



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 21 April 2026

Disclaimer

The recommendations contained in the Minutes are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website www.woodanilling.wa.gov.au

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS`	3
1.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4. PUBLIC QUESTION TIME	3
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	3
6. APPLICATIONS FOR LEAVE OF ABSENCE	4
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	4
8. CONFIRMATION OF COUNCIL MEETING MINUTES	4
8.1. <i>ORDINARY MEETING OF COUNCIL HELD 17 MARCH 2026</i>	4
8.2. <i>SPECIAL MEETING OF COUNCIL HELD 8 APRIL 2026</i>	4
8.3. <i>SPECIAL MEETING OF COUNCIL HELD 14 APRIL 2026</i>	5
9. RECEIVAL OF OTHER MEETING MINUTES	5
9.1. <i>STATE COUNCIL SUMMARY HELD 4 MARCH 2026</i>	5
9.2. <i>BUSHFIRE ADVISORY COMMITTEE AGM MEETING HELD 26 MARCH 2026</i>	5
9.3. <i>BUSHFIRE ADVISORY COMMITTEE MEETING HELD 26 MARCH 2026</i>	6
9.4. <i>4WDL MEETING HELD 31 MARCH 2026</i>	6
9.5. <i>WWLZ MEETING HELD 1 APRIL 2026</i>	6
9.6. <i>WWLZ MEETING HELD 1 APRIL 2026</i>	7
10. RECOMMENDATIONS FROM COMMITTEE	8
10.1. <i>RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT POLICY</i>	8
10.2. <i>RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT PROCEDURES</i>	11
10.3. <i>RISK MANAGEMENT FRAMEWORK - STRATEGIC RISK REGISTER</i>	14
10.4. <i>RISK MANAGEMENT FRAMEWORK – BUSINESS CONTINUITY PLAN</i>	17
10.5. <i>REGULATION 5 AND REGULATION 17 REVIEW UPDATES</i>	19
11. REPORTS OF OFFICERS	22
12. REGULATORY SERVICES	23
12.1. <i>PROPOSED SHED & WATER TANK – LOT 154 CARLISLE STREET, WOODANILLING</i>	23
13. INFRASTRUCTURE SERVICES	27
14. CORPORATE SERVICES	28
14.1. <i>LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2026</i>	28
14.2. <i>MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2026</i>	31
14.3. <i>REMUNERATION FOR INDEPENDENT MEMBERS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE AND EXPRESSIONS OF INTEREST</i>	33
14.4. <i>AMENDMENT TO ‘COUNCIL COMMITTEES & REFERENCE GROUPS – ESTABLISHMENT & TERMS OF REFERENCE’ - AUDIT, RISK AND IMPROVEMENT COMMITTEE</i>	36
15. COMMUNITY SERVICES	39
16. OFFICE OF CEO	39
17. CONFIDENTIAL REPORTS	39
15 ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	39

16 MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

39

17 CLOSURE OF MEETING

39

ORDINARY MEETING OF COUNCIL AGENDA

The Shire President, Cr Thomson opened the meeting at 5.04pm. Cr Thomson advised that the meeting would be recorded in accordance with current requirements.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS`

Recording of Meeting In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, Members of Council and members of the gallery are advised that this meeting will be audio recorded. The recording will be made publicly available on the Shire of Woodanilling website within 14 days of the meeting taking place.

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

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

Cr HR Thomson OAM	Shire President
Cr S Vermeulen	Deputy Shire President
Cr R Marshall	
Cr K Stephens	
Cr M Trimming	
Officers:	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Leave of Absence:	
Cr I Garstone	
Apologies:	
Nil.	
Observers:	
Ralph Thomas	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES

8.1. ORDINARY MEETING OF COUNCIL HELD 17 MARCH 2026

That the Minutes of the Ordinary Meeting of Council held 17 March 2026 be confirmed as a true and correct record of proceedings with the following amendments:

- The Policy number referred to throughout Item 13.5 'New Council Policy 116' be changed to 117; and
- The Policy number referred to throughout Item 13.6 'New Council Policy 117' be changed to 118

to align sequentially with existing policy numbers in the Shire of Woodanilling's Policy Manual.

