



Ordinary Council Meeting (25 September 2025)

ATTACHMENTS

Number	Title
7.1.1(1)	Minutes of Ordinary Council Meeting held 27 August 2025
8.1.1(1)	Minutes of Bunbury Geograph Group of Councils Meeting held 21 August 2025
8.1.2(1)	South West Country Zone Meeting held on 22 August 2025
9.1.2(1)	Overall Site Plan
9.1.2(2)	Appendix 2B – Emergency Evacuation Site Plan
9.1.2(3)	Council Policy - COMD/CP-6 - Events
9.2.2(1)	Monthly Financial Report – July and August 2025
9.2.3(1)	Council Plan – Biannual Progress Report 1 January – 30 June 2025
9.2.4(1)	New Council Policy EM/CP-7 Agenda Briefing Sessions
9.2.4(2)	Current 2019 Agenda Briefing Guidelines
10.1.1(1)	WA Public Sector Audit Committees – Better Practice Guide
10.1.1(2)	Audit and Risk Management Committee Charter
10.1.1(3)	Fact Sheet: Reforms to Governance and Committees



Minutes of Ordinary Council Meeting

Held on 27 August 2025 and commenced at 5:00pm

Held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared:

5 September 2025

TABLE 2: MEASURES OF CONSEQUENCE

Rating	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Health & Safety	First aid injuries	Medical treatment	Lost time injury of > 5 days	Notifiable incident	Fatality, permanent disability
Financial	Less than \$2,000	\$2,000 - \$20,000 Or < 5% variance in cost of project	\$20,001 - \$100,000 Or > 5% variance in cost of project	\$100,001 - \$1M	More than \$1M
Service Interruption	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Indeterminate prolonged interruption of Service Unit core service deliverables
Compliance/ Legal	No noticeable regulatory or statutory impact	Some temporary non compliances	Short term non-compliance but with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in criminal charges or significant damages or penalties
Reputation	Unsubstantiated , localised low impact on community trust, low profile or no media item	Substantiated, localised impact on community trust or low media item	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Community	No noticeable effect on constituents, community, organisations, businesses, services, etc.	Limited effect on constituents, community, organisations, businesses, services, etc.	Moderate and manageable effect on constituents, community, organisations, businesses, services, etc.	Substantial effect on constituents, community, organisations, businesses, services, etc.	Devastating effect on constituents, community, organisations, businesses, services, etc.
Property	Inconsequential or no damage.	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal & external resources to rectify	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

TABLE 3: MEASURES OF LIKELIHOOD

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

TABLE 4: RISK MATRIX

		Consequence				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

TABLE 5: RISK TOLERANCE CRITERIA

Risk Rank	Description	Criteria For Risk Tolerance	Responsibility
Low	Tolerated	Risk tolerated with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk tolerated with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk tolerated with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
Extreme	Unacceptable	Risk only tolerated with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Presiding Member acknowledged the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Presiding Member declared the meeting open at 5:00pm and welcomed the public gallery.

The Presiding Member advised that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The Presiding Member further stated the following:

“This meeting is being livestreamed and digitally recorded in accordance with Council Policy. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson. Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording.”

2. Attendance (OCM)

Councillors Present:

Cr Vivienne MacCarthy

Cr Lisa Glover

Cr John Bailey

Cr Alexis Davy

Cr Anita Lindemann

Cr Anne Mitchell

Cr Grant Patrick

Staff Present:

Nick O'Connor, Chief Executive Officer

Ross Marshall, Director Operations

Samantha Farquhar, Administration Officer
Corporate Services

Other Members Present:

Public Gallery: 21 members of the public were in attendance.

Suspension of clause 8.2 (members to rise) of *Meeting Procedures Local Law 2017*.

- At the start of each council meeting a resolution should be carried suspending clause 8.2 (members to rise) of the Standing Orders as having councillors stand when debating interferes with the sound quality for livestream.

COUNCIL RESOLUTION: 147/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Grant Patrick

That Council Suspend clause 8.2 (members to rise) of the Standing Orders

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

2.1. Apologies

Loren Clifford, Acting Director Finance and Corporate.

2.2. Approved Leave of Absence

At its Ordinary Council Meeting held 23 July 2025 Council resolved the following:

"COUNCIL RESOLUTION 131/07-25

That Council approve Cr Peter Gubler's request for a leave of absence for the 20th to the 28th of August 2025.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nil.

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors, Committee Members and staff to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Cr Anita Lindemann declared a proximity interest regarding item 12.1.2.

Cr Anne Mitchell declared an impartiality interest regarding item 9.3.1.

5. Public Question Time

5.1. Responses to previous public questions that were taken on notice

Disclosure: Cr Davy noted that she has a property on Gairdner Road.

Question: Mr David Tuia

What can we do about all the problems on Gairdner Road i.e. road encroachments?

Response:

The encroachments have been addressed by the SAT and orders issued. The Shire will be responsible for the enforcement of the orders.

Further to the response previously provided to Mr Tuia on 14 August and following Council's Agenda Briefing Session held on 20 August 2025, additional clarification will be provided after further consultation between Shire staff and Councillors has taken place.

Question: Mr David Tuia

Has the Shire been in communication with Mr Antonino Compagnone about the latest orders from the State Administrative Tribunal?

Response:

Yes, a copy of the orders have been provided to Mr Compagnone, as the land owner.

Question: Mr Lui Tuia

At the State Administrative Tribunal, surveyor general from Landgate quoted issues regarding Gairdner Road to be a matter between Mr Antonino Compagnone and the Shire, to be corrected where the roads are wrong. Have you as a Shire been out to Gairdner Road to look at the problems as a Committee?

Response:

Yes the Shire has conducted a site visit to review the encroachments. The encroachments were documented by a licenced surveyor and provided to the State Administrative Tribunal (SAT). The encroachments have been addressed by the SAT and orders issued.

5.2. Public Question Time

Question: Mr Wringe

Regarding the asset optimisation report, what will the proceeds be used for?

Response:

In the background of item 9.3.1 there are details of the previous Council resolution, and it states:

At its Ordinary Council meeting held 28 May 2025 Council resolved the following:

"COUNCIL RESOLUTION 103/05-25

That Council:

- 4. Notes that proceeds from the proposed sale of the land parcels and freehold property as detailed items (1) and (2) above are to be constrained and allocated to:*
 - 4.1. Addressing the asset sustainability funding shortfall detailed in Shire's Asset Management and Long-Term Financial Plans; and*
 - 4.2. Supporting future studies, projects, or reviews that enhance the Shire's financial sustainability (e.g. Victory Lane Master Plan).*

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

A certificate was presented to Russell Jones acknowledging his nearly 50 years of loyal and dedicated service with the Shire. He has provided strong leadership and an outstanding work ethic. Russell started his career with the Shire as a 21 year old general hand, through to now. His example of how he has worked on his job wasn't just that he did the job. It was because he helped shape a community and the legacy that Russell has built will be felt in this community for generations. Russell has and always will be an inspiration to us all and it's been an honour for all to work alongside Russell. On behalf of the Shire, we wish Russell all the best for his future and offer our sincerest gratitude and appreciation for everything that Russell has given to Council, staff, and to our community.

6.3. Deputations

Please note that no new information is to be raised during the deputation.

Iain Massey presented a deputation on behalf of the Donnybrook Balingup Chamber of Commerce and Industry.

6.4. Delegates' Reports

Nil.

Adoption by Exception

COUNCIL RESOLUTION: 148/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That Council adopt the following items 'En-bloc' and resolves in accordance with each of the Executive Recommendations:

- 7.1.1 Ordinary Council Meeting held on 23 July 2025**
- 7.1.2 Special Council Meeting held on 6 August 2025**
- 7.1.3 Special Council Meeting held on 13 August 2025**
- 8.1.1 South West Regional Road Group Committee Meeting held 28 July 2025**
- 8.1.2 Local Emergency Management Committee Meeting held 29 July 2025**
- 9.1.1 Donnybrook Clock Tower Proposal**
- 9.2.1 Schedule of Accounts Paid as at 31 July 2025**
- 9.2.2 Council Policy FIN/CP-2 Investments**
- 9.2.7 Date Change – September Ordinary Council Meeting**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 23 July 2025

Minutes of the Ordinary Council Meeting held 23 July 2025 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 23 July 2025 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: 149/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That the Minutes from the Ordinary Council Meeting held 23 July 2025 be confirmed as a true and accurate record.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

7.1.2 Special Council Meeting held on 6 August 2025

Minutes of the Special Council Meeting held 6 August 2025 are attached as Attachment 7.1.2(1).

Executive Recommendation:

That the Minutes from the Special Council Meeting held 6 August 2025 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: 150/08-25	
MOVED BY: Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That the Minutes from the Special Council Meeting held 6 August 2025 be confirmed as a true and accurate record.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

7.1.3 Special Council Meeting held on 13 August 2025

Minutes of the Special Council Meeting held 13 August 2025 are attached as Attachment 7.1.3(1).

Executive Recommendation:

That the Minutes from the Special Council Meeting held 13 August 2025 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: 151/08-25	
MOVED BY: Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That the Minutes from the Special Council Meeting held 13 August 2025 be confirmed as a true and accurate record.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

8. Reports of Committees

8.1.1 South West Regional Road Group Meeting

8.1.1 South West Regional Road Group Committee Meeting held on 28 July 2025

Minutes of the South West Regional Road Group Committee Meeting held 28 July 2025 are attached at Attachment 8.1.1(1).

Executive Recommendation:

That the Minutes from South West Regional Road Group Committee Meeting held on 28 July 2025 be received.

COUNCIL RESOLUTION: 152/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That the Minutes from South West Regional Road Group Committee Meeting held on 28 July 2025 be received.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

8.1.2 Local Emergency Management Committee Meeting

8.1.2 Local Emergency Management Committee Meeting held on 29 July 2025

Minutes of the Local Emergency Management Committee Meeting held 29 July 2025 are attached at Attachment 8.1.2(1).

Executive Recommendation:

That the Minutes from Local Emergency Management Committee Meeting held on 29 July 2025 be received.

COUNCIL RESOLUTION: 153/08-25	
MOVED BY: Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That the Minutes from Local Emergency Management Committee Meeting held on 29 July 2025 be received.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

8.1.3 Audit and Risk Management Committee Meeting

Executive Summary

This report provides the Minutes of the Audit and Risk Management Committee Meeting held 31 July 2025 and they are attached at Attachment 8.1.3(1).

Committee Recommendation:

Item 6.1 Audit and Risk Management Committee Meeting held on 14 May 2025

That the Minutes from the Audit and Risk Management Committee Meeting held 14 May 2025 be confirmed as a true and accurate record.

Item 7.1.1 Audit Findings Progress Report (May 25 – July 25)

That the Audit and Risk Management Committee:

1. Notes the update provided in Audit Findings Progress Report for the period covering 1 May 2025 – 31 July 2025 Attachment 7.1.1(1).

Item 7.1.2 Risk Management Report/Update

That the Audit and Risk Management Committee:

1. Notes the Risk Management Framework Update Attachment 7.1.2(1).
2. Chief Executive Officer facilitate a joint Audit and Risk Management Committee and Councillor workshop to identify strategic risks.

Item 7.1.3 Investment Policy – Item deferred

Item 7.1.4 Interim Audit for the Year Ending 30 June 2025

That the Audit and Risk Management Committee recommend to Council to:

1. Receive the Interim Audit Management Letter and attached Findings Report for the year ending 30 June 2025 in Attachments 7.1.4(1); and
2. Notes the Management Comments provided, stating the actions the Chief Executive Officer intends to take with respect to the four matters identified in the attachment to the Interim Audit Management Letter.

7.1.5 Chief Executive Officer Briefing

That the Audit and Risk Management Committee Meeting note the update provided to the Committee.

Executive Recommendation:

That Council:

1. Receive the minutes from the Audit and Risk Management Committee Meeting held on 31 July 2025; and
2. Adopt the recommendations as detailed in the minutes and summarised in items 6.1-7.1.5 above be adopted.

MOVED BY:	Cr John Bailey	SECONDED BY:	Cr Lisa Glover
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That Council:

1. Receive the minutes from the Audit and Risk Management Committee Meeting held on 31 July 2025; and
2. Adopt the recommendations as detailed in the minutes and summarised in items 6.1-7.1.5 above be adopted.
3. That prior to the Smashed Avocado Festival event application being formally considered by Council, the application be reviewed by the Audit and Risk Management Committee at an extraordinary ARMC to be held on 10 September 2025 and prior to the Agenda briefing on the 17th of September. The ARMC hold a meeting to review the application and any associated conditions.

For: Cr Glover, Cr Bailey, Cr Davy
Against: Cr MacCarthy, Cr Lindemann, Cr Mitchell, Cr Patrick
Lost: 3/4

COUNCIL RESOLUTION: 154/08-25			
MOVED BY: Cr Anne Mitchell		SECONDED BY: Cr Lisa Glover	

That Council:

1. Receive the minutes from the Audit and Risk Management Committee Meeting held on 31 July 2025; and
2. Adopt the recommendations as detailed in the minutes and summarised in items 6.1-7.1.5 above be adopted.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

9. Reports of Officers

9.1. Director Operations

9.1.1 Donnybrook Clock Tower Proposal

Report Details:

Prepared by: Ross Marshall, Director Operations

Manager: Nick O'Connor, Chief Executive Officer

Location: Donnybrook Ayres Gardens

File Reference: CNL 33

Voting Requirement: Simple Majority

Attachment(s):

9.1.1(1) Donnybrook Clock Tower Proposal / Business Plan

Executive Recommendation

That Council:

1. **Receives the attached “Donnybrook Clock Tower Proposal / Business Plan”.**
2. **Acknowledges in principle support for the Donnybrook Clock Tower initiative.**
3. **Requests the Chief Executive Officer to;**
 - 3.1. **Issue the “Donnybrook Clock Tower Proposal / Business Plan” for Public Comment, and**
 - 3.2. **Provide a report back to Council with a record of comments and further recommendations for Council’s consideration.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 6 - The built environment is responsibly planned and well maintained.

Objective: 6.3 - Create vibrant, attractive and welcoming towns.

Outcome: 1 - A diverse and growing population.

Objective: 1.4 - Encourage recognition and respect for all cultures.

Outcome: 10 - A popular destination for visitors and tourists.

Objective: 10.2 - Improve visitor infrastructure and services.

Background

The Donnybrook Clock Tower project plan is to provide a landmark structure intended to be constructed using Donnybrook stone, that recognises the early pioneers that developed quarries and worked with Donnybrook stone to construct numerous buildings in Donnybrook, and around Western Australia – refer to [Attachment 9.1.1\(1\)](#), Donnybrook Clock Tower Proposal / Business Plan.

The project was initially presented to the Acting CEO, Mr Tim Clynn, in August 2024. The applicants committee provided a concept sketch and verbalized a number of preferred sites, with first preference

as Ayres Gardens in the location of the “Quercus Palustris” tree that was planted by the Donnybrook Community in recognition of the redevelopment of the central business district.

Shire Officers have consulted the relevant agencies and Ayres Gardens stakeholders (ARC Infrastructure) to confirm the validity of the preferred site – no objections were received.

In June 2025, the applicants provided an updated proposal to the CEO, Mr Nick O’Connor, with considerations for design and construction costs, and costs for on-going maintenance. The applicants attended a Council Workshop on 2 July 2025 to present the same to Council.

The applicants advised at this stage sufficient funding for the project has not been secured however they are poised ready to seek additional funding pending the decision of the Council. The applicants are prepared to fully fund the project and provide a contribution for ongoing maintenance.

The proposed location for the clock tower is under license to the Council from ARC Infrastructure, for this reason the proposed clock tower will be a Council asset if progressed. Considerations need to include insurance costs and long-term asset maintenance / renewal costs.

The proposed location will require removal of the “Quercus Palustris” tree and plaque that commemorates the redevelopment of the central business district in 2000.

Prior to further progress, and to allow for Community consultation - at this point in time, Shire Officer’s recommend the project is issued for public comment with responses provided back to Council for further consideration.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	The ongoing maintenance and long-term asset renewal liability will be a burden for ratepayers.		
Mitigation:	Ensure design is efficient and considers maintenance issues, bank maintenance contribution into Reserves.		
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Failure to consult the Community.		
Mitigation:	Issue proposal for public comment and provide feedback to Council for consideration.		
Environment	Possible	Minor	Moderate (6)
Risk Description:	Removal of the “Quercus Palustris” tree may be fatal.		
Mitigation:	Timing of works and experienced personnel to be engaged for removal and relocation of the tree. Alternatively additional trees to be planted for offset.		

Financial Implications

Insurance cover and Asset Management Plans to be updated to include for insurance events, maintenance and renewal of proposed clock tower with estimated value of \$50,000. Shire Officer time for administration and construction oversight would also need to be considered.

Policy Compliance

Council Policy FIN/CP-4 Purchasing procurement guidelines would not be followed due to the project being delivered by applicant at nil cost to the Shire. The Shire Officers will need to provide oversight and carryout administrative tasks.

Statutory Compliance

Nil.

Consultation

12 February 2025 – Presentation from applicants and workshop with Council.

2 July 2025 – Presentation from applicants and workshop with Council.

Officer Comment

The Donnybrook Clock Tower project aims to recognise the early pioneers that developed quarries and worked with Donnybrook stone to construct numerous buildings in Donnybrook, and around Western Australia. The preferred location is prominent and will require relocation or disposal of the “Quercus Palustris” tree that was planted by the Donnybrook Community in recognition of the redevelopment of the central business district.

The Community should have the opportunity to have their say, for this reason Community consultation is recommended via issue of the proposal for Public Comment with a report to Council for further consideration.

COUNCIL RESOLUTION: 155/08-25	
MOVED BY: Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That Council:

1. **Receives the attached “Donnybrook Clock Tower Proposal / Business Plan”.**
2. **Acknowledges in principle support for the Donnybrook Clock Tower initiative.**
3. **Requests the Chief Executive Officer to;**
 - 3.1. **Issue the “Donnybrook Clock Tower Proposal / Business Plan” for Public Comment, and**
 - 3.2. **Provide a report back to Council with a record of comments and further recommendations for Council’s consideration.**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

9.2. Director Finance and Corporate

9.2.1 Schedule of Accounts Paid as at 31 July 2025

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 July 2025.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 July 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$2,273,290.99.

Background

In accordance with Delegation 1.2.23 – *Payments from the Municipal or Trust Funds* adopted by Council on 26 June 2024, the Chief Executive Officer is authorised to incur expenditure in line with the provisions of the adopted Annual Budget, including limited over-expenditure subject to subsequent budget amendments. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of account paid under this delegation is to be prepared and presented to Council on a monthly basis.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (2)
Risk Description:	Additional checks and balances of accounts paid by the Shire.		
Mitigation:	Monthly reporting on accounts paid.		

Compliance	Unlikely	Minor	Low (2)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on accounts paid.		

Financial Implications

All liabilities settled have been in accordance with the annual budget provisions.

Policy Compliance

All payments have been made in line with Shire policies:

- FIN/CP-4 Purchasing
- FIN/CP-5 Regional Price Preference
- FIN/CP-7 Credit Card

Statutory Compliance

Local Government (Financial Management) Regulations 1996

Where the local government has delegated the CEO the exercise of its power to make payments from the municipal fund or the trust funds, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- The payee's name; and
- The amount of the payment; and
- The date of the payment; and
- Sufficient information to identify the transaction.

This list of accounts is to be:

- Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
- Recorded in the minutes of that meeting.

Consultation

Relevant staff have been consulted and have confirmed that all payments were authorised in accordance with their delegated authority.

Officer Comment

A detailed listing of payments has been provided below for Council's formal receipt. Elected Members are encouraged to raise any queries prior to the Ordinary Council Meeting to allow sufficient time for investigation and preparation of a response.

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JULY TO 31 JULY 2025

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	03/06/2025	SCORPTEC	HDD - NAS BACKUP STORAGE	313.10
	09/06/2025	REDDY EXPRESS	STAFF FUEL	129.52
	06/06/2025	IGA DONNYBROOK	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	62.74
	10/06/2025	REPCO	W&S - PPE	53.20
	10/06/2025	BUNNINGS	W&S - PPE	534.00
	15/06/2025	IGA DONNYBROOK	IRS TRAINING - REFRESHMENTS	12.22
	20/06/2025	DEPARTMENT OF TRANSPORT	CHANGE OF PLATE	31.10
	21/06/2025	AMPOL	STAFF FUEL	120.00
	21/06/2025	ENEABBA ROADHOUSE	STAFF FUEL	122.83
	21/06/2025	CALTEX	STAFF FUEL, ADBLUE	73.15
	22/06/2025	BILLABONG ROADHOUSE	STAFF FUEL	66.64
	03/06/2025	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	143.76
	22/06/2025	AMPOL	STAFF FUEL	88.93
	24/06/2025	EXMOUTH FUEL SUPPLIES	STAFF FUEL	114.91
	27/06/2025	BETTER CHOICE	STAFF FUEL	74.64
	27/06/2025	AMPOL	STAFF FUEL	97.29
	29/06/2025	CERVANTES SERVICE ST	STAFF FUEL	137.22
	18/06/2025	HUMANTIX	REFUND OF STATE BUDGET LUNCH	-150.00
	24/06/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	41.81
	25/06/2025	MAGISTRATES COURT OF WA	DISPOSAL OF BOND APPLICATION	82.00
	03/06/2025	DONNYBROOK HOTEL	WBAC BOARD MEETING - REFRESHMENTS	467.50
	26/06/2025	BRIDGETOWN COMPUTERS	AC ADAPTOR	65.00
	28/06/2025	PDQ	DEPLOY & INVENTORY LICENCE - 28.06.25 TO 28.06.26	2,488.11
	29/06/2025	BENDIGO BANK	BENDIGO CARD FEES	16.00
	06/06/2025	BIG APPLE BAKERY	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	27.39
	06/06/2025	SECURE PARKING	TRAVEL - CAR PARKING	13.00
	05/06/2025	FINIAN'S PUB	TRAVEL - MEAL	35.49
	05/06/2025	NOVOTEL	TRAVEL - ACCOMMODATION	267.49
	07/06/2025	BIG APPLE BAKERY	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	39.57
	08/06/2025	COLES	STATIONERY	17.10
DD28577.1	14/07/2025	BENDIGO BANK	TOTAL: CREDIT CARD PAYMENTS	5,585.71
EFT PAYMENTS				
EFT31219	03/07/2025	HARMONIC IT	CREATION OF IT DR PLAN, NETWORK CABLING	11,295.90
EFT31220	03/07/2025	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	388.89

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EFT31221	03/07/2025	AMITY SIGNS	CUSTOM SIGNAGE - UPPER PRESTON CEMETERY, NEW STREET NUMBER	444.40
EFT31222	03/07/2025	ARC INFRASTRUCTURE PTY LTD	DBK APPLE FUNPARK - KL110 LICENCE TO USE AND OCCUPY CORRIDOR LAND	1,645.97
EFT31223	03/07/2025	ARM SECURITY	BEELERUP BFB - ALARM MONITORING	142.78
EFT31224	03/07/2025	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - CHLORINE DOSING PUMP MAINTENANCE	1,632.62
EFT31225	03/07/2025	A1 SIGN SHOP	BLN TRANSFER STATION - OPENING HOURS SIGN	137.50
EFT31226	03/07/2025	BUNBURY & BUSSELTON AIR	DBK REC CTR - QRT SERVICING OF HVAC EQUIP, DBK LIBRARY - INSPECT & REPAIR AC UNIT	795.62
EFT31227	03/07/2025	BANKS PEST AND WEED CONTROL	VC MITCHELL - RODENT BAIT STATIONS, LANGLEY VILLAS - TREAT FOR RODENT	946.00
EFT31228	03/07/2025	BOYANUP BOTANICAL	DBK CEMETERY - PLANTS	35.00
EFT31229	03/07/2025	BESAFE BUILDING INSPECTIONS	COMMUNITY CENTRE & INFANT HEALTH CLINIC - REROOF	590.00
EFT31230	03/07/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	ADMIN - MONTHLY PHONE/SIP ACCOUNT	930.01
EFT31231	03/07/2025	BURNS CONSTRUCTIONS & RENOVATIONS	YABBERUP HALL - ABLUTIONS	21,395.00
EFT31232	03/07/2025	BRIGHTMARK GROUP PTY LTD	CLEANING - JUN 25	15,932.78
EFT31233	03/07/2025	BUNBURY REFRIGERATION PTY LTD	DBK REC CTR - REPAIR TO UPRIGHT REFRIGERATOR	858.00
EFT31234	03/07/2025	BLUE STEEL ROOFING	KIRUP PUBLIC HALL & DBK REC CTR - ROOF COVER REPLACEMENT PROJECTS	55,935.00
EFT31235	03/07/2025	BUNBURY CITY GLASS	DBK REC CTR - LRCI FUNDING - SUPPLY & INSTALL COMMERCIAL ALUMINIUM DOORS	36,257.79
EFT31236	03/07/2025	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK STOCK	369.29
EFT31237	03/07/2025	CARBONE BROS. PTY LTD	BALINGUP NANNUP RD - ROAD UPGRADE	346,427.46
EFT31238	03/07/2025	GEOGRAPHE FORD	VEHICLE SERVICE	405.00
EFT31239	03/07/2025	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	INS CLAIM - IRISHTOWN RD BRIDGE - FINAL HIRE & TRANSPORT CHARGE - CRASH BARRIERS	1,663.20
EFT31240	03/07/2025	DUG CROSS ELECTRICS	VARIOUS ELECTRICAL SERVICES FOR THE SHIRE & BROOKHAMPTON HALL - REFURBISHMENT PROJECT	18,688.00
EFT31241	03/07/2025	WESTERN AUSTRALIA POLICE	ESL - VOLUNTEER POLICE CHECKS	36.00
EFT31242	03/07/2025	BIDFOOD BUNBURY	DBK REC CTR - KIOSK STOCK	190.91
EFT31243	03/07/2025	CORSIGN WA	UPPER PRESTON CEMETERY & PARKING SIGNAGE	329.34
EFT31244	03/07/2025	CHG-MERIDIAN AUSTRALIA PTY LTD	DBK REC CTR - MATRIX FITNESS	5,587.99

SHIRE OF DONNYBROOK BALINGUP

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EFT31245	03/07/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	W&S PRINTER	341.70
EFT31246	03/07/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	480.00
EFT31247	03/07/2025	DONNYBROOK TENNIS CLUB	VC MITCHELL PARK PAVILLION 2 - BOOKINGS	500.01
EFT31248	03/07/2025	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - STATIONERY, ELECTRICITY, WATER, POSTAGE & STOCK	2,482.77
EFT31249	03/07/2025	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VENUE HIRE - VC MITCHELL	324.01
EFT31250	03/07/2025	DONNYBROOK MENS SHED (INC)	DBK ARBORETUMN - PICNIC SHELTERS & STRUCTURE MAINTENANCE	3,000.00
EFT31251	03/07/2025	DISMANTLE INC	BIKE RESCUE PROGRAM - TERM 2	7,985.00
EFT31252	03/07/2025	FAIRTEL PTY LTD	DBK SES - PHONE AND NBN SERVICE	154.00
EFT31253	03/07/2025	GEOGRAPHE UNDERGROUND SERVICES	EGAN PARK - WATER LINE UNDER RESERVE ST FOR TANK & BORE	6,270.00
EFT31254	03/07/2025	GO DOORS PTY LTD	DBK REC CTR, ADMIN, GOODS SHED - SCHEDULED MAINT AUTOMATIC DOORS	1,066.05
EFT31255	03/07/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE	214.28
EFT31256	03/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDNING, MINOR BUILDING REPAIRS & MAINT - CHAMBERS, LOWDEN BFB	1,706.37
EFT31257	03/07/2025	JONAS LEISURE PTY LTD	DBK REC CTRE - ANNUAL ENVIBE LEISURE CENTRE MANAGEMENT SOFTWARE - LICENCE & HOSTING FEES	26,943.55
EFT31258	03/07/2025	LIVING SPRINGS WATER PTY LTD	ADMIN - WATER	39.00
EFT31259	03/07/2025	LANDMARK ENGINEERING & DESIGN	BLN CEMETERY - WALTER BIN SURROUND	3,122.90
EFT31260	03/07/2025	THE LIGHT CAR CLUB OF WA (INC)	REFUND BOND FOR VC MITCHELL PARK PAVILLION 1 - BOOKING	500.00
EFT31261	03/07/2025	METAL ARTWORK BADGES	NAME BADGE	15.24
EFT31262	03/07/2025	MAINLINE PLUMBING	YABBERUP HALL - UNBLOCK STORMWATER SYSTEM	288.64
EFT31263	03/07/2025	OFFICEWORKS	STATIONERY SUPPLIES	619.06
EFT31264	03/07/2025	PRESTON PRESS	ADVERTISING - SHIRE CONNECT	500.00
EFT31265	03/07/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINT - NOTICE BOARD, PLAYGROUND REPAIRS, FURNITURE RELOCATION, REMOVAL OF DOORS	7,110.40
EFT31266	03/07/2025	PRIME INDUSTRIAL PRODUCTS	APPLE FUN PARK - BOLTS AND WASHERS	116.64
EFT31267	03/07/2025	PROGRAMMED PROPERTY SERVICES	APEX PARK PUBLIC TOILETS & DBK REC CTR - PAINTING	14,245.00
EFT31268	03/07/2025	REWARD SUPPLY CO PTY LTD	VC MITCHELL - CATERING EQUIPMENT	25.56
EFT31269	03/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	2,275.12
EFT31270	03/07/2025	SPENCER SIGNS	RANGER RESERVED PARKING SIGN	60.50

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EFT31271	03/07/2025	SOUTHERN LOCK & SECURITY	QUARTERLY ALARM MONITORING	745.00
EFT31272	03/07/2025	CIVIL & STRUCTURAL ENGINEERS	VC MITCHELL DISABLED ACCESS RAMP	8,778.00
EFT31273	03/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	175.11
EFT31274	03/07/2025	TREVORS CARPETS	DBK CRC & CHAMBERS - SUPPLY AND INSTALL NEW CARPET AND VINYL PLANKS	14,817.00
EFT31275	03/07/2025	TEAM GLOBAL EXPRESS PTY LTD	WATER SAMPLES - FREIGHT	40.14
EFT31276	03/07/2025	LANDGATE - VALUATION SERVICES	RATING VALUATION REQUESTS	235.90
EFT31277	03/07/2025	EARTH 2 OCEAN COMMUNICATIONS	REPLACE BROKEN TWO WAY RADIO ANTENNA	45.00
EFT31278	03/07/2025	SYNERGY	ELECTRICITY CHARGES	10,687.10
EFT31279	03/07/2025	A WALL	RATES REFUND	500.00
EFT31279A	10/07/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 09.07.25	178,177.93
EFT31279B	11/07/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 09.07.25	55,330.00
EFT31280	17/07/2025	SG ATHERTON	REFUND OF STANDPIPE BOND & WATER CREDIT	54.54
EFT31281	17/07/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31282	17/07/2025	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31283	17/07/2025	ALLENS TRAFFIC MANAGEMENT	SOUTHAMPTON RD - TRAFFIC MANAGEMENT - ROAD CONSTRUCTION, GRADING, DRAINAGE & PRUNING	40,722.55
EFT31284	17/07/2025	AUSPIRE - THE AUSTRALIA DAY COUNCIL (WA)	AUSPIRE GOLD MEMBERSHIP SUBSCRIPTION	800.00
EFT31285	17/07/2025	AGTRAC MACHINERY	DBK CEMETERY - PINS & CLIPS	41.50
EFT31286	17/07/2025	ADVANCED HEARING WA	BASLINE HEARING TEST	140.00
EFT31287	17/07/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	1,414.01
EFT31288	17/07/2025	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGES	688.50
EFT31289	17/07/2025	BALINGUP BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31290	17/07/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	1,706.50
EFT31291	17/07/2025	BDA TREE LOPPING	TREE PRUNING	9,680.00
EFT31292	17/07/2025	BALINGUP LIQUOR & GENERAL STORE	BFB - DIESEL - JUN 25	163.98
EFT31293	17/07/2025	BCE SURVEYING PTY LTD	UUS & ASCON LOCATION OF BALINGUP RETICULATED AREAS	10,835.00
EFT31294	17/07/2025	BUNBURY TELECOM SERVICE PTY LTD	LOCATION OF UNDERGROUND SERVICES EGAN PARK	962.50
EFT31295	17/07/2025	BROOKS HIRE SERVICE PTY LTD	DRY HIRE FRONT END LOADER	6,879.31
EFT31296	17/07/2025	BLACKWOOD TANKS	SUPPLY AND INSTALL INLET TO TANK AT EGAN PARK	500.50

SHIRE OF DONNYBROOK BALINGUP

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EFT31297	17/07/2025	BOLINDA PUBLISHING PTY LTD	DBK LIBRARY - BOOK STOCK	857.34
EFT31298	17/07/2025	BUNBURY REFRIGERATION PTY LTD	DBK WMF - DEGASSING OF FRIDGES	1,275.00
EFT31299	17/07/2025	BADGERS EMBROIDERY (WA) PTY LTD	DIGITISED SHIRE LOGO FOR HI VIS PPE UNIFORMS	77.00
EFT31300	17/07/2025	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - JUN 25	20,173.27
EFT31301	17/07/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31302	17/07/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN WTS - RECYCLING BIN TRANSFER/PROCESSING - JUN 25	833.36
EFT31303	17/07/2025	CIVIC LEGAL	MINN COTTS - PROVIDE ADVICE - ACCESS UNIT, DISPOSE OF BELONGINGS - DECEASED TENANT	7,425.00
EFT31304	17/07/2025	CRS ELECTRICAL	EGAN PARK - TRANSIT PARK BBQ - INVESTIGATE ELECTRICAL FAULT	131.00
EFT31305	17/07/2025	CLEANAWAY	REFUSE COLLECTION & DISPOSAL - JUN 25	46,226.97
EFT31306	17/07/2025	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS - DRAINAGE & MAINTENANCE WORKS	15,493.51
EFT31307	17/07/2025	CORSIGN WA	STEEL FLEX GUIDEPOSTS & PHOTO PERMISSION SIGNS FOR EVENTS	10,106.80
EFT31308	17/07/2025	CAFE 48	CATERING & REFRESHMENTS - DISMANTLE BIKE RESCUE PROGRAM, COUNCILLORS, W&S	590.00
EFT31309	17/07/2025	CLEANAWAY PTY LTD	WASTE PROCESSING - DBK WMF - RECYCLING BIN TRANSFER/PROCESSING - JUN 25	1,262.36
EFT31310	17/07/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - GENERAL WASTE BINS - JUN 25	3,791.46
EFT31311	17/07/2025	T CARROLL	RATES REFUND	386.73
EFT31312	17/07/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - RETIC COMPONENTS, POTTING MIX, KWIKSET, ADAPTORS, SPRAY & MARK	357.75
EFT31313	17/07/2025	DONNYBROOK BUTCHERS	W&S - REFRESHMENTS	112.50
EFT31314	17/07/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	PLUMBING SERVICES - BROOKHAMPTON PUBLIC HALL REFURBISHMENT PROJECT, LANGLEY VILLAS, EGAN PARK, MAIN STREET, VILLAGE GREEN BLN, DBK CEMETERY, APPLE FUN PARK, AYRES GARDEN	5,500.00
EFT31315	17/07/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRE REPLACEMENT & REPAIRS	1,755.00
EFT31316	17/07/2025	DONNYBROOK FARM SERVICE	RETIC COMPONENTS, POOL CHEMICALS, FERTILISER & HERBICIDE	7,300.03
EFT31317	17/07/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES	1,033.36

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EFT31318	17/07/2025	DONNYBROOK VOLUNTEER FIRE & RESCUE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31319	17/07/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY - BUILDING COMMISSION	BSL LEVY COLLECTIONS - JUNE 2025	3,301.24
EFT31320	17/07/2025	DE LAGE LANDEN PTY LTD	CISCO CATALYST SUPPORT & LICENSES	670.12
EFT31321	17/07/2025	DBCEC (WA) PTY LTD	BLN TRANSFER STATION - SITEWORKS FOR SHED CONSTRUCTION, FOREST RD, DBK CEMETERY - HIRE OF PLANT, NONEYCUP CREEK - CLEAN UP	21,897.70
EFT31322	17/07/2025	DISASTER RELIEF AUSTRALIA	REFUND BOND VC MITCHELL PARK PAVILLION 2 - BOOKING	500.00
EFT31323	17/07/2025	PA FOX	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	1,323.81
EFT31324	17/07/2025	GREAT AUSSIE LAWNS/ADVANCED SEED	SPREADER WITH SIDE SPRED CONTROL	923.66
EFT31325	17/07/2025	N GOODBAN	REMIBURSE - POLICE CHECK	56.56
EFT31326	17/07/2025	HASTIE WASTE PTY LTD	DBK & BLN WMF - MANAGEMENT, DBK & BLN - PROCESSING OF MATTRESSES, DBK REC CTR & CHAMBERS - HIRE OF SKIP BINS, SERVICES OF WASTE BINS	41,996.50
EFT31327	17/07/2025	INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE REMOTE ACCESS ANNUAL CHARGE & CLOUD SERVER ACCESS FEE	2,250.60
EFT31328	17/07/2025	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN COMPLIANCE SOFTWARE	11,550.00
EFT31329	17/07/2025	SOUTH WEST ISUZU	LOWDEN BFB - CLEAR FAULT CODES & TEST DRIVE	52.45
EFT31330	17/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, VC MITCHELL - UNBOXING OF FURNITURE, HANGING OF FRAMES	429.00
EFT31331	17/07/2025	KM & BJ GIUDICI	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	1,501.11
EFT31332	17/07/2025	LANDGATE CUSTOMER ACCOUNT	PROPERTY SEARCHES	757.20
EFT31333	17/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	2025-2026 GOLD LOCAL GOVERNMENT SUBSCRIPTION	3,960.00
EFT31334	17/07/2025	LINDSAY TRANSPORT	VC MITCHELL - WATER FOUNTAINS - FREIGHT	99.00
EFT31335	17/07/2025	MALATESTA ROAD PAVING & HOTMIX	CUNDINUP - KIRUP RD - EMULSION	720.00
EFT31336	17/07/2025	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE - 2025/26	346.50
EFT31337	17/07/2025	MULLALYUP BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00

