



# Published Minutes

Special Council Meeting

Monday, 24 November 2025

|                    |                          |
|--------------------|--------------------------|
| Date:              | Monday 24 November 2025  |
| Time:              | 6:30pm                   |
| Location:          | By electronic means      |
| Distribution Date: | Tuesday 25 November 2025 |



## Shire of Ashburton Special Council Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

Keith Woodward PSM  
Chief Executive Officer  
25 November 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Special Council Meeting held on Monday, 24 November 2025.

Presiding Member \_\_\_\_\_

Date \_\_\_\_\_

### **Disclaimer**

*The Shire of Ashburton warns 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 Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.*

## Contents

|           |                                                                                       |           |
|-----------|---------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Declaration Of Opening .....</b>                                                   | <b>4</b>  |
| 1.1       | Acknowledgement Of Country .....                                                      | 4         |
| <b>2</b>  | <b>Announcement Of Visitors .....</b>                                                 | <b>4</b>  |
| <b>3</b>  | <b>Attendance .....</b>                                                               | <b>4</b>  |
| 3.1       | Present .....                                                                         | 4         |
| 3.2       | Apologies .....                                                                       | 5         |
| 3.3       | Approved Leave Of Absence .....                                                       | 5         |
| <b>4</b>  | <b>Question Time .....</b>                                                            | <b>5</b>  |
| 4.1       | Public Question Time.....                                                             | 5         |
| Nil       | 5                                                                                     |           |
| <b>5</b>  | <b>Declaration By Members.....</b>                                                    | <b>5</b>  |
| 5.1       | Due Consideration By Elected Members To The Agenda .....                              | 5         |
| 5.2       | Declaration Of Interest.....                                                          | 5         |
| <b>6</b>  | <b>Announcements By The Presiding Member And Councillors Without Discussion .....</b> | <b>6</b>  |
| <b>7</b>  | <b>Petitions / Deputations / Presentations .....</b>                                  | <b>6</b>  |
| <b>8</b>  | <b>En Bloc Resolutions.....</b>                                                       | <b>6</b>  |
| 8.1       | Agenda Items Adopted En Bloc.....                                                     | 6         |
| <b>9</b>  | <b>Recommendations From Committee .....</b>                                           | <b>7</b>  |
| ARM.1     | Audit Report 2024/2025 .....                                                          | 7         |
| <b>10</b> | <b>Corporate Services Reports .....</b>                                               | <b>11</b> |
| 10.1      | Adoption of 2024/2025 Annual Report.....                                              | 11        |
| <b>11</b> | <b>Next Meeting .....</b>                                                             | <b>14</b> |
| <b>12</b> | <b>Closure Of Meeting .....</b>                                                       | <b>14</b> |

## 1 Declaration Of Opening

The Presiding Member declared the meeting open at 6:30pm.

### 1.1 Acknowledgement Of Country

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders past and present.

## 2 Announcement Of Visitors

Nil

## 3 Attendance

### 3.1 Present

|                    |                                                                                        |                                                                                                                                                                                                     |
|--------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elected Members:   | SP A Smith<br>Cr A Sullivan<br>Cr L Rumble JP<br>Cr K Day<br>Cr B Healy<br>Cr C Rogers | Shire President<br>Deputy Shire President, Paraburdoo Ward<br>Paraburdoo Ward<br>Tom Price Ward<br>Tom Price Ward<br>Tom Price Ward                                                                 |
| Employees:         | K Woodward<br>C McGurk<br>D Kennedy<br>G Harris<br>J Bray<br>J Rouse<br>M Malinowska   | Chief Executive Officer<br>Director Community Development<br>Director Corporate Services<br>Director Infrastructure Services<br>Manager Governance<br>Governance Officer<br>Council Support Officer |
| Guests:            | Nil                                                                                    |                                                                                                                                                                                                     |
| Members of Public: | There were no members of the public in attendance at the commencement of the meeting.  |                                                                                                                                                                                                     |
| Members of media:  | There were no members of the media in attendance at the commencement of the meeting.   |                                                                                                                                                                                                     |

### **3.2 Apologies**

|                |                           |
|----------------|---------------------------|
| Cr R de Pledge | Ashburton-Tablelands Ward |
| Cr K White     | Onslow Ward               |
| Cr T Fox       | Pannawonica Ward          |

### **3.3 Approved Leave Of Absence**

Nil

## **4 Question Time**

### **4.1 Public Question Time**

Nil

## **5 Declaration By Members**

### **5.1 Due Consideration By Elected Members To The Agenda**

Elected Members noted they have given due consideration to all matters contained in this agenda.