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 17 MARCH 2026 (OCM 516/04/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the Ordinary Meeting of Council held 17 March 2026 be confirmed as a true and correct record of proceedings with the following amendments:

- The Policy number referred to throughout Item 13.5 'New Council Policy 116' be changed to 117; and
- The Policy number referred to throughout Item 13.6 'New Council Policy 117' be changed to 118

to align sequentially with existing policy numbers in the Shire of Woodanilling's Policy Manual.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

8.2. SPECIAL MEETING OF COUNCIL HELD 8 APRIL 2026

That the Minutes of the Special Meeting of Council held 8 April 2026 be confirmed as a true and correct record of proceedings with the following amendment:

- Report 8.1 Chief Executive Officer – Recruitment Process: *This matter needs to be considered in accordance with Section 5.23(2)(e) of the Local Government Act 1995 be changed to Section 5.23 (2)(b).*

COUNCIL RESOLUTION – 8.2. SPECIAL MEETING OF COUNCIL HELD 8 APRIL 2026 (OCM 517/04/2026)

Moved: Cr Stephens

Seconded: Cr Trimming

That the Minutes of the Special Meeting of Council held 8 April 2026 be confirmed as a true and correct record of proceedings with the following amendment:

- Report 8.1 Chief Executive Officer – Recruitment Process: *This matter needs to be considered in accordance with Section 5.23(2)(e) of the Local Government Act 1995 be changed to Section 5.23 (2)(b).*

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

8.3. SPECIAL MEETING OF COUNCIL HELD 14 APRIL 2026

That the Minutes of the Special Meeting of Council held 14 April 2026 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION – 8.3. SPECIAL MEETING OF COUNCIL HELD 14 APRIL 2026 (OCM 518/04/2026)

Moved: Cr Vermeulen

Seconded: Cr Trimming

That the Minutes of the Special Meeting of Council held 14 April 2026 be confirmed as a true and correct record of proceedings.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9. RECEIVAL OF OTHER MEETING MINUTES

9.1. STATE COUNCIL SUMMARY HELD 4 MARCH 2026

That the Minutes of the State Council Summary Meeting held 4 March 2026 be received by Council.

COUNCIL RESOLUTION – 9.1. STATE COUNCIL SUMMARY HELD 4 MARCH 2026 (OCM 519/04/2026)

Moved: Cr Marshall

Seconded: Cr Trimming

That the Minutes of the State Council Summary Meeting held 4 March 2026 be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9.2. BUSHFIRE ADVISORY COMMITTEE AGM MEETING HELD 26 MARCH 2026

That the Minutes of the Bushfire Advisory Committee AGM Meeting held 26 March 2026 be received by Council.

COUNCIL RESOLUTION – 9.2. BUSHFIRE ADVISORY COMMITTEE AGM MEETING HELD 26 MARCH 2026 (OCM 520/04/2026)

Moved: Cr Stephens

Seconded: Cr Vermeulen

That the Minutes of the Bushfire Advisory Committee AGM Meeting held 26 March 2026 be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9.3. BUSHFIRE ADVISORY COMMITTEE MEETING HELD 26 MARCH 2026

That the Minutes of the Bushfire Advisory Committee Meeting held 26 March 2026 be received by Council.

COUNCIL RESOLUTION – 9.3. BUSHFIRE ADVISORY COMMITTEE MEETING HELD 26 MARCH 2026 (OCM 521/04/2026)

Moved: Cr Trimming

Seconded: Cr Marshall

That the Minutes of the Bushfire Advisory Committee Meeting held 26 March 2026 be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9.4. 4WDL MEETING HELD 31 MARCH 2026

That the Minutes of the 4WDL Meeting held 31 March 2026 be received by Council.

COUNCIL RESOLUTION – 9.4. 4WDL MEETING HELD 31 MARCH 2026 (OCM 522/04/2026)

Moved: Cr Trimming

Seconded: Cr Vermeulen

That the Minutes of the 4WDL Meeting held 31 March 2026 be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9.5. WWLZ MEETING HELD 1 APRIL 2026

That the Minutes of the WWLZ Meeting held 1 April 2026 be received by Council.

COUNCIL RESOLUTION – 9.5. WWLZ MEETING HELD 1 APRIL 2026 (OCM 523/04/2026)

Moved: Cr Vermeulen

Seconded: Cr Trimming

That the Minutes of the WWLZ Meeting held 1 April 2026 be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

9.6. AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 21 APRIL 2026

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 21 April 2026, as tabled, be received by Council.

COUNCIL RESOLUTION – 9.6. AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 21 APRIL 2026 (OCM 524/04/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 21 April 2026, as tabled, be received by Council.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

10. RECOMMENDATIONS FROM COMMITTEE

10.1. RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT POLICY	
File Reference	ADM0019; ADM0149
Date of Report	12 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 10.1.1 - Draft Policy No. 119 - Risk Management

BRIEF SUMMARY

The purpose of this report is for the Audit, Risk and Improvement Committee (ARIC) to consider a Risk Management Policy for recommendation to Council, as part of Council’s Risk Management Framework.