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EFT31338	17/07/2025	MUMBALLUP BUSH FIRE BRIGADE - SECRETARY	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31339	17/07/2025	METAL ARTWORK BADGES	NAME BADGE	15.24
EFT31340	17/07/2025	MULLALYUP FOREST FARM NURSERY	INSTALLATION AND SUPPLY OF SOLENOID CABLES FOR EGAN PARK TANK AND BORE	18,743.56
EFT31341	17/07/2025	MCLEODS BARRISTERS & SOLICITORS	ASSIGNMENT OF LEASE LEGAL PREPARATIONS & REVIEW OF JURISDICTIONAL RELEVANCE	4,246.44
EFT31342	17/07/2025	MARKET CREATIONS AGENCY PTY LTD	COUNCILCONNECT HOSTING & SUBSCRIPTION 2025/26	15,059.00
EFT31343	17/07/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLAN	2,122.23
EFT31344	17/07/2025	MB TRAFFIC PLANNING & MANAGEMENT PTY LTD	GENERIC WORKS ON ROADS TMP - 2025/6 RENEWAL	435.60
EFT31345	17/07/2025	NILFISK PTY LTD	DBK REC CTR - FLOAT CAGE, VIPER SCRUBBER, VACUUM MOTOR - FREIGHT	206.80
EFT31346	17/07/2025	NOLAN DRAFTING	VC MITCHELL - STEERE ST CARPARK - AMENDED DRAWINGS	525.00
EFT31347	17/07/2025	NOVUS AUTO GLASS SOUTH WEST	REPLACEMENT FRONT WINDSCREEN	1,200.00
EFT31348	17/07/2025	NESPRESSO AUSTRALIA	NESPRESSO PODS	360.00
EFT31349	17/07/2025	AJ NIETRZEBA	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	330.49
EFT31350	17/07/2025	OFFICEWORKS	STATIONERY SUPPLIES	320.75
EFT31351	17/07/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING - BALINGUP BOWLING GREEN	478.01
EFT31352	17/07/2025	NG O'CONNOR	FUEL REIMBURSEMENT	937.88
EFT31353	17/07/2025	PRESTON PRESS	ADVERTISING - SHIRE CONNECT	500.00
EFT31354	17/07/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINTENANCE - INSTALL POSTS, INSTALL BIN, REPAIR CULVERT, INSTALL SIGN	2,376.00
EFT31355	17/07/2025	PRESTON POWER EQUIPMENT	SMALL TOOLS, OIL, AUTOCUT, EDGER	4,549.05
EFT31356	17/07/2025	PRIME INDUSTRIAL PRODUCTS	BROOKHAMPTON HALL - REFURBISHMENT PROJECT - MINERAL TURPENTINE	530.02
EFT31357	17/07/2025	PROGRAMMED PROPERTY SERVICES	DBK INFANT HEALTH CLINIC/PLAYGROUP - EXTERIOR PAINTING	9,999.00
EFT31358	17/07/2025	G POPE	REFUND OVERPAYMENT - WATER	47.02
EFT31359	17/07/2025	THINKPROJECT AUSTRALIA PTY LTD	THINKPROJECT DIGITAL ASSET REGISTER - INCLUDING SUPPORT & MAINTENANCE 2025/26	9,761.44
EFT31360	17/07/2025	REPCO - DONNYBROOK	LED MINBAR AMBER LENS, SOLDER, FILETER OIL, ROCKER SWITCH	249.55
EFT31361	17/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,811.43

SHIRE OF DONNYBROOK BALINGUP

SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION

PAYMENTS FROM 1 JULY TO 31 JULY 2025

EFT31362	17/07/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER MFD METER READS & PRINTER REPAIR	1,424.37
EFT31363	17/07/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SHREDDING BIN PICKUP	286.37
EFT31364	17/07/2025	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	VC MITCHELL PARK - TENNIS COURT LIGHTING, AYRES GARDEN - LIGHT FITTING TO ROTUNDA, DBK REC CTR - REMOVAL JUNCTION BOX	28,384.05
EFT31365	17/07/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILD CARE WORKER	869.05
EFT31366	17/07/2025	SUPAGAS	GAS FACILITY FEE	149.60
EFT31367	17/07/2025	CHANNEL 10 - SOUTHERN CROSS AUSTereo PTY LTD	DBK REC CTRE - TV ADVERTISING	220.00
EFT31368	17/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	2,466.91
EFT31369	17/07/2025	TEAM GLOBAL EXPRESS PTY LTD	TRAFFIC SIGNS, WATER SAMPLES - FREIGHT	325.48
EFT31370	17/07/2025	TENDERLINK	ADVERTISING - BLN BOWLING GREEN SERVICE	180.40
EFT31371	17/07/2025	THE PRINT SHOP BUNBURY	DBK REC CTR - DL BROCHURE	429.00
EFT31372	17/07/2025	TPG NETWORK PTY LTD	MONTHLY FAST FIBRE INTERNET	1,304.60
EFT31373	17/07/2025	TELAIR PTY LTD	BLN BFB, DBK LIBRARY/SCHOOL, DBK DEPOT - NBN, VC MITCHELL - NBN INSTALLATION	33,036.85
EFT31374	17/07/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	553.59
EFT31375	17/07/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	125.38
EFT31376	17/07/2025	SYNERGY	ELECTRICITY CHARGES	17,461.18
EFT31377	17/07/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	UNDERSPEND - LOCAL BIODIVERSITY & NATIVE VEGETATION MANAGEMENT PROJECT, WALGA - PLANNING PRACTICES ADVANCED COURSE	8,384.51
EFT31378	17/07/2025	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING	4,635.59
EFT31379	17/07/2025	WORK CLOBBER	W&S - PPE	800.18
EFT31380	17/07/2025	WA COUNTRY HEALTH SERVICE	MEDICAL CTR QRTLY ELECTRICAL CHARGES	3,548.58
EFT31381	17/07/2025	WESTSPAN SHEDS	REFUND - UNCERTIFIED BUILDING PERMIT FEE	312.42
EFT31382	17/07/2025	WIN TELEVISION NETWORK PTY LTD	DBK REC CTR - TV ADVERTISING	478.50
EFT31382A	24/07/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 23.07.25	169,417.43
EFT31382B	24/07/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 24.07.25	46,966.00
EFT31383	31/07/2025	HARMONIC IT	MANAGED DETECTION & RESPONSE SERVICE - 12 MTH, ANNUAL MANAGED SERVICES, IT SUPPORT - MONARCH	18,736.96
EFT31384	31/07/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31385	31/07/2025	AMITY SIGNS	RURAL ROAD SIGNS	131.45

SHIRE OF DONNYBROOK BALINGUP

SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION

PAYMENTS FROM 1 JULY TO 31 JULY 2025

EFT31386	31/07/2025	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT - IRISHTOWN RD, UPPER CAPEL RD, CHARLEY CREEK RD, BALINGUP/NANNUP RD, CUNDINUP KIRUP RD	19,547.55
EFT31387	31/07/2025	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT - TRAINING	2,848.00
EFT31388	31/07/2025	BCE SURVEYING PTY LTD	CUNDINUP KIRUP RD - PROVISION OF SURVEYING SERVICES	13,585.00
EFT31389	31/07/2025	BANKS PEST AND WEED CONTROL	PEST CONTROL SPRAYING/RODENT EXTERMINATION	495.00
EFT31390	31/07/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING	495.00
EFT31391	31/07/2025	BROOKLANDS COMMUNITY INCORPORATED	STANDPIPE CARD REFUND	50.00
EFT31392	31/07/2025	A BAMFORD	REFUND OVERPAYMENT - SWIMMING LESSONS	15.00
EFT31393	31/07/2025	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	1,263.94
EFT31394	31/07/2025	DUG CROSS ELECTRICS	DBK REC CTR TEST & TAGGING ELEC EQUIP, REPLACE LIGHTS, PRESETON VILLAGE - REMOVE/REPLACE OVEN	1,210.00
EFT31395	31/07/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31396	31/07/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	157.14
EFT31397	31/07/2025	COOLPRO REFRIGERATION AND AIR CONDITIONING	DBK ADMIN CENTRE - SUPPLY & INSTALL REVERSE CYCLE SPLIT AC UNIT	2,376.00
EFT31398	31/07/2025	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	DBK WMF - ANNUAL LICENCE	1,266.46
EFT31399	31/07/2025	DONNYBROOK NEWSAGENCY	STATIONERY	14.99
EFT31400	31/07/2025	DONNYBROOK MOTEL	ACCOMODATION - YOUTH WEEK FESTIVAL	270.00
EFT31401	31/07/2025	DONNYBROOK PANEL BEATERS	INSURANCE CLAIM - WINDSCREEN	1,320.00
EFT31402	31/07/2025	ELECTSALES	PRESTON VILLAGE - OVEN	761.00
EFT31403	31/07/2025	FIRE RESCUE SAFETY AUSTRALIA	SES KIT BAGS, REPLACEMENT SLINGS	2,041.15
EFT31404	31/07/2025	N GENEFINI	REFUND OF OVERPAYMENT - SWIMMING LESSONS	15.00
EFT31405	31/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - MINOR REPAIRS, GARDEN MAINTENANCE	884.40
EFT31406	31/07/2025	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC - SAMPLING SCHEME ANNUAL FEE 2025/26	1,535.25
EFT31407	31/07/2025	LGISWA	INSURANCE - 2025/26 - 1ST INSTALMENT	482,629.19
EFT31408	31/07/2025	LETHLEAN FIRE AND ENVIRONMENT PTY LTD	DBK WMF - FACILITY FIRE & EMERGENCY MNG PLAN	7,590.00
EFT31409	31/07/2025	METAL ARTWORK BADGES	NAME BADGES	32.78

SHIRE OF DONNYBROOK BALINGUP

SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION

PAYMENTS FROM 1 JULY TO 31 JULY 2025

EFT31410	31/07/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	MOWER PARTS FREIGHT	18.50
EFT31411	31/07/2025	CR VIVIENNE FRANCES MACCARTHY	CR TRAVEL REIMBURSEMENT	86.51
EFT31412	31/07/2025	MONARCH360 PTY LTD	MONARCH360 SUBSCRIPTION	4,786.47
EFT31413	31/07/2025	AJ NIETRZEBA	REIMB - BLACKBERRY CONTROL	4,988.80
EFT31414	31/07/2025	ONE MUSIC AUSTRALIA	COUNCILS MUSIC RURAL LICENCE FEES - 2025/26	1,020.54
EFT31415	31/07/2025	N PEMBERTON-OVENS	STANDPIPE BOND & WATER CREDIT REFUND	70.95
EFT31416	31/07/2025	PRESTON VALLEY MAINTENANCE	INSTALL COVER OVER BORE TO TANK EGAN PARK, APPLE FUN PARK - REMOVE DAMAGED SALES, ADMIN - INSTALL BOARDS, CABLE PORTS O DESKS, DBK HALL - RELOCATE CLEANING EQUIP, DISPOSE OF RUBISH TO TIP	1,353.00
EFT31417	31/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	3,115.16
EFT31418	31/07/2025	SOUTHWEST SURFACING PTY LTD	POT HOLE REPAIRS	15,180.00
EFT31419	31/07/2025	SAPIO PTY LTD	IT MAINTENANCE - CCTV SERVER	234.30
EFT31420	31/07/2025	CR DEANNA RUTH SHAND	CR TRAVEL REIMBURSEMENT	480.57
EFT31421	31/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,159.66
EFT31422	31/07/2025	TELLING TALES IN BALINGUP	TELLING TALES BALINGUP EVENT - GRANT FROM LBW TRUST	1,167.00
EFT31423	31/07/2025	TOTAL HYGIENE SERVICES	VC MITCHELL PAV 1 - SANITARY BINS	506.00
EFT31424	31/07/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	465.28
EFT31425	31/07/2025	SYNERGY	ELECTRICITY CHARGES	3,585.17
			TOTAL: EFT PAYMENTS	2,166,204.53
CHEQUE PAYMENTS				
53835	01/07/2025	DEPARTMENT OF TRANSPORT	ANNUAL VEHICLE REGISTRATIONS	16,561.15
53836	14/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 1964DB	225.00
53837	14/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 1688DB	225.00
53838	30/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 050DB	225.00
			TOTAL: CHEQUE PAYMENTS	17,236.15
BANK FEES				
	31/07/2025	BENDIGO BANK	BANK FEES	431.60
		COMMONWEALTH BANK	BANK FEES	138.34
		TYRO	BANK FEES	1,059.11
		PAYPAL	TRANSACTION FEES	2.03
		WA TREASURY	BANK FEES	2.00
		RMS PAY	TRANSACTION FEES	2.78
		EZIDEBIT	TRANSACTION FEES	37.44
		SPACETOCO	TRANSACTION FEES	36.18
			TOTAL: BANK FEES	1,709.48
DIRECT DEBITS				

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JULY TO 31 JULY 2025

DD28526.1	09/07/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	22,506.95
DD28526.2	09/07/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	835.20
DD28526.3	09/07/2025	TATE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	326.64
DD28526.4	09/07/2025	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	288.65
DD28526.5	09/07/2025	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	332.31
DD28526.6	09/07/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	764.02
DD28526.7	09/07/2025	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	428.33
DD28526.8	09/07/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	5,649.47
DD28526.9	09/07/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	223.34
DD28526.10	09/07/2025	MLC PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	1,026.05
DD28526.11	09/07/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	956.43
DD28526.12	09/07/2025	UNISUPER	SUPERANNUATION CONTRIBUTIONS	642.72
DD28526.13	09/07/2025	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	408.30
DD28533.1	07/07/2025	RMS (AUST) PTY LTD	RMS CLOUD AND SUPPORT - DBK TRANSIT PARK	214.50
DD28557.1	15/07/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM VEHICLE LEASE PAYMENT	1,018.60
DD28559.1	23/07/2025	WA TREASURY CORPORATION	LOAN 94, 74, 90, 93 - GUARANTEE FEES	10,520.35
DD28562.1	23/07/2025	SPECTRUM SUPER	SUPERANNUATION CONTRIBUTIONS	35.71
DD28562.2	23/07/2025	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	431.63
DD28562.3	23/07/2025	TATE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	326.64
DD28562.4	23/07/2025	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	288.65
DD28562.5	23/07/2025	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	332.31
DD28562.6	23/07/2025	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	138.48
DD28562.7	23/07/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	220.90
DD28562.8	23/07/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	110.45
DD28562.9	23/07/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	23,143.54
DD28562.10	23/07/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1,428.64

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JULY TO 31 JULY 2025

DD28562.11	23/07/2025	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	1,032.08
DD28562.12	23/07/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	6,189.70
DD28562.13	23/07/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	225.87
DD28562.14	23/07/2025	MLC PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	931.20
DD28562.15	23/07/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	934.74
DD28562.16	23/07/2025	UNISUPER	SUPERANNUATION CONTRIBUTIONS	642.72
			TOTAL: DIRECT DEBITS	82,555.12
		TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT		2,273,290.99

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 27 August 2025 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.



Chief Executive Officer

COUNCIL RESOLUTION: 156/08-25	
MOVED BY: Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 July 2025.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

9.2.2. Council Policy FIN/CP-2 Investments

Report Details:

Prepared by: Manager Financial Services

Manager: Loren Clifford, Acting Director Finance and Corporate

File Reference: FNC 02A

Voting Requirement: Simple Majority

Attachment(s):

9.2.2(1) Draft – Council policy FIN/CP-2 Investments – tracked changes

Executive Recommendation

That Council:

1. Adopt the amendments to Council Policy FIN/CP-2 Investments as per Attachment 9.2.2(1).

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

This report presents the outcome of a review of Council policy FIN/CP-2 Investments. It seeks Council resolution to adopt the revised policy, incorporating the amendments at Attachment 9.2.2(1).

Background

The Investments policy was initially adopted by Council in 2001, it was further amended in 2021, as outlined in the Synopsis in the Revision Requirements and Version Control table at the bottom of Attachment 9.2.2(1).

During the interim audit, auditors noted the policy was three (3) years past it's stated review date and therefore not kept in line with Regulation 19 of the *Local Government (Financial Management) Regulations 1996*. The rating received was minor.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	Maintaining a 75% investment exposure with Bendigo Bank increases the Shire's concentration risk and vulnerability to credit rating changes, which could impact liquidity and compliance with internal risk thresholds.		
Mitigation:	Reduce the Bendigo Bank portfolio limit to 50%.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Maintaining a 75% investment exposure with Bendigo Bank poses compliance risks by exceeding internal counterparty limits, increasing vulnerability to credit rating changes, and potentially conflicting with statutory obligations and governance expectations.		
Mitigation:	Reduce the Bendigo Bank portfolio limit to 50%.		

Financial Implications

Nil.

Policy Compliance

Council Policy EXE/CP-8- Policy Framework

Draft – Council policy FIN/CP-2 Investments ([Attachment 9.2.2\(1\)](#)) has been amended in accordance with the requirement of the Policy framework.

Statutory Compliance

Although there is no requirement for local governments to have an Investments policy, it is considered best practice in providing good governance.

Consultation

Senior Finance staff were consulted during the review of this policy. The draft policy was presented to the Audit and Risk Management Committee for endorsement, however due to quorum requirements not being met voting did not take place. Given the policy is now three years overdue for review, it would be prudent to present to Council without further delay to ensure compliance with the *Local Government (Financial Management) Regulations 1996*.

Officer Comment

A review of the current Investments policy has been undertaken, the current policy sets a 20% exposure limit for institutions rated A/A-2, which includes Bendigo Bank. The current 75% allocation is a formal policy exception and may be viewed as inconsistent with the policy's risk control framework, it's recommended that the exception investment with Bendigo Bank is amended to reduce the potential risk to the Shire.

Amendments have been made to the policy to reduce this risk, the draft policy ([Attachment 9.2.2\(1\)](#)) reflects a reduction to Bendigo Bank portfolio limit capping it at 50%. It's not recommended to lower the limit to 20%, as Bendigo serves as the Shire's primary operating account. Imposing a 20% cap would introduce significant administrative complexity and resource demand to manage day-to-day transactions across multiple institutions.

It's worth noting that Bendigo's credit rating was upgraded in 2024 and does now ordinarily fit within the lowest risk ratings. However, rating can change, and a downgrade could result in non-compliance with the policy's minimum credit rating requirements, necessitating divestment.

COUNCIL RESOLUTION: 157/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That Council:

- 1. Adopt the amendments to Council Policy FIN/CP-2 Investments as per** Attachment 9.2.2(1).

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0 by en-bloc resolution 148/08-25

9.2.3 Report of review of Local Laws under section 3.16 of the *Local Government Act 1995*

Report Details:

Prepared by: Acting Manager Corporate Services
Manager: Loren Clifford, Acting Director Finance and Corporate
File Reference: CNL 25 **Voting Requirement:** Absolute Majority
Attachment(s):
Nil.

Executive Recommendation

That Council:

1. In accordance with sections 3.16(3) and 3.16(4) of the *Local Government Act 1995*, receive the review of the following Shire of Donnybrook Balingup Local Laws and resolve, by Absolute Majority, the following determinations:
 - 1.1. Remain Unchanged: *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*;
 - 1.2. Remain Unchanged: *Animals, Environment and Nuisance Local Law 2017*;
 - 1.3. Amend: *Bush Fire Brigades Local Law 2000*;
 - 1.4. Remain Unchanged: *Cat Local Law 2016*;
 - 1.5. Remain Unchanged: *Cemeteries Local Law 2008*;
 - 1.6. Amend: *Dog Local Law 2000*;
 - 1.7. Amend: *Extractive Industries Local Law 1998*;
 - 1.8. Remain Unchanged: *Local Laws Relating to Fencing 1999*;
 - 1.9. Remain Unchanged: *Health Local Laws 1999*;
 - 1.10. Amend: *Local Government Property Local Law 2000*;
 - 1.11. Remain Unchanged: *Meeting Procedures Local Law 2017*;
 - 1.12. Remain Unchanged: *Outdoor Eating Areas Local Law 2013*;
 - 1.13. Amend: *Parking and Parking Facilities Local Law 2000*; and
 - 1.14. Remain Unchanged: *Waste Local Law 2017*.
2. In accordance with section 3.12 of the *Local Government Act 1995*, request the Chief Executive Officer to begin preparations for making (amending) the following Shire of Donnybrook Balingup Local Laws, with a further report to be presented at a later meeting of Council to commence the legislative process:
 - 2.1. *Bush Fire Brigades Local Law 2000*;
 - 2.2. *Dog Local Law 2000*;
 - 2.3. *Extractive Industries Local Law 1998*;
 - 2.4. *Local Government Property Local Law 2000*; and
 - 2.5. *Parking and Parking Facilities Local Law 2000*.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

- Outcome:** 11 - Strong, visionary leadership.
- Objective:** 11.1 - Provide strategically focused, open and accountable governance.
- Item:** 11.1.2 - Provide a review of local laws.

Executive Summary

A review of the Shire's current Local Laws has been undertaken in accordance with section 3.16 of the *Local Government Act 1995* (the Act). The purpose of this report is to present the findings of the review, including public submissions, for Council's consideration and seek resolution to finalise the review process in accordance with statutory requirements.

Background

At the Ordinary Council Meeting on 23 October 2024, Council resolved the following:

"COUNCIL RESOLUTION 186/10-24

"That Council:

- 1. In accordance with section 3.16 of the Local Government Act 1995, gives local public notice stating that:*
 - 1.1. The Shire of Donnybrook Balingup proposes to review its local laws;*
 - 1.2. Copies of the Shire's local laws may be inspected at, or obtained from, the Shire's Administration Office and the Shire's website; and*
 - 1.3. Submissions on the Shire's local laws may be made to the Shire within a period of not less than 6 weeks after the notice is given.*
- 2. Notes that in accordance with section 3.16 of the Local Government Act 1995, the results of the public consultation will be presented to Council for consideration of any submissions received."*

The Shire has fourteen current Local Laws, each of which have been adopted by Council. Section 3.16 the Act requires that Local Laws are reviewed within a period of 15 years and specifies a mandatory review process. This includes the requirement for local governments to consider any submissions received as part of the review and for a report to be submitted to Council to make a determination on whether it considers that a local law should be repealed, amended or remain unchanged. If no determination is made within the applicable 15-year period Local Laws are considered repealed at the end of that period.

Subsequent to the Council resolution to commence the review of all the Shire's current Local Laws concurrently, the relevant procedural steps have been completed. This report presents a summary of the findings of the review and the submissions received for Council's consideration. To complete the review process a determination on each of the Shire's Local Laws is required as detailed above.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	High (15)
Risk Description:	Non-compliance of the Shire's Local Laws with statutory requirements.		
Mitigation:	Ensure review of the Shire's Local Laws is undertaken in compliance with legislation.		

Financial Implications

The following costs were incurred as part of giving local public notice inviting submissions for the review of the Local Laws:

- Advertising: \$464.37 ex. GST (South Western Times newspaper).

Policy Compliance

Nil.

Statutory Compliance

Section 3.5 of the *Local Government Act 1995* (the Act) enables local governments to make local laws. Section 3.12 of the Act sets out the process for making a local law.

Section 3.12(8) of the Act further defines making in relation to a local law, including making a local law to amend the text of, or repeal, a local law.

Section 3.16 of the Act details the requirements for the periodic review of local laws.

Section 3.16(4) of the Act specifies that local governments must determine, by Absolute Majority, whether a local law should be repealed, amended or remain unchanged as part of a periodic review.

Consultation

Section 3.16 of the Act requires local public notice of the review of the Local Laws and the invitation of submissions from the public for a minimum of six weeks (42 days). The six-week (42-day) period must be 'clear' days – s. 61 of the *Interpretation Act 1984* prescribes this to mean that the day on which it is published and the day on which submissions close cannot be counted in the 42-day period. In addition, the final day for submissions must not fall on a Saturday, Sunday or public holiday. If it does, the final day is taken to be the next normal working day.

The public submissions period opened on 1 November 2024 and closed on 10 January 2025. Local public notice encompassed the following communication methods in compliance with legislative requirements:

- Shire website, 1 November 2024;
- Shire Social Media pages (Facebook and Instagram), 1 November 2024;
- Shire Administration Office, Donnybrook and Balingup Library noticeboards, from November 2024;
- South Western Times newspaper, 7 November 2024; and
- Preston Press community newsletter, December 2024 edition.

Three (3) submissions were received as part of the public submissions period for the review. These are summarised and presented in Table 1 of this report below.

A consultant specialising in local government local laws was initially engaged to assist with reviewing the Shire's Local Laws, however this did not eventuate due to availability of the consultant. Governance staff undertook the review process in consultation and collaboration with Shire staff across relevant departments. Aspects of each Local Law were considered in terms of currency, application and changes to legislation to determine whether any of the Local Laws require amendment or repeal.

Officer Comment

The table below sets out the titles of the Shire's current Local Laws, along with publishing information in the *WA Government Gazette*, a summary of findings and staff comments from the review, details of public submissions received and the recommended determination for each of the Local Laws. It has been identified as part of the review that ten (10) of the fourteen (14) Local Laws require possible amendment. No Local Laws have been found to require repealing.

Table 1 – Shire of Donnybrook Balingup Local Laws Review Summary

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63 3 Mar 2017, No. 50	Potential to merge with <i>Local Government Property Local Law 2000</i> to avoid duplication and improve effectiveness in application. Local Law contains elements derived from Health Local Laws and may require amendment when the repeal of provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> are effected, proposed by the end of 2026. Recommend await legislative changes.	Nil	Remain Unchanged
<i>Animals, Environment and Nuisance Local Law 2017</i>	Original: 14 Jun 2017, No. 114 Amendment: 12 Aug 2025, No. 94	<i>Animals, Environment and Nuisance Amendment Local Law 2024</i> commencement 27 Aug 2025.	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Local Law contains elements derived from Health Local Laws and may require amendment when the repeal of provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> are effected, proposed by the end of 2026. Recommend await legislative changes.		
<i>Bush Fire Brigades Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 13 Apr 2017, No. 79	Requires review to ensure compliance with legislative changes. Recommend review of forms contained within the Local Law to ensure reflective of current practices that align with current DFES procedures. Recommend review of provisions relating to Bush Fire Brigade administrative matters including membership fees, committee constitution, banking and audits to ensure appropriate and relevant.	Nil	Amend
<i>Cat Local Law 2016</i>	Original: 27 May 2016, No. 85 Amendment: 3 Mar 2017, No. 50	WALGA updated Advocacy Positions Manual in December 2024 relating to proposed changes to the <i>Cat Act 2011</i> , recommending allowing local laws to enforce cat containment, prohibit nuisance behaviour, and restrict	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		<p>access to ecologically sensitive areas.</p> <p>No legislative amendments announced to date. Recommend await advice on possible forthcoming legislative changes.</p>		
<i>Cemeteries Local Law 2008</i>	<p>Original: 30 Dec 2008, No. 230</p> <p>Amendment: 6 Jan 2015, No. 1</p>	<p>Requires review to ensure compliance with legislation, specifically Grant of Right of Burial definitions and limitations under the provisions of <i>Cemeteries Act 1986</i>.</p> <p>Recommend changes to provisions relating to times of burial and circumstances requiring certificates with applications for burial, to reflect current industry practice and Shire resourcing.</p> <p>Discussion paper released by Department of Local Government in November 2023 on <i>Cemeteries Act 1986</i> and <i>Cremation Act 1929</i>. Consultation period closed 15 March 2024. Proposed reforms to consolidate both Acts into single legislative framework. No legislative amendments announced to date.</p>	<p>1 received: Shire email Date: 6 January 2025 Details: Requests Shire consider inclusion of options for increased environmentally friendly burial options, such as natural burials which are offered by numerous local governments across Australia, including in WA. Lowden Cemetery stated as possible option.</p> <p>Requests Shire to provide clear and easy to understand information to the public to raise awareness, improve death literacy and facilitate community led approaches. Shire of Augusta Margaret River information referenced as an example.</p> <p>Staff Comment: Recommend consideration for possible inclusion as part of the Local Law</p>	Remain unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Recommend await outcome of State legislative review process.	amendment (making) process to reflect changes in community needs, expectations and environmental impacts.	
<i>Dog Local Law 2000</i>	Original: 17 Oct 2000, No 215 Amendment: 3 Jun 2008, No. 84 13 Apr 2017, No. 79	Requires review and amendment to align with the new legislative framework, specifically the <i>Dog Amendment (Stop Puppy Farming) Act 2021</i> and changes to the <i>Dog Act 1976</i> .	Nil	Amend
<i>Extractive Industries Local Law 1998</i>	Original: 9 Jun 1998, No 115 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63	Recommend comprehensive review and incorporating public consultation to ensure appropriate and relevant provisions that align with community expectations, industry best practice, legislative requirements and Shire resourcing.	1 received: via Shire email Date: 19 February 2025 Details: States not advised that the review was taking place until 18 February 2025, states disappointing as currently going through the DA process for a renewal, has been an Extractive Industries licence holder for more than 15 years and states there are definite improvements that can be made. Detailed list of suggested changes provided with submission. Staff Comment: Submission was received outside of public submissions period, however has	Amend

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
			been included as part of the review report given the relevancy and review finalisation timeframe. Communication and local public notice of the Shire's review of Locals Laws was undertaken in compliance with requirements. Opportunity to directly advise current Extractive Industry Licence holders when seeking public submissions as part of undertaking the making (amending) of the Local Law.	
<i>Local Laws Relating to Fencing 1999</i>	Original: 3 Sept 1999, No. 171 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63	No required amendments identified.	Nil	Remain Unchanged
<i>Health Local Laws 1999</i>	Original: 14 Mar 2000, No. 45 Amendment: 18 May 2001, No. 95 14 Jun 2017, No. 114	Local Law provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> planned to be repealed by the end of 2026, aligning with the Stage 5C phased implementation of the <i>Public Health Act 2016</i> . Once repealed, model local laws will be provided. New local laws will need to be made under the <i>Local</i>	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		<p><i>Government Act 1995.</i> Recommend await legislative changes.</p> <p>Recommend changing any penalties expressing an actual dollar value are replaced with 'penalty units'. This would allow one 'penalty unit' to be quantified in the Shire's Schedule of Fees and Charges and can be indexed annually. Currently penalties in Local Laws stay fixed in value until reviewed and amended.</p>		
<i>Local Government Property Local Law 2000</i>	<p>Original: 17 Oct 2000, No 215</p> <p>Amendment: 6 Jan 2015, No. 1</p>	<p>Potential to merge with <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> to avoid duplication.</p> <p>Recommend review of Local Laws provisions relating to events on Shire owned and managed land, identified scope to impose additional conditions relevant to public health & safety.</p>	Nil	Amend
<i>Meeting Procedures Local Law 2017</i>	<p>Original: 29 September 2017, No 189</p>	<p>State Government is proposing to replace all Meeting Procedures local laws with regulations, as part of amendments to the <i>Local Government Act 1995</i>. Recommend await legislative changes</p>	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Meeting Procedures Local Law 2018 resolved by Council 27 Jun 2018 and Gazetted 4 Jul 2018, No. 106. However, it appears the full legislative process was not followed, resulting in the <i>Meeting Procedures Local Law 2017</i> remaining the valid Local Law.		
<i>Outdoor Eating Areas Local Law 2013</i>	Original: 24 Jan 2014, No 9	Alfresco dining approvals are part of Tranche 1 local government reforms announced by the Department of Local Government, however regulations are still being developed and have not commenced. As part of this, amendments to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> will allow for a 'deemed to comply' pathway where businesses can set up alfresco dining areas and place portable signage without needing local government approval. Recommend await legislative changes.	Nil	Remain Unchanged
<i>Parking and Parking Facilities Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 3 Jun 2008, No. 84	Recommend review and amendment to reflect increased emphasis on Disability Access & Inclusion, in accordance with the Shire's Disability Access & Inclusion Plan.	1 received: Shire website Date: 7 January 2025 Details: "When the Parking local law is reviewed will the Shire start to penalise those who break these laws?"	Amend

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
			Staff Comment: Shire staff undertake monitoring and compliance based on available resources, identified issues and complaints.	
<i>Waste Local Law 2017</i>	Original: 14 Jun 2017, No. 114 Amendment: 12 Aug 2025, No. 94	<i>Waste Amendment Local Law 2024</i> commencement 27 Aug 2025 No required amendments identified.	Nil	Remain Unchanged

The Shire's current Local Laws are considered functional, however it is apparent from the review that changes are needed to several of the Local Laws to ensure they comply with legislation, reflect current practice and enable effective application. The review has also identified that multiple Local Laws will require amendment or repeal after proposed changes to statutes are effected by State Government. As part of supporting Council in its role to ensure legislative compliance for the Shire, it is advised that Council resolve the Executive Recommendation for this report to finalise the statutory review process for the Shire's Local Laws and commence preparations to undertake the legislative process for making (amending) the identified Local Laws.

COUNCIL RESOLUTION: 158/08-25	
MOVED BY: Cr Alexis Davy	SECONDED BY: Cr John Bailey

That Council:

1. In accordance with sections 3.16(3) and 3.16(4) of the *Local Government Act 1995*, receive the review of the following Shire of Donnybrook Balingup Local Laws and resolve, by Absolute Majority, the following determinations:
 - 1.1. Remain Unchanged: *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*;
 - 1.2. Remain Unchanged: *Animals, Environment and Nuisance Local Law 2017*;
 - 1.3. Amend: *Bush Fire Brigades Local Law 2000*;
 - 1.4. Amend: *Cat Local Law 2016*;
 - 1.5. Remain Unchanged: *Cemeteries Local Law 2008*;
 - 1.6. Amend: *Dog Local Law 2000*;
 - 1.7. Amend: *Extractive Industries Local Law 1998*;

- 1.8. Remain Unchanged: *Local Laws Relating to Fencing 1999*;
- 1.9. Remain Unchanged: *Health Local Laws 1999*;
- 1.10. Amend: *Local Government Property Local Law 2000*;
- 1.11. Remain Unchanged: *Meeting Procedures Local Law 2017*;
- 1.12. Remain Unchanged: *Outdoor Eating Areas Local Law 2013*;
- 1.13. Amend: *Parking and Parking Facilities Local Law 2000*; and
- 1.14. Remain Unchanged: *Waste Local Law 2017*.

2. In accordance with section 3.12 of the *Local Government Act 1995*, request the Chief Executive Officer to begin preparations for making (amending) the following Shire of Donnybrook Balingup Local Laws, with a further report to be presented at a later meeting of Council to commence the legislative process:

- 2.1. *Bush Fire Brigades Local Law 2000*;
- 2.2. *Dog Local Law 2000*;
- 2.3. *Extractive Industries Local Law 1998*;
- 2.4. *Local Government Property Local Law 2000*; and
- 2.5. *Parking and Parking Facilities Local Law 2000*
- 2.6. *Cat Local Law 2016*

For: Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Patrick
Against: Cr MacCarthy, Cr Mitchell,
Carried: 5/2

9.2.4. Code of Conduct for Council Members, Committee Members and Candidates

Report Details:

Prepared by: Acting Manager Corporate Services

Manager: Loren Clifford, Acting Director Finance and Corporate

File Reference: CNL 31

Voting Requirement: Absolute Majority

Attachment(s):

9.2.4(1) Code of Conduct for Council Members, Committee Members and Candidates

Executive Recommendation

That Council:

1. **Adopts the amendments to the Shire of Donnybrook Balingup Code of Conduct for Council Members, Committee Members and Candidates at Attachment 9.2.4(1).**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

A review of the Shire's Code of Conduct for Council Members, Committee Members and Candidates (Code) has been undertaken. The purpose of this report is to seek Council resolution to adopt the updated Code inclusive of amendments at [Attachment 9.2.4\(1\)](#).

Background

The *Local Government (Model Code of Conduct) Regulations 2021* came into effect on 3 February 2021. These regulations were introduced under the *Local Government Act 1995* which mandated that local governments must adopt a Code of Conduct for council members, committee members, and candidates which incorporates the Model Code. The Shire adopted its current Code at the Ordinary Council Meeting held on 28 April 2021.

The Code encompasses the following elements:

- General principles to guide behaviour, including at Council and Committee meetings;
- Requirements relating to behaviour, including personal integrity, relationship with others and accountability;
- Rules of conduct, including misuse of local government resources, disclosure of information and interests, and prohibition against involvement in administration; and
- Legal compliance and enforcement encompassing a legal basis for managing breaches, including mechanisms for complaints, investigations, and sanctions.

The Code of Conduct establishes standards that reflect core governance principles. It promotes transparency by requiring council members, committee members and candidates to act with integrity and accountability in their decision-making and interactions.

