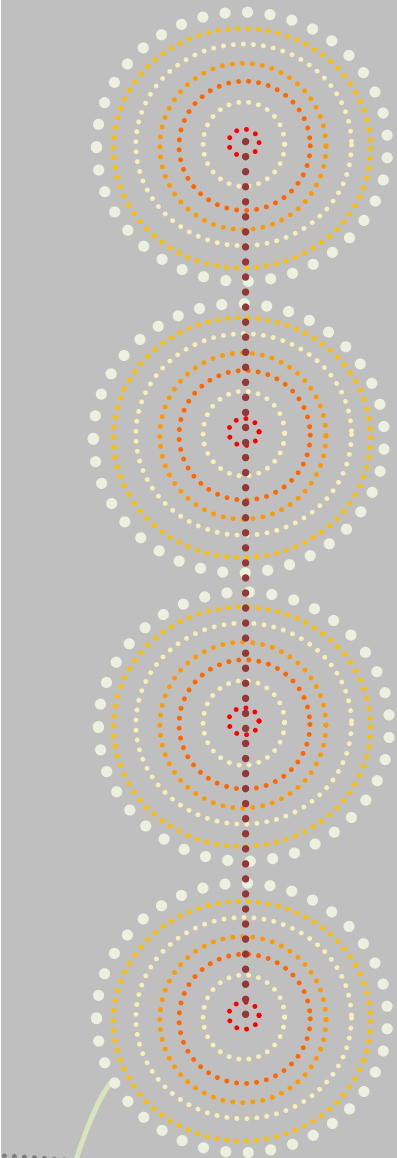


Shire of Goomalling



SPECIAL COUNCIL MEETING AGENDA

21 October 2025



SHIRE OF GOOMALLING
AGENDA FOR SPECIAL MEETING OF COUNCIL
TUESDAY 21 OCTOBER 2025



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SHIRE OF GOOMALLING
AGENDA FOR SPECIAL MEETING OF COUNCIL
TUESDAY 21 OCTOBER 2025



DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each agenda item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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AGENDA OF MEETING

Meeting No. 10 of 2025 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Tuesday, 21 October 2025 at 6.30pm.

SWEARING IN CEREMONY – COUNCILORS ELECT

The Councillors will be sworn in at 6.30pm.

1. DECLARATION OF OPENING & ACKNOWLEDGEMENT OF COUNTRY

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

Without prior approval any recording of this meeting is prohibited, and no action should be taken into the resolution of Council prior to written advice being received.



2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

2.1 Attendance

Council	Elected Member	
	Elected Member	Cr Roland Van Gelderen
	Elected Member	Cr Casey Butt
	Elected Member	
	Elected Member	Cr Brendon Wilkes
	Elected Member	
	Elected Member	
Administration	Chief Executive Officer	Mr Samuel E Bryce
	Deputy Chief Executive Officer	Miss Natalie Bird
	Minutes	Elizabeth Pudwell
2.2	Apologies	
2.4	Gallery	
2.4	Previously Approved Leave of Absence	

3. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

3.1. Election of Shire President

The Chief Executive Officer will act as Returning Officer for the election of President.

Nominations for the position of President must be made in writing to the Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting.

Election of the President will be held in accordance with Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995. The newly elected President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

The President will Chair the meeting after making the declaration of office.

3.2. Election of Deputy Shire President

The Chief Executive Officer will act as Returning Officer for the election of Deputy President.

Nominations for the position of Deputy President must be made in writing to the Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting.

Election of the Deputy President will be held in accordance with Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995. The newly Deputy elected President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

4. PUBLIC QUESTION TIME

5. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

7. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION



10. OFFICERS REPORTS

10.1 ALLOCATION OF SEATING POSITIONS

File Reference	4.12
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	21 October 2025
Author	Samuel E Bryce – Chief Executive Officer
Authorising Officer	Samuel E Bryce – Chief Executive Officer
Attachments	Nil

Standing Orders Clause 8.2 Members to Occupy Own Seats
 At the first meeting held after each ordinary elections day, the President is to allot by order of ward, a position at the Council table to each councillor and the councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of councillors for a re-allotment of positions.