BACKGROUND

Risk management applies to all risk processes and activities undertaken in local government. Risk Management policies contain an organisation’s risk management objectives and goals and provide a means for identifying and mitigating existing and potential risks and establishing risk acceptance levels, for those risks that cannot be avoided.

Risk Management policies require biennial review by the Executive Management Team and Council’s Audit, Risk and Improvement Committee.

COMMENT

A Risk Management Policy (Policy) is an integral part of a local government’s Risk Management Framework and details organisational responsibilities, when risk management is to be applied, and the Risk Assessment and Acceptance criteria against which all organisational risks are to be assessed, allowing for consistency and informed decision making.

The Policy details risk Measures of Consequence (from insignificant to catastrophic) and Measures of Likelihood (from rare to almost certain) to inform a risk rating matrix that categorises the combined Measures into Low, Moderate, High, or Extreme risk rankings. A Risk Acceptance Criteria table describes each risk ranking level and the relevant acceptability and role responsibilities associated with each level. Existing Control Ratings then define how risk controls that exist are measured; that is, in terms of adequacy (Effective, Adequate, or Inadequate) that necessitate different levels of response.

Please see Attachment 10.1.1 *Draft Policy No. 119 - Risk Management* containing further detail for each of the risk management factors described above.

STATUTORY/LEGAL IMPLICATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 applies

POLICY IMPLICATIONS

This Risk Management Policy will become Council Policy No. 119 if the Officer’s Recommendation is adopted.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3 Civic Leadership

Key Area of Focus

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.2 Resolve the Audit Log findings from regulation 5 & 17 reviews

CONSULTATION/COMMUNICATION

Local Government Insurance Services

Council Briefing Session – 17 February 2026

Chief Executive Officer

RISK MANAGEMENT

Creating a policy that defines roles and responsibilities and risk mitigation across the organisation is integral to Council’s ongoing operations.

The risk is considered ‘medium’ should the recommendation not be supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends to Council that Policy No. 119 - Risk Management, as presented in Attachment 10.1.1, be endorsed.

COUNCIL RESOLUTION – 10.1. RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT POLICY (OCM 525/04/2026)

Moved: Cr Stephens

Seconded: Cr Trimming

That the Audit, Risk and Improvement Committee recommends to Council that Policy No. 119 - Risk Management, as presented in Attachment 10.1.1, be endorsed.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

10.2. RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT PROCEDURES

File Reference	ADM0149
Date of Report	14 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 10.2.1 - Risk Management Procedures

BRIEF SUMMARY

The purpose of this report is for the Audit, Risk and Improvement Committee (ARIC) to receive the Risk Management Procedures – April 2026, outlining risk related processes and instructions undertaken for the Shire of Woodanilling (Shire).

BACKGROUND

Risk Management Procedures (Procedures) aim to provide an effective governance structure to support risk management throughout the Shire, forming part of the Shire's Risk Management Framework.

The Procedures are operational and, therefore, controlled and reviewed by the Chief Executive Officer (CEO) and Executive Management Team.

COMMENT

These Procedures have been formed using Local Government Insurance Services (LGIS) documentation modified to suit the needs of the Shire of Woodanilling. They are based on a 'Three Lines of Defence' model of risk management:

- First Line of Defence – covers the responsibilities of each operational area in identifying, assessing, managing, monitoring, and reporting risk, and establishes processes and controls for its management.
- Second Line of Defence – is assigned to the Executive Manager Corporate Services who maintains oversight and manages the Risk Management Framework supported by the Executive Management Team (EMT) and includes responsibility for reporting risk management to the CEO, the ARIC, and Council.
- Third Line of Defence – relates to internal audit processes (CEO led), and external audit processes reporting independently to the President and CEO (on annual financial statements only) - the external auditor being appointed by Council on recommendation of the ARIC.

Figure 2 within the Procedures document outlines the governance structure/three lines of defence operating model and Figure 3 outlines the Risk Management process within the Shire.

The document will be reviewed by the CEO and EMT on an at least 18-month basis to ensure processes and information remains current - earlier if there has been a change to the risk or control environment.

For further detailed procedure information, please see Attachment 10.2.1 - *Risk Management Procedures*.

STATUTORY/LEGAL IMPLICATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 applies.

POLICY IMPLICATIONS

Council Policy No. 119 - Risk Management, if Council adopts Policy No. 119 in this agenda.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3 Civic Leadership

Key Area of Focus

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.2 Resolve the Audit Log findings from regulation 5 & 17 reviews.

CONSULTATION/COMMUNICATION

LGIS

Chief Executive Officer

RISK MANAGEMENT

A structured risk management process with clearly defined role responsibilities and instructions assists Council and its workforce to manage existing and potential risks on an ongoing basis.