A review of the Code has been undertaken. No legislative changes requiring amendment of the Code have been identified. The review has identified minor amendments, including changes to format of the Code to reflect updates to the Shire's administrative templates. These changes do not impact on the application of the Code.

New sections pertaining to an introduction for the Code and Shire values have been included as part of the review. These additions provide background and context for the Code and reflect the importance of the Shire's values. The proposed sections are shown in red text at [Attachment 9.2.4\(1\)](#). The defined terms supplementary page of the Code has also been removed. This section is not part of the mandatory Model Code and is included as guidance material in the *Local Government (Model Code of Conduct) Regulations 2021* for ease of reference within the legislation. Its removal does not impact the application of the Code. This proposed change is shown in red at [Attachment 9.2.4\(1\)](#).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Non-compliance of the Shire's Code of Conduct with statutory requirements.		
Mitigation:	Periodically review, and formally adopt amendments where required, to the Code of Conduct to ensure legislative compliance.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Part 5, Division 9 of the *Local Government Act 1995* regulates the conduct for council members, committee members and candidates.

Section 5.104 of the *Local Government Act 1995* requires adoption of a Code of Conduct by local governments which incorporates the Model Code of Conduct.

The *Local Government (Model Code of Conduct) Regulations 2021* prescribes the content of the Model Code of Conduct.

Consultation

A mandatory review frequency of the Code is not prescribed. The Model Code of Conduct Guidelines issued by the Department of Local Government encourages local governments to periodically review their Code to ensure alignment with the Model Code and governance expectations.

The Code is published on the Shire's website in compliance with legislative requirements.

Officer Comment

As part of supporting Council in its role to ensure legislative compliance and good governance for the Shire, it is advised that Council resolve the Executive Recommendation to this report and adopt the amendments to the Code of Conduct for Council Members, Committee Members and Candidates at Attachment 9.2.4(1).

COUNCIL RESOLUTION: 159/08-25	
MOVED BY: Cr John Bailey	SECONDED BY: Cr Grant Patrick

That Council:

- Adopts the amendments to the Shire of Donnybrook Balingup Code of Conduct for Council Members, Committee Members and Candidates at Attachment 9.2.4(1).**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

9.2.5. Talison Stakeholder Reference Committee

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Acting Manager Corporate Services

File Reference: Monarch-2055293383-1040 **Voting Requirement:** Absolute Majority

Attachment(s):

9.2.5(1) Stakeholder Reference Committee Terms of Reference.

Executive Recommendation

That Council appoint the following Elected Member as a Talison Stakeholder Reference Committee Member:

1. Cr _____; and
2. Cr _____ (Proxy).

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 4 - Shared responsibility for sustainability.

Objective: 4.1 - Encourage the adoption of sustainable practices.

Item: Nil.

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

Talison Lithium Pty Ltd is expanding its Greenbushes Lithium Operation and has established a Stakeholder Reference Committee (SRC) to facilitate structured engagement with local communities. Talison has invited the Shire of Donnybrook Balingup to nominate a Councillor to join the SRC. This report recommends the appointment of two Elected Members to represent the Shire on the Committee.

Background

The Stakeholder Reference Committee (SRC) provides a regular forum for Talison to inform, consult, and engage with community representatives. Members include local government councillors, residents, Talison staff, and an independent Chairperson. The Reference Committee meets every second month (six times per year) to promote mutual understanding and transparency between Talison and its neighbouring communities.

The Bridgetown-Greenbushes and Donnybrook Balingup Shire are invited to nominate one (1) Elected Member, and a proxy to represent their community.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	Non-representation may result in missed opportunities to influence decisions and provide feedback on activities that impact the community.		
Mitigation:	Appointing an Elected Member and proxy.		

Financial Implications

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31, Elected Members have a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a Committee of which they are a member. Talison will cover logistical costs associated with meetings, including venue, materials, and catering.

Policy Compliance

Nil.

Statutory Compliance

Under the *Local Government Act 1995*, Each council member is entitled to be a member of at least one Committee referred to in section 5.9(2)(a) or (b).

Consultation

Nil.

Officer Comment

The SRC is not a decision-making body but serves an advisory and consultative role. Members are expected to actively participate, share community perspectives, and communicate relevant information back to Council. The appointment of two Councillors will ensure continuity and coverage in case of absence.

COUNCIL RESOLUTION: 160/08-25		
MOVED BY:	Cr Alexis Davy	SECONDED BY: Cr Anita Lindemann

That Council appoint the following Elected Member as a Talison Stakeholder Reference Committee Member:

- 1. Cr Patrick; and**
- 2. Cr Lindemann (Proxy).**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

9.2.6 WALGA Local Government Convention and Annual General Meeting 2025

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Loren Clifford, Acting Director Finance and Corporate

Location: Shire of Donnybrook Balingup

File Reference: CNL 33

Voting Requirement: Simple Majority

Attachment(s):

9.2.6(1) WALGA Local Government Convention Program 2025

Executive Recommendation

That Council:

1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Monday, 22 September to Wednesday 24 September 2025, inclusive of the Annual General Meeting held on Tuesday, 23 September 2025.
 - 1.1 Shire President (voting delegate)
 - 1.2 Elected Member 1: _____ (voting delegate)
 - 1.3 Elected Member 2: _____ (observer/Proxy voting delegate)
2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.
3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

The WALGA Local Government Convention will be held in Perth from 22 to 24 September 2025, with the AGM on 23 September. The AGM allows members to review reports and vote on motions. As the agenda will be released after the August Council Meeting, voting delegates will need to consider motions independently and act in the Shire's best interests. Council is asked to nominate attendees for both events.

Background

Elected Members and Chief Executive Officers from Local Governments have been invited to attend the annual Local Government Convention, which will be held at the Perth Convention and Exhibition

Centre from Monday, 22 September to Thursday, 24 September 2025. As part of Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Tuesday, 23 September 2025. A program for the Convention is available on the WALGA website ([Attachment 9.2.6\(1\)](#)).

Historically, the Chief Executive Officer, Shire President, and three Elected Members have attended this event. In 2024, Cr Davy, Cr Glover, and Cr Patrick represented the Shire at the Convention.

It is standard practice for attendance at the WALGA Local Government Convention to be rotated among Elected Members to ensure fair and balanced participation over time. This rotation does not apply to the Chief Executive Officer and the Shire President, who typically attend each year.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Rare	Minor	Low (2)
Risk Description:	All Elected Members want to attend the 2024 Convention.		
Mitigation:	Council limits the number of Elected Members to attend the event.		

Financial Implications

Attendance at the AGM is free for all Elected Members and officers from Local Governments, however Convention fees are as follows and prices are per person and are all inclusive of GST:

Convention Registration Fees	Estimated cost
Full Delegate – Local Government	\$1,250.00
Single Day Delegate	\$625.00
Accommodation* (Parmelia Hilton Perth, Quest Mounts Bay, Quest Kings Park, Quay Perth, Adina Apartment Hotel, Melbourne Hotel, Double Tree by Hilton, InterContinental Perth City Centre, QT Hotel, Citadines St Georges Terrace)	Starting from \$250.00 pp/per night
Optional Extras	
Welcome Drinks	\$125.00
Cocktail Gala	\$190.00
Icons Breakfast	\$110.00
Parking	\$37.00 per day

**Offer special rates for local government bookings during Local Government week.*

Expenditure for this purpose will be incurred from the 2025/26 Elected Member Conferences budget allocation.

Policy Compliance

Council Policy EXE/CP-5 Attendance at Events and Functions applies to this matter.

Council Policy EXE/CP-5 Attendance at Events and Functions

Cl. 4.4. sets out Council's considerations when making a decision on attendance at an event:

- a. who is providing the invitation or ticket to the event?
- b. the location of the event in relation to the Shire of Donnybrook Balingup (within the district or out of the district).
- c. the role of the elected member or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
- d. whether the event is sponsored by the Shire of Donnybrook Balingup.
- e. the benefit of the Shire of Donnybrook Balingup representation at the event.
- f. the number of invitations / tickets received; and
- g. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Cl. 4.7. States that decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Cl. 4.10. States that if the Council determines that an Elected Member or CEO should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

The theme for the 2025 Local Government Convention is "*Lean into Legacy*", which explores how the decisions made today shape the foundations of tomorrow. With a focus on reflective, current, and future legacy, the Convention aims to inspire new ideas, deepen community engagement, and foster collaboration across the Local Government sector. It also highlights the expertise available within WALGA and the collective benefits of working together across Western Australia. The program is available in [Attachment 9.2.6\(1\)](#).

Elected Member attendance at the Convention will support long-term strategic planning across economic, social, environmental, and sustainability domains. In addition to the formal sessions, the event provides valuable networking opportunities with other Local Governments.

Held in conjunction with Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Tuesday, 23 September 2025. The AGM agenda is expected to be released closer to the meeting date and will be circulated to Elected Members. Those wishing to discuss proposed motions

or provide input on voting preferences are encouraged to engage directly with the nominated voting delegates prior to the AGM. Council's representation at the AGM will contribute to policy development and strategic planning, enhancing the Shire's capacity to deliver good governance, services, and facilities to the community.

MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Alexis Davy
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That Council:

- 1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Monday, 22 September to Wednesday 24 September 2025, inclusive of the Annual General Meeting held on Tuesday, 23 September 2025.**
 - 1.1 Shire President (voting delegate)**
 - 1.2 Elected Member 1: Cr Lindemann (voting delegate)**
- 2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.**
- 3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.**

Cr Patrick moved the following amendment:

MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Alexis Davy
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- 1.3 Elected Member 2: Cr Glover (observer/proxy voting delegate) be added to the motion.**

For: Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Patrick
Against: Cr MacCarthy, Cr Mitchell
Carried: 5/2

Substantive motion as amended by Cr Patrick:

COUNCIL RESOLUTION: 161/08-25		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Alexis Davy

That Council:

- 1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Monday, 22 September to Wednesday 24 September 2025, inclusive of the Annual General Meeting held on Tuesday, 23 September 2025.**
 - 1.1 Shire President (voting delegate)**
 - 1.2 Elected Member 1: Cr Lindemann (voting delegate)**
 - 1.3 Elected Member 2: Cr Glover (observer/Proxy voting delegate)**
- 2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.**
- 3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Patrick
Against: Cr Mitchell
Carried: 6/1

9.2.7. Date Change - September Ordinary Council Meeting

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Acting Manager Corporate Services

File Reference: CNL 33

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. Amend the scheduled meeting date for the September 2025, Ordinary Meeting of Council from 5pm, 24 September 2025 to 5pm, 25 September 2025.
2. Instructs the Chief Executive Officer to undertake all statutory advertising in this regard.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

Council is requested to consider a change of date for the September 2025 Ordinary Council Meeting. To coincide with the WALGA Local Government Convention being held from 22 to 24 September 2025.

Background

The usual meeting schedule places the September Ordinary Council Meeting on the 4th Wednesday of the month, which in 2025 is 24 September. However, due to the WALGA Local Government Convention occurring from 22 to 24 September 2025, a conflict arises. To avoid this conflict and ensure full attendance, it is proposed to move the meeting to Thursday, 25 September 2025. The Agenda Briefing will remain on the 3rd Wednesday of the month, 17 September 2025.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Rare	Minor	Low (2)
Risk Description:	Risk of not achieving quorum.		
Mitigation:	Change the date of the September Ordinary Council Meeting, and timely advertising/communications of the date change.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Rare	Minor	Low (2)
Risk Description:	Delayed decisions may affect service delivery, project approvals, and statutory compliance timelines.		
Mitigation:	Change the date of the September Ordinary Council Meeting, and timely advertising/communications of the date change.		

Financial Implications

Nil.

Policy Compliance

Council Policy EM/CP-2 – Live Streaming and Recording of Council Meetings

Statutory Compliance

Local Government (Administration) Regulations 1996, R.12(3)

Consultation

The Shire's website will be updated to reflect the change of meeting date.

Officer Comment

The proposed change supports Council's commitment to accessible governance by ensuring all Elected Members can attend the September Ordinary Council Meeting. The adjustment accommodates the WALGA Local Government Convention and mitigates the risk of not achieving quorum. Timely statutory advertising will ensure transparency and public awareness, and the Agenda Briefing remains unaffected.

COUNCIL RESOLUTION: 162/08-25			
MOVED BY: Cr Anita Lindemann		SECONDED BY: Cr Anne Mitchell	

That Council:

- 1. Amend the scheduled meeting date for the September 2025, Ordinary Meeting of Council from 5pm, 24 September 2025 to 5pm, 25 September 2025.**
- 2. Instructs the Chief Executive Officer to undertake all statutory advertising in this regard.**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried by en-bloc resolution: 148/08-25

9.3. Chief Executive Officer

9.3.1. Asset Optimisation Tranche One – Community Consultation Report and Proposed Land Sale

Report Details:

Prepared by: Nick O'Connor, Chief Executive Officer

Manager: Nick O'Connor, Chief Executive Officer

File Reference: CNL 33

Voting Requirement: Simple Majority

Attachment(s):

9.3.1(1) AOP community survey results

Executive Recommendation

That Council:

1. Notes the results of the community consultation as attached and detailed in this report; and
2. Commences the sale process for Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup and liaises with the Wellington District Pony Club to identify an alternate site to conduct equine activities; and
3. Commences the sale process for Lot 21 Reserve Street, Donnybrook; and
4. Commences the sale process for Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook and liaises with the Trigwell family to identify an appropriate alternative memorial to honour Walter Trigwell; and
5. Notes the feedback on the proposed sale of Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook and considers the conversion of the Crown Land to freehold land as part of the next phase of the asset optimisation project.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

This report presents the outcomes of the community consultation undertaken in July 2025 regarding the proposed sale of various Shire-controlled land parcels. The consultation was part of the Asset Optimisation Project (AOP), which aims to identify underutilised assets for potential disposal to improve financial sustainability and asset management efficiency.

Background

At its Ordinary Council meeting held 28 May 2025 Council resolved the following:

"COUNCIL RESOLUTION 103/05-25

That Council:

- 1. Authorises the Chief Executive Officer to commence stakeholder communication and consultation regarding the proposed disposal of the following Shire-owned land parcels:*
 - 1.1. Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup; and*
 - 1.2. Lot 21 Reserve St Donnybrook; and*
 - 1.3. Lots 12 (102) and 13 (104) Trigwell St East, Donnybrook (Park).*
 - 1.4. Crown Reserve 19387 comprising of lots 126 Yelverton Street, and lot 189 Union St, Donnybrook).*
- 2. Directs the Chief Executive Officer to commence the necessary administrative processes for the disposal of Lot 58 (70) South Western Hwy, Donnybrook, currently held in freehold by the Shire and leased to Donnybrook Capel Districts Community Financial Services Ltd.*
- 3. Acknowledges the interest from the current lessee to purchasing Lot 501 (41) Bentley Street Donnybrook, and instruct the Chief Executive Officer to formally advise the lessee that the Shire is unable to proceed with the disposal due to the land tenure constraints as detailed in this report.*
- 4. Notes that proceeds from the proposed sale of the land parcels and freehold property as detailed items (1) and (2) above are to be constrained and allocated to:*
 - 4.1. Addressing the asset sustainability funding shortfall detailed in Shire's Asset Management and Long-Term Financial Plans; and*
 - 4.2. Supporting future studies, projects, or reviews that enhance the Shire's financial sustainability (e.g. Victory Lane Master Plan).*
- 5. Instructs the Chief Executive Officer to undertake a review of the Shire's current service delivery model for managing its community housing portfolio and present an options report to a future Ordinary Council Meeting for consideration.*
- 6. Authorises the Chief Executive Officer to initiate a multi-year service review process to:*
 - 6.1. Document current service levels and associated delivery costs; and*
 - 6.2. Establish a baseline to inform future decisions on service levels and delivery models."*

The consultation ran from 2 July to 25 July 2025 and included online surveys, social media posts, website alerts, and public notices.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	Missed opportunity for financial sustainability if land is not sold		
Mitigation:	Proceed with sale of underutilised parcels; reinvest proceeds into strategic priorities.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Minor	Moderate (8)
Risk Description:	Community backlash over sale of active or valued land		
Mitigation:	Engage directly with affected groups (e.g., Pony Club, Trigwell family); offer alternative sites or memorials.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Misinterpretation or underestimation of community sentiment		
Mitigation:	<ul style="list-style-type: none"> Clearly communicate how feedback was considered; publish a summary of consultation outcomes and rationale for decisions. Engage directly with the Pony Club to identify and support relocation; communicate transition plan publicly; consider interim use arrangements. Liaise with the Trigwell family to establish a meaningful alternative memorial; include interpretive signage or naming rights in future developments 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	Retaining largely unused land prevents the generation of annual rates income and forfeits potential capital proceeds from sale.		
Mitigation:	Prioritise sale of underutilised assets with low community use; reinvest proceeds into community infrastructure and services.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Failure to act on asset optimisation may be viewed as poor financial stewardship, especially in light of rising rates and operating costs.		
Mitigation:	Communicate the rationale for asset retention or sale clearly; link decisions to long-term financial planning and community benefit.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Retaining non-strategic land assets limits Council's ability to reallocate funds to priority projects or reduce reliance on reserves.		
Mitigation:	Conduct regular asset reviews; align land use decisions with strategic priorities and community needs.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Disposal of land without adhering to statutory requirements under Section 3.58 of the Local Government Act 1995.		
Mitigation:	Ensure all disposals follow statutory procedures—public auction, tender, or public notice with a submission period. Maintain transparency through Council minutes and public record		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Insignificant	Low (3)
Risk Description:	Community concern over loss of green space or infrastructure constraints.		
Mitigation:	Conduct due diligence and communicate potential benefits.		

Financial Implications

Capital Revenue Potential

Sale of the identified parcels could generate one-off capital income to support infrastructure investment or debt reduction.

Rates Revenue Growth

Transitioning land to private ownership enables ongoing rates collection, reducing the overall rates burden across the community.

Operational Efficiency

Reducing the number of Shire-managed parcels lowers maintenance costs and administrative overhead.

Reserve Management

Proceeds from asset sales may reduce the need for transfers from reserves, preserving funds for future strategic use.

Policy Compliance

ASS/CP-2- Asset Management

While the sale of land is not directly addressed, the policy implies that any such action would need to:

- Align with the Shire's **service delivery priorities**.
- Be supported by **asset management plans** and **financial models**.
- Be consistent with the *Local Government Act 1995*, which governs asset-related decisions.

COMD-CP-3 - Community Engagement Framework

This policy provides the framework for ensuring that affected stakeholders—such as community groups impacted by proposed land sales—are consulted early, inclusively, and through appropriate engagement methods before Council makes a decision.

Statutory Compliance

Local Government Act 1995

Section 3.58 – Disposing of Property

Local governments may dispose of property by public auction or public tender, or by giving public notice describing the property, providing details of the proposed disposition, and inviting submissions for at least 2 weeks; all decisions must be recorded in Council minutes.

Section 1.7 – Local Public Notice

Local public notice must be published in a newspaper circulating in the district, displayed on the local government's official noticeboard, and published on the website; the notice must remain accessible for the duration of the submission period

Consultation

External Consultation

The public consultation process ran from Wednesday 2 July 2025 to Friday 25 July 2025 and included multiple information and engagement channels:

- Project Information Page – Live from 2 July 2025, serving as the primary source of information for stakeholders.
- Community Engagement Survey – Available online and as a printable form from 2 July 2025 until closure on 25 July 2025.
- Pop-up Alert on Website – Live from 11 July to 25 July 2025, linking directly to the AOP Information Page.
- Search Prompt on Home Page – Displaying “Asset Optimisation Project (AOP)” as the top search item from 10 July 2025 (still active).
- “Have Your Say” Notices – Published on Shire's website, Facebook, and Instagram, shared to community pages, and posted at Shire facilities.

Community Engagement Performance

- Social Media (Facebook)
 - Total Views: 4,424 | Estimated Reach: 1,835
 - Total Comments: 87 (none on the original post due to comments being disabled)
 - Total Interactions: 28 (13 from the Shire's post; the rest from shares)
 - From Original Post: Reactions: 6 | Shares: 6 | Saves: 1 | Link clicks: 1 (to AOP Information Page)

Note: Original post published 3 July 2025; statistics recorded 7 August 2025.

- Website Performance (AOP Information Page)
 - Views: 313 | Total Users: 224
 - Views per User: 1
 - Engagement Rate: 95.3%
 - Engaged Sessions: 284

Community Feedback Analysis

Overall Response Breakdown

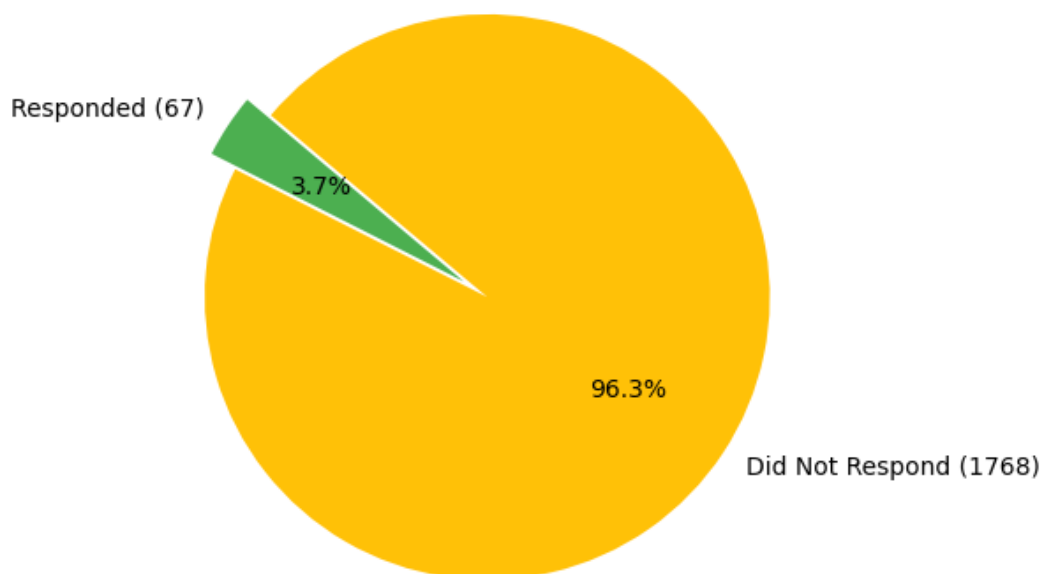
- Total Responses: 67

- Website: 64
- Email: 2
- Other: 1

Survey Engagement Overview

The chart below compares the number of people who saw the AOP survey versus those who responded. This visual representation highlights that while 1,835 individuals were reached, only 67 submitted responses. In community engagement terms, this represents a passive endorsement or lack of concern from the broader community.

AOP Survey Engagement: Responses vs Reach



Themes from Written Comments

- Opposition to selling land currently used by the Wellington District Pony Club, citing ongoing use, historical significance, and lack of consultation.
- Walter Trigwell Park is repeatedly mentioned as a cherished community space, believed to be donated for public use, with concerns about disrespecting its legacy.
- Mixed views on Lot 126 & Lot 189, with some support for housing development if land is unused, but others urging caution and strategic planning.

Survey Awareness Channels

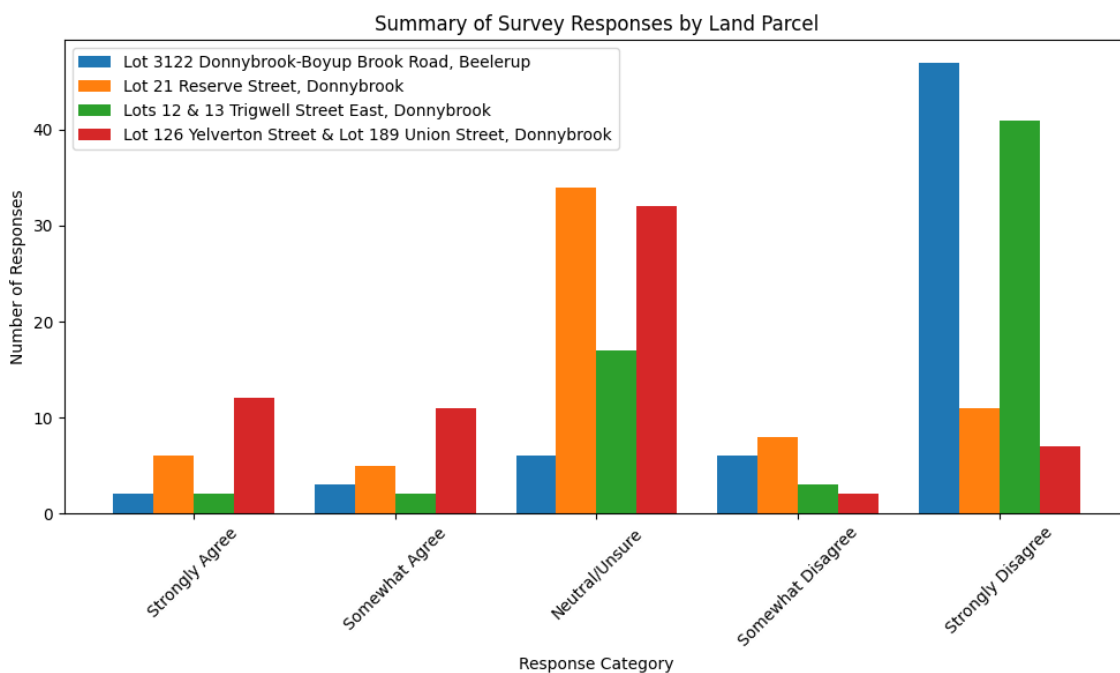
- Social media was the dominant source of awareness (46 mentions).
- Word of mouth followed (21 mentions).
- Only 9 respondents cited the Shire website directly.

Officer Comment

Council recently sought community feedback on the proposed sale of several parcels of Council-owned land as part of the Asset Optimisation Project (AOP). The AOP aims to identify under-utilised assets for possible disposal to fund priority projects and improve asset management efficiency.

Parcel Specific Sentiment Summary

Location	Strongly Agree	Somewhat Agree	Neutral/ Unsure	Somewhat Disagree	Strongly Disagree
Lot 3122 Donnybrook-Boyup Brook Road, Beelerup	2	3	6	6	47
Lot 21 Reserve Street, Donnybrook	6	5	34	8	11
Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook	2	2	17	3	41
Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook	12	11	32	2	7



Officer Feedback on consultation responses

Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup: Council does not have a formal lease with any clubs or associations for the site. The lease with the Wellington District Pony Club expired in June 2022. An annual license fee of \$55 has been charged since that period. In 2024/25 Council did not charge the license fee due the asset optimisation process commencing. Other points of note for Council consideration:

- Council's asset register recognises a 2022 fair valuation of the parcel at \$709,000. A current market valuation of the parcel, having regard to the commercial value of the sand resource would recognise a much higher value. Council should consider the significant 'opportunity cost'

of having significant capital tied up in an underutilised asset in the current financially constrained environment where there is a well-documented asset sustainability funding gap.

- Pony club activities are conducted on a small portion of the parcel. This portion is of no commercial value from a sand extraction purpose. An option could be to contractually bind a prospective purchaser to entering into a peppercorn lease with the pony club for a 10-year period.
- Council could also consider an alternate location for pony club activities eg Jim MacDonald Park.
- Council should consider the community feedback as contained in this report when determining and consider some of the alternatives provided in the preceding bullet points.
- Council has received approaches from prospective purchasers as part of the consultation process.

Lot 21 Reserve Street, Donnybrook: This is a slither of land with marginal community utility. Council has received an offer to purchase during the consultation period. It is recommended that Council proceed with the sale.

Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook: While the community feedback opposed the proposed sale the following points are provided for consideration:

- The Park can be described as a ‘pocket park’ providing limited recreation benefit and public utility.
- The limited playground infrastructure is towards the end of its asset life and will require renewal in the next 12-18 months
- The two parcels are of a standard house block size and in the current housing crisis, would be highly sought after for the construction of new dwellings
- The park is named after a revered former community member. Should Council proceed with the sale of the parcels, then there is an opportunity to make a more appropriate acknowledgement to Mr Walter Trigwell at an alternate location, commensurate with the significant legacy he made to the district.

Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook: These parcels are not owned by Council freehold. Proceeds from the sale of other parcels of land could be used to convert them from Crown Land to Council freehold as part of Tranche 2 of the asset optimisation program.

The Presiding Member explained that the complex motion would be broken down into separate motions pursuant to Clause 10.5 *Meeting Procedures Local Law 2017*.

COUNCIL RESOLUTION: 163/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Anne Mitchell

That Council:

1. Notes the results of the community consultation as attached and detailed in this report.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Lisa Glover
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That Council:

2. Commence the sale process for Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup and liaises with the Wellington District Pony Club to identify an alternate site to conduct equine activities.

Cr Glover moved the following amendment:

MOVED BY:	Cr Lisa Glover	SECONDED BY: Cr John Bailey
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That the word “Prior” be added to the beginning of point 2. and the following points be added to the motion as follows:

- 2.1. Explore the options for sand extraction;
- 2.2. Explore options for future use of sand within the Shire of Donnybrook Balingup; and
- 2.3. Provide a report back to Council
- 2.4. That Council approve \$25,000 (GST Exclusive) unbudgeted expenditure to engage a suitably qualified consultant to assist with the preparation of the report to Council.
- 2.5. Explore the possibility of amendment to surveying the boundary to separate the sand from the clay.

For: Cr Glover, Cr Bailey, Cr Mitchell, Cr Patrick
Against: Cr MacCarthy, Cr Davy, Cr Lindemann
Lost: 4/3

Due to unbudgeted expenditure, an absolute majority was required for the vote to be carried.

Original Motion:

MOVED BY:	Cr Anita Lindemann	SECONDED BY:	Cr Lisa Glover
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That Council:

2. Commence the sale process for Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup and liaises with the Wellington District Pony Club to identify an alternate site to conduct equine activities.

For: Cr MacCarthy, Cr Lindemann
Against: Cr Bailey, Cr Davy, Cr Patrick, Cr Glover, Cr Mitchell
Lost: 2/5

COUNCIL RESOLUTION:		164/08-25	
MOVED BY:	Cr Lisa Glover	SECONDED BY:	Cr Anne Mitchell

That Council:

3. Commences the sale process for Lot 21 Reserve Street, Donnybrook.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Lisa Glover
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That Council:

4. Commences the sale process for Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook and liaises with the Trigwell family to identify an appropriate alternative memorial to honour Walter Trigwell.

Cr Mitchell moved the following amendment; however, the amendment was lost due to the want of a seconder.

MOVED BY:	Cr Anne Mitchell	SECONDED BY:	
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4. Commences the sale process and funds are quarantined in an account in reserves for public open space.

Original Motion:

COUNCIL RESOLUTION:	165/08-25		
MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Lisa Glover

That Council:

4. Commences the sale process for Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook and liaises with the Trigwell family to identify an appropriate alternative memorial to honour Walter Trigwell.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Lindemann, Cr Patrick
Against: Cr Davy, Cr Mitchell.
Carried: 5/2

COUNCIL RESOLUTION: 166/08-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY: Cr Lisa Glover

That Council:

- 5. Notes the feedback on the proposed sale of Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook and considers the conversion of the Crown Land to freehold land as part of the next phase of the asset optimisation project.**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

11. New Business of an urgent nature introduced by Decision of the Meeting
Nil.

That Council adjourn the meeting.

COUNCIL RESOLUTION: 167/08-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY: Cr Anita Lindemann

That Council adjourn the meeting.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Choose an item.: 7/0

The meeting was adjourned at 7:51pm.

That council re-convene the meeting

COUNCIL RESOLUTION: 169/08-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Lisa Glover

That Council re-convene the meeting.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

The meeting re-convened at 8:00pm.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

12.1.1 RFQ 349 - Preston River Pedestrian Ramp

This report is confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.1.2 RFT 06-2425 – Smith and Timms Street Donnybrook - Road Upgrade

This report is confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.1.3 Windy Arbor Pty Ltd – Lease Dispute

This report is confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

That the meeting be closed to the public.

COUNCIL RESOLUTION: 168/08-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY: Cr Anita Lindemann

That the meeting be closed in accordance with section 5.23(c) of the *Local Government Act 1995* to discuss the following confidential items:

12.1. RFQ 349 Preston River Pedestrian Ramp

12.1.2 RFT 06-2425 – Smith and Timms Street Donnybrook - Road Upgrade

12.1.3 Windy Arbor Pty Ltd – Lease Dispute

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

The meeting was closed to the public at 8:00pm.

That the meeting be re-opened to the public

COUNCIL RESOLUTION: 173/08-25		
MOVED BY:	Cr Alexis Davy	SECONDED BY: Cr Lisa Glover

That Council re-open the meeting to the public.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

The meeting re-opened to the public at 8:17pm, and the Presiding Member read the confidential resolutions aloud.

12.2. Public reading of Resolutions that may be made public

12.1. RFQ 349 Preston River Pedestrian Ramp

COUNCIL RESOLUTION: 170/08-25		
MOVED BY:	Cr Alexis Davy	SECONDED BY: Cr Lisa Glover

That Council not accept any of the quotations for the construction of the Preston River Pedestrian Ramp as presented, and does not direct funds away from Brockman Road, and request the CEO to investigate alternative solutions to meet the intent of the Council Plan and for alternative solutions and associated costings to be considered as part of the future budget process.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

12.1.2 RFT 06-2425 – Smith and Timms Street Donnybrook - Road Upgrade

COUNCIL RESOLUTION: 171/08-25		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Anne Mitchell

That Council:

1. Endorses a \$245,000 increase to the existing 2025/26 budget allocation of \$215,000 for the Smith Street Donnybrook Project.
2. Endorse the Chief Executive officer to source the additional \$245,000 from the Shires current Roads to Recovery 5-year allocation (1 July 2024 to 30 June 2029) of \$3,726,166, based of the future year project adjustments outlined in this report.
3. Notes and endorses that the funds as outlined in point 1, along with the existing 2025/26 \$263,000 budget allocation for Smith Street (North End), totalling \$723,000, will be used to deliver the defined scope of Works and Optional Extra two (2) Scope of Works of RFT 06-2425.
4. Endorses the awarding of the contract RFT 06-2425 – Smith and Timms Street Donnybrook – Road Upgrade, to Sully Civil Pty Ltd, in accordance with their submitted offer for the defined scope of work and the optional extra two (2) scope of works only.
5. Request the Chief Executive Officer to undertake a review and prepare a revised Shire of Donnybrook Balingup 6-Year Forward Roadworks Program, which incorporates the adjustments as outlined in this report and present to Council for endorsement at or before its March 2026 Ordinary Council Meeting.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

COUNCIL RESOLUTION: 172/08-25		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Anita Lindemann

12.1.3 Windy Arbor Pty Ltd – Lease Dispute

That Council:

1. Notes the update on the legal dispute with Windy Arbor and authorises the Chief Executive Officer to finalise the matter for the amount as detailed in the report;
2. Authorises the CEO and Shire President to execute any associated documents in order to finalise the lease assignment.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 7/0

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 17 September 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 8:22pm.

BUNBURY GEOGRAPHE GROUP OF COUNCILS



Minutes

for the

Bunbury Geographe Group of Councils Meeting

held on

FRIDAY, 21 August 2025

1. OPENING

The Chair opened the meeting at 9:30am

2. ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

3. ATTENDANCE AND APOLOGIES

Attendance

Gary Clark (Acting CEO)	Shire of Capel
Cr Doug Kitchen	Shire of Capel
Natalie Hopkins (Acting CEO)	Shire of Dardanup
Cr Tyrrell Gardiner	Shire of Dardanup
Annie Riordan	Shire of Harvey
Cr Michelle Campbell	Shire of Harvey
Phil Anastasakis	Shire of Collie
Cr Ian Miffing	Shire of Collie
Nick O'Conner	Shire of Donnybrook/Balingup (Via Electronic Means)
Cr Vivienne McCarthy	Shire of Donnybrook/Balingup (Via Electronic Means)

Guests

Cr Joe Italiano	Shire of Collie
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Apologies

Andre Schonfeldt	Shire of Dardanup
Alan Ferris	City of Bunbury
MR Jaysen de San Miguel	City of Bunbury

4. BUSINESS ARISING

The Chair Gary Clark requested the suspension of standing orders.

Moved: Cr Gardiner

Seconded: Cr Kitchen

That standing orders be suspended.

Carried Unanimously

4.1 BGGC MOU Report

1.1 Bunbury Geographe Group of Councils MOU Review

Author	Acting Chief Executive Officer, G Clark
Nature of the Decision	Advocacy
Attachments	1.1.1 Minutes of BGGC Working Group 8 May 2025
Confidential Status	N/A

Reinstate standing orders:

Moved: Cr Kitchen

Seconded: Cr Campbell

Carried unanimously

Proposal

That the Bunbury Geographe Group of Councils CEO Working Group engage with all relevant stakeholders to:

1. Develop a draft governance model
2. Develop draft strategic regional priorities
3. Develop a resourcing plan to deliver the strategic regional priorities
4. Develop a contributions proposal to fund the resourcing plan
5. Recommend the most effective member group for the region
6. Complete the above by 31 March 2026

Background

The BGGC Working Group considered a discussion paper on the future of the BGGC following concerns about the effectiveness of the group. The attached minutes provide the discussion paper and background to this report.