OFFICERS COMMENT

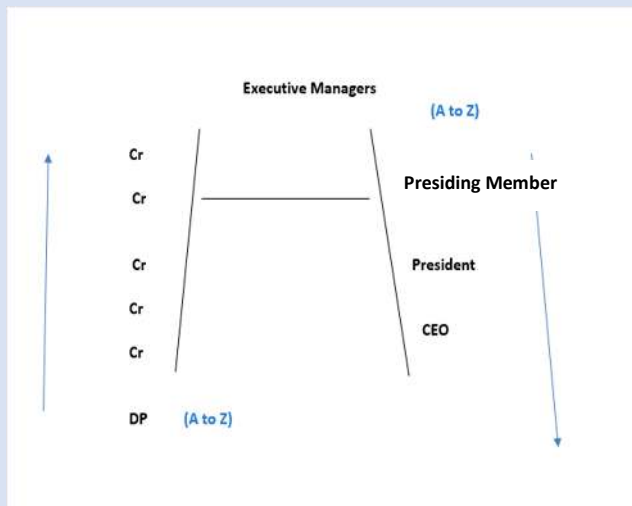
It is considered appropriate that the Presiding Member be seated at the head of the seating plan, with the Deputy President seated at their left.

Councillors should then be seated alphabetically from the Deputy President’s left in a clockwise position or in a position otherwise decided by Council.

OFFICER RECOMMENDATION:

That Council: -

1. ALLOCATES the seating positions of Councillors as set out in the following diagram and that Councillors occupy those positions until the next Ordinary Council Elections or until otherwise amended by a decision of Council.





10.2 COUNCIL COMMITTEES – APPOINTMENT OF MEMBERS

File Reference	4.12
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	21 October 2025
Author	Samuel E Bryce – Chief Executive Officer
Authorising Officer	Samuel E Bryce – Chief Executive Officer
Attachments	10.2.1 Terms of Reference Finance and Audit Committee 10.2.2 Shire of Goomalling Audit and Risk Committee Charter

Summary

The purpose of this report is to consider the appointment of Elected Members to Committees of Council as required by sections 5.8, 5.9, 5.10, 5.11A, 5.11 and 5.12 of the Local Government Act 1995.

Background

Following the 18 October 2025 local government elections Council is required to renominate members to each of the Council’s standing committees.

- 1. Audit and Risk Committee **Whole of Council plus 1 independent member**
- 2. Behaviour Complaints Committee **Whole of Council**

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.8 Establishment of committees

A local government may establish by absolute majority committees of 3 or more persons to assist the council.

Section 5.9. Committees, types of

- (1) In this section — other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.



Section 5.10. Appointment of committee members

- (1) A committee is to have as its members —
- (a) persons appointed by absolute majority by the local government to be members of the committee.

Section 5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first

Section 5.11A. Deputy committee members

- (1) The local government may appoint by absolute majority a person to be a deputy of a member of a committee and may terminate such an appointment by absolute majority at any time.

Section 5.12. Presiding members and deputies

- (1) The local government must appoint by absolute majority a member of a committee to be the presiding member of the committee.
- (2) The local government may appoint by absolute majority a member of a committee to be the deputy presiding member of the committee.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Subdivision 2 – Committees and their meetings

Policy Implications

Policy implications do not apply for this report, and it is the opinion of the author that policy development is not required.

Financial Implications

There are no financial implications for this report.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
4.1	Provide Accountable and Transparent Leadership



Comment/Conclusion

Changes to the Local Government Act 1995 relating to the establishment of the Audit and Risk Committee which will require Council to appoint an independent chairperson have not yet commenced.