The risk is considered 'medium' should the recommendation not be supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend to Council to receive the Risk Management Procedures April 2026, as presented at Attachment 10.2.1.

**COUNCIL RESOLUTION – 10.2. RISK MANAGEMENT FRAMEWORK – RISK MANAGEMENT PROCEDURES
(OCM 526/04/2026)**

Moved: Cr Vermeulen

Seconded: Cr Trimming

That the Audit, Risk and Improvement Committee recommend to Council to receive the Risk Management Procedures April 2026, as presented at Attachment 10.2.1.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

10.3. RISK MANAGEMENT FRAMEWORK - STRATEGIC RISK REGISTER

File Reference	ADM0149
Date of Report	09 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 10.3.1 – Draft Strategic Risk Register

BRIEF SUMMARY

The purpose of this report is for the Audit, Risk and Improvement Committee (ARIC) to consider a Strategic Risk Register for recommendation to Council, as part of Council's Risk Management Framework.

BACKGROUND

The purpose of a local government Strategic Risk Register is to identify risks negatively impacting a shire's ability to meet its strategic objectives as outlined in its Strategic Community Plan/Corporate Business Plan.

The Strategic Risk Register (Register) is a risk mitigation tool designed to be reviewed, updated, and presented to Council regularly, ensuring continued awareness and consideration of strategic risk by Council, the Chief Executive Officer (CEO) and Executive Management.

The Register operates alongside an operational risk register, the content of which requires the CEO's approval and regular review and updating undertaken by the CEO and Executive Management.

COMMENT

In developing the Register, strategic risks have been placed into the following broadly categorised risk profiles:

- Inadequate Infrastructure
- Statutory and Regulatory Requirements
- Business Disruption/Emergency Management
- Financial Sustainability/Economic Change Vulnerability
- Community Engagement and Expectations
- Workforce

Each risk profile contains the following detail relevant to the particular risk:

1. Relationship to Council's Strategic Community Plan pillars and Corporate Business Plan actions
2. Overview of risk description, potential impact and consequences
3. Potential risk causes and their outcomes
4. Predicted inherent strategic risk level (prior to risk controls being implemented)
5. Key strategic risk controls including type, date to be actioned/reviewed, and considered level of effectiveness
6. Predicted residual strategic risk level (post key risk controls implementation)
7. Risk evaluation (level of risk acceptance)
8. Actions (operational level tasks required to be undertaken to maximise mitigation of strategic risks)

A summary of each risk profile's predicted inherent and residual risk levels, along with a summary of actions to be undertaken within timeframes and by role responsibility, are located in the Dashboard Report of the Register. Detailed individual risk profile information, as described in points 1 to 8 above, follows the Dashboard Report in Attachment 10.3.1 *Draft Strategic Risk Register*.

The Register is a 'living' document that will regularly update as risks change, controls are updated, and actions are undertaken.

STATUTORY/LEGAL IMPLICATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 applies.

POLICY IMPLICATIONS

Policy 119 – Risk Management (for resolution within this agenda)

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3 Civic Leadership

Key Area of Focus

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.2 Resolve the Audit Log findings from regulation 5 & 17 reviews.

CONSULTATION/COMMUNICATION

Council Briefing Session – 17 March 2026

Chief Executive Officer

RISK MANAGEMENT

Identifying recognised and potential risks allows for acceptance levels to be established and adhered to, mitigation controls and actions exercised, and regular review undertaken.

The risk is considered ‘medium’ should the recommendation not be supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends to Council that the Strategic Risk Register, as presented in Attachment 10.3.1, be endorsed.

COUNCIL RESOLUTION – 10.3. RISK MANAGEMENT FRAMEWORK - STRATEGIC RISK REGISTER (OCM 527/04/2026)

Moved: Cr Stephens

Seconded: Cr Marshall

That the Audit, Risk and Improvement Committee recommends to Council that the Strategic Risk Register, as presented in Attachment 10.3.1, be endorsed.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

10.4. RISK MANAGEMENT FRAMEWORK – BUSINESS CONTINUITY PLAN

File Reference	ADM0149
Date of Report	13 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 10.4.1 Shire of Woodanilling Business Continuity Plan April 2026 - Redacted

BRIEF SUMMARY

The purpose of this report is for the Audit, Risk and Improvement Committee (ARIC) to receive the Business Continuity Plan - April 2026, designed to guide operations following a disruption to normal business activity.

BACKGROUND

The Business Continuity Plan (BCP) is an operational document reviewed by the Chief Executive Officer and Executive Management Team and forms part of Council's Risk Management Framework.