The BGGC Working Group decided that Member Councils be requested to consider the following:

1. Continuation of a voluntary regional association.
2. Consider a financial contribution of up to \$330,000 based on proportional capacity of population ratios to fund the employment of an Executive Officer to support the voluntary association in developing a set of strategic goals based around the agreed themes within the Memorandum of Understanding in the 2025/2026 financial budgets of the member Council's.
3. Agreed to a meeting schedule that mirrors the South West Zone of WALGA and that these meetings be held with due regard to the Zone meetings and that the members of the Zone be appointed members for the Bunbury Geopraphe Group of Council's.
4. Request the CEO Working Group to source governance agreements operating from others regional groups in Western Australia or other States that demonstrate a best practice model of successful collaboration and present these to the elected member group for consideration, considering other legal and governance arrangements.
5. Requests each member to consider contributing proportionally to the overall operating costs of the Bunbury Geopraphe Group of Councils as detailed within the report.

The following summarises the feedback from Member Councils on the above.

1. Continuation of a voluntary regional association

All Member Councils want to continue with a voluntary regional association. Bunbury has suggested that this should be the four coastal local governments.

2. Financial contributions to fund an Executive Officer

Four of the Member Councils were not prepared to increase contributions to fund an Executive Officer to the extent suggested.

The Shire of Dardanup suggested a part time Executive Officer. The Shire of Harvey considered that there had been insufficient development of the governance model, role definition and fully detailed objectives to consider the funding for the position in the 2025-26 Budget. The Shire of Donnybrook Balingup advised it is not able to fund an Executive Officer.

3. Align the meeting schedule with the WALGA Zone meetings

All Member Councils agreed to this suggestion.

4. Governance Agreement

All Member Councils agreed to this suggestion.

5. Proportional Contributions

The Shire of Donnybrook Balingup would prefer an 'opt in' project funding model.

Comment

There are clearly regional matters that are best addressed by a regional association for the benefit of participating local governments. Based on the responses from Member Councils, more work needs to be done on the governance model, the strategic focus, which local governments participate and how contributions are made to fund the regional priorities.

This work could be done over the next six months so that recommendations can be made by March. Member Councils would then have time to budget for the agreed funding model.

Statutory Framework

Local Framework

Section 3.1 of Local Government Act

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Implications

Financial Implications

Budget

The group has approximately \$28,000 in unallocated funds available.

Long Term

Unknown

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Member Councils and Chief Executive Officers, Bunbury, Collie, Dardanup, Harvey, Capel and Donnybrook Balingup.

Internal Consultation

No internal consultation has occurred.

Moved: Cr Gardiner

Seconded: Cr Kitchen

That the meeting resume standing orders.

Carried Unanimously

Recommendation

Amended Recommendation:

Moved: Cr Gardiner

Seconded: Cr Campbell

Carried Unanimously

That the CEO Working Group engage with all relevant stakeholders to:

- 1. Develop a draft governance model**
- 2. Fund the development of the draft governance model from the existing surplus funds up to \$20,000**
- 3. Develop a contributions proposal to fund the governance model**
- 4. Recommend the most effective member group for the region**
- 5. Complete the above by 31 March 2026**

4.2 FOGO Update

5. WRAP UP / NEXT STEPS / WAY FORWARD

Items for Discussion

BGTP Discussion – Extension of the marketing until the end of September. Proposal to renew for 12 months.

Recommendation:

That funding for BGTP to run through to 30 June 2026. Decision will be made to the future of the partnership, with decision to be made for the future for 31 March 2026.

Moved: Cr Miffling

Seconded: Cr Kitchen

Carried Unanimously

31 March 2026 meeting to be a half day workshop CEO's and Mayors/Shire Presidents.

6. CLOSE

Meeting closed at 10:55am

South West Country Zone Minutes

22 August 2025

**Hosted by the Shire of
Bridgetown-Greenbushes,
1-3 Steere Street, Bridgetown**

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PRIORITISATION FRAMEWORK

The below Prioritisation Framework was endorsed at the April 2024 South West Country Zone meeting. Zone Delegates when drafting Agenda items and motions on policy or advocacy issues, using the below criteria as prompts for what kind of information to include. The Prioritisation Framework does not remove the need for judgements to be made and is intended to guide, not replace, decision-making.

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting.

ATTACHMENTS

1. Draft Minutes of previous meeting
2. Zone Status Report
3. President's Report
4. Minister Jarvis response letter on Biosecurity Management

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Chair, President Cr Tony Dean opened the meeting at 9:05am.

1.2 ATTENDANCE

MEMBERS	1 Voting Delegates from each Member Council
Shire of August Margaret River	Cr Ian Earl (Deputy) Mel Stevens, A/Chief Executive Officer, non-voting delegate
Shire of Boyup Brook	President Cr Richard Walker
Shire of Bridgetown-Greenbushes	President Cr Tracy Lansdell Mr Garry Adams, Chief Executive Officer, non-voting delegate
City of Bunbury	Cr Tresslyn Smith (Deputy) Mr Andrew McRobert, Director of Sustainable Development, non-voting delegate
City of Busselton	Cr Mikayla Love (Deputy) Sarah Pierson, Director Corporate Strategy and Performance, non-voting delegate
Shire of Capel	President Cr Doug Kitchen Mr Gary Clark, Chief Executive Officer (Temporary), non-voting delegate
Shire of Collie	President Cr Ian Miffling Mr Phil Anastasakis, Chief Executive Officer, non-voting delegate

Shire of Dardanup	President Cr Tyrrell Gardiner Ms Natalie Hopkins, Director Corporate & Governance, Non-voting delegate
Shire of Donnybrook Balingup	President Cr Vivienne McCarthy Mr Nick O'Connor, Chief Executive Officer, non-voting delegate
Shire of Harvey	President Cr Michelle Campbell Ms Annie Riordan, Chief Executive Officer, non-voting delegate
Shire of Manjimup	President Cr Donnelle Buegge Mr Greg Lockwood, Director Business, non-voting delegate
Shire of Nannup	President Cr Tony Dean (Chair) Mr David Taylor, Chief Executive Officer, non-voting delegate
WALGA Secretariat	Mr Chris Hossen, Policy Manager Planning and Building Ms Conor Macgill, Senior Policy Advisor, Waste Management
South West Development Commission	Ms Cate Brooks, Chief Executive Officer
RDA South West	Mr Charles Jenkinson, Director Regional Development
Australia's South West	Ms Catrin Allsop, Chief Executive Officer

1.3 APOLOGIES

Shire of August Margaret River	President Cr Julia Jean-Rice Ms Andrea Selvey, Chief Executive Officer, non-voting delegate
City of Bunbury	Mayor Jaysen De San Miguel Mr Alan Ferris, Chief Executive Officer, non-voting delegate
City of Busselton	Mayor Phill Cronin Mr Tony Nottle, Chief Executive Officer, non-voting delegate
Shire of Boyup Brook	Mr Leonard Long, Chief Executive Officer, non-voting delegate
Shire of Dardanup	Mr André Schönfeldt, Chief Executive Officer, non- voting delegate

2 ACKNOWLEDGEMENT OF COUNTRY

We, the South West Country Zone of WALGA, acknowledge the Nyoongar people, the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

3 DECLARATIONS OF INTEREST

Nil.

4 DEPUTATIONS

4.1 SHIRE OF BRIDGETOWN-GREENBUSHES

By the Shire of Bridgetown-Greenbushes

President Cr Tracy Lansdell and Chief Executive Officer Mr Garry Adams provided an update to the Zone on current priorities and key projects.

Noted

Note: The South West Aboriginal Medical Service were scheduled to provide a presentation to the Zone at this meeting, however have advised that due to some recent changes within the organisation will have to postpone their presentation to 2026.

5 AGENCY REPORTS

5.1 SOUTH WEST DEVELOPMENT COMMISSION

South West Development Commission Chief Executive Officer, Ms Cate Brooks provided an update to the Zone.

Noted

5.2 REGIONAL DEVELOPMENT AUSTRALIA – SOUTH WEST

Mr Charles Jenkinson, Regional Development Australia – South West Director Regional Development, provided a brief update to the Zone.

Noted

5.3 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY

The August 2025 Department of Local Government, Industry Regulation and Safety report update was provided prior to the meeting.

Noted

5.4 AUSTRALIA'S SOUTH WEST

Chief Executive Officer at Australia's South West, Ms Catrin Allsop, provided a brief update to the Zone.

Noted

5.5 AUSTRALIAN GOVERNMENT DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS

Mr Matt Beahan from the Australian Government Department of Employment and Workplace Relations provided a brief update to the Zone.

Noted

6 CONFIRMATION OF MINUTES

The Minutes of the South West Country Zone meeting held on 20 June 2025 have previously been circulated to Member Councils and were provided as an attachment to the Agenda.

RESOLUTION

Moved: President Cr Doug Kitchen
Seconded: President Cr Donnelle Buegge

That the Minutes of the meeting of the South West Country Zone held on 20 June 2025 be confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

A Status Report outlining the actions taken on the Zone's resolutions was enclosed as an attachment within the Agenda.

Noted

8 ZONE BUSINESS

8.1 2025 WALGA HONOURS RECIPIENTS

By Chantelle O'Brien, Zones Governance Officer

BACKGROUND

WALGA celebrated their 2025 Honours awards recipients at an event on Saturday, 19 July at the WA Museum Boola Bardip. Following the success of the inaugural standalone event last year, the awards night was held solely to acknowledge and appreciate the extraordinary efforts of Elected Members and Local Government Officers in service of their Local Government, the sector and the community.

There were 44 recipients of Honours awards in the 2025 program. Two new WALGA Life Members were also inducted.

Eight Honours recipients were from the South West Country Zone:

Ms Erin Lochhead	Shire of Capel	Merit Award
Mr Andrew Mattaboni	Shire of Capel	Merit Award
Ms Anita Scott	Shire of Capel	Merit Award
Ms Vicki Davies	Shire of Capel	Merit Award
Ms Jodie Riedmann	Shire of Capel	Merit Award
Cr Wendy Dickinson	Shire of Harvey	Merit Award
Cr Michelle Boylan MLC	Shire of Harvey	Merit Award
Cr Mikayla Love	Shire of Busselton	Merit Award

Congratulations to all Honours recipients!

Nominations for the 2026 Honours Program will open early next year.

Noted

8.2 ZONE EXPERIENCE SURVEY FEEDBACK

By Chantelle O'Brien, Zones Governance Officer

BACKGROUND

On 15 July a Zone Experience Survey was distributed to all WALGA-administered Zones. The audience captured in the survey were Delegates, Deputy Delegates, CEOs and Local Government staff that provide support to Delegates and CEOs.

The secretariat would like to thank everyone that completed the survey, which resulted in an impressive 136 responses received and 77 comments.

In summary, we are pleased to report that survey participants were generally very satisfied with how Zone meetings are coordinated. This included satisfaction with the timeliness of receiving Zone meeting papers, the format and contents of meeting papers, the communication of meeting schedules and updates, and overall support provided by the WALGA secretariat.

The comments received from survey participants were also generally positive, with many proposing possible process changes. These comments will be carefully considered and where possible, used to guide improvements to current processes.

It is proposed that this survey will be distributed on a 2-year basis so that continuous improvements can be made (next survey in late 2027). This will coincide with Zone Delegate membership terms.

Thank you again for your contributions and commitment to the betterment of our Zones process.

Noted

9 WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 RATING OF RENEWABLE ENERGY FACILITIES (STATE COUNCIL AGENDA ITEM 8.1)

By Kirsty Martin, Manager Commercial Management and Tony Brown, Executive Director Member Services

EXECUTIVE SUMMARY

- WALGA Members have expressed uncertainty in the rating of large-scale renewable energy facilities across the State which was confirmed through a resolution of the Peel Country Zone Meeting in April 2025.
- In response to the uncertainty, WALGA engaged Paxon Consulting Group to review the rating mechanisms available for Local Governments to recover costs associated with large scale renewable energy projects.
- The purpose of the review was to examine the current legislative framework, undertake a review across other Australian jurisdictions in respect to who rating for such facilities is managed, and provide recommendations for the rating of these facilities in Western Australia, including any required amendments to legislation.
- The Final Report outlined seven Key Findings which confirmed that legislative change would be required to enable Local Governments to rate renewable energy facilities with certainty.

ATTACHMENT

- [Local Government Rating of Renewable Energy Facilities Report](#)

STRATEGIC PLAN IMPLICATIONS

This item relates to WALGA's Strategic Pillars of Influence, Support and Expertise.

POLICY IMPLICATIONS

There is no current advocacy position for the rating of large-scale renewable energy facilities. Endorsement of this item will enable the establishment of a position.

BACKGROUND

Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050. Project proponents are active in many rural, remote and regional areas, seeking to develop renewable energy projects.

The placement, management and impact of renewable energy facilities have become contentious issues nationally and in local communities across Western Australia. Concerns have been raised regarding:

- the location of these facilities on agricultural land,
- the suitability of regulatory frameworks to ensure local communities benefit from the investment,
- the inability of the planning framework to manage on and off-site impacts of proposals, and impact on agricultural land use.

There have been an increasing number of conversations around compensation and cost recovery for those communities housing large scale renewable energy projects. Compensation is typically done through some sort of community benefits arrangement and WALGA has recently developed a Renewable Energy Community Benefits and Engagement Guide to assist WA Local Governments navigate discussions with developers and their communities.

The ability for Local Governments to recover costs (ie road maintenance, additional services used etc) incurred as part of the roll out of large-scale renewable energy projects is equally important. There is a lack of clarity around the best mechanism for achieving cost recovery and Local Governments have been seeking clarification on the applicable land value rating method of these facilities and how best to approach this going forward.

In response to this, WALGA engaged Paxon Consulting Group (Paxon) to review the rating mechanisms currently available to Local Governments to recover costs and provide advice on whether amendments to legislation are required to ensure Local Governments are able to equitably and fairly rate renewable energy facilities. Paxon also undertook a review of other Australian jurisdictions and existing case law to determine the rating options available to Western Australian Local Governments.

The Key Findings of the report are outlined below:

1. Under the current legislative framework, there is no clear method that allows WA Local Governments to impose rates on renewable energy facilities in their area, with certainty.
2. Each rating option considered in this report would require some legislative change to become a more certain and reliable avenue for Local Governments in the rating of renewable energy facilities.
3. In each case, the legislative change could be achieved with fairly 'blunt' legislative amendments – that is, introduction of a new standalone provision (or set of standalone provisions), and minimal amendments required to existing legislation.
4. Any legislative amendments to tighten the rating approach and/or introduce PiLoR should not (in principle) need to be extensive or overly complex.
5. With the PiLoR framework in particular – whilst this may involve more substantial legislative drafting (given that a new framework is needed), if the Victorian model was to be generally followed, this framework would be relatively straightforward and self-contained. This makes it arguably a 'cleaner' approach than the other options, as a (mostly) standalone mechanism – and a clear process – that has minimal interference with existing rate setting processes. Of course, practical matters, namely reaching political alignment on the specifics of the mechanism (especially methodology) and the roll-out / application, may instead give rise to challenges.
6. On all the options considered, the exact nature of the amendments should be determined by which approach or position will be most palatable from a political and policy perspective. For example, whilst WA Local Governments may wish to avoid the time and uncertainty involved with a Ministerial determination / approval on any matters, it is unlikely that it can be avoided entirely (in which case the amendments would need to capture whatever approval rights would sit with the Minister).

7. Finally, if different options or permeations of rating options are used for different types of renewable energy assets, this would create another layer of legislative complexity and increase the scale of changes required.

The options for rating, including the advantages, limitations and ranking of each, are detailed in the Report. The rating options are ranked as follows:

1. PiLoR Framework
2. Differential Rating based on UV with no ratio limit
3. GRV Rating
4. Differential Rating based on GRV with no ratio limit

Although the PiLoR framework is more complex to implement, it is ranked first as it enables Local Governments to fairly and equitably rate renewable energy facilities through a cleaner, mostly standalone rating mechanism, bespoke to renewable energy assets, which is understood and accepted by the renewable energy sector.

The ability to apply a higher and uncapped differential rate determined by the Local Government is ranked second. This option is favoured over both the GRV options, as unlike the GRV options, this option does not require a valuation and is suitable for all renewable asset types.

The Report recommends the following:

1. WALGA to endorse support for the adoption of the PiLoR framework approach to the rating of renewal energy facilities.
2. WALGA to make representation to both the Department of Local Government, Industry Regulation and Safety and the Department of Energy and Economic Diversification on the merits of the PiLoR framework.
3. WALGA to advocate for legislation amendment to enable WA Local Government to negotiate annual contributions with renewable energy proponents in lieu of rates.
4. WALGA should advocate to State Government to ensure any funds received through a potential community benefit arrangement are clearly identified as separate from the annual rates contributions.

COMMENT

WALGA acknowledges that even though the adoption of the PiLoR framework is the preferred option in the Report, it is also a more substantial change requiring the development of an entirely new framework across multiple State Government agencies.

This is likely to be a longer-term option and as such WALGA will advocate for this in parallel to the above legislative amendments. The adoption of a PiLoR framework in Western Australia would require a new legislative section(s) setting out:

- the legislative ability for an annual payment in lieu of rates;
- which land the process can apply to – noting in Victoria, it's land 'predominantly used' for the generation of electricity;
- the process for determining the quantum of the payment – ideally with a payment calculation methodology, at least as a 'fall back';
- a third party dispute resolution process; and
- any exemptions.

As identified in the Report, amendment to the current legislation pertaining to Local Government rating, is the most straightforward option. As such, WALGA will advocate for the following changes:

GRV Rating

For example, a new section to the effect that:

- if land has any renewable energy (RE) assets, the Minister will determine that the method of valuation is GRV for either the entire property, or the portion of (or lot(s) within) the property with RE assets, irrespective of the existing methodologies in the *Local Government Act 1995* (LG Act);
- when calculating the GRV under the *Valuation Land Act 1978* (VL Act), works effected to the land and items affixed to the land (including turbines, towers, masts and monitoring systems, panels, buildings, substations and connection points, roads, fencing, foundations cabling / connectors etc), are improvements, irrespective of whether above ground or underground, and irrespective of who owns the items.

Differential Rating (UV)

- A new section of the LG Act to the effect that the Minister's approval is not required where the (higher) differential rating category relates to land with RE Assets.
- This could / would be accompanied by a subsection with conditions or parameters on the setting of a higher differential rate, or requirement for compliance with a subsidiary document that contained such parameters.
- If the public consultation process (in s 6.36 of the LG Act) was to be removed or pared back for land with RE Assets, a new subsection in the LG Act would be required, to the effect that the process either did not need to be followed for this category, or setting out a more limited way in which it would apply.

Differential Rating (GRV)

As per legislative changes required under the GRV Rating and Differential Rating (UV) Options.

WALGA RECOMMENDATION

That WALGA advocate to the State Government for:

1. Legislative amendments to enable WA Local Governments to rate large-scale renewable energy facilities using current rating mechanisms (differential rating based on UV, differential rating based on GRV, or GRV alone) with certainty.
2. A commitment to implement a Payment in Lieu of Rates (PiLoR) framework in Western Australia.

RESOLUTION

Moved: Cr Ian Earl

Seconded: President Cr Donnelle Buegge

That the South West Country Zone:

1. supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above and supports any PiLoR Framework having statutory weight.
2. writes to the Hon. Jackie Jarvis MLC, Minister for Forestry in relation to recent policy decisions by FPC to cease payment of rates.

CARRIED

9.2 RATING OF MISCELLANEOUS LICENCES (STATE COUNCIL AGENDA ITEM 8.2)

By Tony Brown, Executive Director Member Services

EXECUTIVE SUMMARY

- Under section 6.26 of the *Local Government Act 1995*, all land is rateable unless specifically exempted.
- In a State Administrative Tribunal decision of 2024, it was determined that Crown land the subject of an occupied miscellaneous licence was non-rateable.
- Subsequently, the Shire of Mt Magnet appealed this decision to the Supreme Court. The Supreme Court ruled that Crown land subject to a miscellaneous licence and occupied is rateable, overturning the State Administrative Tribunal decision.
- This ruling affirmed the principle that Local Governments may levy rates on such land, recognising the significant infrastructure and occupation associated with these licences.
- On 2 August 2025, the WA State Government announced its intention to legislate amendments to the *Local Government Act 1995* to exempt land under miscellaneous licences from rating.
- WALGA has been advocating for Local Governments to have the ability to rate these licences and a formal advocacy position is required.
- WALGA is seeking support from the WA Parliament for the appropriate committee to review the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

ATTACHMENT

- Supreme Court decision, [Shire of Mt Magnet v Atlantic Vanadium Pty Ltd \[2025\] WASC 274](#)
- [Ministers media release](#)
- [WALGA's media release](#)

STRATEGIC PLAN IMPLICATIONS

This item relates to WALGA's Strategic Pillars: Influence, Support and Expertise.

POLICY IMPLICATIONS

There is no specific advocacy position relating to miscellaneous licences. Endorsement of this item will enable the establishment of a position.

Current advocacy position 2.1.1 relates generally to Rating Exemptions Review:

Position Statement	<i>A broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995.</i>
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BACKGROUND

Local Governments in Western Australia rely on property rates as a primary source of revenue to fund essential services and infrastructure. Under section 6.26 of the *Local Government Act 1995*, all land is rateable unless specifically exempted. Historically, exemptions have applied to land used for charitable, benevolent, religious, or public purposes, as well as small prospecting leases under 10 hectares and unoccupied miscellaneous licences.

A miscellaneous licence under the *Mining Act 1978* and the Mining Regulations 1981 (WA) sets out the purposes a miscellaneous licence may be granted for:

(a) a road; (b) a tramway; (c) an aerial rope way; (d) a pipeline; (e) a power line; (f) a conveyor system; (g) a tunnel; (h) a bridge; (i) taking water; (ia) a search for groundwater; (i) hydraulic reclamation and transport of tailings; (j) an aerodrome; (k) a meteorological station; (l) a sulphur dioxide monitoring station; (m) a communications facility; (n) a drainage channel; (o) a pump station; (p) a minesite accommodation facility; (q) a bore; (r) a bore field; (s) a water management facility; (t) a power generation and transmission facility; (u) a storage or transportation facility for minerals or mineral concentrate; (v) a minesite administration facility; [2025] (w) a workshop and storage facility; (x) a jetty.

In 2024, the State Administrative Tribunal (SAT) determined that land under a miscellaneous licence was exempt regardless of occupation.

On an appeal from the Shire of Mt Magnet, in July 2025 the Supreme Court of Western Australia ruled that Crown land subject to a miscellaneous licence and occupied is rateable, overturning a previous SAT decision. This ruling affirmed the principle that Local Governments may levy rates on such land, recognizing the significant infrastructure and occupation associated with these licences.

However, the State Government has announced its intention to legislate amendments to the *Local Government Act 1995* to exempt land under miscellaneous licences from rating, citing the need to protect jobs and provide certainty to the mining sector.

WALGA has been advocating strongly for Local Governments to have the ability to rate these licences, however it is appropriate for State Council to endorse a formal position, aligning with existing advocacy position 2.1.1.

KEY ISSUES

- **Equity and Fairness:** Miscellaneous licences often support substantial infrastructure (e.g. roads, pipelines, bore fields, accommodation) that places demands on local services. Exempting such land from rates shifts the financial burden to residents and small businesses.
- **Legal Precedent:** The Supreme Court decision provides a clear legal interpretation that supports Local Governments' ability to rate occupied land under miscellaneous licences.
- **Community Impact:** Local Governments maintain infrastructure and services that benefit mining operations. Rates are a fair mechanism for mining companies to contribute to the communities they operate in.
- **State Government Proposal:** The proposed legislative change undermines the Supreme Court's decision and WALGA's advocacy for financial sustainability and fairness in rating practices.

COMMENT

WALGA strongly supports the Supreme Court's interpretation and opposes the State Government's proposed amendments. The Association maintains that:

- Occupied land under miscellaneous licences should be rateable.
- Mining companies should contribute to local communities through rates, just as other property owners do.

- Legislative changes should not override judicial decisions that promote equity and sustainability.

WALGA has advocated strongly on this issue following the State Governments announcement to legislate for a rating exemption for miscellaneous licences.

The following is a summary of WALGA's recent advocacy on this issue:

Thursday, 10 July 2025

- WALGA media statement – [Supreme Court decision supports critical role of Local Government](#)
- ABC Drive, [interview with Geraldine Mellet](#)

Saturday, 2 August 2025

- WALGA media statement - [WALGA condemns State Government move to legislate against Supreme Court decision](#)
- The West Australian, Rebecca Le May - [WA Local Government Association hits back as State Government shields miners from land rates](#)

Sunday, 3 August 2025

- The Sunday Times (pg. 5), Rebecca Le May – “Councils' fury over mining land rates’

Monday, 4 August

- ABC News online, Chloe Henville - [“Move to exempt miners from paying rates on miscellaneous licenses 'concerning”](#)
- ABC Mornings with Nadia Mitsopoulos – [“WALGA president Karen Chappel and AMEC CEO Warren Pearce discuss the State Government plan to prevent councils levying rates on miscellaneous licences”](#)
- 7 Regional News, Brandon Demura - [“State Government accused of re-writing rulebook for WA Councils”](#)
- ABC News Perth, Blake Kagi - [“Local Governments condemn State Government move”](#)

It is recommended that WALGA advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*, and to oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating. In addition, continue to advocate that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

WALGA RECOMMENDATION

That WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*, and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.
3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

RESOLUTION

Moved: President Cr Tyrell Gardiner

Seconded: President Cr Tracy Lansdell

That the South West Country Zone:

1. supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above, and
2. asks WALGA to write to all non-Government members of the Legislative Council outlining WALGA's position and concerns in relation to these legislative changes.

CARRIED

9.3 COMMUNITY INFRASTRUCTURE AND COMMUNITY SPORTING AND RECREATION FACILITIES FUND ADVOCACY POSITIONS (STATE COUNCIL AGENDA ITEM 8.3)

By Rebecca Hicks, Policy Officer Community

EXECUTIVE SUMMARY

- Following a review of WALGA's Investing in Communities advocacy positions it is proposed that Advocacy Position 3.7.1 Community Infrastructure be updated, and that Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund be retired.
- The proposed revisions intend to align the positions with current advocacy approaches and combine them into one position.
- The proposed changes were noted by the Infrastructure Policy Team and endorsed by the People and Place Policy Team in July 2025.

STRATEGIC PLAN IMPLICATIONS

Endorsing the advocacy position updates and retirement aligns with the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Influence – Empower the Local Government sector to build communities equipped for the future.
- Support – Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

- The replacement of Advocacy Position 3.7.1 Community Infrastructure with an updated position.
- The retirement of Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund.

BACKGROUND

Local Governments own, lease, maintain and are major stakeholders in community infrastructure across Western Australia. This includes 233 public libraries, as well as cultural centres, performance spaces, galleries, recreation centres and playgrounds. Community infrastructure provides essential community benefits but requires significant capital and ongoing maintenance to upkeep the investment.

Advocacy Position 3.7.1 defines community infrastructure as including, but not limited to, community pools, sport and recreation facilities, community resource centres, visitor servicing centres, child health centres, community centres, parks, playgrounds, skate parks, public libraries, arts and cultural centres, and shared facilities that Local Governments operate.

The State Government Community Sporting and Recreation Facilities Fund (CSRFF) was established in 1974 to provide financial support to Local Governments and community groups to develop sport and recreation infrastructure. The fund is well utilised by Local Governments and has been oversubscribed in recent years. The State Government's annual contribution to CSRFF was halved in the 2025-24 State Budget to \$12 million. Sector feedback indicates that rising construction costs have rendered current State CSRFF contributions insufficient to guarantee project viability. The Cook Government 2025 election commitments, confirmed in the 25-26 State Budget, provide funding for several new location-specific infrastructure investments.

The current CSRFF advocacy position includes a request for two million dollars per annum, quarantined for female representation. The 2025-26 State Budget included \$6 million to establish a 'Boosting Women and Girls Participation in Sport' grant program and \$23.9 million to support Local Governments and community sporting organisations to upgrade facilities for women at targeted locations.

There is no equivalent ongoing funding for community arts and culture infrastructure. Advocacy calling for this ongoing funding was included in [The West at its Best](#) as an identified priority need for the sector.

[WALGA's Federal election priorities](#) includes the call for \$500 million per year for community infrastructure through formula based targeted Local Government funding. This funding ask is not currently captured in the WALGA Advocacy Manual.

There are no current funding programs specifically for retrofitting accessible design features to community infrastructure. However, the importance of ensuring universal access to community infrastructure aligns with several State Government strategic documents, including the [State Infrastructure Strategy Recommendation 88](#) and [A Western Australia for Everyone: State Disability Strategy 2020-2030](#).

This advocacy position review was discussed by the Infrastructure Policy Team and endorsed by the People and Place Policy Team in July 2025.

3.7.1 Community Infrastructure

It is proposed that WALGA's **current** advocacy position:

The Association continues to advocate for better planning and support for community infrastructure and investment by the State, Australian and private partners.

be **replaced** with:

Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community need and population growth.

1. *WALGA calls on the Australian Government to provide \$500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.*
2. *WALGA calls on the State Government to:*
 - a. *provide \$30 million per annum for the Community Sporting and Recreation Facilities Fund*
 - b. *provide \$30 million per annum for community arts and cultural infrastructure,*
 - c. *provide funding for retrofitting accessible design features to community infrastructure*
 - d. *align all community infrastructure funding with existing State co-contribution of at least two-thirds.*

3.7.2 Community Sporting and Recreation Facilities Fund

It is proposed that WALGA's **current** position be **retired**:

The Local Government sector advocates for the State Government to:

1. *increase the CSRFF funding pool to at least \$25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered; and*
2. *increase the \$1 million per annum quarantined for female representation to at least \$2 million per annum.*

COMMENT

The proposed revisions provide a broad statement for ongoing investment in community infrastructure, reflecting the significant financial cost of upkeep, including costs associated with retrofitting accessible design features to existing infrastructure. Providing State and Australian Government funding through ongoing open grant programs provides a more equitable and sustainable funding source.

Combining the community infrastructure advocacy positions aims to streamline WALGA advocacy with specific points that reflect WALGA priorities as set out in the [2023-24 State Budget submission](#), [The West at its Best](#) and the [Federal Election Priorities](#), focused on sustainable stewardship of community infrastructure, including:

- Arts and culture
- Sports and recreation
- Accessible design features

The shift from a fifty per cent to a two-thirds State funding contribution reflects a strategic alignment of community infrastructure advocacy with prevailing funding frameworks in the broader infrastructure sector. This ensures consistency and reinforces the case for equitable investment across all infrastructure categories.

WALGA RECOMMENDATION

That WALGA:

1. Replace Advocacy Position 3.7.1 Community Infrastructure with the following:

Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community needs and population growth.

1. *WALGA calls on the Australian Government to provide \$500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.*
2. *WALGA calls on the State Government to:*
 - a. *Provide \$30 million per annum for the Community Sporting and Recreation Facilities Fund,*
 - b. *Provide \$30 million per annum for community arts and cultural infrastructure,*
 - c. *Provide funding for retrofitting accessible design features to community infrastructure,*
 - d. *Align all community infrastructure funding with existing State co-contribution of at least two-thirds.*

2. Retire Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund.

RESOLUTION

Moved: President Cr Donnelle Buegge

Seconded: President Cr Tony Dean

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.

CARRIED

9.4 RURAL AND REMOTE HEALTH SERVICES ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.4)

By Hannah Godsave, Policy Manager Community

EXECUTIVE SUMMARY

- The provision of healthcare services is both an Australian and State responsibility.
- The WALGA Local Government Primary Healthcare Services Survey provides a comprehensive dataset of the cost, nature and geographical location of Local Government support predominantly focused on General Practice services.
- The recommended revisions update the Advocacy Position to align with the data and recommendations of the Survey Report and provide a framework for further advocacy.
- The People and Place Policy Team considered and endorsed the proposed changes at its meeting on 9 July.

ATTACHMENT

- [Local Government Primary Healthcare Services Survey](#)

STRATEGIC PLAN IMPLICATIONS

Revising Advocacy Position 3.2.2 aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Support – Provide practical sector-wide solutions based on research and evidence.
- Expertise - Foster relationships between our subject matter experts and stakeholders.

POLICY IMPLICATIONS

The replacement and renaming of Advocacy Position 3.2.2 Regional Health Services with an updated position titled Rural and Remote Health Services.

BACKGROUND

In 2023, WALGA commissioned Rural Health West (RHW) to survey WA Local Governments to ascertain the extent to which Local Governments were providing financial or in-kind support to secure primary healthcare services. The Survey Report provides a comprehensive dataset on the cost, nature, and geographical location of Local Government support, as well as evidence that Local Government support was predominantly focused on General Practice services.

This issue has been identified as a priority for the sector at a number of forums, including the October 2024 Band 4 Local Governments meeting, the May 2025 Zones meetings, priority responses and member advocacy being undertaken by the [Local Government Rural Health Funding Alliance](#).

WALGA has begun a renewed advocacy campaign, with targeted asks of the Australian and State Governments to improve access to primary health services in rural and remote areas, to remove the need for Local Government intervention.

The People and Place Policy Team considered and endorsed the proposed advocacy position changes at its meeting on 9 July.

It is proposed that WALGA's **current** Advocacy Position 3.2.2 Regional Health:

The Association supports continuing to work with affected Local Governments and key stakeholders to identify and develop collaborative strategies. The Association supports continuing to advocate to the State Government to prioritise regional health and the regional health workforce. The Association supports developing a policy connection with the Australian Local Government Association as a pathway for advocating for stronger specialised regional health workforces.

Be **replaced** with:

3.2.2 Rural and Remote Healthcare Services

The Western Australian and Australian Governments are responsible for ensuring that all West Australians have equitable access to primary healthcare services, regardless of their location. Local Governments should not have to step in to support the provision of these services for their communities.

1. *WALGA calls on the Western Australian and Australian Governments to address the systemic failures in the provision of rural and remote primary healthcare services, including through:*
 - a. *the development and implementation of adequate, appropriate and sustainable funding models.*
 - b. *incentivising rural and remote healthcare workforce recruitment and retention.*
2. *Local Governments should be reimbursed for costs incurred to support the provision of primary healthcare services until sustainable funding and workforce models are in place.*

COMMENT

Access to primary health is a critical issue for a large proportion of WALGA members. Local Government support of primary healthcare services creates a financial impost and diverts funding from other Local Government services and functions.

The proposed revisions provide a stronger position on the responsibility of the Australian and State Governments for primary healthcare provision and addressing the cost impost on Local Government, compelled to intervene where the current health system is failing.

The revised position aligns with the wider healthcare reform platform to enable advocacy partnerships and to provide a level of flexibility for the advocacy campaign in response to Government announcements. Terminology changes from regional health to rural and remote, aligns with the language used across healthcare advocacy and reflects that Local Government support for healthcare services is concentrated in areas of smaller populations. Framing the position around financial reimbursement enables sector diversity in response to community need and avoids implying an ongoing funding role for Local Government.

WALGA RECOMMENDATION

That WALGA replace Advocacy Position 3.2.2 Regional Health Services with the following:

The Western Australian and Australian Governments are responsible for ensuring that all West Australians have equitable access to primary healthcare services, regardless of their location. Local Governments should not have to step in to support the provision of these services for their communities.

1. *WALGA calls on the Western Australian and Australian Governments to address the systemic failures in the provision of rural and remote primary healthcare services, including through:*
 - a. *the development and implementation of adequate, appropriate and sustainable funding models*
 - b. *incentivising rural and remote healthcare workforce recruitment and retention.*
2. *Local Governments should be reimbursed for costs incurred to support the provision of primary healthcare services until sustainable funding and workforce models are in place.*

RESOLUTION

Moved: President Cr Richard Walker

Seconded: Cr Ian Earl

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above.

CARRIED

9.5 HEALTH ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.5)

By Hannah Godsave, Policy Manager Community

EXECUTIVE SUMMARY

- Advocacy Position 3.2 relates to public health and predates the *Public Health Act 2016* and the commencement of Stage 5 of the Act in June 2024.
- The position is superseded by Advocacy Position 3.2.1 *Local Public Health Plans*, which was revised in September 2024 to align to the 2016 Act and specifically the implementation of Local Public Health Plans.
- The People and Place Policy Team considered and endorsed the retirement of Advocacy Position 3.2 Health at its meeting on 9 July.

STRATEGIC PLAN IMPLICATIONS

Retiring Advocacy Position 3.2 aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead policy development for the Local Government sector.
- Expertise – Optimise organisational capability to service members' needs.

POLICY IMPLICATIONS

The retirement of Advocacy Position 3.2.1 Health.

BACKGROUND

Advocacy position 3.2.1 Health, endorsed in 2005, states:

The Association supports improving health outcomes for Western Australians through the investment in and provision of infrastructure and delivery of services in partnership with health professionals.

This position was last cited in a 2022 WALGA submission to the Department of Health relating to the Statutory Review of the *Food Act 2008*.

The position predates the commencement of the *Public Health Act 2016* and Stage 5 of the Act in 2024, which requires all Local Governments to develop and publish a Local Public Health Plan.

This position is superseded by advocacy position 3.2.1 relating to public health planning and specifically the implementation of Local Public Health Plans:

3.2.1 Local Public Health Plans

WALGA supports the objects and principles of the Public Health Act 2016.

The State Government must ensure that:

- 1. Guidance, tools and resources are developed to support the development of Local Public Health Plans; and*
- 2. Funding is provided for:*
 - a. smaller rural and regional councils to support the development of Local Public Health Plans; and*
 - b. the implementation of actions under Local Public Health Plans.*

The People and Place Policy Team endorsed the revisions to this position in September 2024.