It is recommended that Council seeks submissions from the community to fill the role of independent chair and deputy chair of the Audit and Risk Committee. Until such time as independent persons are appointed to the committee, the President and Deputy President may fill the roles of chairperson and deputy chairperson respectively.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That the Council

1. **ENDORSE appointments to Council Committees:**
 - a. Audit and Risk Committee - Whole of Council
 - b. Behaviour Complaints Committee – Whole of Council



Terms of Reference

AUDIT AND RISK COMMITTEE

These Terms of Reference are to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

1. Name

The name of the committee is Shire of Goomalling Audit and Risk Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (C15.09.15).

3. Definitions

Act	the <i>Local Government Act 1995</i> .
Council	the body consisting of all Council members sitting formally as the Council of Shire of Goomalling (the Shire).
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Goomalling.
Committee	Shire of Goomalling Audit and Risk Committee
Council Member	a person elected under the Act as a member of Council. Shire of Goomalling Council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	a person who is not a Council member appointed to the committee with requisite skills, knowledge and experience that complement the committee’s objectives.
Member	a person appointed to this committee.

4. Objectives

The primary objective of the committee is to accept responsibility for the annual external audit and liaise with the Shire’s auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the committee will:

- a) Assist Council in discharging its legislative responsibilities of controlling the Shire’s affairs.
- b) Ensure openness in the Shire’s financial reporting.
- c) Liaise with the CEO to ensure the effective and efficient management of the Shire’s financial accounting systems, risk management framework and compliance with legislation.

The committee is to facilitate:

- a) The enhancement of the credibility and objectivity of external financial reporting.
- b) Effective management of financial and other risks and the protection of Council assets.
- c) Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance.
- d) The provision of an effective means of communication between the external auditor and Council.

5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has been delegated authority (COM-46) to meet with the auditor of the Shire at least once in every year to satisfy the requirement of section 7.12A (2) of the Act.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures without the approval of the CEO.

6. Functions of the Committee

In accordance with *Local Government (Audit) Regulations 1996*, the committee is to:

- a) Guide and assist the Shire in carrying out:
 - i. its functions under Part 6 of the Act; and
 - ii. its functions relating to other audits and other matters related to financial management.
- b) Guide and assist the Shire in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act.
- c) Review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the Council the results of that review; and
 - ii. give a copy of the CEO's report to Council.
- d) Consider the CEO's three yearly reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to Council the results of those reviews.
- e) Oversee the implementation of any action that the Shire:
 - i. is required to take by section 7.12A (3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).

- (f) Perform any other function conferred on the committee by the regulations or another written law.

Additionally, the committee is to:

- a) Review the Shire's draft annual financial report, focusing on:
 - i. accounting policies and practices;
 - ii. changes to accounting policies and practices;
 - iii. the process used in making significant accounting estimates;
 - iv. significant adjustments to the financial report (if any) arising from the audit process;
 - v. compliance with accounting standards and other reporting requirements; and
 - vi. significant variances from prior years.
- b) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation, but before the annual financial report is signed.
- c) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- d) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference.

6.1 Internal Audit

- a) The committee's functions in regards to internal audits is to:
- b) Review and approve the "Internal Audit Charter Policy" ensuring that internal audit activities are in accordance with the adopted "Internal Audit Charter Policy".
- c) The internal audit function will report administratively to the CEO and functionally to Council through the committee.
- d) Ensure that internal audits are completed in accordance with the endorsed Internal Audit Plan which is to be reviewed each financial year.
- e) Monitor and review recommendations arising out of internal audit reports and their implementation.
- f) Review the effectiveness of the internal audit function, including compliance with relevant auditing standards.
- g) Ensure the endorsed Internal Audit Plan is informed by the Shire's "Risk Management Policy".
- h) If considered necessary, meet with the internal audit service provider to discuss any matters the committee or the internal auditor believes need to be discussed privately.

6.2 Compliance

The committee's functions in regards to compliance is to:

- a) Review the annual Compliance Audit Return and satisfy itself that the return is supported by appropriate processes and controls.
- b) Provide reasonable confidence about the accuracy of information contained in the Compliance Audit Return and make a recommendation on its adoption to Council.