COMMENT

Business Continuity Plans (BCP) provide guidance in challenging situations when operational activity is being, or has been, disrupted (e.g., during/following a disaster). BCPs prioritise time critical business activities, contain contact details for personnel and other key external organisations that may assist the organisation to return to normal business activity as quickly as possible, and include checklists and procedures for personnel to follow.

Councillors are referred to Attachment 10.4.1 *Shire of Woodanilling Business Continuity Plan April 2026* for further content information – personal contact details have been redacted.

It is envisaged that this document will be reviewed on an annual basis along with other Risk Management documentation; particularly, for checking and updating of contact details, where necessary, and to ensure other content is up to date.

STATUTORY/LEGAL IMPLICATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 applies.

POLICY IMPLICATIONS

Policy No. 119 - Risk Management, if Council adopts Policy No. 119 in this agenda.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3 Civic Leadership

Key Area of Focus

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.2 Resolve the Audit Log findings from regulation 5 & 17 reviews

CONSULTATION/COMMUNICATION

Local Government Insurance Services
Chief Executive Officer

RISK MANAGEMENT

A Business Continuity Plan serves to provide guidance when an event disrupts normal business activity, thereby lessening risk across all risk areas.

The risk is considered ‘medium’ should the recommendation not be supported.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends to Council to receive the Business Continuity Plan April 2026, as presented at Attachment 10.4.1.

COUNCIL RESOLUTION – 10.4. RISK MANAGEMENT FRAMEWORK – BUSINESS CONTINUITY PLAN (OCM 528/04/2026)

Moved: Cr Vermeulen
Seconded: Cr Trimming

That the Audit, Risk and Improvement Committee recommends to Council to receive the Business Continuity Plan April 2026, as presented at Attachment 10.4.1.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming
Against: Nil

10.5. REGULATION 5 AND REGULATION 17 REVIEW UPDATES

File Reference	ADM0063
Date of Report	09 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 10.5.1 – Regulation 5 and Regulation 17 Recommendations Status Report

BRIEF SUMMARY

The purpose of this report is for the Audit, Risk and Improvement Committee (ARIC) to receive an update on the progress of addressing recommendations made in the 2024 Regulation 5 and Regulation 17 Reports.

BACKGROUND

Previously, in accordance with regulation 5 *Local Government (Financial Management) Regulations 1996*, the CEO was to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every **3 financial years**) and report to the local government the results of those reviews. The Regulation 5 Review was conducted by Hammond Woodhouse Advisory in July 2024.

Also previously, in accordance with regulation 17 *Local Government (Audit) Regulations 1996*, the CEO was required to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control; and legislative compliance not less than once in every **3 financial years**. The Regulation 17 Review was conducted by Hammond Woodhouse Advisory in July 2024.

Recent changes to regulation 17 *Local Government (Audit) Regulations 1996*, now require that the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to financial management, legislative compliance and risk management not less than once in every **4 financial years**. Regulation 5 *Local Government (Financial Management) Regulations 1996* has been accordingly amended to remove the financial review requirements as this is now covered by Regulation 17.

A status report on the implementation of recommendations made in both 2024 Reviews is attached for the Committee's information.

COMMENT

The attachment provides a table of consolidated recommendations for each Review Report, and status of implementation as at April 2026.

In the Regulation 5 Status Report, there is one item remaining to be actioned from the three recommendations.

In the Regulation 17 Status Report there were 11 recommendations of which 3 are complete, 3 are in progress, and 5 are to be actioned within the next six to nine months.

STATUTORY/LEGAL IMPLICATIONS

LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 17

17. CEO to review certain systems and procedures

(1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —

- (a) financial management;
- (b) legislative compliance;
- (c) risk management.

(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3 Civic Leadership

Key Area of Focus

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.2 Resolve the Audit Log findings from regulation 5 & 17 reviews.

CONSULTATION/COMMUNICATION

Nil

RISK MANAGEMENT

Identifying recognised and potential risks allows for acceptance levels to be established and adhered to, mitigation controls and actions exercised, and regular review undertaken.

The risk is considered ‘medium’ should the recommendation not be supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends to Council to receive the Regulation 5 and Regulation 17 Recommendations Status Reports as attached.

COUNCIL RESOLUTION – 10.5. REGULATION 5 AND REGULATION 17 REVIEW UPDATES (OCM 529/04/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Audit, Risk and Improvement Committee recommends to Council to receive the Regulation 5 and Regulation 17 Recommendations Status Reports as attached.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

11. REPORTS OF OFFICERS

Nil.