### **5.2 Declaration Of Interest**

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

Nil

## **6 Announcements By The Presiding Member And Councillors Without Discussion**

Nil

## **7 Petitions / Deputations / Presentations**

Nil

## **8 En Bloc Resolutions**

### **8.1 Agenda Items Adopted En Bloc**

Nil

## 9 Recommendations From Committee

### Audit, Risk and Improvement Committee Meeting held on 24 November 2025

#### ARM.1 Audit Report 2024/2025

|                                   |                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>             | FM09                                                                                                                                                                                                    |
| <b>Applicant or Proponent(s)</b>  | Not Applicable                                                                                                                                                                                          |
| <b>Author</b>                     | D Kennedy, Director Corporate Services                                                                                                                                                                  |
| <b>Authorising Officer</b>        | K Woodward, Chief Executive Officer                                                                                                                                                                     |
| <b>Previous Meeting Reference</b> | Nil                                                                                                                                                                                                     |
| <b>Disclosure(s) of interest</b>  | Author – Nil                                                                                                                                                                                            |
|                                   | Authorising Officer – Nil                                                                                                                                                                               |
| <b>Attachments</b>                | <ol style="list-style-type: none"><li>1. Financial Report - 2024/25 Shire of Ashburton</li><li>2. Independent Auditor's Report 2024/25</li><li>3. Management Letter - Financial Audit 2024/25</li></ol> |

#### Report Purpose

The purpose of this report is to present to the Audit, Risk and Improvement Committee (ARIC) the 2024/2025 Annual Financial Report and Audit Report provided by the Office of the Auditor General (OAG).

The ARIC is requested to endorse and recommend the Annual Financial Report and Auditors Report for the 2024/2025 financial year to Council for adoption.

#### Background

Council is required to prepare a financial report and present it to the Council's auditor by 30 September each year. This has been completed by officers with the Annual Financial Report and Independent Audit Report presented at Attachments 1 and 2. (Note the Independent Audit Report will be provided by the OAG prior to the meeting scheduled to commence at 6.00pm on Monday 24 November 2025)

The *Local Government Act 1995* (Act) requires that the audit report be examined by the local government to determine if any matters raised in the report require action to be taken. After considering the audit report, the local government is to prepare a report on any actions to be taken in response to the audit report and to forward a copy of that report to the Minister for Local Government.

#### Comments

Council has received an unqualified or "clean" audit report from the OAG with the opinion stating that:

*"In my opinion, the financial report is:*

- based on proper accounts and records*
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position as at the end of that period*

- *in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.”*

#### Management Letter – Financial Audit (Attachment 3)

Each year, the OAG issues a Management Letter of findings that have the potential to impact future audit opinions if not addressed. This provides the opportunity for management to focus control improvement efforts during the coming year.

The 2024/2025 audit confirms continued strong progress in the Shire's financial management with clearance of historical items and a reduction in the number and severity of findings. This is displayed in the table below.

| Rating       | 2020/21  | 2021/22   | 2022/23  | 2023/24  | 2024/25  |
|--------------|----------|-----------|----------|----------|----------|
| Significant  | 5        | 8         | 5        | 1        | 0        |
| Moderate     | 4        | 2         | 1        | 3        | 1        |
| Minor        | 0        | 1         | 1        | 0        | 1        |
| <b>Total</b> | <b>9</b> | <b>11</b> | <b>7</b> | <b>4</b> | <b>2</b> |

The 2024/2025 Financial Management letter contains only two items. One was a complete oversight in the capitalisation of a large, gifted asset (property) and the other relating to the accuracy of supporting asset data for asset additions.

The findings and recommendations have been reviewed by management and management comments are provided for within the report addressing each finding raised. The outstanding findings will actively form part of the 2025/26 internal audit program.

#### Management Letter – IT General Controls – Nil findings

The OAG is progressively completing an IT General Controls audit of all local governments. The Shire was one of the first local governments to go through this process in 2021.

Limited progress had been made to address the outstanding issues until July 2023 when the Shire engaged external assistance to plan improvements in all these areas.