6.3 Risk Management

The committee's functions in regards to risk management is to:

- a) Ensure the Shire's risk management framework addresses Council's
- b) exposure to both strategic and operational risks.
- c) Monitor the effectiveness of the risk management framework through regular reviews and reporting.

- d) Regularly review Council's strategic risk register to check that extreme and high-level risks are managed in accordance with the "Risk Management Policy".
- e) Address any specific requests referred from Council in relation to issues of risk and risk management.
- f) At least once every year consider a report from the Shire's Leadership Team in relation to the management of risk within the Shire, and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with risks that impact the Shire.

7. Membership

The committee shall consist of the following members:

- a) Shire President
- b) Deputy Shire President
- c) Up to three Council members
- d) Up to one external members

If authorised by the committee, Council members attending as observers may participate in the meeting (but are not able to vote).

The CEO and employees are not members of the committee. The Director Corporate Services is to provide administrative support to the committee.

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

8. Appointment

Members are appointed to committees by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, a member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

8.1. Council Members

Council members are appointed in accordance with section 5.10 of the Act.

8.2. External members

Nominations for external members to apply for a position on the committee will be advertised in accordance with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

External members should possess financial, accounting, governance and risk management experience and have strong business acumen, management and communication skills.

Potential applicants for the role of external member will be required to submit the following information in order to be considered for appointment:

- a) resume (maximum two pages); and
- b) a statement (maximum one page) responding to the following:
 - i. Why you wish to serve on the committee;
 - ii. What qualifications (evidence to be supplied) and professional experience you have that would benefit the committee.

At the close of the advertising period, applications for external members shall be assessed against the selection criteria with a report providing recommendations for appointment to

be considered by Council. A special meeting of the committee will be convened comprising of council members only to assess the applications received and make a formal recommendation to Council to appoint the preferred applicants.

Depending on the number of applications received and the outcome of the initial assessment process by the committee, a shortlist will be prepared by the committee. Interviews may be conducted with applicants who are shortlisted after the assessment process.

8.3 Presiding Member

The presiding member and deputy presiding member are to be appointed by the committee at its first ordinary meeting immediately following the biennial local government election.

9. Roles and Responsibilities

Each member is expected to abide by the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures that delivery of the committee's objective.
- External members are responsible for contributing to the delivery of the committee's objectives within the scope of their skills, knowledge, experience and capabilities.
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

10. Remuneration of External Members

External members are to be remunerated in accordance with section 5.100 of the Act.

The extent to which external members can be reimbursed shall be as determined by the Salaries and Allowances Tribunal.

11. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least four times per year. Special meetings may be held:

- a) if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting;

- b) if so decided by the Committee; or
- c) if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the Meeting Procedures Local Law 2015.

Meeting quorum is at least 50% of the number of members of the committee. Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to Council for deliberation.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

12. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee are to be included in a Council meeting agenda to obtain a formal Council decision, where applicable.

Committee recommendations are advisory only and shall not be binding on Council.

13. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

14. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

Document Control

Item	Date	Resolution #
Committee established (in current format)		
Reviewed		
Reviewed		
Reviewed		
Reviewed		
Reviewed		
Reviewed		



Audit and Risk Committee Charter

1.0 Introduction

1.1 The Shire has established an Audit and Risk Committee (Committee) under Section 7.1A of the Local Government Act 1995. The Committee is a formally appointed committee of Council in accordance with the Local Government Act 1995 and is responsible to Council.

2.0 Role

2.1 The Committee assists the Shire in fulfilling its responsibilities in relation to systems of risk management and internal control, the Shire's processes for monitoring compliance with laws and regulations, including the Shire's Codes of Conduct, financial and performance reporting, and external and internal audit. The Committee is not responsible for the management of these functions.

2.2 The Committee will engage with the Administration in a constructive and professional manner to perform its oversight responsibilities. The Presiding Member will preside at meetings of the Committee in accordance with the Local Government Act 1995 and provide leadership and guidance to the Committee.

