risk and improving process. The OAG has examined specific functional areas that may be identified as having heightened risk for the sector, such as cyber-security.

Among the responsibilities of the Audit and Risk Committee is to meet with the auditor, to receive reports, to liaise with the CEO on responses and actions advise council on any reviews.

To effectively perform these functions, the committee must meet on a regular basis and generally be open to the public, publishing agendas and minutes. To guide the committee in its conduct of meetings and its business, the Charter and Terms of Reference must reflect contemporary requirements.

This item will amend the Charter and Terms of Reference to remove errors, update references to the Community Plan and align with legislative requirements.

Audit, Risk and Improvement Committees.

The Local Government Amendment Act 2024 includes a number of changes for audit, though not yet proclaimed. A particular change is the **requirement** for an independent person as presiding member. The committee **must** appoint an independent person as deputy member who **must** succeed the presiding member when they are unavailable. This means at least two persons on the committee must be independent, not a councillor and not a member of staff.

For the information of council, independent presiding members or committee members is now common in the local government sector. Examples include City of Kalgoorlie-Boulder, Shire of Mingenew, Shire of York, City of Karratha, Shire of Wickelpin, City of Stirling, City of Busselton, Shire of Wandering, Shire of Toodyay, Shire of Dowerin, etcetera.

This item proposes Expressions of Interest to be independent members of the committee.

Another provision is that small council **may share a committee**.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 7 Audit; Local Government (Audit) Regulations 1996; Local Government Amendment (Auditing) Act 2017; Local Government Amendment Act 2024; Local Government Amendment Act 2024, Commencement Proclamation 2025; Auditor General Act 2006.

POLICY IMPLICATIONS

There is no directly relevant policy to this item. However, there are many references to audit or the audit committee in the policy manual, particularly in the conduct of operational practice.

FINANCIAL IMPLICATIONS

It is highly likely there will be a need to allocate funds to pay meeting fees to independent members of this committee. There is no allocation in the 2025/26 budget.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. The audit and risk committee has an important role in reducing uncertainty and improving the compliance, effectiveness and efficiency of the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Audit, risk and improvement will apply across all areas of local government activity. In particular, the civic leadership goals of the '*Strategic Community Plan 2024 – 2034*' require a high standard of governance (11.1 to 11.5 refers).

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(115/2025) Moved: Cr Dickson Seconded: Cr Begley

That Council:

- 1. Re-name the Audit and Risk Committee to the Audit, Risk and Improvement Committee; and,***
- 2. Request the Acting CEO to re-draft the Charter and Terms of Reference to the committee, amending errors and community plan references, for presentation within an agenda item to Council; and,***

- 3. Request the Acting CEO seek Expressions of Interest from suitably qualified persons to be an independent person as presiding member, deputy presiding member or committee member with commencement in 2026; and,**
- 4. Request the Acting CEO provide council with advice on the structure of the committee, including independent persons on the committee and other relevant matters.**

CARRIED 7/0

**Voted for: Cr Dickson, Cr Begley, Cr Garner, Cr Petchell, Cr Stratford, Cr Loton, Cr Lawson
Kerr**

10.4. PLANNING AND BUILDING

NIL

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

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

NIL

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

NIL

14. MATTERS BEHIND CLOSED DOORS

NIL

15. CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 4:26pm.