COMMENT

Given changes in State public health legislation and the recent revisions to advocacy position 3.2.1 that cover the aspects of public health alluded to in advocacy position 3.2, this position is no longer required and should be retired.

The People and Place Policy Team considered and endorsed that Advocacy Position 3.2 Health be retired at its meeting on 9 July.

WALGA RECOMMENDATION

That WALGA retire Advocacy Position 3.2 Health.

RESOLUTION

Moved: President Cr Tony Dean

Seconded: President Cr Donnelle Buegge

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.5 as contained in the State Council Agenda and as provided above.

CARRIED

9.6 ADVOCACY POSITIONS FOR ACTIVE TRANSPORT AND MICROMOBILITY (STATE COUNCIL AGENDA ITEM 8.6)

By Negar Nili, Policy Officer Transport and Roads

EXECUTIVE SUMMARY

- Six new advocacy positions are proposed, with the aim of providing a clear and unified framework to support Local Governments in planning, delivering, and advocating for walking, cycling, and other forms of Active Transport (AT).
- The new advocacy positions are intended to strengthen WALGA's voice in state and national forums, guide responses to legislative or policy changes, and ensure the sector is well-represented in cross-government initiatives related to AT.
- These positions reflect the growing role of AT in addressing key policy areas including health, sustainability, road safety, and urban liveability. The policy statements cover six key areas:
 - Active Transport Vision and Strategy
 - Funding
 - Safety
 - Education, Encouragement, and Community Engagement
 - eRideables
 - Active Travel to School
- The Infrastructure Policy Team considered and recommended the proposed AT advocacy positions for endorsement by State Council at its meeting on 4 August.

ATTACHMENT

- [Summary of Issues, Challenges for Active Transport in WA](#)

STRATEGIC PLAN IMPLICATIONS

The new advocacy positions align to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead policy development for the Local Government sector.
- Support – Provide practical sector-wide solutions based on research and evidence.
- Expertise – Promote a dynamic, agile, high-performance culture.

POLICY IMPLICATIONS

The new advocacy positions will complement existing [Advocacy Positions](#):

- 5.2.5 The Role of Local Government in the Future Management of Warden Controlled Children's Crossings
- 5.2.7 Driving Change - Road Safety Strategy 2020-2030
- 5.3.3 Cycling on Footpaths
- 5.3.4 Licencing cyclists and registering bicycles
- 5.3.5 Active Travel to Schools
- 5.3.6 Pedestrian Crossings

BACKGROUND

In March 2024, State Council, through the Infrastructure Policy Team requested that WALGA organise a policy forum to better understand issues relating to Active Transport (AT) and develop an integrated policy and advocacy platform. This enhanced focus on AT formed the basis for extensive consultation with Local Governments over the last 18 months. The consultation process was primarily directed at identifying gaps in AT policy and AT infrastructure needs and involved extensive consultation with Local Government AT officers as well as workshops with Elected Members and senior stakeholders from relevant State agencies.

The WALGA Transport and Roads team met with over 30 Local Government officers and held two workshops with diverse stakeholders to support the development and refinement of a discussion paper that examines AT and micromobility in the Western Australian, Local Government context. The consultation process with Local Governments highlighted a range of issues, challenges, and gaps facing AT initiatives in WA, offering valuable insights into Local Governments unique needs and perspectives as they work to enhance AT infrastructure and promote sustainable mobility. The information gathered was summarised into ten key challenges experienced across jurisdictions:

Strategic Issues	Challenges
1. Safety	<ul style="list-style-type: none">• Speeding and inappropriate travel speed• Driver attitude towards vulnerable road users• Lack of safe crossing points and limited space
2. Amenities	<ul style="list-style-type: none">• Limited (no) funding for amenities
3. Network Gaps	<ul style="list-style-type: none">• Funding
4. Funding	<ul style="list-style-type: none">• Funding limits are a key challenge and focus of solutions
5. Integration in Plans and Programs	<ul style="list-style-type: none">• Low community uptake and behaviour change
6. Incentives and Disincentives	<ul style="list-style-type: none">• Car dependency and low awareness of active transport benefits
7. Public Transport Integration	<ul style="list-style-type: none">• Bikes not permitted on public transport during peak hours
8. Education and Community Engagement	<ul style="list-style-type: none">• No dedicated lead• Fragmented efforts across multiple parties
9. E-Rideables	<ul style="list-style-type: none">• - Unclear regulation and enforcement
10. Travel to Schools	<ul style="list-style-type: none">• Poor planning for AT in school areas• Limited school staff capacity to manage funding• Inaccessible or inadequate grant funding

These challenges have been addressed in six proposed advocacy positions:

- Active Transport Vision and Strategy
- Funding
- Active Transport Safety
- Education/Encouragement/Community Engagement
- eRideables
- Active Travel to School

ADVOCACY POSITIONS

Active Transport Vision and Strategy	
Position Statement	<p><i>Local Governments recognise the public health, environmental, community, economic and transport benefits offered by active transport and calls on all levels of government to work toward increasing active transport.</i></p> <p><i>WALGA calls on the State and Federal Governments to work with the Local Government sector to develop and implement an Active Transport vision, strategy and actions with measurable goals to increase mode share of active transport. The Active Transport Strategy should include allocation of responsibilities to agencies and identification of sustainable funding.</i></p> <p><i>The relationships to other strategic plans should be defined to align a whole-of-government approach.</i></p>
Background	<p>Active Transport mode share in Western Australia is low compared with many global cities. Increasing the share of trips by active modes provides many benefits including reduced traffic congestion, less atmospheric pollutants and greenhouse gas emissions, improved health through incidental physical activity and opportunities for enhanced community interaction.</p> <p>Integrating an Active Transport Vision and Strategy with other strategic plans will encourage considerations for active travel to be embedded across all planning, design and operational processes.</p>
Priority Actions	<ul style="list-style-type: none"> • Encourage Local Governments to embed measures to enable Active Transport in all Local Government operations, policies, and programs. • Call on the State Government to embed the provision of active transport infrastructure in State planning regulations and guidelines • Invest in stakeholders planning with clearly defined, shared outcomes. • Adopt a cross-government approach, with common performance measures across relevant departments to measure progress. • Promote a greater understanding of Active Transport user needs within all stages of planning and project delivery.

	<ul style="list-style-type: none"> • Normalise Active Transport in all infrastructure and policy discussions so that it becomes business as usual. • Better integrate active and public transport through: <ul style="list-style-type: none"> ○ Advocating that the PTA provide appropriate end of trip facilities at public transport nodes including secure parking and storage. ○ Calling on the PTA to provide for the carriage of bicycles and eRideables on all train services. ○ Call on the PTA to explore opportunities to accommodate bicycles on buses. • Invest in data collection, management and analysis to inform investment in active transport infrastructure and programs including: <ul style="list-style-type: none"> ○ Establishing a comprehensive, standardised data-sharing framework and platform for active transport information. ○ Adopting video and AI-driven solutions to enhance the quality and efficiency of data collection, analysis and reporting. ○ Develop a platform dedicated for comprehensive collection and analysis of Active Transport incident data, providing insights to improve safety, infrastructure design and strategic planning. • Require that design guidance for the public realm provides safe and attractive environment for active transport. • Provide safety through convenient priority road and rail crossing points for pedestrians and other active transport users and appropriate amenity including quality paths, drinking water at suitable intervals, shade and seating.
Key Challenges Addressed	<ul style="list-style-type: none"> - Closing network gaps - Travel to Schools - Safety

Funding	
Position Statement	<i>WALGA calls on Federal and State Governments to provide a step change in funding for Active Transport by providing consistent, long-term investment to support Local Governments in planning, delivering, and maintaining AT infrastructure, programs, and supporting initiatives.</i>
Background	Active Transport is vital to creating healthier, more connected, and sustainable communities. Despite this, funding to support AT—across infrastructure, programs, planning, and maintenance—remains limited, inconsistent, and often short-term. This restricts Local Governments' ability to deliver integrated, accessible AT options that meet community needs. Sustained and coordinated funding is essential to increase uptake, improve safety, and ensure the long-term success of active travel initiatives.
Priority Actions	<ul style="list-style-type: none"> • Committing to a ten-year allocated funding program to deliver the Long-Term Cycle Network, based on a co-

	<p>founded model of up to one-third contribution from Local Government.</p> <ul style="list-style-type: none"> • Providing non-competitive cost indexed grants based on the extent of the defined active transport network for renewal / maintenance to support appropriate levels of service and asset longevity. • Establish a new Local Destination Program to fund the development of safe and accessible routes to key community destinations, including schools, train stations, and activity centres. • Significantly increase overall investment in Active Transport to reflect its role in health, sustainability, and transport outcomes, and bring funding levels closer to international benchmarks.
Key Challenges Addressed	- Funding

Active Transport Safety	
Position Statement	<i>WALGA calls on the State Government for the provision of safe, pedestrian/bicycle-priority crossing points; safer speeds on local roads and around community hubs, schools, and public transport nodes; and road diet treatments to support safer environments for all users of the road network.</i>
Background	High traffic volumes and vehicle speeds contribute significantly to unsafe conditions for people walking, cycling, and using other forms of Active Transport. Creating safer streets requires a combination of infrastructure improvements, speed management, and environmental design strategies that prioritise the most vulnerable users.
Priority Actions	<ul style="list-style-type: none"> • Improve safety for active transport users at existing roundabouts and intersections. • Seek reforms to Main Roads WA's speed zoning policies and processes to enhance Local Governments' influence in setting speed limits on local streets and distributor roads. • Support road design changes such as tree planting, lane narrowing, and other physical measures that promote slower, safer streets. • Reduce through-traffic volumes on all roads except Primary Distributors, especially in residential and mixed-use areas. • Target safety improvements in high-risk locations, including school precincts and public transport hubs. • Support complementary education initiatives to raise awareness of active transport user safety and responsible road use.
Key Challenges Addressed	<ul style="list-style-type: none"> - Safety - Travel to schools

Education/Encouragement/Community Engagement	
Position Statement	<i>When coupled with investment in infrastructure, education and encouragement programs effectively support the uptake of active transport modes and a cultural shift in attitudes toward active transport. WALGA calls on key stakeholders to form a coalition to advance mode shift to active transport initiatives, support infrastructure implementation, and realise a coordinated, multi-channel approach.</i>
Background	<p>Education, encouragement, and community engagement are essential to increasing the uptake of Active Transport. Beyond infrastructure, shifting travel behaviour relies on building public understanding of the benefits, availability, and safe use of Active Transport options. Raising awareness among both the community and key stakeholders helps normalise Active Transport, promote safety, and support long-term behavioural change.</p> <p>Public education campaigns can highlight the benefits of walking, cycling, and micromobility, while also addressing knowledge gaps around safe practices and existing networks. Targeted engagement with schools, local communities, and service providers—such as transport operators and enforcement agencies—can foster a more supportive environment for AT use across all settings.</p>
Priority Actions	<ul style="list-style-type: none"> • Call on the State Government to develop guidance and materials (e.g. toolkits) that support travel behaviour change and promote safe, responsible use of Active Transport and Micromobility. • Adopt a cross-government approach to deliver targeted training for relevant stakeholders on how to safely and respectfully interact with active transport users. • Support behaviour changes programs through incentives such as parking cash-out schemes, and other supportive measures. • Encourage Local Governments to provide a platform to raise public awareness of existing active transport facilities and the benefits of using them.
Key Challenges Addressed	- Education and community engagement

eRideables	
Position Statement	<i>WALGA calls on the State Government to develop and implement a comprehensive regulatory framework to address the safety, sale, and use of escooters and other eRideables in Western Australia. The State Government should consult with stakeholders, including Local Governments, to ensure that the</i>

	<i>framework is practical, enforceable, and responsive to on-the-ground challenges.</i>
Background	The use of eRideables—such as e-scooters and similar micromobility devices—is rapidly growing across Western Australia. While these devices offer affordable, low-emission transport options, the current regulatory framework has not kept pace with their adoption. Issues such as the sale of non-compliant devices, inconsistent enforcement, and public safety concerns—particularly in high pedestrian activity areas—are placing pressure on Local Governments and other stakeholders. There is a clear need for a coordinated, state-led response that balances innovation with safety, enforcement, and community wellbeing.
Priority Actions	<ul style="list-style-type: none"> • Introducing clear rules and enforcement to prevent the importation and sale of non-compliant or illegal eRideable devices. • Strengthen enforcement mechanisms and apply appropriate penalties to ensure compliance with existing laws. • Introduce and utilise equipment to verify compliance with legal performance limits. • Empower Local Governments to regulate the use of eRideables in high pedestrian activity areas, particularly on inner-city footpaths and shared spaces. • Develop a State-led eRideable Safety Action Plan in collaboration with key stakeholders. • Ensure that Local Governments are meaningfully engaged in this process, with WALGA providing formal representation. • Deliver targeted education and awareness initiatives for school-aged children and their parents to promote informed purchasing decisions, understanding of relevant rules, rider courtesy, and safe riding behaviour.
Key Challenges Addressed	- eRideables

Active Travel to School	
Position Statement	<i>WALGA recognises that enabling and encouraging active transport to and from schools delivers wide-ranging benefits — including improved public health, reduced traffic congestion, environmental sustainability, and stronger community wellbeing. Despite these benefits, barriers such as safety concerns, limited school resources, and lack of supportive infrastructure prevent the widespread uptake of active travel among students. WALGA supports a coordinated, long-term approach to embed active transport into the school</i>

	<i>environment, supported by targeted investment, planning, and program delivery.</i>
Background	Supporting children to walk, cycle, or scoot to school contributes to broader goals in public health, transport efficiency, environmental sustainability, and community safety. However, achieving these outcomes requires more than just physical infrastructure. Success depends on a collaborative approach involving schools, Local and State Government, parents, and community organisations. Active travel needs to be embedded as a normal, supported, and safe part of daily life for families. Addressing the existing barriers will require long-term coordination, consistent funding, and stronger alignment between education, transport, and planning systems.
Priority Actions	<ul style="list-style-type: none"> • Providing sustained investment in school and community-based active travel programs. • Ensure funding is accessible through clear grant processes and supported by dedicated officers to assist schools with limited staff capacity. • Increase incentives for Traffic Wardens at Children's Crossings. • Encourage car-free zones around schools, where appropriate, to improve safety. • Guidance for schools and local governments to undertake connectivity studies and prioritise low-cost, high-impact improvements. • Integrate active transport education into the school curriculum and culture. • Plan and deliver infrastructure that ensures children can travel safely and independently to school.
Key Challenges Addressed	<ul style="list-style-type: none"> - Closing Network Gaps - Travel to Schools - Education and community engagement - Funding

COMMENT

The proposed policy positions collectively address critical areas needed to advance AT across Western Australia. Each position strengthens WALGA's advocacy platform and supports Local Governments in addressing current and emerging challenges.

Active Transport Vision and Strategy

A clear, coordinated strategy is essential to embed AT across planning, infrastructure, and service delivery. Currently, efforts are fragmented and lack measurable goals or alignment between agencies. A shared vision and defined responsibilities will support integrated planning and prioritisation of resources at all levels of government.

Funding

Inconsistent, short-term funding limits Local Governments' ability to deliver and maintain Active Transport infrastructure and programs. A long-term, sustainable funding framework

aligned with national and international benchmarks is critical to achieving health, environmental, and transport outcomes.

Active Transport Safety

High traffic speeds and unsafe infrastructure are key barriers to AT uptake. A safe, low-speed environment supported by appropriate design and policy measures is necessary to protect vulnerable road users and improve community confidence in walking, cycling, and other forms of active mobility.

Education, Encouragement, and Community Engagement

Behaviour change requires more than infrastructure. Effective education and engagement build public understanding, increase awareness, and help normalise Active Transport. A coordinated approach involving communities and relevant stakeholders is vital for shifting attitudes and increasing uptake.

eRideables

The rapid uptake of eRideables has outpaced the current regulatory framework, creating enforcement, safety, and infrastructure challenges. A comprehensive, State-led framework, developed with Local Government input is needed to address compliance, regulation, and safety in a rapidly evolving mobility landscape.

Active Travel to School

Despite its wide-ranging benefits, Active Travel to School remains low due to safety concerns, infrastructure gaps, and limited school resources. A more coordinated, long-term approach is needed, one that integrates planning, education, and investment to support safe, independent travel for students.

The proposed advocacy positions were endorsed by the Infrastructure Policy Team on 4 August.

WALGA RECOMMENDATION

That WALGA endorse the proposed advocacy positions on Active Transport and micromobility.

RESOLUTION

Moved: President Cr Vivienne McCarthy

Seconded: President Cr Richard Walker

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.6 as contained in the State Council Agenda and as provided above.

CARRIED

9.7 OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

10 OTHER BUSINESS

10.1 MEMBER ACKNOWLEDGEMENTS

RESOLUTION

Moved: President Cr Tony Dean
Seconded: President Cr Doug Kitchen

The South West Country Zone would like to acknowledge:

Cr Ian Earl – Shire of August Margaret River

The contributions that Cr Ian Earl, Shire of August Margaret River has made to his Local Government, the Zone and his community over his many years of service.

President Cr Richard Walker – Shire of Boyup Brook

The contributions that President Cr Richard Walker, Shire of Boyup Brook has made to his Local Government, the Zone and his community over his many years of service.

Tony Nottle - City of Busselton

The contributions and support that CEO, City of Busselton, Mr Tony Nottle has provided to the Zone and his Local Government and wish him well with his next adventure.

Tony Brown – WALGA

Thank Tony Brown for his many years of loyal dedicated service to WALGA and to Local Government in Western Australia and wish him the best in his new role as the inaugural Inspector of Local Government in Western Australia.

CARRIED UNANIMOUSLY

11 EXECUTIVE REPORTS

11.1 WALGA PRESIDENT'S REPORT

Mr Chris Hossen, Zone Executive Officer provided a brief update to the Zone on behalf of the WALGA President. The report was provided as an attachment to the Agenda.

Noted

11.2 WALGA STATE COUNCILLOR REPORT

State Councillor, President Cr Tony Dean presented on the previous State Council meeting.

Noted

12 FINANCIAL REPORT

12.1 SOUTH WEST COUNTRY ZONE FINANCIAL REPORT

**South West Country Zone
Cashflow
Period Ending 30 June 25**

	Actual \$	Comments
Opening Cash Balance	26,501	
Income		
Subscription Income	<u>7,370</u>	
Total Income	7,370	
Expenses		
Bank Charges	235	
Sponsorship	10,000	IIF sponsorship
Plaques	<u>-</u>	
Total Expenses	10,235	
Closing Cash Balance	23,636	

RESOLUTION

Moved: Cr Ian Earl
Seconded: President Cr Vivienne McCarthy

That the South West Country Zone financial report for August 2025 be received.

CARRIED

12.2 SOUTH WEST COUNTRY ZONE SUBSCRIPTIONS

BACKGROUND

As with previous years, Zone member subscriptions are due for the 2025-26 financial year.

Should the Zone wish to continue to contribute a \$600 subscription fee to fund regional projects and Zone activities when they arise, the Secretariat is seeking the Zone's endorsement to prepare invoicing for each member of the South West Country Zone.

RESOLUTION

Moved: President Cr Doug Kitchen
Seconded: President Cr Vivienne McCarthy

That member Local Governments be requested to contribute \$600 to the South West Country Zone account for the 2025-26 financial year.

CARRIED

13 EMERGING ISSUES

Nil.

14 2025 MEETING DATES AND LOCATIONS

Remaining meeting dates for 2025 are listed below. Please note if any changes need to be made.

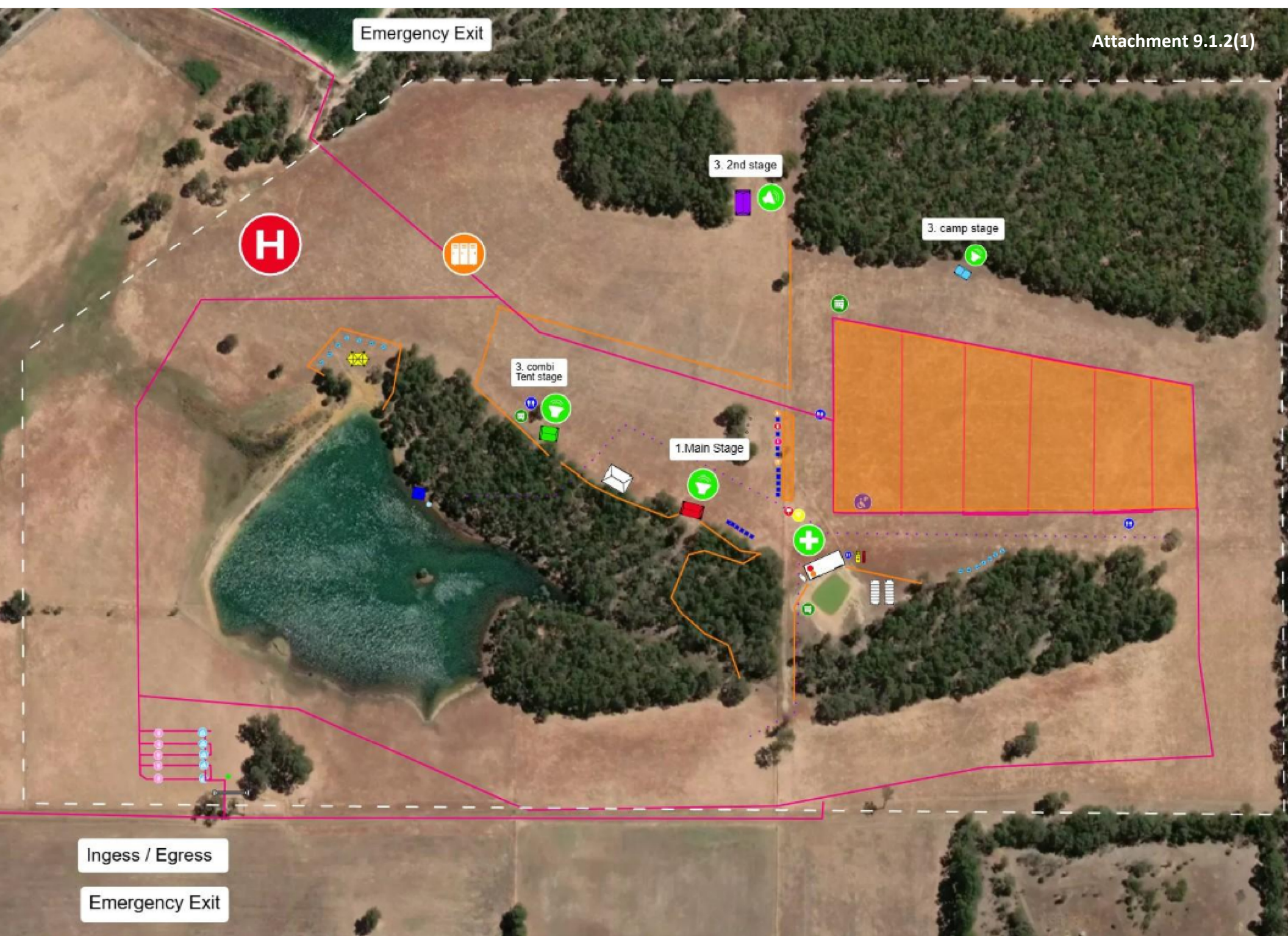
MEETING DATE	HOST LOCAL GOVERNMENT
Friday, 21 November 2025	Bunbury

15 NEXT MEETING

The next meeting of the South West Country Zone will be held on Friday, 21 November 2025 at the City of Bunbury commencing at 9:00am.

16 CLOSURE

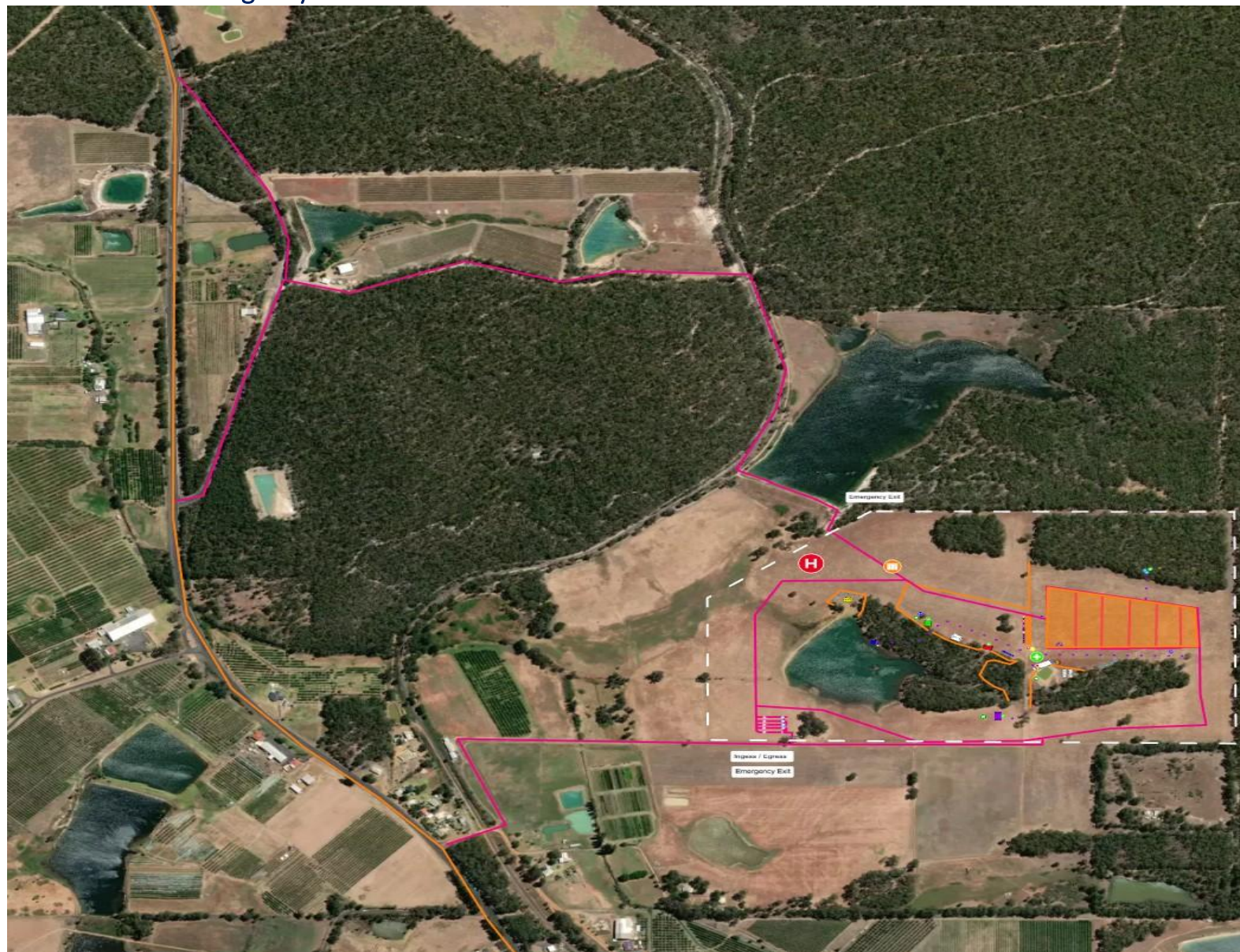
There being no further business the Chair declared the meeting closed at 11:13am.



Ingress / Egress

Emergency Exit

APPENDIX 2B: Emergency Evacuation Site Plan





Events

Shire of Donnybrook Balingup Council Policy COMD/CP-6

Strategic Outcome's Supported: 2 – A safe and health community
10 – A popular destination for visitors and tourists

OBJECTIVE

1. To support and encourage events in the Shire that benefit the community and meet the relevant objectives outlined in the Shire's Strategic Community Plan 2032, while ensuring events comply with relevant legislative requirements for public safety, health and amenity.

SCOPE

2. This policy applies to all public events held within the Shire including those on private land that require an event application and determination.
3. The following events fall outside of the policy and therefore do not require an event application:
 - a. Social gatherings being small groups (generally less than 75 people over the age of 16 years).
 - b. Events held in or at a building or venue that is approved for the purpose of events (i.e. with Shire development and health approval) and the event itself is within the approval limitations.
 - c. Events held on crown land, where the event is run by or on behalf of the Local, State or Federal Government.
 - d. Seasonal use of sports fields or reserves by schools and registered sporting clubs for club related activities.
 - e. Minor fundraising activities by community groups (e.g. sausage sizzles - approval required for provision of food).
 - f. Political events or protests (note that these activities require application and approval from WA Police in accordance with the *Public Meetings and Processions Act 1984*).
 - g. Activities for which a Stallholder's Permit, Trader's Permit, or Permit to Perform has been issued under a Shire Local Law.
 - h. A major event as defined under the *Major Events Act 2023*.
4. Events that meet the following criteria are considered temporary works and use, and do not need Development Approval under the Shire's Local Planning Scheme, but must still follow this policy:
 - a. The use of land which is approved through an events approval process;
 - b. The activity does not involve alterations to the land or construction of permanent structure(s);
 - c. Each event is in existence for less than 96 hours (four days);

- d. Does not require a greater period than 10 days setup and breakdown of event infrastructure; and
- e. The cumulative total number of events at the property does not exceed more than 5 events in any 12-month period.

DEFINITIONS

- 5. **Council determined events** means an application for an event that includes or requires:
 - a. An Application for Approval of a Non-complying Event under the *Environmental Protection (Noise) Regulations 1997* (i.e. a Regulation 18 application)
 - b. Multi-day events of three (3) days or more.
 - c. Events involving more than one stage.
- 6. **Department of Health Guidelines** means the *Guidelines for Concerts, Events and Organised Gatherings 2022* (as amended).
- 7. **District** means anywhere within the Shire of Donnybrook Balingup.
- 8. **Event** means a gathering of people brought together for a common purpose by some prearrangement.
- 9. **Event booking** means a request to hire Shire managed parks, reserves and facilities.
- 10. **Event application** means a written request, with supporting documentation, to conduct an event within the Shire, usually by completing a relevant application form.
- 11. **Event approval** means a written determination, with or without conditions, providing the authorisation to conduct an event within the Shire.
- 12. **Major Event** means an event defined under the *Major Events Act 2023*, usually a large event of State, National or International significance that is required to be considered by the Minister for Tourism.
- 13. **Relevant legislative requirements** means as per the Legislation section of this policy.
- 14. **Shire authorised officer** means an employee of the Shire of Donnybrook Balingup with relevant delegations and/or duties specific to their role.
- 15. **Signature event** includes:
 - a. Balingup Medieval Carnivale
 - b. Balingup Small Farm Field Day
 - c. Donnybrook Apple Festival

POLICY STATEMENTS

16. Assessment of Event Venue

Event bookings may be made on Shire managed parks, reserves and facilities. These venues are reviewed regularly, with bookings potentially impacted by prescheduled works, seasonal restrictions or lease arrangements based on the specific venue. Where an event is proposed to take place on a private venue, written permission is required to be provided by the registered landowner before the Shire can determine the application.

Any park or reserve may be booked for an event however every endeavour should be made to ensure that at least 50% of the park or reserve remains available for use by the general public. Public facilities such as playgrounds cannot be booked exclusively, with the exception of the stage and amphitheatre at the Trigwell Place Recreation Area.

Applications will be considered on a 'first-come, first-served' basis. Should a situation occur where two (2) or more event applications are received at the same time, the Shire will prioritise an application for a major event or signature event (where applicable).

17. Assessment of Events

All events delivered within the district will require approval from the Shire through an event application.

Assessments will be based on the following criteria:

- a. The suitability and purpose of the event activity;
- b. The suitability and experience of the event organiser;
- c. The accessibility and suitability of the event's location and duration;
- d. The amenity of the event and likely impacts on surrounding residents;
- e. Bushfire prone nature of the venue as well as the bushfire prone nature of land in the immediate locality; and
- f. Consideration of the social, environmental, economic, safety and reputational risks and benefits.

Impacts will be assessed based on:

- a. Number of attendees at any one time;
- b. Number and type of trading activities and temporary facilities;
- c. Alcohol availability;
- d. Potential noise impact;
- e. Risks associated with the time of year the event is being held; and
- f. Impact on the use of the roads.

An event approval may be cancelled by a Shire authorised officer due to extreme weather conditions or under the direction of the Executive Director of Public Health, WA Police or Department of Fire and Emergency Services.

18. Timeframe for Assessment

Event applications and event bookings should be made at least sixteen (16) weeks prior to the proposed event date where it is to be Council determined. In all other instances event applications and event bookings should be made at least eight (8) weeks prior to the proposed event date.

19. Event Guidelines

Event organisers are required to comply with all legal requirements as outlined in the Department of Health Guidelines and any associated guidelines specified by the Shire.

20. Approval

Approval will include but is not limited to a written letter and/or maximum accommodation certificate under the *Health (Public Building) Regulations 1992*. Events that do not receive all relevant approvals or do not comply with the relevant conditions of approval are not to proceed. It is an offence to operate an event without a valid licence, permit or approval. Events that proceed without a formal approval or events that do not comply with the conditions of approval may result in further formal compliance action.

Applications and approvals for an event are not transferrable.

21. Roles and Responsibilities

a. The Shire

The Shire will play various roles in the event process, which may include facilitator, promotor, funder, regulator and strategic partner. While the Shire recognises that a whole of organisation approach in supporting the delivery of events is required, Shire authorised officers have specific roles and responsibilities within the assessment process.

The Shire will provide advice and information to organisers during the event's planning stage to assist in delivering the best practice planning and management of events.

The Shire may consult with local community groups, key authorities and other agencies including but not limited to the Department of Health, WA Police and Main Roads WA.

The Shire may provide financial support to Event Organisers through event sponsorship, grant or in-kind support subject to Council's Community Grants and Donations Policy.

Shire authorised officers may attend the event to carry out assessments to check for compliance with the requirements and conditions of approval without any notification.

b. Event Organiser

It is the responsibility of the event organiser to seek and obtain all approvals relating to the event prior to any form of promotional activity and advertising (including but not limited to listing the event on a public platform or forum).

Where the event will cause or is considered likely to cause an impact on adjoining businesses or residents, the event organiser is required to provide community engagement and/or notification in the format advised by the Shire.

The event organiser or an approved representative must be in attendance during the event.

The event organiser is responsible for all stallholders and traders attending or assisting in the event. The event organiser is required to maintain a list of stallholders and traders and copies of public liability insurance certificate of currencies. The Shire will communicate with the event organiser to manage any requirements necessary relating to stallholder and traders.

Food stallholders and traders permit applications will be assessed separately and incorporated into event conditions.

22. Commitments

a. Safety

The health and safety of all people attending events is a priority.

All health and safety issues are to be satisfactorily addressed prior to final approval and commencement of the event.

A Shire authorised officer is permitted to close events or areas within an event that are considered unsafe.

b. Inclusion

The Shire is committed to treat all people equitably with respect and dignity, regardless of gender, sexual orientation, ability, language, ethnicity, religious belief, cultural background, age, education, socioeconomic background or any other dimension of diversity not listed. The Shire encourages all events to be accessible and inclusive for everyone.

c. Smoke free events

Smoking or vaping is not permitted at events organised by the Shire and all events conducted on Shire managed parks, reserves and facilities.

d. Sustainability

The Shire encourages all events to progress towards best practice waste management.

23. Fees and charges

The Shire will impose fees and charges for all events in accordance with the annual fees and charges and statutory fees as adopted or varied by Council unless exempted through Council's Community Grants and Donations Policy.

Refunds will not be provided on the event application and permit fees if the event does not go ahead, or the application is refused.

Event organisers are required to reimburse the Shire for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities.

24. Reporting

Information associated with event applications will be communicated to Council and the Local Emergency Management Committee, as determined by the CEO.

DELEGATION AND AUTHORISATION

25. For all events other than Council Determined Events:

- a. Delegation 1.3.1 Appoint Authorised Persons;
- b. Delegation 2.1.4 Designate Employees as Authorised Persons.

LEGISLATION

Including, but not limited to:

- *Health (Miscellaneous Provisions) Act 1911*
- *Public Health Act 2016*
- *Health (Public Buildings) Regulations 1992*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Major Events Act 2023*
- *Caravan Parks and Camping Grounds Regulations 1997*
- *Environmental Protection (Noise) Regulations 1997*
- *Food Act 2008*
- *Bush Fires Act 1954*
- *Local Government Act 1995*
- *Environmental Protection Act 1986*

GOVERNANCE

Related Policy(s):

- COMD/CP-1 Community Grants and Donations

Related Procedure(s):

Nil.