2.3 Members of the Committee are expected to:

- a) understand the legal and regulatory obligations of Council for governing the Shires.
- b) understand governance arrangements that support achievement of the Shire's strategies and objectives.
- c) exercise due care, diligence and skill when performing their duties.
- d) adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates, and any applicable code of ethics of any professional body which they may be a member of.
- e) help to set the right tone by demonstrating behaviours which reflect the Shire's Vision, Primary Values and Distinguishing Values.
- f) be aware of contemporary and relevant issues impacting the local government sector.
- g) only use and respect that information provided to the Committee is to be used only to carry out their responsibilities, unless expressly agreed by Council.

3.0 Authority

3.1 The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility or powers pursuant to section 7.1B of the Local Government Act 1995. The



Committee does not have any management functions and cannot involve itself in management processes or procedures.

4.0 Membership

4.1 The Committee comprises of all councillor's deputy President and President along with one Independent Member (external to the operations of the Shire)

4.2 The Committee will elect a Presiding Member as the first item of business at its first meeting, after each Council election. The Presiding Member will be appointed for an initial period of two years after each Council election and may be extended or reappointed for further periods as determined by the Committee.

The Committee shall also elect a Deputy Presiding Member, at its first meeting, after each Council election.

4.3 Committee members will be appointed for an initial period of two years after each Council election via an absolute majority of Council. Council will review the membership of the Committee every two years to ensure that there is an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience. Council may choose to re-appoint members based on their ability to contribute to the work of the Committee.

4.4 The quorum of the Committee shall be determined in accordance with the requirements of the Local Government Act 1995.

4.5 All Committee members shall have full voting rights.

4.6 Appointment of an external member shall be made by Council by way of a public advertisement and be for a maximum term in accordance with section 5.11 of the Local Government Act 1995

4.7 Council will determine the qualifications, skills, knowledge and experience required to be considered as an external member

4.8 Council may prefer to appoint a person as the external member who is enrolled to vote in the elections for the City of Joondalup in accordance with the provisions of the Local Government Act 1995.

4.9 The external member is entitled to claim legitimate expenses as defined by the Local Government Act 1995.

4.10 The Chief Executive Officer and employees of the Shire shall not be members of the Committee and the Chief Executive Officer or his/her nominee shall attend all meetings to provide advice and guidance to the Committee.

4.11 Council may remove a committee member at any time before their term expires, or a member may resign from the Committee.



A member:

- a) may resign from the Committee at any time during his or her tenure;
- b) who is disqualified pursuant to the Local Government Act 1995 from holding membership will be removed from the Committee; and
- c) who is absent, without obtaining leave of the Committee, throughout three consecutive ordinary meetings of the Committee is disqualified from continuing his or her membership of the Committee

5.0 Responsibilities

5.1 The terms of reference for the Committee are:

- i. under part 6 – Financial Management, of the Local Government Act 1995;
 - ii. in relation to audits conducted under Part 7 – Audit, of the Local Government Act 1995;
 - iii. relating to other audits and other matters related to financial management
- b) review the CEO's report into the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the CEO under regulation 17 of the Local Government (Audit) Regulations 1996 and:
- i report to the Council the results of that review;
 - i. give the Council a copy of the CEO's report;
- d) support the auditor of the Shire to conduct an audit and carry out the auditor's other duties under the Local Government Act 1995 in respect of the Shire and to oversee the implementation of any actions in accordance with regulation 16(f) of the Local Government (Audit) Regulations 1996;
- e) consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;
- f) enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the Shire's response to it (subject to confidentiality considerations);
- g) assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;
- h) identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;



i) review the strategic risks to the Shire's and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the Shire from achieving its objectives or maintaining its reputation have been identified.

6.0 Meetings

6.1 The Committee shall meet at least quarterly as set by Council. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in March to coincide with legislative requirements for the annual compliance audit return.

6.2 Additional meetings shall be convened in accordance with the requirements of the Shire of Goomalling's Meeting Procedures.

