



MINUTES

Special Meeting of Council to appoint a Presiding Member of the Audit, Risk & Improvement Committee

Held **Thursday 18 December 2025**
Shire of Brookton Council Chamber
14 White Street, Brookton

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on / /

Presiding Member: **Date:**

Disclaimer

Please read the following important disclaimer before proceeding:

Statements or decision made at this meeting should not be relied or acted on by any applicant or any other person until they have received written notification from the Shire. Notice of all approvals, include planning and building approvals, will be given to applicants in writing. The Shire of Brookton expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

Living Values

Collaborate

We will be supportive, applaud courage, celebrate success for us and the community. We will adapt to new circumstances, apply curiosity and share new things.

I will

- listen hard, speak less, and ask questions for understanding and clarity.
- share ideas, remind my colleagues of our work goals and demonstrate my leadership behaviours. acknowledge when things are going well and when we are facing difficulties.
- seek ways of working together and recognise when we succeed in our work.
- Compliment others when they are courageous and speak up.

We will grow our knowledge and experience and have pride in ourselves, our efforts and community.

I will

- seek and accept new ways of doing things.
- research and share newfound skills and knowledge.
- ask for assistance and input when I'm not sure.

Learn

Integrity

We will demonstrate honest and open behaviour at all times. Our communications will be respectful, with empathy and be fully accountable for our own actions.

I will

- communicate honestly with colleagues and respect their views.
- actively contribute to a culture of trust and openness in the Shire.
- be brave and speak up when things are not right.
- offer my colleagues support regardless of their background, role or experience.

We will meet the many challenges, identify and apply solutions and lean on our colleagues.

I will

- be sure to include and engage with my workmates in a positive and constructive manner.
- look after myself, be mindful of my self-esteem and that of others.
- maintain a 'can-do' approach and seek support from others. be aware that my behaviour may impact on others and reduce their confidence.
- know my strengths and aware of my weaknesses.

Resilient

TABLE OF CONTENTS

1.12.25	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	4
2.12.25	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	4
3.12.25	USE OF COMMON SEAL	5
4.12.25	DELEGATED AUTHORITY – ACTIONS PERFORMED	5
5.12.25	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
6.12.25	PUBLIC QUESTION TIME	5
7.12.25	APPLICATIONS FOR LEAVE OF ABSENCE	5
8.12.25	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
9.12.25	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
10.12.25	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	5
11.12.25	DISCLOSURE OF INTERESTS.....	5
12.12.25	CORPORATE SERVICES.....	6
14.12.25.03	APPOINTMENT OF PRESIDING & DEPUTY PRESIDING MEMBER – AUDIT, RISK AND IMPROVEMENT COMMITTEE	6
13.05.25	NEXT MEETING & CLOSURE	8

1.12.25 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Shire President, Cr Rod Wallis, declared the Meeting open at 4:47pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

Recording of proceedings

In accordance with Regulation 14I Local Government (Administration) Regulations this meeting is being recorded. Recordings will be available on the Shire's website.

By being present at this meeting, members of the public consent to the possibility that their voice will be recorded.

2.12.25 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr RJ Wallis	President
Cr L McCabe	Deputy President
Cr BJ Copping	
Cr TD de Lange	
Cr KA Toop	

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Deanne Sweeney	Manager Corporate and Community
Kevin D'Alton	Acting Manager Infrastructure Works
Sandie Spencer	Executive Governance Officer

Apologies

Cr G Crouch

Leave of Absence

Cr PL Harben

Members of the Public

Nil.

3.12.25 USE OF COMMON SEAL

Nil. This action will be completed at the next Ordinary Meeting of Council.

4.12.25 DELEGATED AUTHORITY – ACTIONS PERFORMED

Nil. This action will be completed at the next Ordinary Meeting of Council.

5.12.25 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Regulation 11 of the Local Government (Administration) Regulations 1996 requires that a summary of each public question asked and the response given is included in Council Minutes.

Questions Taken on Notice at one Council meeting will be researched and a written response provided to the questioner, assuming that Council has their contact information. These responses to questions taken on notice will be included in minutes of the following Meeting.

At a Special Council Meeting only questions relating to the purpose of the Special Meeting are permitted.

6.12.25 PUBLIC QUESTION TIME

Nil.

7.12.25 APPLICATIONS FOR LEAVE OF ABSENCE

Nil. This action will be completed at the next Ordinary Meeting of Council.

8.12.25 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil. This action will be completed at the next Ordinary Meeting of Council.

9.12.25 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil. This action will be completed at the next Ordinary Meeting of Council.

10.12.25 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11.12.25 DISCLOSURE OF INTERESTS

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.

Nil.

14.12.25.03 APPOINTMENT OF PRESIDING & DEPUTY PRESIDING MEMBER – AUDIT, RISK AND IMPROVEMENT COMMITTEE

File No:	GOV022C
Date of Meeting:	18 December 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and Community
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	20 November 2025

Summary of Report:

Council is to consider the appointment of a Presiding and Deputy Presiding Members for the Audit, Risk and Improvement Committee.

Description of Proposal:

There are various changes contained in the Local Government Act 1995 incorporating the amendments included in the Local Government Amendment Bill 2024, that impact the Audit and Risk including, the committee being renamed as the 'Audit, Risk and Improvement Committee'.

Section 87 of the Local Government Amendment Act 2024, relating to Audit, Risk and Improvement Committees (ARIC), has not yet commenced. Once in effect, local governments will have six months to transition and will be required to appoint an independent Presiding Member and Deputy Presiding Member.

In the interim, ARIC's may continue to include elected members. The Shire of Brookton has issued an Expression of Interest for independent members, closing Wednesday 10 December.

Once received, nominations will be reviewed, assessed by staff and a recommendation for appointment provided to Council.

As the Shire of Brookton is now required to adopt the 2024/25 Annual Report, it will be necessary to temporarily appoint a Presiding and Deputy Presiding Member from elected members until independent appointments are finalised.

Further guidance will be provided by the Department of Local Government, Industrial Relations and Safety (DLGIRS) once regulations are drafted and commencement dates confirmed.

Background:

The objective of Council's Audit and Risk Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Consultation:

Internal consultation has occurred with the Chief Executive Officer and Council has received information from the DLGIRS.

Statutory Environment:

Local Government Act 1995

Relevant Plans and Policy:

The recommendation is relevant to Policy 1.11 Council Committees – Terms of Reference.

Financial Implications:

There are no known financial implications as Council has included a provision in the 2025/26 Budget for remuneration.

Risk Assessment:

The risk in relation to not appointing a Presiding and Deputy Presiding members is assessed as “Medium”. Without a Presiding Member, the ARIC will be unable to endorse the Annual Report and make a recommendation Council for consideration. This creates a risk of Compliance.

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.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Strategic Community Plan –June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032

Comment: Nil

OFFICER’S RECOMMENDATION

That Council appoint Cr Wallis and Cr McCabe as Presiding Member and Deputy Presiding Member of the Audit, Risk and Improvement Committee.

(Absolute majority required)

SMC 12.25-01

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council appoint Cr Wallis and Cr McCabe as Presiding Member and Deputy Presiding Member of the Audit, Risk and Improvement Committee.

CARRIED BY ABSOLUTE MAJORITY VOTE 5/0

For: Cr Wallis, Cr McCabe, Cr Copping, Cr de Lange, Cr Toop

Against: Nil

13.05.25 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on 18th December 2025 commencing at 6.00 pm.

There being no further business, President Cr Wallis, declared the meeting closed at 4:50pm.