Revision Requirements and Version Control:

Responsible Department(s):	Development Services (Community Development)		
Review to be conducted by:	Manager Development Services		
Revision Frequency:	<input type="checkbox"/> Annual (1yr)	<input checked="" type="checkbox"/> Biennial (2yr)	<input type="checkbox"/> Triennial (3yr)
Current Version Date:	26/03/2025	Next Due:	03/2027
Policy Version Details and Information:			
#:	Synopsis:	Date:	Ref.:
1	Initial adoption of Policy	26/03/2025	45/03-25
			NPP14560

SHIRE OF DONNYBROOK BALINGUP**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 July 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,479,018	1,000	0	(1,000)	(100.00%)	
Grants, subsidies and contributions	2,068,327	78,922	(332,940)	(411,862)	(521.86%)	▼
Fees and charges	2,764,672	138,171	159,128	20,957	15.17%	
Interest revenue	431,500	35,415	15,881	(19,534)	(55.16%)	
Other revenue	500	0	0	0	0.00%	
	13,744,017	253,508	(157,931)	(411,439)	(162.30%)	
Expenditure from operating activities						
Employee costs	(6,773,089)	(702,981)	(700,608)	2,373	0.34%	
Materials and contracts	(4,370,521)	(574,170)	(632,465)	(58,295)	(10.15%)	▼
Utility charges	(476,948)	(39,713)	(23,183)	16,530	41.62%	
Depreciation	(7,519,180)	(3,099)	0	3,099	100.00%	
Finance costs	(149,948)	(12,275)	36,124	48,399	394.29%	▲
Insurance	(554,641)	(224,561)	(248,177)	(23,616)	(10.52%)	
Other expenditure	(149,065)	(12,376)	(10,163)	2,213	17.88%	
	(19,993,392)	(1,569,175)	(1,578,472)	(9,297)	(0.59%)	
Depreciation excluded from operating activities	7,519,180	3,099	0	(3,099)	(100.00%)	
Amount attributable to operating activities	1,269,805	(1,312,568)	(1,736,403)	(423,835)	(32.29%)	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,158,009	182,082	127,840	(54,242)	(29.79%)	▼
Proceeds from disposal of assets	274,598	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	10,477	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - commercial loans	56,000	1,111	1,111	0	0.00%	
Proceeds from financial assets at amortised cost - other	5,200	400	400	0	0.00%	
	4,504,284	183,593	129,351	(54,242)	(29.54%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,354,250)	(318,500)	(346,629)	(28,129)	(8.83%)	
Acquisition of infrastructure	(3,961,993)	0	(110,823)	(110,823)	0.00%	
	(7,316,243)	(318,500)	(457,452)	(138,952)	(43.63%)	
Amount attributable to investing activities	(2,811,959)	(134,907)	(328,101)	(193,194)	(143.21%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	100,000	0	0	0	0.00%	
Transfer from reserves	2,228,284	0	0	0	0.00%	
	2,328,284	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(51,538)	(5,295)	(5,295)	0	0.00%	
Repayment of borrowings	(131,459)	0	0	0	0.00%	
Transfer to reserves	(1,921,200)	(37,934)	(37,934)	0	0.00%	
	(2,104,197)	(43,229)	(43,229)	0	0.00%	
Non-cash amounts excluded from financing activities	2(c) (100,000)	0	0	0	0.00%	
Amount attributable to financing activities	124,087	(43,229)	(43,229)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,418,067	1,418,067	2,287,598	869,531	61.32%	▲
Amount attributable to operating activities	1,269,805	(1,312,568)	(1,736,403)	(423,835)	(32.29%)	▼
Amount attributable to investing activities	(2,811,959)	(134,907)	(328,101)	(193,194)	(143.21%)	▼
Amount attributable to financing activities	124,087	(43,229)	(43,229)	0	0.00%	
Surplus or deficit after imposition of general rates	0	(72,637)	179,864	252,502	347.62%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position .

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2025

	Actual 30 June 2025	Actual as at 31 July 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	9,388,371	7,747,942
Trade and other receivables	541,190	697,657
Other financial assets	23,810	22,699
Inventories	239,964	238,021
Contract assets	539,458	539,599
Other assets	642,323	0
TOTAL CURRENT ASSETS	11,375,116	9,245,918
NON-CURRENT ASSETS		
Trade and other receivables	226,467	226,467
Other financial assets	863,224	863,224
Inventories	1,950,644	1,950,644
Property, plant and equipment	57,479,637	57,928,811
Infrastructure	151,502,888	151,511,168
Intangible assets	423,797	423,797
TOTAL NON-CURRENT ASSETS	212,446,657	212,904,111
TOTAL ASSETS	223,821,773	222,150,029
CURRENT LIABILITIES		
Trade and other payables	1,743,395	1,603,084
Contract liabilities	15,656	0
Capital grant/contributions liabilities	1,231,220	1,328,901
Other liabilities	180,797	180,797
Lease liabilities	20,281	14,986
Borrowings	131,459	131,459
Employee related provisions	755,177	755,177
TOTAL CURRENT LIABILITIES	4,077,985	4,014,404
NON-CURRENT LIABILITIES		
Other liabilities	3,932,500	3,932,500
Lease liabilities	19,872	19,872
Borrowings	2,848,308	2,848,308
Employee related provisions	244,524	244,524
Other provisions	2,149,239	2,149,239
TOTAL NON-CURRENT LIABILITIES	9,194,443	9,194,443
TOTAL LIABILITIES	13,272,428	13,208,847
NET ASSETS	210,549,345	208,941,182
EQUITY		
Retained surplus	32,487,991	30,841,893
Reserve accounts	5,137,463	5,175,397
Revaluation surplus	172,923,891	172,923,892
TOTAL EQUITY	210,549,345	208,941,182

This statement is to be read in conjunction with the accompanying notes.

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

2 NET CURRENT ASSETS INFORMATION

Current assets

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Total adjustments to net current assets	2(a)	(4,612,840)	(5,009,533)	(5,051,651)
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(c) Non-cash amounts excluded from financing activities

Adjustments to financing activities

CURRENT AND NON-CURRENT CLASSIFICATION

15

SHIRE OF DONNYBROOK BALINGUP
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JULY 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
 The material variance adopted by Council for the 2025-26 year is \$25,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(411,862)	(521.86%)	▼
Variance due to reversal of accrued income from 24/25		Timing	
Insurance reimbursement \$518,683		Timing	
Expenditure from operating activities			
Materials and contracts	(58,295)	(10.15%)	▼
Variance expenditure greater than estimated at this time		Timing	
Finance costs	48,399	394.29%	▲
Variance due to reversal of accrued interest expense from 24/25 \$47,580		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(54,242)	(29.79%)	▼
Income in the following areas greater than estimated:			
VC Mitchell Park \$78,266		Timing	
Balingup Bowling Club Contribution \$34,990			
Income in the following areas less than estimated:			
RRG \$66,666		Timing	
Roads to Recovery \$84,000			
MRWA Special Project Bridges \$14,583			

SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.42 M	\$1.42 M	\$2.29 M	\$0.87 M
Closing	\$0.00 M	(\$0.07 M)	\$0.18 M	\$0.25 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.75 M	% of total
Unrestricted Cash	\$2.57 M	33.2%
Restricted Cash	\$5.18 M	66.8%

Refer to 3 - Cash and Financial Assets

Payables	
	\$1.60 M
Trade Payables	\$0.91 M
0 to 30 Days	97.7%
Over 30 Days	2.3%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables	
	\$0.37 M
Rates Receivable	\$0.33 M
Trade Receivable	\$0.37 M
Over 30 Days	3.5%
Over 90 Days	0.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.27 M	(\$1.31 M)	(\$1.74 M)	(\$0.42 M)

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.00 M	(100.0%)

Grants and Contributions		
YTD Actual	(\$0.34 M)	% Variance
YTD Budget	\$0.07 M	(564.2%)

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.16 M	% Variance
YTD Budget	\$0.14 M	15.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.81 M)	(\$0.13 M)	(\$0.33 M)	(\$0.19 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.27 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.11 M	% Spent
Adopted Budget	\$3.96 M	(97.2%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.13 M	% Received
Adopted Budget	\$4.16 M	(96.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.12 M	(\$0.04 M)	(\$0.04 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.04 M
Principal due	\$2.98 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$5.18 M
Net Movement	\$0.04 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.01 M)
Interest expense	(\$0.00 M)
Principal due	\$0.03 M

Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DONNYBROOK BALINGUP

SUPPLEMENTARY INFORMATION

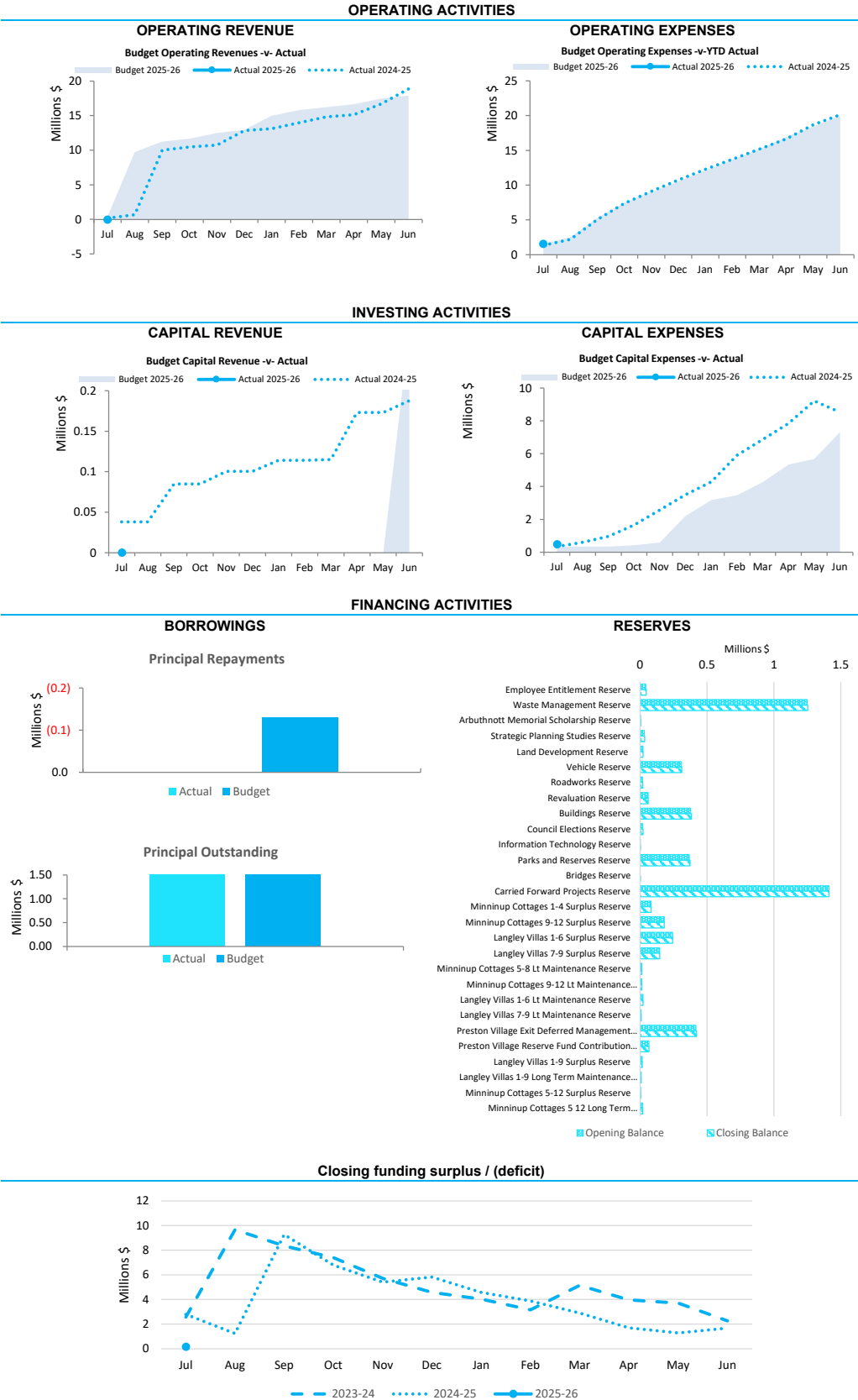
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Floats/Petty Cash on Hand	Cash and cash equivalents	1,010	0	1,010	0		NIL	On hand
Municipal Bank Account	Cash and cash equivalents	(353,284)	744,190	390,905	0	Bank	Variable	Cheque Acc
WA Treasury	Cash and cash equivalents	1,385,909	0	1,385,909	0	Bank	3.80%	At Call
Bendigo Bank Term Deposit	Cash and cash equivalents	500,000	0	500,000	0	Bank	4.10%	08/2025
Bendigo Bank Term Deposit	Cash and cash equivalents	526,880	0	526,880	0	Bank	4.20%	09/2025
NAB Term Deposit	Cash and cash equivalents	512,030	0	512,030	0	Bank	4.25%	08/2025
Bendigo Bank Account	Cash and cash equivalents	0	321	321	0	Bank	3.10%	09/2025
NAB Term Deposit	Cash and cash equivalents	0	1,225,864	1,225,864	0	Bank	3.10%	09/2025
Bendigo Bank Term Deposit	Cash and cash equivalents	0	3,205,023	3,205,023	0	Bank	3.70%	08/2025
Trust Fund Cash at Bank	Cash and cash equivalents	0	0	0	56,967	Bank	Variable	Cheque Acc
Total		2,572,545	5,175,397	7,747,942	56,967			
Comprising								
Cash and cash equivalents		2,572,545	5,175,397	7,747,942	56,967			
		2,572,545	5,175,397	7,747,942	56,967			

KEY INFORMATION

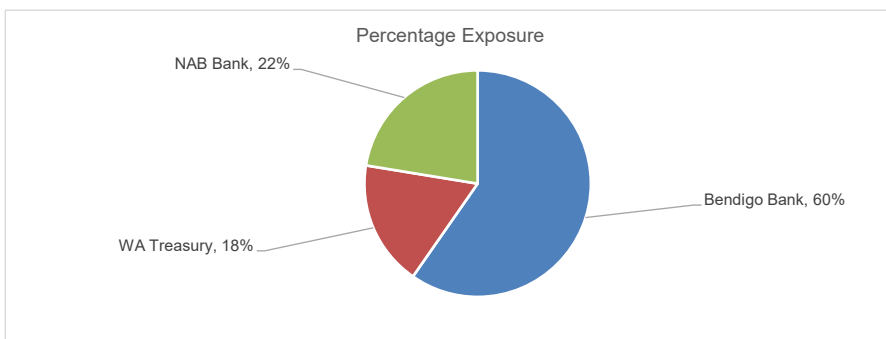
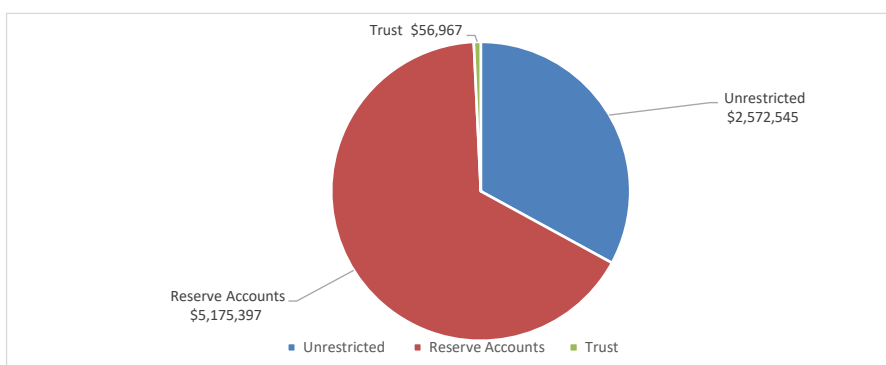
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	42,500	92,000	0	134,500	42,500	3,371	0	45,871
Waste Management Reserve	1,045,809	199,300	(241,500)	1,003,609	1,248,309	5,056	0	1,253,365
Arbuthnott Memorial Scholarship Reserve	2,685	0	(300)	2,385	2,685	0	0	2,685
Strategic Planning Studies Reserve	31,012	17,000	0	48,012	31,012	3,371	0	34,383
Land Development Reserve	21,259	0	0	21,259	21,259	0	0	21,259
Vehicle Reserve	218,859	556,000	(755,402)	19,457	307,754	3,371	0	311,125
Roadworks Reserve	16,553	17,000	0	33,553	16,553	3,371	0	19,924
Revaluation Reserve	60,000	40,000	0	100,000	60,000	0	0	60,000
Buildings Reserve	537,689	425,000	(405,047)	557,642	377,082	5,056	0	382,138
Council Elections Reserve	20,000	28,500	(45,000)	3,500	20,000	1,685	0	21,685
Information Technology Reserve	0	28,500	0	28,500	1	1,685	0	1,686
Parks and Reserves Reserve	392,768	300,000	(53,068)	639,700	367,921	5,056	0	372,977
Bridges Reserve	0	208,500	(122,043)	86,457	0	1,685	0	1,685
Carried Forward Projects Reserve	1,471,792	0	(548,015)	923,777	1,411,464	0	0	1,411,464
Minninup Cottages 1-4 Surplus Reserve	82,722	0	(17,695)	65,027	82,722	0	0	82,722
Minninup Cottages 9-12 Surplus Reserve	179,776	0	(20,265)	159,511	179,776	0	0	179,776
Langley Villas 1-6 Surplus Reserve	243,439	0	(19,949)	223,490	243,439	0	0	243,439
Langley Villas 7-9 Surplus Reserve	146,755	0	0	146,755	146,755	0	0	146,755
Minninup Cottages 5-8 Lt Maintenance Reserve	11,669	0	0	11,669	11,669	0	0	11,669
Minninup Cottages 9-12 Lt Maintenance Reserve	10,628	0	0	10,628	10,628	0	0	10,628
Langley Villas 1-6 Lt Maintenance Reserve	21,023	0	0	21,023	21,023	0	0	21,023
Langley Villas 7-9 Lt Maintenance Reserve	7,200	0	0	7,200	7,200	0	0	7,200
Preston Village Exit Deferred Management Reserve	408,338	0	0	408,338	417,463	3,175	0	420,638
Preston Village Reserve Fund Contribution Reserve	64,921	0	0	64,921	64,921	1,054	0	65,975
Langley Villas 1-9 Surplus Reserve	15,032	0	0	15,032	15,032	0	0	15,032
Langley Villas 1-9 Long Term Maintenance Reserve	5,400	5,400	0	10,800	6,781	0	0	6,781
Minninup Cottages 5-12 Surplus Reserve	19,514	0	0	19,514	4,000	0	0	4,000
Minninup Cottages 5 12 Long Term Maintenance Reserve	4,000	4,000	0	8,000	19,514	0	0	19,514
	5,081,343	1,921,200	(2,228,284)	4,774,259	5,137,463	37,934	0	5,175,397

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,306,550	0	28,129	28,129
Furniture and equipment	6,700	0	0	0
Plant and equipment	1,041,000	318,500	318,500	0
Acquisition of property, plant and equipment	3,354,250	318,500	346,629	28,129
Infrastructure - roads	2,876,609	0	1,234	1,234
Infrastructure - other	88,068	0	109,589	109,589
Infrastructure - footpaths	140,252	0	0	0
Infrastructure - bridges	857,064	0	0	0
Acquisition of infrastructure	3,961,993	0	110,823	110,823
Total capital acquisitions	7,316,243	318,500	457,452	138,952
Capital Acquisitions Funded By:				
Capital grants and contributions	4,158,009	182,082	133,247	(48,835)
Lease liabilities	100,000	0	0	0
Other (disposals & C/Fwd)	274,598	0	0	0
Reserve accounts				
Waste Management Reserve	241,500	0	0	0
Arbuthnott Memorial Scholarship Reserve	300	0	0	0
Vehicle Reserve	755,402	0	0	0
Buildings Reserve	405,047	0	0	0
Council Elections Reserve	45,000	0	0	0
Parks and Reserves Reserve	53,068	0	0	0
Bridges Reserve	122,043	0	0	0
Carried Forward Projects Reserve	548,015	0	0	0
Minninup Cottages 1-4 Surplus Reserve	17,695	0	0	0
Minninup Cottages 9-12 Surplus Reserve	20,265	0	0	0
Langley Villas 1-6 Surplus Reserve	19,949	0	0	0
Contribution - operations	555,352	136,418	324,205	187,787
Capital funding total	7,316,243	318,500	457,452	138,952

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

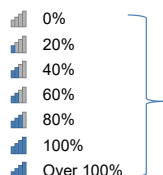
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

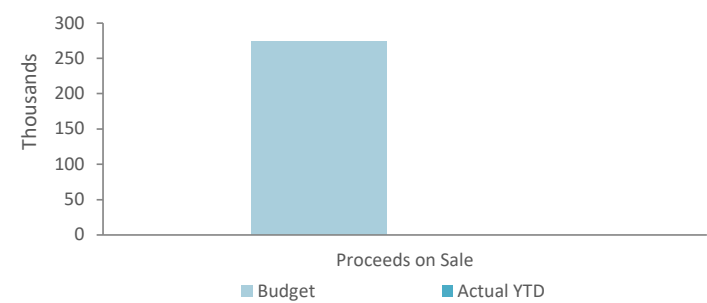


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Capital Expenditure					
Buildings					
B162	Public Hall - Donnybrook	13,172	0	0	0
B164	Public Hall - Kirup	86,409	0	0	0
B165	Public Hall - Newlands	55,639	0	0	0
B369	Public Hall - Yabberup (and tennis shed)	32,445	0	0	0
B374	Scout Hall - Donnybrook	35,481	0	0	0
B376	Mens Shed workshop and ablutions - Egan Park	51,500	0	0	0
B300	Public Toilets - Ayres Gardens Precinct	25,000	0	0	0
B106	VBFB Station - Argyle / Irishtown	1,600,000	0	0	0
B395	Waste Management Facility - Donnybrook	70,503	0	0	0
B397	Balingup Recreation Centre	109,310	0	0	0
B078	Donnybrook Recreation Centre	198,766	0	0	0
B108	Administration Centre - Donnybrook	28,325	0	0	0
B379	Ablutions - Balingup Transit Park	0	0	3,902	(3,902)
B372	Public Hall - Brookhampton	0	0	16,120	(16,120)
B163	Public Hall - Balingup (and Library)	0	0	573	(573)
B392	Depot - Donnybrook	0	0	2,127	(2,127)
B396	Transfer Station - Balingup	0	0	5,407	(5,407)
		2,306,550	0	28,129	(28,129)
Plant and Equipment					
2746	Purchase Plant & Equipment - Rec Centre	11,000	0	0	0
0884	Vehicles - Ranger	69,010	0	0	0
2274	Vehicles - Town Planner	35,020	0	0	0
0434	Vehicles - Parks & Reserves	350,200	0	0	0
3554	Vehicles - Transport	482,040	318,500	318,500	0
4214	Vehicles - Public Works Overheads	93,730	0	0	0
		1,041,000	318,500	318,500	0
Furniture and Equipment					
8904	Dolphin Wave Pool Cleaner	6,700	0	0	0
		6,700	0	0	0
Infrastructure - Other					
R144	VC Mitchell	0	0	24,351	(24,351)
R169	VC Mitchell - Tennis Lighting	0	0	68,498	(68,498)
R170	VC Mitchell - Storage Shed / Shelter	0	0	9,695	(9,695)
R194	Donnybrook Arboretum	0	0	7,045	(7,045)
R189	Donnybrook Townsite (General)	10,927	0	0	0
R199	Ayers Gardens	16,391	0	0	0
R200	Donnybrook Waste Management Facility	35,000	0	0	0
R201	Yabberup Townsite	25,750	0	0	0
		88,068	0	109,589	(109,589)
Infrastructure - Bridges					
B5224	Bridge 5224 - Renewal Works	191,014	0	0	0
B5185	Bridge 5185 - Merrifield View	417,000	0	0	0
B3617	Bridge 3617 - Bridge St	110,000	0	0	0
3625	Bridge 3625 - Charlie Creek Road	10,300	0	0	0
B0875	Bridge 0875 - Balingup Nannup Road	25,750	0	0	0
B3639	Bridge 3639- Bendall Road	15,450	0	0	0
0876	Bridge 0876 - Balingup Nannup Road	36,050	0	0	0
B9315	Bridge 9315- Donnybrook Pedestrian Suspension Bridge	51,500	0	0	0
		857,064	0	0	0
Infrastructure - Footpaths					
C2409	Preston River Path Loop	140,252	0	0	0
		140,252	0	0	0
Infrastructure - Roads					
C2404	Forrest Road	0	0	359	(359)
C2405	Smith & Timms Rd	0	0	875	(875)
C2501	Cundinup-Kirup Road	661,746	0	0	0
C2502	Southampton Road	783,075	0	0	0
C2503	Jayes Road - Balingup -	350,000	0	0	0
C2504	Prowse Road - Balingup	120,000	0	0	0
C2505	Greenbushes Grimwade Rd	60,000	0	0	0
C2506	Smith Street Donnybrook (Inc rear laneway)	215,000	0	0	0
C2507	Smith (Nth end up to Timms) & Timms Street Dbk	263,000	0	0	0
C2508	Ravenscliffe Road - Kirup -	120,065	0	0	0
C2509	Wellington Road - Balingup	33,723	0	0	0
C2510	Brockman Road - Balingup	135,000	0	0	0
C2410	Freemasons Drainage Easement Upgrade and Extension - Lots 9	70,000	0	0	0
C2511	Upper Capel Road Gravel Pit Rehabilitation	35,000	0	0	0
C2512	Street Lighting Renewal	30,000	0	0	0

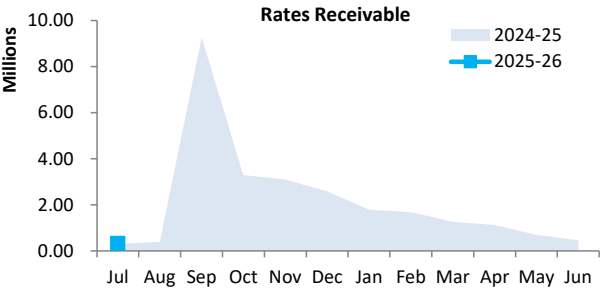
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Ranger - DB92	23,690	23,690	0	0	0	0	0	0
	Subaru Forrester - DB463	17,510	17,510	0	0	0	0	0	0
	Pig Trailer - DB6248	5,150	5,150	0	0	0	0	0	0
	Tractor - DB4806	46,350	46,350	0	0	0	0	0	0
	Ute - DB102	19,570	19,570	0	0	0	0	0	0
	Ride on Mower 60" - DB606	15,450	15,450	0	0	0	0	0	0
	Ride on Sweeper - DB271	5,768	5,768	0	0	0	0	0	0
	Grader - DB4517	77,250	77,250	0	0	0	0	0	0
	Ute - DB117	19,570	19,570	0	0	0	0	0	0
	Mitsubishi Triton - DB8250	20,600	20,600	0	0	0	0	0	0
	Mitsubishi Triton - DB346	23,690	23,690	0	0	0	0	0	0
		274,598	274,598	0	0	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2025	31 Jul 2025
	\$	\$
Opening arrears previous year	370,380	440,310
Levied this year	9,258,817	0
Less - collections to date	(9,188,887)	(112,652)
Net rates collectable	440,310	327,658
% Collected	95.4%	25.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,317)	236,250	6,607	0	1,691	238,231
Percentage	(2.7%)	99.2%	2.8%	0.0%	0.7%	
Balance per trial balance						
Trade receivables						238,231
Other receivables						4,800
GST receivable						126,968
Total receivables general outstanding						369,999

Amounts shown above include GST (where applicable)

KEY INFORMATION

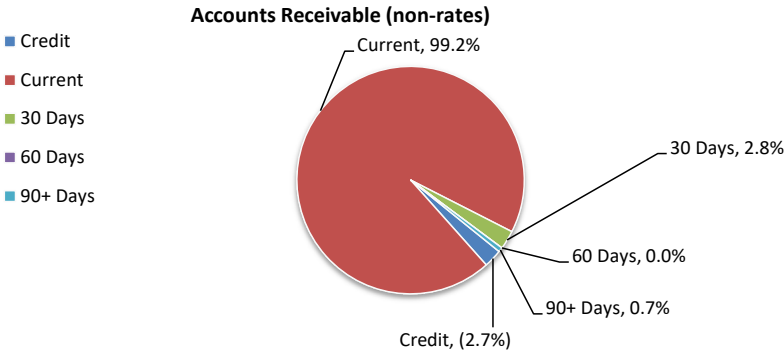
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 July 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	10,477		0	10,477
Financial assets at amortised cost - commercial loans	13,333		(1,111)	12,222
Inventory				
Fuel and materials	24,615		(1,943)	22,672
Gravel stock	215,349		0	215,349
Other assets				
Prepayments	64,772		(64,772)	0
Accrued income	535,388		(535,388)	0
Contract assets	539,458	141	0	539,599
Accrued interest	42,163		(42,163)	0
Total other current assets	1,445,555	141	(645,377)	800,319
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

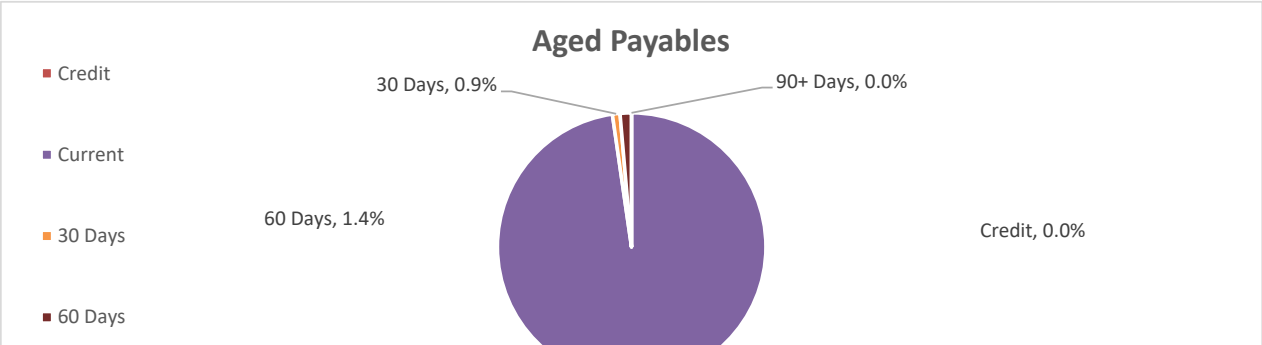
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	891,534	8,031	12,521	0	912,085
Percentage	0.0%	97.7%	0.9%	1.4%	0.0%	
Balance per trial balance						
Sundry creditors						912,085
ATO liabilities						100
Prepaid rates						306,567
Bonds and deposits held						384,332
Total payables general outstanding						1,603,084

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars		Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Tuia Lodge Fire Supression System	93		151,222	0	0	0	(29,300)	151,222	121,922	444	(2,274)
VC Mitchell Park	94		2,812,722	0	0	0	(91,682)	2,812,722	2,721,040	35,993	(139,055)
			2,963,944	0	0	0	(120,982)	2,963,944	2,842,962	36,437	(141,329)
Self supporting loans											
Donnybrook Country Club	90		15,823	0	0	0	(10,477)	15,823	5,346	81	(362)
			15,823	0	0	0	(10,477)	15,823	5,346	81	(362)
Total			2,979,767	0	0	0	(131,459)	2,979,767	2,848,308	36,518	(141,691)
Current borrowings			131,459					131,459			
Non-current borrowings			2,848,308					2,848,308			
			2,979,767					2,979,767			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Network Switches	214-0439437001	1,210	0	0	(604)	(1,218)	607	(8)	(5)	(8)
Matrix Fitness Equipment	A6ZBG64105	38,943	0	0	(4,691)	(20,320)	34,251	18,623	(389)	(1,249)
IT Equipment - Desktops / Laptops	New	0	0	100,000	0	(30,000)	0	70,000	0	(7,000)
Total		40,153	0	100,000	(5,295)	(51,538)	34,858	88,615	(394)	(8,257)
Current lease liabilities		20,281					14,986			
Non-current lease liabilities		19,872					19,872			
		40,153					34,858			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 July 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		15,656	0	0	(15,656)	0
Capital grant/contributions liabilities		1,231,220	0	209,897	(112,216)	1,328,901
Contract liability - contribution to works		180,797	0	0	0	180,797
Total other liabilities		1,427,673	0	209,897	(127,872)	1,509,698
Employee Related Provisions						
Provision for annual leave		378,807	0	0	0	378,807
Provision for long service leave		376,370	0	0	0	376,370
Total Provisions		755,177	0	0	0	755,177
Total other current liabilities		2,182,850	0	209,897	(127,872)	2,264,875

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					revenue		YTD Revenue Actual
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	
	1 July 2025			31 Jul 2025	31 Jul 2025			
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants - LGGC Financial Assistance Grants	0	0	0	0	0	740,521	0	0
Grants - LGGC Local Road	0	0	0	0	0	380,763	0	0
ESL Operating Grant - SES	4,479	4,775	0	9,254	9,254	19,100	1,591	0
ESL Operating Grant - VBFB	0	64,740	0	64,740	64,740	243,980	20,331	0
Attraction & retention of child care workers	15,084	0	(869)	14,215	14,215	0	0	869
Bushfire Mitigation Grant	0	135,420	0	135,420	135,420	100,000	8,333	0
Kidsport grant	0	0	0	0	0	500	41	0
Youth Week Grant	0	0	0	0	0	3,000	250	0
Bike rescue program	0	0	0	0	0	10,000	833	0
Australia Day	0	0	0	0	0	10,000	833	0
Thank a Volunteers grant	89	0	0	89	89	0	0	0
Main Roads Direct Grant	0	0	0	0	0	275,000	22,916	0
Natural Resource Recovery Program	65,000	0	(12,029)	52,971	52,971	0	0	12,029
Reimbursements & Recoveries	0	0	0	0	0	213,070	17,762	(352,306)
Donnybrook Library Resources	0	4,962	(1,061)	3,901	3,901	0	0	1,061
	84,652	209,897	(13,959)	280,590	280,590	1,995,934	72,891	(338,347)

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2025	Current Liability 31 Jul 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Bridgeworks - Special Projects Grant	17,007	0	0	17,007	17,007	0	0	0
Social Housing Economic Recovery Package Grant	228	0	0	228	228	0	0	0
LRCI Grant Income - Donnybrook Recreation Centre	0	0	0	0	0	31,000	2,583	0
Commodity Route Funding	55,000	0	0	55,000	55,000	0	0	0
LGGC Special Projects Bridges	19,998	0	0	19,998	19,998	373,000	0	0
MRWA Special Project Bridges	0	0	0	0	0	171,007	14,250	0
Regional Road Group	67,050	0	0	67,050	67,050	800,000	66,666	0
Roads to Recovery	0	0	0	0	0	1,008,000	84,000	0
VC Mitchell - Talison	802,426	0	(24,352)	778,074	778,074	175,000	14,583	24,352
Department of Water & Environment - E-Waste storage shed	14,513	0	(5,407)	9,106	9,106	64,003	5,333	5,407
Department of Transport - Preston Loop Pathway	35,126	0	0	35,126	35,126	0	0	0
DFES - Capital Grant	0	0	0	0	0	1,600,000	0	0
VC Mitchell - lighting grant	126,829	0	(68,498)	58,331	58,331	0	0	68,498
NAB Community Grant - Yabberup Hall	8,390	0	0	8,390	8,390	8,390	699	0
	1,146,568	0	(98,257)	1,048,311	1,048,311	4,230,400	188,114	98,257
Capital contributions								
CTW0001 Contribution to works - Palmer St	1,500	0	0	1,500		0	0	0
CTW0007 Contribution to works - Palmer St	1,500	0	0	1,500		0	0	0
CTW0011 Contribution to works - Palmer St	1,500	0	0	1,500		0	0	0
CTW0025 Contribution to works - Donnybrook CBD Upgrades	13,175	0	0	13,175		0	0	0
CTW0026 Contribution to works - Drainage - Ecclestone St Fairway	37,286	0	0	37,286		0	0	0
CTW0027 Contribution to works - Palmer St (09/10)	3,000	0	0	3,000		0	0	0
CTW0031 Contribution to works - Mitchell & Grimwade Rd	24,444	0	0	24,444		0	0	0
CTW0032 Contribution to works - Palmer/Smith St	3,051	0	0	3,051		0	0	0
CTW0034 Contribution to works - Carey St	3,014	0	0	3,014		0	0	0
CTW0036 Contribution to works - Drainage - Bentley St	49,716	0	0	49,716		0	0	0
CTW0041 Contribution to works - Bridge & Palmer St	3,050	0	0	3,050		0	0	0
CTW0047 Contribution to works - Chapman St	3,477	0	0	3,477		0	0	0
CTW0049 Contribution to works - Mead St	18,084	0	0	18,084		0	0	0
Contribution to works - Montgomery Road	18,000	0	0	18,000		0	0	0
Contribution to Balingup Bowling Club	0	0	0	0		0	0	34,990
	180,797	0	0	180,797	0	0	0	34,990
TOTALS	1,327,365	0	(98,257)	1,229,108	1,048,311	4,230,400	188,114	133,247

SHIRE OF DONNYBROOK BALINGUP
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 JULY 2025

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 July 2025
	\$	\$	\$	\$
Cash in Lieu of Public Open Space Funds	56,967	0	0	56,967
	56,967	0	0	56,967