6.3 A decision of Committee is to be made by simple majority.

7.0 Reporting

7.1 All Committee recommendations that require a Council decision are to be considered at the next ordinary Council meeting, or if that is not practicable:

- a) at the first ordinary Council meeting after that meeting; or
- b) at a special meeting called for that purpose.



A local government may establish by absolute majority committees of 3 or more persons to assist the council.

Section 5.9. Committees, types of

- (1) In this section — other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

Section 5.10. Appointment of committee members

- (1) A committee is to have as its members —
 - (a) persons appointed by absolute majority by the local government to be members of the committee.

Section 5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first

Section 5.11A. Deputy committee members

- (1) The local government may appoint by absolute majority a person to be a deputy of a member of a committee and may terminate such an appointment by absolute majority at any time.

Section 5.12. Presiding members and deputies

- (1) The local government must appoint by absolute majority a member of a committee to be the presiding member of the committee.
- (2) The local government may appoint by absolute majority a member of a committee to be the deputy presiding member of the committee.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Subdivision 2 – Committees and their meetings



10.4 NON-COUNCIL COMMITTEES – APPOINTMENT OF MEMBERS

File Reference	4.12
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	21 October 2025
Author	Samuel E Bryce – Chief Executive Officer
Authorising Officer	Samuel E Bryce – Chief Executive Officer
Attachments	Nil

Summary

The purpose of this report is to consider the appointment of Elected Members to Non-Council Committees and Organisations.

Background

Following the ordinary Council election held on 18 October 2025 Council is required to appoint elected members to represent Council on Non-Council Committees and organisations.

Jennacubbine Hall & Recreation Ground Committee

- 1. Councillor
- 2. Councillor

Konnongorring Hall & Recreation Ground Committee

- 1. Councillor
- 2. Councillor

Municipal Museum Committee

- 1. Councillor
- 2. Deputy

Rural Water Council

- 1. Councillor
- 2. Deputy

School Bus Committee

- 1. Councillor
- 2. Deputy

Avon Community Development Foundation

- 1. Councillor
- 2. Proxy

Shire Of Goomalling Reserves Advisory Management Committee

- 1. Whole Council

Goomalling Community Op Shop Committee

- 1. Councillor



Drum Muster Committee

1. Councillor
2. Councillor

Tidy Towns Advisory Committee

1. Whole Council

Youth Group Advisory Committee

1. Whole Council

Mortlock Sports Council

1. Councillor
2. Proxy

Friends Of the Cemetery

1. Whole Council

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.8 Establishment of committees

A local government may establish by absolute majority committees of 3 or more persons to assist the council.

Section 5.9. Committees, types of

- (1) In this section — other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

Section 5.10. Appointment of committee members

- (1) A committee is to have as its members —
 - (a) persons appointed by absolute majority by the local government to be members of the committee.

Section 5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.



- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first

Section 5.11A. Deputy committee members

- (1) The local government may appoint by absolute majority a person to be a deputy of a member of a committee and may terminate such an appointment by absolute majority at any time.

Section 5.12. Presiding members and deputies

- (1) The local government must appoint by absolute majority a member of a committee to be the presiding member of the committee.
- (2) The local government may appoint by absolute majority a member of a committee to be the deputy presiding member of the committee.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Subdivision 2 – Committees and their meetings

Policy Implications

Policy implications do not apply for this report, and it is the opinion of the author that policy development is not required.

Financial Implications

Councillors attending Committee meetings of Development Assessment and Inclusion Panel are paid a sitting fee.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028

This matter is not directly dealt with within the Community Strategic Plan
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Comment/Conclusion

That Council appoints elected members to represent Council on the Non-Council Committees and organisations.



Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That the Council

1. ENDORSE appointments to Non-Council Committees and Organisations:

- a. Jennacubbine Hall & Recreation Ground Committee
 - 1. Councillor 2. Councillor
- b. Konnongorring Hall & Recreation Ground Committee
 - 1. Councillor 2. Councillor
- c. Municipal Museum Committee
 - 1. Councillor 2. Deputy
- d. Rural Water Council
 - 1. Councillor 2. Deputy
- e. School Bus Committee
 - 1. Councillor 2. Deputy
- f. Avon Community Development Foundation
 - 1. Councillor 2. Proxy
- g. Shire Of Goomalling Reserves Advisory Management Committee
 - 1. Whole Council
- h. Goomalling Community Op Shop Committee
 - 1. Councillor
- i. Drum Muster Committee
 - 1. Councillor 2. Councillor
- j. Friends Of the Cemetery
 - 1. Whole Council
- k. Tidy Towns Advisory Committee
 - 1. Whole Council
- l. Youth Group Advisory Committee
 - 1. Whole Council
- m. Mortlock Sports Council
 - 1. Councillor 2. Proxy



10.5 2025 DELEGATE APPOINTMENTS – AVON-MIDLAND COUNTRY ZONE (WALGA)

File Reference	4.13
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	21 October 2025
Author	Samuel E Bryce – Chief Executive Officer
Authorising Officer	Samuel E Bryce – Chief Executive Officer
Attachments	10.5.1 Correspondence – WALGA 2025 Zone Delegate Appointments

Summary

For Council to nominate delegates to represent Shire of Goomalling in the Avon-Midland Country Zone.

Background

The governance structure of WALGA is designed to ensure it is representative of all 139 Member Local Governments.

Zones are autonomous groupings of geographically aligned Local Governments. The key functions of Zones are to elect one or more representative to State Council, consider the State Council Agenda and provide direction and feedback to State Council. Zones can also act independently in considering and advocating on regional issues.

State Council is the decision-making, representative body of WALGA, responsible for sector-wide policy making and strategic planning.

The relationship between State Council and Zones is critical as it underpins WALGA’s advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Delegates are appointed to represent their Local Government on the Zone and make decisions at a regional level. Individual Zones determine how many Delegates represent each member Local Government and are responsible for electing a Zone Chair and Deputy Chair.

When a Delegate is appointed to a Zone, they become eligible to nominate for State Council. As this is an election year, November Zone meetings will hold elections for State Council representatives and Zone Chair.

There are no sitting fees or reimbursements paid to Zone Delegates. State Councillors are entitled to travel reimbursement related to meeting attendance and are paid an annual sitting fee.

The time commitment for a Zone Delegate varies from Zone to Zone. Zones meet five times per year (in February, April, June, August and November). Meetings run for approximately 90 minutes. Agendas are distributed a week before Zone meetings.



Avon-Midland Country Zone

There are eleven Local Governments in the Avon-Midland Country Zone.

The Avon-Midland Country Zone currently meet on the third Friday of the month (in February, April, June, August and November) at 10:00am. Hosting of Avon-Midland Country Zone meetings is currently rotated between each member Local Government to provide an opportunity to showcase their area.

Each member Local Government on the Avon-Midland Country Zone is entitled to appoint one voting Delegate and as many Deputy Delegates as they see fit. It is recommended that the Chief Executive Officer be appointed as an additional Deputy Delegate where it may be beneficial, to ensure that representation from each member Local Government can always be achieved at Zone meetings.

At the November Zone meeting, an election will be held for the position of State Councillor (one position) and Deputy State Councillor (one position).

The next meeting of the Avon-Midland Country Zone is on Friday, 21 November at 10:00am hosted by the Shire of Wongan-Balidu.

For more information about the role of a Zone Delegate and State Councillor please refer to the 2025 Elected Member Prospectus

<https://walga.asn.au/getmedia/a4ce7e1d-7fa0-4dd9-a998-01101fcc2138/2025-Elected-Member-Prospectus.pdf>

Consultation

WA Local Government Association - WALGA

Statutory Environment

There are no policy or legislative requirements in relation to this item.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
	Not directly dealt with within the plan.

Comment/Conclusion

That Council appoints Elected Members as their representatives on the Avon Midland Country Zone (WALGA).