Efforts by staff during 2024/2025 have been exceptional with all outstanding issues cleared and no new findings raised. The Shire is one of only a few local governments to have achieved a clean ITGC audit.

Planning is also underway for the Shire to complete an Australian Signals Directorate Essential 8 maturity assessment in 2026. Staff are optimistic that the Shire may have achieved maturity level 2 which would provide further assurance in this increasingly complex area.

The rapid improvement in IT General controls is displayed below:

| Rating       | 2020/21  | 2021/22  | 2022/23  | 2023/24  | 2024/25  |
|--------------|----------|----------|----------|----------|----------|
| Significant  | 1        | 2        | 2        | 0        | 0        |
| Moderate     | 6        | 7        | 4        | 0        | 0        |
| Minor        | 0        | 0        | 2        | 0        | 0        |
| <b>Total</b> | <b>7</b> | <b>9</b> | <b>8</b> | <b>0</b> | <b>0</b> |

## Consultation

Executive Leadership Team  
Office of the Auditor General  
RSM Australia  
Finance Team  
Governance Team  
Media and Communications Team

## Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

|                     |                                                                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Objective | 4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community. |
| Strategic Outcome   | 4.2 Appropriate, sustainable, and transparent management of community funds                                                              |
| Strategy            | 4 Ensure financial transactions are accurate and timely.                                                                                 |

## Council Policy

Nil

## Financial Implications

### Current Financial Year

Nil

### Future Financial Year(s)

Nil

## Legislative Implications

The statutory implications associated with this item are contained within the *Local Government Act 1995*, section 7.8A – section 7.12AE and the *Local Government (Audit) Regulations 1996*

## Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

| Theme             | Risk                                                                                                             | Likelihood | Consequence | Inherent Risk Rating | Risk Treatment                       |
|-------------------|------------------------------------------------------------------------------------------------------------------|------------|-------------|----------------------|--------------------------------------|
| <b>Compliance</b> | 2024/2025 Annual Financial Report and Independent Audit Report are not accepted within the prescribed timeframe. | Rare (1)   | Minor (2)   | Moderate (5-9)       | Accept the officer's recommendation. |

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That the Audit, Risk and Improvement Committee:

1. Receives the 2024/2025 Annual Financial Report including the Independent Audit Report, as detailed in Attachments 1 and 2; and
2. Recommends that Council adopt the 2024/2025 Annual Financial Report and Independent Audit Report, as detailed in Attachments 1 and 2.

### **Committee Recommendation**

That Council:

1. Receives the 2024/2025 Annual Financial Report including the Independent Audit Report, as detailed in Attachments 1 and 2; and
2. Adopts the 2024/2025 Annual Financial Report and Independent Audit Report, as detailed in Attachments 1 and 2.

**Council Decision**                      **225/2025**

**Moved**                                      **Cr L Rumble JP**

**Seconded**                                **Cr B Healy**

**That Council:**

1. **Receives the 2024/2025 Annual Financial Report including the Independent Audit Report, as detailed in Attachments 1 and 2; and**
2. **Adopts the 2024/2025 Annual Financial Report and Independent Audit Report, as detailed in Attachments 1 and 2.**

**For:**                      **A Smith, A Sullivan, L Rumble JP, K Day, B Healy and C Rogers**

**Against:**              **Nil**

**Carried 6/0**

## 10 Corporate Services Reports

### 10.1 Adoption of 2024/2025 Annual Report

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| <b>File Reference</b>             | FM09                                   |
| <b>Applicant or Proponent(s)</b>  | Not Applicable                         |
| <b>Author</b>                     | J Bray, Manager Governance             |
| <b>Authorising Officer</b>        | D Kennedy, Director Corporate Services |
| <b>Previous Meeting Reference</b> | Nil                                    |
| <b>Disclosure(s) of interest</b>  | Author – Nil                           |
|                                   | Authorising Officer – Nil              |
| <b>Attachments</b>                | 1. 2024/2025 Annual Report             |

#### Report Purpose

The purpose of this report is to present to Council for acceptance the 2024/2025 Shire of Ashburton Annual Report and to set a date and time for the Annual General Meeting of Electors.

#### Background

Pursuant to sections 5.53 and 5.54 of the *Local Government Act 1995*, (Act) the Shire is required to prepare an Annual Report and present it to Council for acceptance by 31 December of each calendar year.