Council Plan Biannual Update-25/26

Primary	Update (Jan 25-Jun 25)	Project Status (Jan 25 - Jun 25)
1.2.2 Promote the availability of digital literacy classes for seniors at the Community Resource Centre through the Shire's communication channels.	The Shire promotes local community events and activities organised by the Donnybrook Community Resource Centre on an ongoing basis, via the Shire website and social media where relevant.	Achieved
2.1.4 Advocate for health and allied health services to ensure the provision of vital health services and facilities within our Shire.	Shire President and Cr Anne Mitchell attend regular meetings of the Leschenault Wellington District Health Advisory Committee (DHAC).	In Progress
2.3.1 Leverage our communication channels and social media platforms to share community and road safety education, driving awareness and engagement.	Road safety continues to be a key theme in the Shire's communications. Messages are shared where relevant, including social media reminders and advice. A recent post focused on slowing down near emergencies, combining education with appreciation for emergency services. Road safety is also regularly highlighted in roadwork updates, such as the monthly Advice of Works and forwarded notices from external agencies. All content is reviewed by relevant staff and informed by guidance from governing bodies and professionals.	Achieved
2.3.3 Maintain safe practices within the Recreation Centre that align with federal and state government policies and procedures.	Successfully completed within the previous reporting period, and there are no new updates or developments to report on during this reporting period.	Achieved
3.1.2 Enable more opportunities for community volunteers, students, work for the dole, and prisoner release program participants to take part in environmental projects (i.e. river clean-up, weeding, tree planting, etc).	We continue to collaborate with the Leschenault Catchment Council (LCC) to have further weed management and revegetation along the Preston River in Donnybrook, to restore native habitat for biodiversity and erosion control. The LCC also intends to establish a community action group to assist with long-term management of the area.	Achieved
3.2.2 Partner with Department of Communities to ensure evacuation/welfare centres are fit for purpose.	Inspection of the recreation centre by the Department of Communities has been completed and the recreation centre has been deemed adequate. Funding is being sought for upgrades to the changing rooms to further improve the amenity of the center. Conversations are underway about the VC Mitchell Pavilions being used as overflow in the event of an emergency.	Achieved
3.2.4 Provide support for emergency services volunteers.	The Shire has hosted several training courses including Bushfire Safety Awareness, Firefighting Skills, IRS training and FCO course, the CESM has also promoted courses run in neighbouring Shires with uptake by a few of our volunteers. Deployment has been encouraged to support neighbouring regions. The Shires Bushfire brigades have assisted with the Chesapeake fires in March with several appliances being deployed to help contain fires near Windy Harbour, The Shires High Season appliance was manned and assisted with a prescribed burn near Northcliffe. Completed prescribed burn at Balingup Racecourse reserve with involvement of several Bushfire brigades. these opportunities builds capacity within our brigades and exposes our volunteers to learning new skills and gaining interagency experience with DFES and DBCA.	Achieved
4.2.1 Audit Shire buildings and facilities to determine opportunities and costs associated with introducing renewable energy infrastructure.	Funding secured to install solar and battery infrastructure at the Donnybrook Recreation Centre.	In Progress
4.2.2 Implement and expand climate action initiatives that improve energy efficiency, promote sustainability, and support community-led environmental engagement.	Nil progress. Requires external grant funding and Council co-contribution to progress.	Monitor
5.3.1 Implement the Landfill Closure Management Plan.	Contractor engaged to review specific capping methodology.	In Progress
5.3.2 Collaborate with neighbouring councils to review regional waste options to reduce landfill (such as waste to energy facilities).	The Shire continues to collaborate with surrounding local governments in trying to find an alternative to FOGO processing in the southwest. The recent tender process did not provide any short-term solutions and were rejected for not meeting the required specifications. The President of the Shire of Dardanup has written to the Minister for Environment; Community Services; Homelessness seeking assistance in providing a solution to the future of FOGO processing in the southwest.	Monitor
6.1.3 Review Local Planning Policies.	Budget submission for progressing the LPS for 2025-2026. Policy review contingent on outcome of review processes.	Defer
6.1.4 Advocate for provision of relevant services and infrastructure to facilitate appropriate land development.	Victory Lane project discussed with South West Development Commission. Further planning and advocacy work to be undertaken as part of the asset optimisation project. Economic Development and Tourism strategy development to occur in 25/26.	Monitor
6.2.1 Support the Energy Efficient Pilot Program (EPPP) to help residents and businesses build energy literacy and implement efficiency measures through home audit kits, workshops and resources.	An Energy Home Audit Kit has been received and is now available for loan at the Donnybrook Community Library. Information and reminders regarding its use have been shared via the Library and Shire social media pages, promoting the kit as a practical resource for both households and businesses.	In Progress

Primary	Update (Jan 25-Jun 25)	Project Status (Jan 25 - Jun 25)
6.3.2 Support community groups to design and implement townscape works in Donnybrook, Balingup and Kirup.	<p>The Shire continues to support the Donnybrook Towns Team (DTT) with an asphalt art initiative adjacent to the Apple Fun Park. In-principle support has also been received from MRWA for reduced speed zoning adjacent to the Apple Fun Park. Council endorsement of the speed zoning changes was received at the February 2025 OCM.</p> <p>Electrical infrastructure upgrades in Ayres Gardens facilitated an enhanced Christmas Lights display in December of 2024. This included the installation of new lighting and illuminated caricatures.</p> <p>The Balingup Townscape Committee has been supported in accordance with Council's policy (COMD/CP-4 - Community Townscape Activities), plus on site meetings with representatives to discuss Shire projects on Balingup Nannup Road and at the Balingup Cemetery.</p>	Achieved
6.4.2 Enable growth of the urban tree canopy by funding the supply of suitable number of trees per annum to support a community tree planting program.	Ongoing; trees were successfully planted following the processing of applications through our annual process.	Achieved
8.1.1 Advocate via the Regional Road Group for State Government to upgrade and improve key regional transport infrastructure.	The RRG representatives actively participate to ensure the "ROADS 2040" strategic outcomes for regionally significant local government roads in Western Australia, is focusing on planning and funding for these roads.	Monitor
8.3.2 Provide a recreational loop extending from Bridge Street to Dale Street and consider extending upstream and downstream to facilitate longer recreational journeys.	The market did not respond to the original design which has been revised in early 2025, and was re-issued for tender in June 2025.	In Progress
9.4.1 Through the Workforce Plan explore opportunities for apprenticeships and traineeship to provide more employment opportunities in the Shire of Donnybrook Balingup organisation.	This action is identified for implementation through the Workforce Plan. However, it has not yet been undertaken due to higher priority HR initiatives and unforeseen operational demands. It remains a strategic focus and will be addressed in the upcoming Workforce Plan review.	Monitor
10.1.1 Partner with the Bunbury Geopark Tourism Partnership (BGTP) and Southern Forests Blackwood Valley Tourism Association (SFBVTA) to develop local tourism marketing initiatives.	Council has withdrawn from BunGeo Tourism Partnership. Staff and elected members are actively involved in WBAC initiatives including the 2026 UCI World Gravel Championships Steering Committee.	In Progress
11.1.1 Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget.	<p>A full annual review of key informing strategies was completed to support the development of the Annual Budget. This included:</p> <p>Workforce Plan reviewed – May 2025 Mid-Year Budget Review delivered – March 2025 Asset Management Plans and Financial Informing Plans reviewed and endorsed – April 2025 Long Term Financial Plan (LTFP) reviewed and endorsed – May 2025</p>	Achieved
11.1.3 Facilitate access to mandatory councillor training.	<ul style="list-style-type: none"> • Purchased a WALGA eLearning training subscription for Council (and staff) to undertake the five Council Member Essential Modules at their own pace, 7 of the 9 Councillors completed their Mandatory Training. • Councillors have completed training in Overseeing Asset Management and CEO Performance Reviews. 	Achieved
12.1.1 Facilitate grants that reduce the Shire expenditures, uncover alternative revenue options, and leverage Council resources to address key community priorities and implement significant projects.	Australia Day was bolstered by a \$10,000 grant from the National Australia Day Council. The Shire received a \$3000 grant from the Department of Communities for Youth Week which was spent on 'Brook Fest' which was held on the 11th of April 2025. The DLGSC provided \$13,750 for the Bike Rescue Program. The Shire procured \$8390 from the National Australia Bank for two water tanks on behalf of the Yabberup Community Association for the Yabberup Hall.	In Progress
12.1.6 Provide a Building Service Level Hierarchy Framework.	This initiative has been identified as a future stage of the asset optimisation project.	Monitor
13.1.1 Support community initiatives through community grants, donations, and in-kind support via Shire Support Initiatives (SSI).	The Community Grants and Donations submission deadline was the 17th of January 2025. Thirteen groups applied, and 12 groups were successful on procuring grant funding. All funds allocated to the grants program were expended. There were also waivers on venue hire and rubbish services plus a total of two community donations made during this period.	In Progress
13.1.3 Provide annual events to encourage and recognise community volunteers.	A volunteer's event is planned for National Volunteers Week in May 2026, planning is in progress.	In Progress

Agenda Briefing Sessions

Shire of Donnybrook Balingup Council Policy EM/CP-7



Strategic Outcome Supported: 11 - Strong Visionary Leadership.

OBJECTIVE

1. To ensure proper and informed decision-making by the Council, Elected Members must have the opportunity to gain comprehensive knowledge and understanding of matters listed on the agenda for upcoming Ordinary Council Meetings.
2. The objectives of Agenda Briefing sessions are:
 - a. To allow Executive staff to brief Elected Members on agenda items, and to allow Elected Members to raise relevant items where appropriate; and
 - b. To provide Elected Members with the opportunity to ask questions of Executive staff, thereby better informing themselves on matters requiring a Council decision.

SCOPE

3. This policy applies to all Elected Members, Executive staff, and any other participants involved in Agenda Briefing sessions.
4. The policy governs the conduct, participation, and administration of these sessions, which are held to enhance understanding of matters to be formally considered at Ordinary Council Meetings.

DEFINITIONS

5. **Agenda Briefing Session** means a scheduled meeting for the purpose of informing Elected Members about matters listed on the agenda of an upcoming Ordinary Council Meeting.

POLICY STATEMENTS

Purpose and Principles

6. Agenda Briefing sessions are fact-finding opportunities, not decision-making forums. Their purpose is to provide additional context, clarity, or technical detail to assist Elected Members in making informed decisions at Council meetings.
7. These sessions must operate in accordance with the following principles:
 - a. Accountability;
 - b. Openness and Transparency;
 - c. Probity and Integrity;
 - d. Respect for the Authority of the Presiding Member; and
 - e. Timely Notification.

Session Conduct

8. The following rules apply to the conduct of Agenda Briefing sessions:
 - a. No decisions are to be made during briefing sessions.
 - b. No debate style discussion is permitted.
 - c. All questions must be directed through the Presiding Member.
 - d. Elected Members must avoid expressing positions for or against any item, particularly those involving planning or regulatory decisions.
 - e. The Presiding member must manage proceedings to ensure orderly conduct and compliance with these expectations.

Presiding and Attendance

9. The Shire President shall preside over the Agenda Briefing Sessions. If unavailable, the Deputy Shire President shall act as Presiding Member. If neither is available, a Presiding Member shall be selected from attending Elected Members.
10. Relevant Managers, Executive staff, and consultants (as required by the CEO) will attend sessions to provide information.
11. All Elected Members are expected to attend and participate.

Transparency and Access

12. Sessions will be held in the Council Chambers (or other nominated venues) and are open to the public unless confidential items are being discussed.
13. Agenda Briefing Papers:
 - a. To be distributed to Elected Members at least 72 hours prior to the session.
 - b. To be uploaded to the Shire's website no later than 48 hours prior to the session.

Disclosure of Interests

14. All participants must disclose interests in accordance with the *Local Government Act 1995*, prior to discussing the matter:
 - a. **Financial Interests** – Participants must leave the room and not be present for any discussions, including deputations.
 - b. **Impartiality Interests** – Participants may remain and participate in discussion.

Deputations and Elected Member Motions

15. Deputations on matters listed on the upcoming agenda may be permitted, subject to approval by the Chief Executive Officer.
16. Elected Members presenting Notices of Motion are required to:
 - a. Introduce the item, and
 - b. Provide sufficient supporting information to inform other Elected Members.

Agenda Briefing Sessions

Shire of Donnybrook Balingup Council Policy EM/CP-7



Topics for Briefing

17. Briefing sessions will cover:
 - a. Items listed on the forthcoming Ordinary Council Meeting agenda, and
 - b. Items completed and scheduled to be listed within the next two Council meetings.
18. Briefings will only be provided by staff or consultants for the purpose of ensuring that Elected Members are adequately informed.

Record Keeping

19. As no decisions are made at these sessions, formal minutes are not required.

DELEGATION AND AUTHORISATION

20. Nil.

LEGISLATION

- Local Government Act 1995
- Local Government Operational Guidelines Number 05 - Council Forums

APPENDIX

21. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		CEO's		
Review to be conducted by:		Manager Corporate Services		
Revision Frequency:		<input type="checkbox"/> Annual (1yr)	<input type="checkbox"/> Biennial (2yr)	<input checked="" type="checkbox"/> Triennial (3yr)
Current Version Date:		TBA	Next Due:	2028
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Synergy:
1	Initial adoption of Council Policy	TBA	TBA	NPP15954



SHIRE OF DONNYBROOK BALINGUP

COUNCILLOR AGENDA BRIEFING SESSION GUIDELINES

Objectives

For proper decision-making, Councillors must have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for Councillors to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following Ordinary Council Meetings.

The objectives of Councillor Agenda Briefing Sessions are:

1. For the Executive to brief Councillors on Agenda items; and
2. For Councillors to ask questions of the Executive, to better inform themselves in relation to Agenda items.

Background

The complexity of some items on the Council Agenda means that Councillors may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. This can be achieved by the Councillors convening as a body to become better informed on issues listed for Council decisions at an Agenda Briefing Session.

It is important to note that Agenda Briefing Sessions are not occasions for debate and should be seen as fact-finding opportunities. All questions should go through the Chair and no free-flowing discussion or debate between Councillors is permitted.

Principles

It is imperative that the presiding person applies appropriate procedures between Councillors when agenda items are being covered and that the following principles are applied:

- Accountability
- Openness and Transparency
- Probity and Integrity
- Authority for the Chair
- Meeting Notification

Guidelines for Agenda Briefings

The following guidelines aim to ensure proper standards of probity and accountability at Councillor Agenda Briefing Sessions:

1. There is to be no decision-making during Agenda Briefing Sessions.
2. Agenda Briefing Sessions are to be held in the Council Chamber (or other nominated venue) and are open to the general public, unless discussing confidential items.
3. Agenda Briefing papers will endeavour to be distributed to all Councillors at least three days (72 hours) prior to the meeting.
4. Agenda Briefing documents will be loaded on the Shire's website 2 days (48 hours) prior to the briefing session.
5. The Agenda Briefing Session Chair is to be the Shire President. If the Shire President is unavailable, the Deputy Shire President shall be the Chair. If the Deputy Shire President is unavailable, the attending Councillors shall select a Chair.

SHIRE OF DONNYBROOK BALINGUP

COUNCILLOR AGENDA BRIEFING SESSION GUIDELINES



6. Relevant Managers, staff and other parties, as required by the Chief Executive Officer for the provision of information to Councillors, shall attend Agenda Briefing Sessions.
7. Councillors, employees, consultants and other participants shall disclose their financial and conflicting interests in matters to be discussed.
8. Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing a financial interest will not participate in that part of the briefing relating to their interest and will leave the meeting room.
9. There is to be no opportunity for a person with an interest to request that they continue in the briefing.
10. As no decisions will be made during the Agenda Briefing Session there is no requirement to keep a formal record (minutes) for each meeting.
11. Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings.
12. Briefings will only be given by staff or consultants for the purpose of ensuring that Councillors are more fully informed; and
13. There will be no debate-style discussion as this needs to take place in the Ordinary Meeting of Council when the issue is set for decision. This is particularly important when Shire planning matters are discussed. Councillors are to avoid expressing their opinions for or against a proposal. Under the provisions of the Town Planning Scheme and other relevant State Acts, decision-makers are required to maintain a high degree of independence from the process leading up to the decision being made.

References:

Local Government Act 1995 (the Act)

Local Government Operational Guidelines Number 05 - Council Forums

Western Australian Auditor General's Report



Western Australian Public Sector Audit Committees – Better Practice Guide



Report 26: 2019-20

25 June 2020

**Office of the Auditor General
Western Australia**

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(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for
those with visual impairment.

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ISSN: 2200-1913 (Print)
ISSN: 2200-1921 (Online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

**Western Australian Public Sector Audit
Committees – Better Practice Guide**



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

**WESTERN AUSTRALIAN PUBLIC SECTOR AUDIT COMMITTEES – BETTER PRACTICE
GUIDE**

This report has been prepared for submission to Parliament under sections 23(2) and 24(1) of the *Auditor General Act 2006*.

Better practice checklists regularly feature in my Office's performance audit reports as a means of providing guidance to help the Western Australian public sector perform efficiently and effectively. This is the first comprehensive stand-alone better practice guide we have produced.

While prepared primarily as a resource for audit committees in State and local government entities, it also provides Parliament with further insight on the significant role public sector audit committees play in supporting quality public administration.

A handwritten signature in black ink, appearing to read 'C Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
25 June 2020

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Auditor General's overview

Audit committees play a fundamental role in assisting directors general, councils and boards to fulfil their governance and oversight responsibilities. They are not a substitute for good management and controls. Instead, they help provide advice and independent assurance to the accountable authority on how effective these controls are.



The purpose of this guide is to provide better practice principles and guidance to accountable authorities, audit committee members and senior managers with responsibility for audit committee activities. We have drawn from our experience in interacting with audit committees at State and local government entities, as well as guidance from the Institute of Internal Auditors and other jurisdictions.

WA public sector entities range in size and complexity. Service delivery, rigorous compliance requirements and the ability to attract and retain skilled, qualified and experienced staff can be a challenge. To assist smaller entities to address these challenges, we have included some specific guidance to help them implement simple, yet effective practices to strengthen the effectiveness of their audit committees. There is also a toolkit in part 6 of the guide with useful resources for all entities.

Maintaining a strong ethical organisational culture is important in promoting excellence and efficiency in public service delivery, as well as minimising the risk of fraud and corruption. Failures in governance and integrity are all too common across sectors and jurisdictions, and recent inquiries into the finance sector have highlighted the important role that audit committees play in challenging management and holding them accountable. Poorly governed entities often have common characteristics, including a lack of an accountability culture that can be evident in such areas as long overdue internal and external audit recommendations. By ensuring that management promptly address weaknesses identified in internal and external audits, and by rigorously overseeing internal audit, risk management and compliance functions, audit committees can help to establish the right tone and culture within entities.

The guide provides principle-based guidance for State and local government entities in Western Australia. We recognise that the specific legislative and regulatory requirements for State and local government entities are different, and it is therefore difficult to have a 'one-size-fits-all' approach for better practice guidance. Entities need to consider their relevant legal and regulatory requirements as well as operating environment when using this guide.

It has been pleasing that the importance of public sector audit committees has been elevated recently, which included the introduction of a revised Treasurer's instruction for audit committees in State government entities. While our guide is not mandatory or intended to be a prescriptive list of requirements, I hope that it serves as a useful resource for entities in assessing and improving their audit committees for the benefit of the Western Australian community.

Part 1: Introduction

Audit committees are an essential part of an entity's governance framework. They provide independent advice and assurance to accountable authorities on systems of risk management and internal control, and financial and performance reporting. (Figure 1).

All State and local government entities in Western Australia are required to establish an audit committee that is independent from management influence, a fundamental element of effective audit committees. If they are not independent, objectivity may be compromised, making it difficult for them to perform their oversight roles.



Source: OAG

Figure 1: Scope of audit committee oversight responsibilities

1.1 About this guide

This guide provides better practice principles and guidance on common key challenges that audit committees face.

The guide consists of six parts:

Part 1: Introduction outlines the purpose of the guide and explains the lines of defence model.

Part 2: Key challenges to building effective audit committees provides insight into the key challenges faced by audit committees based on our observations from attending a wide range of Western Australian public sector audit committees.

Part 3: Principles for better practice audit committees outlines core better practice principles for our State public sector audit committees based on guidance from the Institute of Internal Auditors Australia (the IIA). These principles are as follows:

Principles for Better Practice Audit Committees	
1.	Membership: Members have the right experience and leadership skills to be trusted independent advisors.
2.	Role and Responsibilities: The roles and responsibilities of the audit committee allow for wholesome oversight of internal audit, governance, risk management and internal control practices.
3.	Professional Practices: The audit committee conducts itself professionally to provide independent, sound and valuable advice to the accountable authority.
4.	Performance and Accountability: The audit committee is aligned with the entity's strategic outcomes and is accountable for its performance.
5.	Entity Relationships: The audit committee is a trusted, independent partner.
6.	Governance and Reporting: The audit committee is governed effectively to enable transparent, objective and timely reporting.

Part 4: Guidance for audit committee fees outlines information to guide fee arrangements for external audit committee members.

Part 5: Guidance for smaller entities provides practical measures that smaller entities could apply to build effective audit committees with limited resources.

Part 6: Toolkit includes a comprehensive compilation of templates and checklists which can be used to help develop effective audit committees.

Throughout the guide, we have used the term 'accountable authority' to collectively represent:

- for State government entities, the Director General, Commissioner, Board, or other person responsible for the direction and control of the entity as defined in the *Financial Management Act 2006* or relevant legislation
- for local government entities, Councils. This reflects the direct reporting relationship between the audit committee and Council under the *Local Government Act 1995*. However, it is important to note that the Chief Executive Officer (CEO) has some responsibilities under the Act, including financial reporting, which instead rests with the accountable authority in State government entities.

We have also used the term 'audit committee' to represent all public sector audit-related committees. Within the public sector, there is a wide range of names for audit committees, such as, Audit and Risk Committees.

1.2 Who should use this guide

While we have tailored this guide for public sector entities in Western Australia, the principles and practices outlined in this guide generally apply to all audit committees.

This guide is suitable for members of audit committees, accountable authorities, CEOs, chief audit executives and senior managers with responsibility for audit committee activities, as well as those who are accountable to an audit committee.

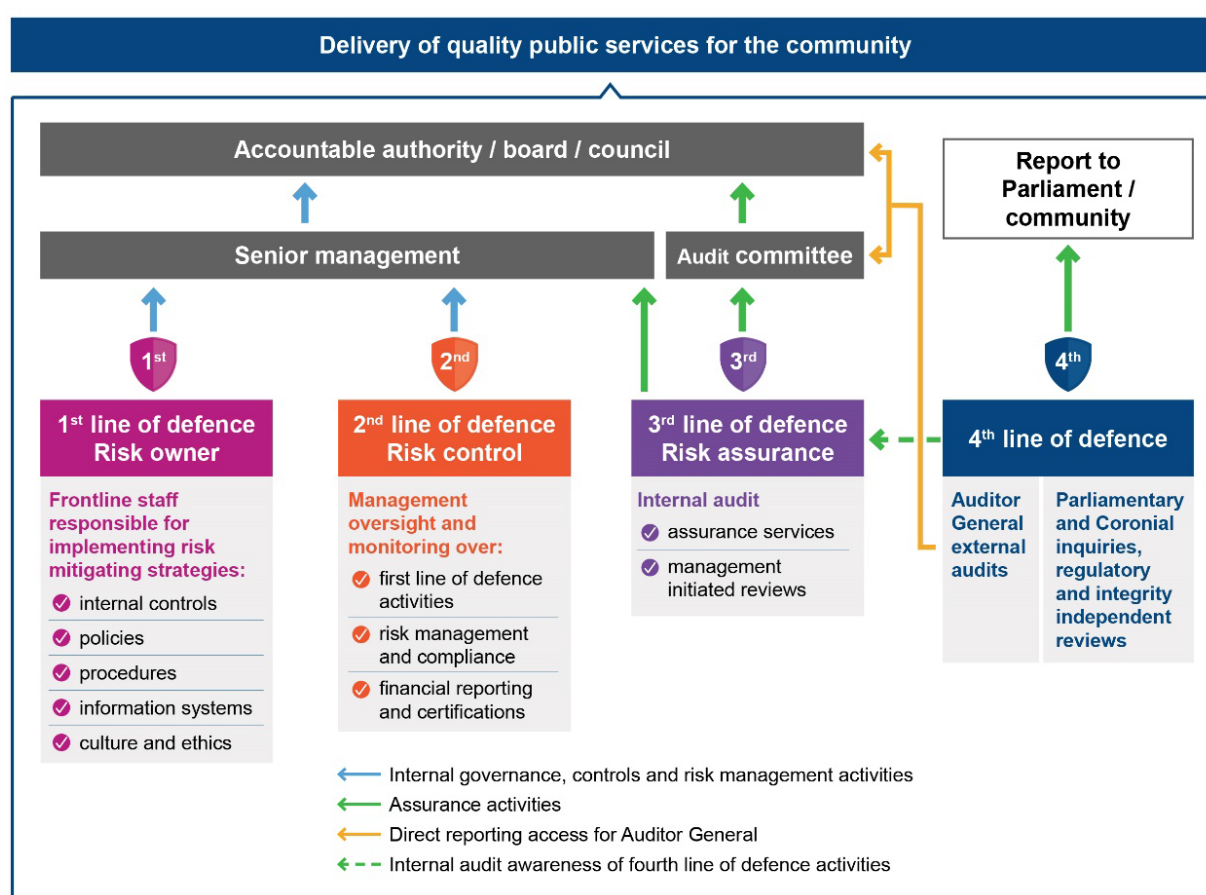
1.3 Lines of defence model

The lines of defence model is a visual representation of the different mechanisms (defences) which all work together to manage risks and ensure that controls are implemented and effective. It helps to provide a coordinated approach for managing entities' risks.

All entities regardless of their size and complexity should establish a good understanding of their risks and four lines of defence.

The lines of defence model typically identifies the 3 lines of defence within the entity. However, external auditors, regulators, parliamentary committees and other integrity bodies also provide important information and assurance on the implementation of controls within an entity. We have referred to these entities as the fourth line of defence.

Figure 2 below illustrates the activities for each line of defence and the general flow of communication between each of the bodies.



Source: OAG

Figure 2: WA public sector four lines of defence model

To apply the model, entities need to understand and assess business activities performed by each line of defence. This is often referred to as 'assurance mapping'. This mapping helps the accountable authority, audit committee and management to understand whether there are any gaps in assurance activities that manage key risks or whether there is duplication of effort. This can help inform the internal audit program, improve efficiency and assist the audit committee in their oversight responsibilities.

1.4 Acknowledgements

We would like to express our appreciation to the public sector entities and their staff and individual audit committee members and Chairs for sharing their valuable insights. In particular, a number of stakeholders, experienced in governance and accountability roles, willingly shared their views and suggestions for this guide. We highly valued and appreciated their input, guidance, advice and time.

In addition, we would like to thank the Institute of Internal Auditors - Australia (and Global) and the Australian National Audit Office who allowed us to use their resources to inform our guide.

Part 2: Key challenges to building effective audit committees

2.1 Establishing and maintaining effective relationships between the three governance parties

High functioning audit committees rely on strong working relationships between the accountable authority, the head of internal audit (the chief audit executive) and the audit committee (Figure 3). To support effective governance of an entity, the communication between them needs to be open, transparent and built on a relationship of trust.

Source: OAG

Figure 3: Relationships between the three governance parties



Roles and responsibilities of governance parties

Accountable Authority is responsible for establishing an effective audit committee and internal audit function¹ which is suitable for the entity. The accountable authority relies on the audit committee to provide independent oversight over the governance of financial and non-financial activities.

Chief Audit Executive is the head of internal audit within an entity. To maintain their independence, the Chief Audit Executive (CAE) should not perform key management duties. For example, the Chief Finance Officer should not take on the role of CAE.

For local government entities, responsibility for the internal audit function rests with the CEO, who also reports to the audit committee and council. Given that it is important for internal audit to be independent from management, it is good practice for the CAE to also have a direct line of communication to the audit committee (a functional reporting relationship).

To be effective, the Chief Audit Executive needs to be of a sufficiently senior level and respected by management as a key contributor to good governance and entity outcomes. This means that they need to be aware of current initiatives and activities within the entity, be suitably qualified, have open access to senior management and the accountable authority and adequate resources to carry out internal audits and support the audit committee.

While entities can use different models for their internal audit services (in-house, co-sourced or fully outsourced), it is critical that the entity appoint a CAE who is responsible for the internal audit function. This role should be performed by a capable and respected professional internal to the entity, even if all internal audit services are outsourced. The roles and responsibilities of the CAE should be documented and formally approved in the Internal Audit Charter.

Audit Committee provides independent advice and assurance to the accountable authority over the entity's systems of risk management and internal control, and financial and performance reporting. It consists of a group of members who support the accountable authority to instil strong control and risk practices within the entity by overseeing and probing

¹ For State entities only, refer to section 53(1)(d) of the *Financial Management Act 2006*.

activities relating to governance, control, risk management and compliance. The audit committee does not, and should not, hold formal decision-making powers. Rather, it relies on the skills and expertise of members to obtain sufficient appropriate information, through the CAE and internal auditors as their “eyes and ears”, as well as reports from management and external auditors and advisers.

For local government entities, the role of audit committee is prescribed by the *Local Government Act 1995* and Local Government (Audit) Regulations 1996. They do not have powers or authority to implement actions in areas over which the CEO has legislated responsibility and they do not have any delegated financial responsibility. The committee does not have management functions and cannot involve itself in management processes or procedures.

Key aspects for effective relationships between the governance parties

Supporting the independence of the CAE

The accountable authority and audit committee must take an active role in promoting the independence of internal audit and protect them from pressure from senior management. There are some cases where the accountable authority and audit committee need to increase their support for the CAE. For example, if management seeks to limit internal audit activities and scope, takes an overly defensive attitude towards audit findings, attacks the credibility of the CAE or fails to respond to audit enquiries and recommendations.

The audit committee needs to receive and request the right information

The audit committee may struggle to effectively perform its duties if it does not receive or request the right information. The committee needs to know what information to “pull” from internal audit and the CAE needs to know what information to “push” forward to the audit committee. To establish this flow of information, there must be strong working relationships between the audit committee and CAE and an understanding of what information both parties need.

It is important that the audit committee and CAE are clear about the expectations of internal audit. Having clear expectations about the content, format and frequency of internal audit reports and other reporting is crucial to having an effective relationship.

A good example of this is the CAE and audit committee Chair working effectively together, where possible, to establish an agenda for the audit committee meeting. The agenda should not be set by one party in isolation. Instead, the Chair needs to be comfortable obtaining information from the CAE to inform and direct the meeting. Similarly, the CAE needs to be confident in raising matters or concerns with the Chair and helping to guide the agenda and discussions.

Figure 4 provides some practical examples of common challenges faced by entities and how the 3 governance parties can work together to overcome the challenge.

Better practice activity	Example scenario
Timely and open engagement with the audit committee on an emerging issue	The entity is subject to a cybersecurity attack and activates its incident response plan. As part of the response, senior management writes to the Chair of the audit committee to inform them of the breach and to seek their input on management’s planned response. At the next audit committee meeting, management provides an update on the incident and key decisions and outcomes agreed by management as part of their regular reporting on cybersecurity incidents. The audit committee evaluates risk management actions and internal audit plans based on this information.

Better practice activity	Example scenario
	The timely and open discussion at the audit committee meeting provides additional independent assurance to the accountable authority that the measures the entity took to address the major incident are sound and based on informed decisions.
Treating the CAE as a trusted partner	<p>A senior executive decided not to implement recommendations from an internal audit on project management because the project was completed. The senior executive sought the accountable authority's approval to close the recommendations, without seeking input from the CAE.</p> <p>The accountable authority then checked whether the CAE was consulted on the decision. When the accountable authority became aware that the CAE was not consulted, the accountable authority sought advice from the CAE prior to deciding on the matter. The accountable authority reminded senior executives of the need to engage with the CAE when considering internal audit recommendations.</p>
CAE reporting directly to the audit committee and accountable authority	<p>The CAE administratively reported to a senior executive who was trying to limit the scope of an internal audit in the executive's area, without informing the audit committee.</p> <p>The CAE reminded the senior executive that they also need to report to the accountable authority and audit committee. The CAE raised the matter with the Chair of the audit committee and accountable authority and sought their advice. The accountable authority informed the executive team about the independence of internal audit, and allowed the CAE and audit committee to determine the scope of the internal audit to obtain the necessary assurance on priority risks.</p>

Source: OAG

Figure 4: Examples of effective relationships between the governance parties

2.2 Getting the right balance of skills and experience

It is essential that audit committee members have the right experience, personal qualities and independence to effectively perform their duties.

Independence is key

Having independent audit committee members who are free from management oversight and responsibility will help to bring an objective perspective and fresh insights to audit committee discussions. Audit committees that fully or predominately consist of senior management members will have difficulties in setting aside their management responsibilities to perform their oversight role. While local government entities and statutory authorities have a natural division between those charged with governance and management, this is not the case for State government departments.

Changes to Treasurer's Instruction 1201: 'Internal Audit' (TI 1201), in 2019 have strengthened the independence of audit committees. All State government entities subject to the Treasurer's instructions are required to have an audit committee Chair who is not employed by the entity and is suitably qualified. The guidelines in TI 1201 also recommend having a majority of members who are free of management responsibility and oversight.

For local government entities and statutory authorities whose audit committee members comprise of selected

The audit committee Chair plays an important role in leading and guiding discussions at audit committee meetings. The Chair should be independent, and have the right interpersonal skills to guide discussions on complex and sensitive matters.

board or council members, having at least 1 appropriately skilled audit committee member who is completely independent of the board or council can bring fresh insight or bridge gaps in the experience needed by the audit committee to perform their duties.

While the Director General or CEO should not be a member of the audit committee, it is important that they can attend meetings as an observer to provide context on important issues impacting the entity where useful or necessary, preferably meeting with the committee at least annually.

Collective expertise that is relevant to the entity

The audit committee must collectively have the knowledge, skills, qualifications and experience to perform its functions. As a minimum, the committee should comprise members with financial, risk management and relevant public sector or industry experience. Having a broad range of members from differing backgrounds helps to bring diverse perspectives to important issues and minimises group-think. Members should have senior governance and leadership experience in operating environments similar in complexity to that of the entity the audit committee is overseeing. Familiarity with the public sector environment of heightened probity, transparency and accountability is essential. If a new member does not have demonstrated experience working in or with the public sector, they must at all times fully inform themselves of their obligations and those of the entity. In these circumstances, induction and ongoing mentoring by the CAE, Chair and other members is important to support their contribution to committee effectiveness.

The skills and capabilities needed can vary over time, and will vary depending on the nature of the entity's activities. For example, if the entity is undergoing significant changes to information systems, the accountable authority may wish to consider appointing a member with IT operations or project leadership experience. Alternatively, audit committees can also use specialists or experts to help in the discussion of complex matters.

Leadership and interpersonal skills

Members, and in particular the Chair, need the right leadership and interpersonal skills to make committee meetings effective. Members need to feel confident to respectfully and, where necessary, persistently probe management, and to make useful contributions throughout the meeting. Much has been written on the qualities that make an effective committee member and these are relevant to public sector audit committees, recognising that public sector audit committees do not have decision-making authority or formal governance responsibility.

The committee needs at least three members

There is no specific number of members for a strong effective audit committee. However, audit committees should have at least 3 members². In determining the appropriate number of members, the accountable authority should consider what skills and experience is required based on the nature of the entity and its operations. Too few members may mean the committee does not have the extent of experience and knowledge to make informed decisions, and too many members may hinder robust discussion and debate.

Large complex State entities may choose to consider whether it is appropriate to establish the role of special advisers to the audit committee, within their charter. Senior managers appointed as special advisers participate like other audit committee members, but do not have formal membership status or 'voting' rights. They are there to provide operational context and detail to the committee. This is particularly important for audit committees

² For State entities refer to Treasurer's instruction 1201: 'Internal Audit' guidelines. For local government entities refer to section 7.1A of the *Local Government Act 1995*.

comprising mainly external members. These senior executives gain a valuable professional development opportunity from working closely with the committee, who are often senior governance professionals, and the opportunity to view their organisation from an oversight perspective.

2.3 Enabling robust discussions at audit committee meetings

Robust and respectful discussions between the audit committee, management and auditors are essential to good audit committee outcomes. It is important that the secretariat and CAE spend sufficient time planning audit committee meetings to facilitate these important discussions and achieve required outcomes.

Merely providing data/information versus delivering clear messages

Overwhelming the committee with data or information is unlikely to result in effective meetings and discussions. Information must be meaningful and fit for purpose. The CAE role in the audit committee meeting is more than simply gathering and transmitting information between management and the audit committee. The CAE should apply their professional expertise to deliver clear messages for audit committee deliberations. This is particularly important when the internal audit function is outsourced, as the CAE needs to ensure that the information meets the needs of the entity. Summary papers, which succinctly explain the issue and actions for the audit committee, are a good way to achieve this.

Having the courage to challenge

A good indicator of an effective audit committee is whether management feel that they have been appropriately challenged during audit committee discussions. This requires courage from members to question and probe management when necessary. Members should not take management assertions at face value, they should ask probing questions to ensure that the issue is not more significant than they are led to believe, or to make sure that a management action has actually been performed.

When management attend audit committee meetings, they should be prepared to answer challenging and difficult questions from audit committee members.

“Show me, don’t tell me”

Audit committees will need a level of evidence for assertions made by management, particularly around implementation of audit and review recommendations. They should be prepared to request from management all documentary information that the committee reasonably requires to satisfy themselves that key risks have been appropriately managed. The rigour and openness around evidencing management actions provides the audit committee insight into organisational culture and the commitment to accountability and transparency.

Having open discussions

Due to the advisory nature of the audit committee, they need capacity to discuss other matters which may not be included in the formal agenda. The agenda should allow for open discussion on other matters, as well as closed sessions with the CAE, internal audit teams or Office of the Auditor General (OAG). This will provide an opportunity for members to consider other matters which they would like to discuss and clarify.

2.4 Being aware of all assurance activities

It is vital that the audit committee has a sound understanding of the entity's assurance activities overall, as this provides valuable insights and direction to internal audit for its work program.

Assurance mapping can help to identify all assurance activities to ensure that the proposed internal audit plan focuses on areas where assurance is most needed.