Voting Requirements

Simple Majority



OFFICERS' RECOMMENDATION

That the Council

1. APPOINT the following Elected Members as their representatives on the Avon Midland Country Zone (WALGA)
 - 1.
 - 2.



10.6 COUNCIL MEETING DATES 2026

File Reference	04.2
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	21 October 2025
Author	Samuel E Bryce – Chief Executive Officer
Authorising Officer	Samuel E Bryce – Chief Executive Officer
Attachments	Nil

Summary

To endorse the Council Meeting dates for the 2026 calendar year and ensure that Elected Members, Employees and Members of the Public are aware of the meeting dates for the coming year.

Background

Each year Council makes decision as to the timing and frequency of its ordinary meetings.

Pursuant to Regulation 12(2) of the Local Government (Administration) Regulations 1996, the Chief Executive Officer must publish on the local governments’ official website the meeting details for Ordinary Council Meetings before the beginning of the year in which the meetings are to be held.

Consultation

Nil other.

Statutory Environment

Local Government Act (1995)

Policy 1.05 Meetings – Scheduled Dates V3 March 2024

Policy Implications

In the 2024 calendar year Council has held its Council meetings at Shire of Goomalling, Council Chambers on the 3rd Wednesday of each month apart from January and last year moving the February meeting from the first week back to the third week. Meetings commence at 5.00pm.

It is proposed that schedule and timing adopted in 2024 continue and that policy *1.05 Meetings – Scheduled Dates V3 March 2024* be amended at the next Ordinary Council Meeting.

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
	Not directly dealt with within the plan.

22 September 2025

Via email: ceo@goomalling.wa.gov.au

Mr Samuel Bryce
Chief Executive Officer
Shire of Goomalling

Dear Samuel

2025 Zone Delegate Appointments - Avon-Midland Country Zone

With the Local Government elections occurring next month, the term of current Zone Delegates is coming to an end. After the elections on 18 October, each member Local Government will be required to appoint new Delegates and Deputy Delegates to represent their Local Government on the Zone.

To assist your Council with this appointment, please find **attached** an Agenda item template. The item is populated with detailed information regarding WALGA Zones and State Council, as well as a link to the [2025 Elected Member Prospectus: Guide to becoming a Zone Delegate or WALGA State Councillor](#). We invite you to use this template Agenda item as you see fit and encourage you to provide sufficient information to your Councillors to ensure they understand the role and responsibilities of a Zone Delegate before nominating.

Zones play a crucial role in the development of WALGA policy and advocating on strategic matters on behalf of the sector, as well as electing representatives to the State Council.

I will also be sending you additional information regarding the Zone and State Council elections timeline in early October, which will reference the dates that we require to be advised of your Zone Delegates.

In the meantime, should you require further information or assistance, please do not hesitate to contact Chantelle O'Brien, Zones Governance Officer on 9213 2013 or email cobrien@walga.asn.au.

Yours sincerely



Nick Sloan
Chief Executive Officer



Comment/Conclusion

Following the same convention as last year the proposed meeting dates are as follows;



2026 Council Meeting Dates

Date/Time	Location	Meeting Type
TBA	Goomalling Sport and Community Centre	Annual Meeting of Electors
Wednesday, 18 February 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 18 March 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 15 April 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 20 May 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 17 June 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 15 July 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 19 August 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 16 September 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 21 October 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 18 November 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting
Wednesday, 16 December 2026 5.00pm	Council Chambers, Shire of Goomalling, 32 Quinlan Street, Goomalling WA 6460	Ordinary Council Meeting

Council may wish to change the frequency and timing of meetings to suit members other commitments or retain the existing arrangements. Councils are required to hold meetings not less than every three (3) months.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Council:

1. ENDORSE the Council meeting dates for 2026 as presented.
2. DIRECT the Chief Executive Officer to advertise in local media and Shire of Goomalling website the adopted meeting times and dates accordingly.

SHIRE OF GOOMALLING
AGENDA FOR SPECIAL MEETING OF COUNCIL
TUESDAY 21 OCTOBER 2025



- 11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL**
- 13. MATTERS BEHIND CLOSED DOORS**
- 14. MEETING CLOSURE**