12. REGULATORY SERVICES

12.1. PROPOSED SHED & WATER TANK – LOT 154 CARLISLE STREET, WOODANILLING

File Reference	A536
Date of Report	10 April 2026
Responsible Officer	Anika Serer
Author of Report	Steve Thompson
Disclosure of any Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>).
Voting Requirement	Simple Majority
Attachments	Attachment 12.1.1 - Information from applicant Attachment 12.1.2 - Local Planning Policy No. 2 Sheds/Outbuildings

BRIEF SUMMARY

To consider an application for development approval to construct a shed and water tank at Lot 154 Carlisle Street, Woodanilling.

BACKGROUND

The applicant, Adam and Amanda Cox, seek development approval for a shed and water tank.

The site is located approximately 1.5 km north of the Woodanilling town centre. The site is 2.42 hectares in area, is vacant and contains small amounts of remnant vegetation. The landowner has advised of plans to later construct a house on the site.

The proposed shed has a floor area of 103.5m² (15m length, 8m width, 4m wall height and 4.7m to the roof apex). The shed walls and roof are Colorbond (Deep Ocean). Additionally they propose an awning of 48m². The applicant advises the shed is for storage only and is not for commercial purposes. Details submitted by the applicant are set out in Attachment 11.1.1.

The proposed water tank has a capacity of 110,000 litres and will be located between the proposed shed and the future house.

The site is zoned 'Local Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1* (the Scheme). The Scheme sets a minimum setback standard of 10m to front and rear boundaries and 5m to side boundaries. The shed and water tank are well setback from property boundaries.

Clause 3.2 of the Scheme sets out the following objective for the Local Rural zone:

'To provide for a mix of residential and business related uses in a rural setting which achieves a high standard of visual amenity, facilitates landscape protection and conservation and will not cause land use conflicts or adverse impacts on the amenity and character of the zone.'

Council's Local Planning Policy 2 – Sheds/Outbuildings is provided in Attachment 11.1.2.

The site and shed are located within a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. It is suggested there is no requirement for a Bushfire Attack Level assessment for this Development Application which is for domestic storage purposes.

COMMENT

The Development Application is conditionally supported. This follows assessment against the planning framework, information provided by the applicant and the site characteristics. Conditional approval is recommended given:

- The shed and water tank are not considered to detract from the streetscape given the significant setback from the Carlisle Street boundary;
- The shed and water tank are considered compatible with the setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;
- The proposed storage use for the shed is compatible with the area's character; and

- Development conditions can assist to control the use, management and design of the development including requiring Colourbond colours.

STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 - the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act/Regulations.

POLICY IMPLICATIONS

Local Planning Policy 2 – Sheds/Outbuildings

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy, but is required to have regard to the policy in determining the Development Application.

It is recommended that Local Planning Policy No. 2 – Sheds/Outbuildings is reviewed and updated. This, in part, to reflect changes to the Scheme and the Residential Design Codes, changing community expectations and to increase certainty as to Council requirements.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council’s decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

The Shire has not undertaken consultation on the Development Application.

RISK MANAGEMENT

Should Council not proceed on the officer’s recommendation, there is a risk to the Shire’s reputation should it be seen as not supporting Scheme objectives. Therefore, it is assessed that the risk is “Low” as reflected below.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for a shed and water tank at Lot 154 on Plan 223224 Carlisle Street, Woodanilling subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. The external walls and roof of the shed are clad in Colourbond colours to the satisfaction of the local government.
4. The shed is not used for commercial, industrial or habitable purposes.
5. A low-fuel area is provided around the shed, prior to occupation, which is then suitably maintained to the satisfaction of the local government.
6. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

Advice Notes:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the *Shire of Woodanilling Local Planning Scheme No. 1* requires a residence on the property prior to the establishment of non-residential development.
- C) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

COUNCIL RESOLUTION – 12.1. PROPOSED SHED & WATER TANK – LOT 154 CARLISLE STREET, WOODANILLING (OCM 530/04/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for a shed and water tank at Lot 154 on Plan 223224 Carlisle Street, Woodanilling subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. The external walls and roof of the shed are clad in Colourbond colours to the satisfaction of the local government.
4. The shed is not used for commercial, industrial or habitable purposes.
5. A low-fuel area is provided around the shed, prior to occupation, which is then suitably maintained to the satisfaction of the local government.
6. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

Advice Notes:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the Shire of Woodanilling Local Planning Scheme No. 1 requires a residence on the property prior to the establishment of non-residential development.
- C) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

13. INFRASTRUCTURE SERVICES

Nil.

14. CORPORATE SERVICES

14.1.LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2026

File Reference	ADM0066
Date of Report	09 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 14.1.1 – List of Accounts for Payment – 31 March 2026

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 March 2026, as required under the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within Attachment 14.1.1.