Where the auditor's report is not available in time for the Annual Report to be accepted by 31 December, the Annual Report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Furthermore, section 5.27 of the Act stipulates that a general meeting of electors is to be held once every financial year, but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

#### Comments

The 2024/2025 Annual Report contains the required information as prescribed in section 5.53 of the Act and regulations 19B-19BE of the *Local Government (Administration) Regulations 1996* including the Financial Reports and the Office of the Auditor General's, independent Auditor's Report which is to be considered at the Audit, Risk and Improvement Committee (Committee) meeting at 6:00pm on 24 November 2025.

This report for Council to accept the 2024/2025 Annual Report, and to set a date and time for the Annual General Meeting of Electors was prepared in conjunction with the Audit Report 2024/2025, and it is contingent on the Committee recommending to Council the acceptance of the Audit Report.

The recommended date for the Annual General Meeting of Electors meeting is Tuesday 9 December 2025, commencing at 4pm at the Council Chambers, Onslow Shire Complex, Second Avenue, Onslow. This will coincide with the December 2025 Ordinary Meeting of Council and comply with the requirements of the Act for the meeting to be held within 56 days of acceptance of the Annual Report.

A minimum of 14 days local public notice of the date, time, location and purpose of the Annual General Meeting of Electors must be given.

### **Consultation**

Various departments across the Shire have provided information and statistics for the 2024/2025 Annual Report.

### **Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

|                     |                                                                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Objective | 4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.          |
| Strategic Outcome   | 4.6 Visionary community leadership with sound, diligent and accountable governance                                                                |
| Strategy            | 2 Provide, and lead in the development of, meaningful policies and processes to ensure sound and compliant delivery of services to the community. |

### **Council Policy**

Nil

### **Financial Implications**

#### Current Financial Year

Sufficient funds are available in the 2025/2026 Annual Budget to meet the costs of local public notice and printing of the Annual Report.

#### Future Financial Year(s)

Nil

### **Legislative Implications**

Sections 5.53-5.55A prescribe the requirements for the local government to prepare, accept, give local public notice of, and publish an Annual Report for each financial year.

Section 5.27 of the Act requires the local government to hold a general meeting of electors once every financial year and it must be held no more than 56 days after the acceptance of the Annual Report for the previous financial year.

Section 5.29 of the Act requires the CEO to convene an electors' meeting by giving at least 14 days' local public notice of the date, time, place and purpose of the meeting.

## Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

| Theme             | Risk                                                                     | Likelihood | Consequence | Inherent Risk Rating | Risk Treatment                         |
|-------------------|--------------------------------------------------------------------------|------------|-------------|----------------------|----------------------------------------|
| <b>Compliance</b> | Annual Report not accepted within the timeframe requirements of the Act. | Rare (1)   | Minor (2)   | Low (1-4)            | Council adoption of the Annual Report. |

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

## Voting Requirements

Absolute Majority

## Officer Recommendation

That Council:

1. Accepts the 2024/2025 Shire of Ashburton Annual Report, as detailed in Attachment 1.
2. Requests the Chief Executive Officer to:
  - a. Convene the Annual General Meeting of Electors at 4pm, Tuesday 9 December 2025 at the Council Chambers, Onslow Shire Complex, Second Avenue, Onslow; and
  - b. Give local public notice of the Annual General Meeting of Electors, in accordance with section 5.29 of the *Local Government Act 1995*.

**Council Decision**                      **226/2025**

**Moved**                                      **Cr L Rumble JP**

**Seconded**                                  **Cr K Day**

**That Council:**

1. **Accepts the 2024/2025 Shire of Ashburton Annual Report, as detailed in Attachment 1.**
2. **Requests the Chief Executive Officer to:**
  - a. **Convene the Annual General Meeting of Electors at 4pm, Tuesday 9 December 2025 at the Council Chambers, Onslow Shire Complex, Second Avenue, Onslow; and**
  - b. **Give local public notice of the Annual General Meeting of Electors, in accordance with section 5.29 of the *Local Government Act 1995*.**

**For:**                      **A Smith, A Sullivan, L Rumble JP, K Day, B Healy and C Rogers**

**Against:**              **Nil**

**Carried By Absolute Majority 6/0**

## **11 Next Meeting**

The next Ordinary Council Meeting will be held at 1:00pm on Tuesday 9 December 2025 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

## **12 Closure Of Meeting**

There being no further business, the Presiding Member closed the meeting at 6:39pm.