Payments up to 31 March 2026

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$23,590.66
Cheque Payments	Municipal	\$0.00
EFT Payments #8181 to #8211	Municipal	\$112,864.69
Sub Total	Municipal	\$136,455.35
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$136,455.35

STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of 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 for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee’s name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
 - and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

STRATEGIC IMPLICATIONS

PILLAR 3: CIVIC LEADERSHIP

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.

MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$136,455.35 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 March 2026, as contained within Attachment 14.1.1.

COUNCIL RESOLUTION – 14.1. LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2026 (OCM 531/04/2026)

Moved: Cr Stephens

Seconded: Cr Trimming

That Council accepts the list of accounts and details of the credit card amounts, totalling \$136,455.35 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 March 2026, as contained within Attachment 14.1.1.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

14.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2026

File Reference	ADM0066
Date of Report	10 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 14.2.1 – Monthly Financial Report 31 March 2026

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 March 2026 is presented for Council’s consideration.

BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 31 March 2026 shows a closing surplus of \$1,007,016.

STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Financial Consultant/Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within Attachment 14.2.1.

STRATEGIC IMPLICATIONS

PILLAR 3: CIVIC LEADERSHIP

Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 March 2026, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in Attachment 14.2.1.

COUNCIL RESOLUTION – 14.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2026 (OCM 532/04/2026)

Moved: Cr Trimming

Seconded: Cr Vermeulen

That Council receive the Monthly Financial Report for the period of 31 March 2026, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in Attachment 14.2.1.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

14.3.REMUNERATION FOR INDEPENDENT MEMBERS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE AND EXPRESSIONS OF INTEREST

File Reference	ADM0125
Date of Report	13 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 14.3.1

BRIEF SUMMARY

The purpose of this report is for the Council to determine the remuneration payable to the Presiding Member and Deputy of the Presiding Member of the Audit, Risk and Improvement Committee (ARIC), in accordance with the Salaries and Allowances Tribunal Determination, and seek Expressions of Interest for these roles.

BACKGROUND

The Salaries and Allowances Tribunal (Tribunal) issued Local Government CEO and Elected Council Members Determination 2026-032 on 2 April 2026, which includes the meeting fee arrangements for the Presiding Member and Deputy of the Presiding Member for the ARIC.

Local governments must resolve the meeting attendance fee payable to independent ARIC members within the prescribed range and may reimburse reasonable expenses associated with attendance.

Local governments must also establish an ARIC with an independent presiding member and deputy to the presiding member by 30 June 2026.

COMMENT

6.5 2026 LOCAL GOVERNMENT DETERMINATION

Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting

(1) In accordance with Section 5.100(2)(b) of the LG Act, the fee payable by a local government or a regional local government council to an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in Table 7. The fees provided in Table 7 are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.

(2) The range in Table 7 is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government’s Audit and Financial Advisory Services Common Use Agreement (CUAFA2024) may be used as guide.

Table 7: Independent ARIC members – per meeting fees

Independent Audit, Risk and Improvement Committee Member		
Bands	Minimum	Maximum
1 – 4	\$110	\$1,215
Regional LG Council	\$110	\$1,215

(3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.

(4) The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

The Expression of Interest attached is proposed to be advertised via social media and the website to seek appropriate candidates for the Presiding Member and Deputy of the Presiding Member for Council’s endorsement. It is noted that the Deputy of the Presiding Member is not required to attend meetings unless the Presiding Member is unable to attend.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995
Salaries and Allowances Act 1975

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An allocation of \$500 is included in the 2025/2026 annual budget for this purpose. Future budgets from 2026/27 onward will include ongoing provision for ARIC independent member fees.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

The Shire has consulted with neighbouring Shires to benchmark the proposed remuneration.

RISK MANAGEMENT

Should Council not proceed on the officer’s recommendation, there is a risk to the Shire’s compliance obligations if this is not endorsed. Therefore, it is assessed that the risk is “Low” as reflected below.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Determine, in accordance with section 5.100 of the *Local Government Act 1995* and clause 6.5 of the Local Government CEO and Elected Council Members Determination 2026, that the meeting attendance fee payable to the independent Presiding Member of the Audit, Risk and Improvement Committee is \$220 per meeting.
2. Approve the proposed Expression of Interest to seek submissions from potential Presiding Members and Deputy of the Presiding Members for further consideration.

COUNCIL RESOLUTION – 14.3. REMUNERATION FOR INDEPENDENT MEMBERS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE AND EXPRESSIONS OF INTEREST (OCM 533/04/2026)

Moved: Cr Stephens

Seconded: Cr Trimming

That Council:

1. Determine, in accordance with section 5.100 of the *Local Government Act 1995* and clause 6.5 of the Local Government CEO and Elected Council Members Determination 2026, that the meeting attendance fee payable to the independent Presiding Member of the Audit, Risk and Improvement Committee is \$220 per meeting.
2. Approve the proposed Expression of Interest to seek submissions from potential Presiding Members and Deputy of the Presiding Members for further consideration.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

14.4. AMENDMENT TO 'COUNCIL COMMITTEES & REFERENCE GROUPS – ESTABLISHMENT & TERMS OF REFERENCE' - AUDIT, RISK AND IMPROVEMENT COMMITTEE

File Reference	ADM390
Date of Report	15 April 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart, Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 14.4.1 – Council Committees & Reference Groups - Establishment & Terms of Reference June 2025, as amended.

BRIEF SUMMARY

The purpose of this report is for Council to update its *Council Committees & Reference Groups – Establishment & Terms of Reference* for its Audit, Risk and Improvement Committee (Committee) to align with the *Local Government Act 1995 (Act)* as amended by the *Local Government Amendment Act 2024* and *Local Government Regulations Amendment Regulations (No. 4) 2025*, commencing 1 January 2026.

BACKGROUND

Whilst the above legislation commenced 1 January 2026, transitional provisions enable audit committees to transition to audit, risk and improvement committees inclusive of independent presiding and deputy of presiding members, by 30 June 2026.

COMMENT

Previously referred to *Audit Committees* are now required, under the above-mentioned legislation, to be Audit, Risk and Improvement Committees and to have Independent Presiding Members and Independent Deputy of Presiding Members appointed by Council (by Absolute Majority) and for these roles to be remunerated appropriately in accordance with the *Salaries and Allowances Act 1975*.

The introduction of independent presiding and deputy of presiding members provides for increased community confidence by way of transparency and may, dependent upon appointments, increase risk and/or financial management expertise within the Committee.

The appointment of an independent deputy of presiding member ensures that, should a meeting be required when the independent presiding member is unavailable, it would not be necessary to appoint an independent proxy presiding member at short notice.

Expressions of Interest to fill the independent presiding member and deputy of presiding member roles and remuneration for same are addressed separately within this agenda.

Attachment 14.4.1 – *Council Committees & Reference Groups - Establishment & Terms of Reference June 2025* has been updated in accordance with legislative requirements.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – s. 5.12 – *Presiding members and deputies/Schedule 9.3 – Transitional provisions*

Local Government Amendment Act 2024 – s. 86 – s. 90 – *various amendments to s. 7 of the Act regarding audit, risk and improvement committees*

Local Government Regulations Amendment Regulations (No. 4) 2025 - Part 3 – Local Government (Audit) Regulations 1996 amended

1) Salaries and Allowances Act 1975 – s. 7BAA. - Determinations as to fees and allowances of members of local government committees

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PILLAR 3

Civic Leadership

GOAL

8: Accountable and compliant governance

STRATEGIES

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations

CONSULTATION/COMMUNICATION

Chief Executive Officer

RISK MANAGEMENT

Failure to comply with the amended *Local Government Act 1995* would result in non-compliance risk potentially incurring an unfavourable audit finding and reputational damage.

The risk assessment is considered low if the recommendation is not supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council amends the Terms of Reference for its Audit, Risk and Improvement Committee (previously Audit Committee) as per Attachment 14.4.1 - *Council Committees and Reference Groups – Establishment & Terms of Reference*, in accordance with the requirements of sections 5.12 of the *Local Government Act 1995* as amended by the *Local Government Amendment Act 2024* and Local Government Regulations Amendment Regulations (No. 4) 2025.

COUNCIL RESOLUTION – 14.4. AMENDMENT TO ‘COUNCIL COMMITTEES & REFERENCE GROUPS – ESTABLISHMENT & TERMS OF REFERENCE’ - AUDIT, RISK AND IMPROVEMENT COMMITTEE (OCM 534/04/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That Council amends the Terms of Reference for its Audit, Risk and Improvement Committee (previously Audit Committee) as per Attachment 14.4.1 - *Council Committees and Reference Groups – Establishment & Terms of Reference*, in accordance with the requirements of sections 5.12 of the *Local Government Act 1995* as amended by the *Local Government Amendment Act 2024* and Local Government Regulations Amendment Regulations (No. 4) 2025.

CARRIED 5/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming

Against: Nil

15. COMMUNITY SERVICES

Nil.

16. OFFICE OF CEO

Nil.

17. CONFIDENTIAL REPORTS

Nil.

15 ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

17 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.24pm.