When developing an internal audit plan, the committee should consider the following question:

'Is internal audit providing assurance on high risk activities, and considering where there are gaps in assurance?'

Using the fourth line of defence

Entities that use the fourth line of defence (external assurance) will be in a better position to coordinate their assurance activities. Having a complete picture of other assurance activities performed by the OAG, regulators or oversight committees, can help to identify gaps in assurance or potential risk exposures.

The audit committee should be aware of all external assurance activities, including OAG performance and focus audits and reports by other regulators or committees. Some examples of good practice behaviours we have observed at audit committees include:

- tracking and following-up the implementation of findings from OAG performance audits conducted within the entity
- performing self-assessments using the better practice information included in OAG focus and performance audits, and reporting the results back to the audit committee
- including the OAG audit committee briefing paper as part of meeting papers. This paper provides a regular snapshot of recently completed audits and audits in progress
- having a standing agenda item on fraud which provides a summary of relevant points from recently tabled Corruption and Crime Commission, Public Sector Commission or Parliamentary reports, or recent media coverage on fraud.

Understanding important financial reporting matters

Audit committees have an important role in overseeing financial and performance reporting within the entity. To perform this role effectively, it is critical that the audit committee has at least one member with a sound level of organisational-scale financial literacy.

Audit committee responsibilities for financial and performance reporting include reviewing financial statements and key performance indicators (State government entities) and recommending them for signature by the accountable authority, engaging with the OAG auditors during the financial audit, and reviewing and overseeing key controls related to financial reporting. It is a good idea to incorporate these reviews into the audit committee's annual work plan.

Best practice audit committees typically receive briefings on important matters or issues impacting risks, controls, financial and non-financial reporting. Figure 5 provides an example of how to report important control matters to the audit committee.

In order to review and endorse financial statements, audit committees need complete and accurate information about changes in accounting standards, accounting policies, judgements, estimates and errors.

Reporting a significant control matter to the audit committee

If an entity became aware that there was a significant payroll error or inappropriate use of a purchasing card, even if the amount in question was immaterial in value for the financial statements, such a matter would always be considered material in nature due to it representing a significant control breakdown or fraudulent activity.

In addition to reporting the matter to the Director General or CEO, the chief finance officer (CFO) would discuss the matter with the CAE and initially advise the Chair of the audit committee of the error and the actions taken or proposed to resolve it. The CFO should also raise the matter with the OAG financial audit team.

For the next audit committee meeting, the CFO and CAE should prepare a briefing for the committee on the matter, the likely impact and the actions taken or needed to correct the issue. The audit committee would consider the impact of the matter on risk assessments, external reporting and planned assurance activities. The committee would invite the CFO and representatives from human resources to the meeting to discuss the matter and obtain confidence around actions and improvements.

The committee would follow up to make sure control weaknesses were appropriately addressed and outcomes of any relevant investigations, disciplinary processes or referrals to integrity agencies.

Source: OAG

Figure 5: Advising the audit committee of significant control matters

Sharing information between the lines of defence

Management, in both the first and second lines of defence, frequently organise reviews and audits to assess maturity of their environment and identify business improvement opportunities. It is important that these activities are captured and shared with the CAE to help inform assurance mapping and allow for consolidated reporting of assurance activities to the audit committee.

Visibility by the audit committee on management-initiated reviews helps to understand areas of risk management concern for management, systemic issues requiring improvement, and allows monitoring to ensure that internal auditors are not being used excessively by management and thus impairing their independence.

A central register for management reviews is useful to provide timely and collective information of past and current activities to improve controls and business performance.

2.5 Seeking assurance on organisational culture

Even though the culture of an entity cannot be seen, it is a fundamental part of strong governance (Figure 6).

Forward thinking accountable authorities and audit committees strive to maintain a sound culture within the entity to protect it from breakdowns in controls or fraud.



Source: OAG

Figure 6: Factors that contribute to a healthy organisational culture

Internal audit is in a good position to assess culture

Despite culture being a complex area to audit, internal audit is in a good position to provide assurance to the audit committee on it.

Culture auditing involves evaluating factors that influence behaviour and attitudes (soft controls) and examining hard evidence such as policies and employee surveys. Internal audit can assess culture in many ways. They can perform a specific audit covering culture, embed consideration in all potential internal audits, provide a general observation on culture in all audit reports or use it in root cause analysis for audit findings.

To embed culture into assurance practices, the 3 governance parties should:³

- give internal audit a clear mandate to audit entity culture and include the requirement in the internal audit charter
- set the right tone and demonstrate expected behaviours among others by practicing, measuring and assessing the culture of compliance with policies, procedures and controls
- understand the entity's culture risks including signs of negative leadership styles (autocratic, narcissistic, secretive, hypocritical, deflecting)
- observe culture indicators while performing internal audits
- have candid discussions on culture matters, e.g. being comfortable to talk about 'gut feel' and subjective judgements
- use a mapping tool to understand and assess the entity's culture and identify improvement opportunities. An example of such a tool is The Cultural Web⁴.

Do you know your culture indicators?
They include:

- trust
- openness
- honesty
- values
- behaviours
- leadership
- ethics.

Reporting culture to audit committees

Reporting to the audit committee about culture can be daunting for CAEs. Auditors typically like using hard, objective evidence to support findings. However, auditing organisational

³ *Organisational Culture: Evolving Approaches to Embedding and Assurance*, the Chartered Institute of Internal Auditors UK.

⁴ *The Cultural Web* is a tool used to map the culture of organisation, developed by Gerry Johnson and Kevan Scholes.

culture involves looking at soft indicators based on subjective judgements. To assist with this, internal audit can use metrics to support culture reporting. These are included in Figure 7⁵.

Objective metrics

Employee survey results, complaints, frequency and nature of legal issues, turnover statistics, frequency of repeat audit findings, frequency of large projects failing, timeliness and effectiveness of corrective actions, whistleblowing reports, loss events, compensation claims.

Subjective metrics

Lack of open communication (caused by fear, lack of trust, or information hoarding), excessive focus on short-term results, chronic grumbling by employees, gossip and rumours that lead to repercussions, 'my way or the highway' management approach that inhibits input and healthy debate, competition to get ahead rather than cooperation, lack of accountability from senior management.

Source: Institute of Internal Auditors Australia

Figure 7: Metrics for auditing culture

Audit committees and internal auditors should feel comfortable discussing aspects of culture. These include receptiveness by managers to scrutiny, the extent to which line areas view audit as a continuous improvement opportunity and management's general understanding of accountability and probity obligations in the public sector. Discussions of this nature may be more constructive during the routine closed-door sessions between independent committee members and auditors, without management present.

⁵ The Institute Internal Auditors *Auditing Culture: Observation and Data*, article by James Roth.

Part 3: Principles for better practice audit committees

The following section outlines better practice principles for public sector entity audit committees. These principles are based on the IIA's six key elements of effective audit committees which they use in their maturity model. The requirements for State and local government entities can be different, and entities should adapt these principles accordingly.

1. Membership: Members have the right experience and leadership skills to be trusted independent advisors.	
<p>1.1 Members are independent:</p> <ul style="list-style-type: none"> The audit committee has an independent external Chair. Members are independent from the day-to-day management of the entity. This may not always be possible, but we recommend that the majority of members are independent of management. The Director General, CFO or CEO are not members of the audit committee. However, they may attend meetings as observers or advisors. <p>1.2 The Committee has the right number of members:</p> <ul style="list-style-type: none"> The committee consists of at least 3 members. For entities with boards/councils, the audit committee acts as a sub-committee and is not the entire board/council. We recommend a maximum of 5 members. <p>1.3 Members have the right skills and experience:</p> <ul style="list-style-type: none"> All audit committee members and the CAE are formally appointed by the accountable authority. As a collective group, members have the right skills, experience and knowledge to competently perform their duties. At a minimum, the committee should comprise of members with financial, risk management and relevant industry or public sector experience. The independent Chair should have the right interpersonal and leadership skills to effectively run the committee. An understanding of financial and other reporting requirements is also important. For State entities, the Chair should have membership in a professional accounting body or the IIA, or appropriate financial experience. 	<p>1.4 Membership terms are appropriate:</p> <ul style="list-style-type: none"> Members are appointed for a minimum term of at least 3 years. To ensure that the committee has fresh insight and perspective, we would not recommend exceeding a term of around 6 years. The accountable authority can terminate committee members for poor performance. Appointments are staggered where possible to ensure continuity and clear succession for the audit committee Chair. <p>1.5 Members receive a formal induction:</p> <ul style="list-style-type: none"> The entity has a formal induction process for members that includes an information briefing, site visits (where relevant) and discussions with the CAE and accountable authority, including around the applicable legislative framework, probity, transparency and accountability obligations and expectations. The Chair meets with new members to provide an overview of the committee and outline member expectations. <p>1.6 The committee has access to external auditors:</p> <ul style="list-style-type: none"> The committee requests an external auditor to attend meetings as an observer. <p>1.7 The Committee can seek advice when needed:</p> <ul style="list-style-type: none"> The audit committee charter allows the committee to obtain expert advice when needed. The committee uses existing expertise within the entity to provide briefings on emerging risks, issues or matters which can help improve the member's understanding of the entity.

2. Roles and responsibilities: The roles and responsibilities of the audit committee allow for wholesome oversight of internal audit, governance, risk management and internal control practices.

2.1 Roles and responsibilities are clearly documented in the audit committee charter:

- The audit committee charter clearly defines the independence, accountability, role and responsibilities and reporting arrangements for the committee.
- The roles and responsibilities of the committee are consistent with legislated power and duties.
- The internal audit charter aligns with the audit committee charter.

2.2 Audit committee roles and responsibilities allow for comprehensive oversight:

- The charter clearly outlines the committee's responsibility for overseeing governance, risk management, internal controls and compliance.
- The audit committee functions include overseeing activities that help entities achieve their strategic objectives.
- The charter allows the audit committee to consider innovation and improvement ideas.
- The committee's charter allows it to monitor emerging risks and business practices.
- Where controls are managed by another entity under a shared service arrangement, the audit committee has a process to obtain comfort from the service provider that the controls are operating effectively. For example, the service level agreement or memorandum of understanding for the arrangement allows the entity's audit committee to request appropriate assurance from the service provider.
- Arrangements for shared audit committees or internal audit functions are clearly documented in the audit committee charter (if applicable).

2.3 The audit committee charter is appropriately approved and regularly updated:

- The audit committee and accountable authority formally approve the audit committee charter.
- The audit committee review and update the audit committee charter annually.

- The CAE monitors changes in practice (e.g. changes in the Institute of Internal Auditors' Professional Practice Framework (IPPF)) or other legislative or regulatory changes and suggest amendments to the committee as appropriate.

2.4 Audit committee members seek to continuously improve their skills and understanding:

- The CAE provides the committee with regular information on trends and emerging issues relating to governance, risk and compliance.
- Audit committee members endeavour to maintain current and relevant knowledge by seeking additional information where required. For example, requesting information from management about a particular function performed by an entity or by attending staff training on governance matters.

2.5 Members are aware of legislative and regulatory requirements, standards and guidance:

- Members are aware of all regulatory requirements, standards and guidance relevant to the entity. Four important requirements include:
 - State Financial Framework - Financial Administration Bookcase, including Treasurer's instruction 1201: 'Internal Audit' for State government entities
 - *Local Government Act 1995* and associated regulations
 - Requirements of effective internal audit functions as prescribed by the IPPF
 - Entity-specific legislation and regulatory compliance obligations. This can be found in the entity's annual report.

2.6 The committee does not make management decisions:

- The Audit Committee does not, and cannot, get involved in the day-to-day decision making by the entity. The committee can provide advice on important matters, but the responsibility for approving decisions must rest with the accountable authority or the CEO.

3. Professional practices: The audit committee conducts itself professionally to provide independent, sound and valuable advice to the accountable authority.	
<p>3.1 Conflicts of interest are considered and managed:</p> <ul style="list-style-type: none"> • Potential new members are required to declare any actual or perceived conflicts of interest. • Processes for declaring and managing conflicts of interest are included in the audit committee charter and the service agreement (where relevant) for audit committee members. • Members declare any conflicts of interest at the start of each meeting. <p>3.2 Meetings are regularly scheduled and include private sessions with important stakeholders:</p> <ul style="list-style-type: none"> • The audit committee meets at least four times a year, with capacity to meet at other times when necessary to perform a function (such as reviewing the financial statements and key performance indicators). • The CAE regularly meets with the audit committee privately to discuss issues, management attitudes and risks. • During the financial audit exit meeting with the OAG, the audit committee has a closed-door session with the auditors without management present. This provides a frank and open opportunity for the auditors to discuss how the audit went, whether they received the information they needed and whether there are any concerns with management behaviour that the committee should be aware of. • The audit committee schedules private meetings with the accountable authority from time to time. 	<p>3.3 Key activities are scheduled in a forward work plan:</p> <ul style="list-style-type: none"> • Key activities of the audit committee are planned and scheduled in a forward work plan. • CAEs monitor the forward work plan to determine what information and support the audit committee might need. <p>3.4 Members attend all meetings where possible:</p> <ul style="list-style-type: none"> • Meetings are scheduled in advance to facilitate 100% attendance of audit committee members. <p>3.5 Members share responsibility and act independently:</p> <ul style="list-style-type: none"> • Audit committee members function as a collective advisory group and share responsibilities equally. • All members maintain their independent stance at all times, even if they are not independent of management.

4. Performance and accountability: The audit committee is aligned with the entity's strategic outcomes and is accountable for its performance.	
<p>4.1 The audit committee has mechanisms to assess its performance:</p> <ul style="list-style-type: none"> The charter outlines expectations of the audit committee and includes processes to monitor and measure performance. These can include an annual self-assessment and regular independent reviews of the audit committee. <p>4.2 Meeting minutes are prepared and distributed to members quickly:</p> <ul style="list-style-type: none"> Meeting minutes are distributed to members within the agreed timeline in the audit committee charter. A 2-week timeframe is commonly used in practice. <p>4.3 Attendance is monitored:</p> <ul style="list-style-type: none"> The CAE or secretariat monitors attendance by audit committee members and implements alternative measures (e.g. virtual meetings) where necessary. The charter clearly outlines the minimum number of members for a quorum. The CAE or secretariat actively monitor whether there will be a quorum and reschedule the meeting if necessary. <p>4.4 Action items are followed-up and addressed promptly:</p> <ul style="list-style-type: none"> Any action items arising from audit committee meetings are recorded and promptly distributed to the responsible officer for actioning. The implementation of action items is monitored and evidenced. The audit committee papers include a standing agenda item on the status of action items. There should be enough information in the papers to allow the audit committee to understand the nature of actions taken to date and the real reasons for any delays. 	<p>4.5 The committee has unrestricted access to the governing body and senior management:</p> <ul style="list-style-type: none"> The audit committee charter allows the audit committee to access the Board, Council, CEO and senior management where necessary to discuss important matters. <p>4.6 Annual self-assessment by members:</p> <ul style="list-style-type: none"> The audit committee performs an annual self-assessment to ensure it is operating effectively. The committee seeks feedback from observers from time-to-time to inform this assessment. <p>4.7 Periodic, independent assessment of committee performance:</p> <ul style="list-style-type: none"> There is an independent assessment of the audit committee periodically (e.g. every 3 to 5 years) in conjunction with the independent assessment of the internal audit function. <p>4.8 The committee models the values and desired culture of the entity:</p> <ul style="list-style-type: none"> The audit committee demonstrates the right tone and culture for the entity. For example, holding management to account for delays in implementing actions is one way to set a good tone within the entity. Committee members adhere to the entity's code of conduct. For example, members keep information confidential and conduct themselves in a professional and respectful manner. <p>4.9 Activities are aligned to the strategic mission of the entity:</p> <ul style="list-style-type: none"> The committee understands the entity's strategic plan and direction and reflects on this when discussing the internal audit plan or risks.

5. Entity relationships: The audit committee is a trusted, independent partner.	
<p>5.1 There are regular meetings to build and maintain effective relationships:</p> <ul style="list-style-type: none"> • The audit committee Chair regularly meets with the accountable authority. • The accountable authority sees the audit committee as a strategic partner and communicates with the Chair openly. • The accountable authority shares important information about issues or risks openly with the audit committee, and meets with the committee at least annually. <p>5.2 The committee obtains information from executive management:</p> <ul style="list-style-type: none"> • The audit committee receives regular briefings from executive management on key matters related to their operations. For example, information on significant projects, long outstanding audit recommendations or emerging risks. • Senior management use the collective experience and wisdom of the audit committee to guide their actions on important matters. 	<p>5.3 The committee uses expert advice where necessary:</p> <ul style="list-style-type: none"> • The audit committee accesses external expert advice when needed to support their deliberations. For example, the audit committee may wish to obtain independent legal advice to help them understand a significant issue raised in an internal audit report. <p>5.4 Entity staff are aware of the audit committee and internal audit:</p> <ul style="list-style-type: none"> • Information on the audit committee's role, functions and responsibilities, as well as the services offered by internal audit, is available on the entity's intranet. • The induction process for senior executives includes a meeting with the CAE and the Chair of the audit committee.

6. Governance and reporting: The audit committee is governed effectively to enable transparent, objective and timely reporting.	
<p>6.1 There are dedicated secretariat resources:</p> <ul style="list-style-type: none"> • The committee has sufficient secretariat support to plan and document meetings. • The CAE oversees the secretariat in preparing agendas, meeting papers and reviewing minutes and discusses these with the Chair for approval. <p>6.2 The committee maintains independence safeguards:</p> <ul style="list-style-type: none"> • The audit committee always acts to protect the independence of the internal audit function and the CAE. <p>6.3 Conflict of interest procedures are adhered to:</p> <ul style="list-style-type: none"> • Members declare all actual, perceived and potential conflicts of interest at the start of each meeting. • Other conflict of interest processes, such as annual declarations, are adhered to and monitored by the audit committee and CAE. 	<p>6.4 Audit recommendations are recorded and monitored:</p> <ul style="list-style-type: none"> • A log of outstanding audit recommendations is prepared for each audit committee meeting. This log should include the recommendations from all internal, financial and performance audits conducted within the entity. • Agreed actions to address the recommendations are clearly articulated and reported accurately to the audit committee in the log. • Internal audit has a framework to review and close-out audit recommendations that suits the entity's needs. This framework should be approved by the audit committee. • Audit committee members monitor the implementation of recommendations and challenge management to ensure that actions are actually implemented. <p>6.5 The accountable authority is adequately briefed:</p> <ul style="list-style-type: none"> • The audit committee, with the assistance of the CAE, provides a briefing to the accountable authority after each meeting on key issues or risks. <p>6.6 The Audit committee regularly reports on its performance:</p> <ul style="list-style-type: none"> • The entity's annual report includes information about the audit committee and outcomes delivered during the period.

Part 4: Guidance for audit committee fees

The appointment of independent audit committee members, who are external to the entity, will raise consideration of whether they are entitled to be reimbursed for their services.

There is some guidance in the *Premier's Circular 2019/07 - State Government Boards and Committees* regarding the payment of fees to committee members. Generally, fees cannot be paid to people who are full time State, Commonwealth and local government employees, Members of Parliament, current and retired judicial officers (except Magistrates) and current non-academic employees of public academic institutions. Entities should be aware of the requirements of this circular, and other legislation and regulations, when determining whether a fee can be paid to an external member.

Guidance for determining fees

Any fees paid to external audit committee members should reflect their role on the committee and associated responsibilities and expertise. For example, the audit committee Chair may need a different level of remuneration to other external members as they perform additional duties, such as having regular discussions with key governance parties, including the CAE and accountable authority.

Some items which entities may wish to reimburse members for include:

- meeting attendance and preparation time (this could be a fixed amount per meeting or an hourly rate)
- travelling expenses
- accommodation expenses.

When determining fees paid to external members, the entity and the member need to clearly agree on the hourly rates, generally with an upper limit of the amount of hours required to perform their duties, or a fixed annual fee, and the extent of reimbursements allowed. Entities should clearly document these arrangements in a services agreement. TI 1201 includes a template services agreement for engaging an independent external Chair. The template includes set terms and conditions relating to payment of fees. While this is not compulsory, entities should consider using it to help develop service agreements.

State entities can use the Common Use Agreement on Audit and Financial Advisory Services as a guide or benchmark for remuneration.

Entities should ensure that they comply with relevant procurement policies or requirements when obtaining external members.

Part 5: Guidance for smaller entities

We recognise that it is difficult for smaller entities, particularly those located in regional or remote locations, to establish audit committees that meet all of the better practice principles outlined in this guide. However, the risks to good governance remain very real in these entities too. This section provides guidance for smaller entities to help them improve the effectiveness of their audit committee.

Financial risk expertise is essential

While the functions of the audit committee are diverse, overseeing financial and performance reporting processes, and their associated internal controls, are incredibly important. Audit committees can help to prevent fraud by:

- understanding and challenging management about the accounting treatments, judgements and estimates used to prepare financial statements
- engaging with the OAG and management about deficiencies in internal controls and the actions needed to remediate these.

To do this effectively, at least one audit committee member needs to have an understanding of financial reporting and accounting standards, and the role of internal and external audit.

When trying to find members with financial reporting experience, smaller entities may wish to consider sharing resources with similarly sized entities. For example, a local government entity could consider the suitability of an accountant from a neighbouring shire as an independent audit committee member, or a suitably experienced person from a larger local government entity could be an audit committee member if they can perform their role remotely.

Smaller size does not mean smaller risk

Smaller entities are often exposed to unique inherent risks such as limited segregation of duties and potential conflicts of interest issues associated with a limited number of suppliers in regional areas. Not managing these risks properly can increase the risk of fraud or error.

The meeting agenda and annual work plan templates, provide additional guidance on the matters which should be considered in audit committee meetings. These templates are included in the toolkit.

Audit committees need to be aware of these risks and ensure that there is independent oversight of the processes to manage them. For example, regular internal audits on procurement which look at the processes for managing conflicts of interest can help provide assurance to the committee. In addition, risk management training for audit committee members can help them understand and assess risks relevant to smaller entities.

Sharing resources may help bridge gaps

Smaller entities, who deliver similar services to the community, may benefit from sharing resources to help build the capability of their internal audit function and audit committee. This could be achieved by using a shared internal audit service. State government entities have the option to consider sharing their audit committee with another entity, provided that committee members have a sound understanding of both entities' operations, culture and goals and devote adequate time to oversee each entity.

Roles and responsibilities must be clearly communicated during induction

The audit committee may include members with varied experience that bring valuable insights to entities. However, there is a chance that members may not have any previous

audit committee experience. This means that having an effective induction process, which clearly explains roles, responsibilities and expectations is vital. Smaller entities may wish to consider additional training or guidance to help them understand their important role.

To assist smaller entities with their induction processes, we have included an induction checklist in the Toolkit.

Getting the most from the fourth line of defence

Smaller entities should use information and guidance from external sources, such as the OAG, parliamentary committees, Public Sector Commission and Corruption and Crime Commission as much as possible to assess their systems of risk management and internal controls. For example, information from OAG audit reports can help entities understand common risks in the sector, and frequently contain better practice guidance which smaller entities can self-assess against.

External auditors can provide valuable perspective

The OAG, and their contracted auditors are independent, and can provide information on whether controls are operating effectively. To facilitate good discussions between the OAG, management and the audit committee, it is essential that all parties discuss issues openly and frankly. For example, local government entities may wish to consider suspending standing orders at audit entrance and exit meetings to allow the audit committee, management and the auditors to have robust discussions.

Seeking independent assurance when one person performs many roles

Smaller entities may have one person (such as the CEO or executive manager of corporate services) responsible for multiple functions such as risk management, compliance and internal audit. This can create a self-review risk, if they are being asked to report on the effectiveness of all of these processes to the audit committee.

Audit committees need to be aware of these risks and put strategies in place to provide a level of independent assurance about these important functions.

Audit recommendations need prompt action

Smaller size entities have fewer staff and this may make it more difficult to resolve audit recommendations quickly. Given the inherent risks associated with smaller entities mentioned above, it is vital that the audit committee insists that control deficiencies, particularly those that could result in the misappropriation of assets, are prioritised and actioned and documented promptly.

Audit committees need good support

Timely and succinct reporting is important to demonstrate that the audit committee is accountable for its governance role. This means that it is important that minutes of meetings and any action items, or requests for further information are actioned and documented promptly.

Part 6: Toolkit

The toolkit contains a number of templates that public sector entities may find useful to help establish and maintain an effective audit committee. The templates help to promote the better practice principles included in the guide and are designed to be easily tailored to meet the entity's specific circumstances.

Entities should take care to modify the tools to reflect their legal or regulatory requirements. For example, local government entities will need to adapt these templates to address the specific requirements of the *Local Government Act 1995* and relevant regulations.

These tools may be updated from time to time. Please check our website for the latest version.

List of tools

- 1 Example audit committee charter
- 2 Audit committee member induction checklist
- 3 Meeting preparation checklist
- 4 Meeting agenda template
- 5 Characteristics of effective meetings
- 6 Annual work plan template
- 7 Audit recommendations progress report template
- 8 Review of the OAG audit reports template

Tool 1 Example audit committee charter

The following example is designed to assist accountable authorities and audit committees develop an audit committee charter that reflects our better practice principles.

Source: OAG using information from the Institute of Internal Auditors Australia and Australian National Audit Office

ENTITY NAME

AUDIT [AND RISK ASSURANCE⁶] COMMITTEE CHARTER

Role

The accountable authority has established the audit committee under [\[Insert the related legislative/regulatory reference\]](#).

The audit committee assists the accountable authority in fulfilling their oversight responsibilities in relation to systems of risk management and internal control, the entity's processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and external and internal audit. The audit committee is not responsible for the management of these functions.

The audit committee will engage with management in a constructive and professional manner to perform its oversight responsibilities. The Chair of the audit committee is responsible to, and reports to the accountable authority.

Members of the audit committee are expected to:

- understand the legal and regulatory obligations of the accountable authority for governing the entity
- understand the [department's/statutory authority's/council's](#) governance arrangements that support achievement of the [department's/statutory authority's/council's](#) strategies and objectives
- exercise due care, diligence and skill when performing their duties
- adhere to the entities code of conduct and the code of ethics of any professional body which they are a member of
- help to set the right tone in the entity by demonstrating behaviours which reflect the entity's desired culture
- be aware of contemporary and relevant issues impacting the public sector
- only use information provided to the audit committee to carry out their responsibilities, unless expressly agreed by the accountable authority.

To help support the audit committee's role in overseeing the internal audit function, the Chief Audit Executive will functionally report to the audit committee.

The audit committee will prepare an annual work plan that outlines when it will perform key activities, in consultation with the accountable authority.

⁶ Most public sector entities do not have a separate sub-committee for overseeing risk management in the entity. It is therefore common for the audit committee to take on this role.

Authority

The accountable authority authorises the audit committee, in accordance with this Charter, to:

- obtain any information it requires from any official or external party (subject to any legal obligation to protect information)
- discuss any matters with the internal auditors, Office of the Auditor General (OAG), or other external parties (subject to confidentiality considerations)
- request the attendance of any official, including the accountable authority, at audit committee meetings
- obtain legal or other professional advice when necessary to fulfil its role, at the entity's expense, subject to approval by the accountable authority or delegate
- provide advice to the accountable authority on the appointment and replacement of the chief audit executive of the [department/statutory authority/council](#).

The audit committee may undertake other activities as requested by the accountable authority.

Membership

The audit committee comprises [\[insert number/up to\]](#) members of whom [\[insert number/at least\]](#) must be independent, appointed by the accountable authority. The committee will be led by an independent Chair, appointed by the accountable authority. The Chair will be appointed for an initial period of [\[insert number of years\]](#) and may be extended or reappointed for further periods as determined by the accountable authority.

Audit committee members will be appointed for an initial period of [\[insert number of years\]](#) as determined by the accountable authority.

The accountable authority will review the membership of the committee every [\[insert number of years\]](#) 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. The accountable authority may choose to re-appoint members based on their ability to contribute to the work of the audit committee. However, the total length of time a member can sit on the committee will not exceed [\[insert number of years\]](#).

The accountable authority may remove an audit committee member at any time before their term expires, or a member may resign.

Audit committee members will collectively have a broad range of skills and experience relevant to the operations of the [department/statutory authority/council](#). At least one member of the audit committee will have accounting or related financial management experience, with an understanding of accounting and auditing requirements in the public sector. To support the skills and experience of committee members, the committee will implement an induction and training program for new members.

The audit committee may invite the accountable authority, chief executive officer, chief financial officer, chief information officer, chief audit executive, or other management representatives to present information and participate in the meeting. An officer from the OAG will be invited to attend audit committee meetings as an observer.

The audit committee will be administratively supported by a secretary who is appointed by management.

Responsibilities

The audit committee will be responsible for the following:

The following part of the model charter provides an extensive list of many functions that the audit committee can perform. It is not intended that entities copy all of the functions in these lists. Instead, the accountable authority should review and modify the functions to suit the entity. It is important that the accountability authority and the audit committee agree on these functions.

Risk management, fraud and internal control

The audit committee oversees the entity's system of risk management and internal controls. Its responsibilities include, but are not limited to:

- providing oversight on significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by senior management and the accountable authority
- considering the impact of [department's/statutory authority's/council's](#) culture on risk management and internal controls
- annually reviewing the [department's/statutory authority's/council's](#) assurance map to ensure that risk and control activities are coordinated, communicated and managed effectively
- annually reviewing the [department's/statutory authority's/council's](#) risk management framework
- monitoring changes in government strategies, the economic and business environment and other trends and factors related to the [department/statutory authority/council's](#) risk profile. This includes meeting periodically with key management, internal auditors, the OAG, and compliance staff, to understand and discuss the impact of these changes or trends on the risk profile
- reviewing whether the [department/statutory authority/council](#) has an effective risk management framework, and, based on knowledge and understanding of the entity's risks, that material business risks are appropriately reflected in the risk profile and reported to the accountable authority
- reviewing and assessing the effectiveness of processes for identifying, managing, treating and mitigating the [department/statutory authority/council's](#) risks and ensuring that remaining risks align with the entity's risk appetite. The committee should prioritise risks involving:
 - significant business risks, including environmental and occupational health and safety risks
 - potential non-compliance with laws, regulations and standards
 - fraud and theft
 - litigation and claims.
- considering the adequacy and effectiveness of internal controls and the risk management framework by:
 - reviewing reports from management, internal audit, consultants, regulators and the OAG

- ensuring risk registers consider risks that may impact whether the entity will achieve its strategic objectives
- reviewing management's response to IT risks, including cyber risks
- monitoring management responses and ensuring timely correction actions are taken by management
- understanding the process of managing insurable risks and assessing whether the [department/statutory authority/council](#) has adequate insurance cover for these risks
- assessing the effectiveness of, and compliance with, the entity's code of conduct
- assessing whether management has controls in place for non-routine types of transactions and/or any potential transactions that might carry an unacceptable degree of risk
- enquiring with management and the OAG regarding their assessment of the risk of material misstatement in the financial report due to fraud
- enquiring with management, internal auditors and the OAG about whether they are aware of any actual, suspected or alleged fraud or corruption affecting the [department/statutory authority/council](#) including the entity's response to the matters
- reviewing the [department/statutory authority/council's](#) processes and systems to detect, capture and respond to fraud risks, including preventative measures
- reviewing the business continuity planning process and be assured that material risks are identified and appropriate business continuity plans, including disaster recovery plans, are in place.
- reviewing summary reports from management on all suspected, alleged and actual frauds, thefts and breaches of laws and ensuring these are reported to the accountable authority and/or relevant authorities
- reviewing summary reports from management on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions
- liaising with other subcommittees on matters relating to risk management, fraud and internal control
- [\[for entities who use a shared service arrangement\]](#) reviewing comfort letters and other assurance reports regarding the effectiveness of controls managed by shared service providers on behalf of the entity.

Internal audit

The audit committee is responsible for guiding and overseeing the activities, resources and structure of the internal audit function. The audit committee's responsibilities include, but are not limited to:

- annually reviewing internal audit's mission, resources and budget and protecting internal audit's independence from management
- reviewing the internal audit structure, composition, skills and experience, service delivery model, independence and access to the [accountable authority/board of directors](#)

- advising the accountable authority on the appointment and replacement of the chief audit executive
- advising the accountable authority on the adequacy of internal audit resources or budget to perform the approved internal audit plan
- ensuring that the internal audit function, through the chief audit executive, has a direct reporting relationship with the audit committee and accountable authority (functional reporting relationship) and has access to all levels of management needed to perform their duties
- monitoring internal audit's participation in non-assurance roles to assess whether it impacts their independence or interferes with the delivery of the internal audit program
- assessing the internal audit plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and allows internal audit to assess culture
- reviewing and recommending the approval of the internal audit plan and work program by the accountable authority
- communicating the audit committee's expectations to the chief audit executive in writing through the internal audit charter
- reviewing the internal audit charter annually for the accountable authority's approval
- reviewing the quality and timeliness of internal audit reports
- considering the implications of internal audit findings on the business, its risks and controls
- monitoring management's implementation of internal audit recommendations
- monitoring the progress of the internal audit plan and work program
- monitoring the quality of internal audit services delivered and compliance with the Institute of Internal Auditors' International Professional Practices Framework
- overseeing the coordination of planned activities between the 4 lines of defence
- reviewing the annual report from the chief audit executive or the internal audit service provider on the overall state of the [department/statutory authority/council's](#) internal controls
- ensuring that internal audit has complete and timely access to all accounts, information, documents and records of the entity as needed to effectively perform their duties. This also includes discussing whether management was cooperative and provided timely responses to internal audit requests
- meeting privately with the chief audit executive at least once per year.

Compliance and ethics

The audit committee oversees the [department/statutory authority/council's](#) processes to ensure compliance with relevant laws and regulations and for promoting a strong governance culture within the entity. This includes, but is not limited to:

- understanding the [department/statutory authority/council's](#) compliance framework including its obligations, the officers responsible for compliance activities and management oversight and review of these processes

- considering the impact of [department/statutory authority/council's](#) culture on compliance processes
- overseeing compliance by reviewing arrangements that monitor the impact of changes in key laws, regulations, internal policies and accounting standards affecting the [department/statutory authority/council's](#) operations
- reviewing management's investigation of non-compliance matters and obtaining assurance from management that appropriate follow-up action was taken
- obtaining updates from management on matters of compliance and ethical matters that may have material impact on the [department/statutory authority/council's](#) financial statements, strategy, operations, health and safety or reputation
- reviewing and monitoring related party transactions and conflicts of interest
- enquiring with management, internal audit and the OAG on their assessment of the compliance culture, the risk of non-compliance, or whether they have any knowledge of any actual, suspected or alleged non-compliance affecting the entity
- overseeing complaints management and whistleblowing policies to ensure that they are recorded and actioned effectively
- reviewing the [department's/statutory authority's/council's](#) processes for communicating, and assessing the effectiveness of, the entity's code of conduct
- meeting with management to discuss regulatory compliance matters the [department/statutory authority/council](#) has considered in the preparation of the financial statements, such as compliance with accounting standards.

Financial and performance reporting

The audit committee oversees the integrity of financial and performance reporting processes within the entity. The committee's responsibilities include:

- reviewing the financial statements and providing advice to the accountable authority about whether they should be signed by the accountable authority. The review includes assessing:
 - whether the financial statements are consistent with the knowledge of the audit committee members
 - whether the financial statements comply with [\[Insert the related legislative/regulatory reference\]](#)
 - whether the financial statements accurately reflects the entity's financial position and performance, and if not, whether additional disclosures are required
 - the appropriateness of accounting policies and disclosures, including changes to accounting policies
 - areas of significant judgement, estimation and significant or non-routine transactions
 - whether appropriate management action has been taken in response to any issues raised by the OAG, including financial statement adjustments or revised disclosures
 - the quality of the entity's processes for preparing the financial statements, including how management has checked that they comply with relevant requirements

- significant issues, errors or discrepancies in the draft financial statements and ensuring members understand the reasons why these occurred
- the representation letter to be provided to the OAG to confirm that the assertions, including any immaterial errors collated during the audit, are appropriate.
- acting as a forum for communication between management and the OAG
- reviewing the entity's process to ensure the financial information included in the annual report is consistent with the audited financial statements
- [For State government entities only] reviewing the entity's systems and procedures for assessing and reporting on the [department's/statutory authority's](#) performance through key performance indicators. This includes determining whether:
 - the key performance indicators are relevant and appropriate to assess the entity's performance and take into account guidance issued by the Department of Treasury
 - the [department/statutory authority](#) has sound processes and controls for measuring and reporting on key performance indicators in its annual report
 - the key performance indicators are consistent with the entity's financial information, including its financial statements, that it proposes to include in its annual report
 - there are reasonable disclosures to explain why there is a significant variation in performance.

External audit

The audit committee is responsible for communicating and liaising with the OAG. This includes understanding the results of financial and performance audits conducted within the entity and overseeing whether recommendations are implemented by management. The committee's responsibilities include, but are not limited to:

- meeting with the OAG to discuss the audit plan (audit entrance meeting) and the results of the financial audit (audit exit meeting)
- discussing with the OAG any significant resolved or unresolved disagreements with management
- monitoring and critiquing management's response to OAG findings and recommendations
- reviewing reports from the OAG including auditor's reports, closing reports and management letters
- reviewing all representation letters signed by management to assess whether the information appears complete and appropriate
- meeting with the OAG at least once per year without management presence. At this meeting, the committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses
- reviewing performance audits conducted at the entity and ensuring that agreed recommendations are implemented
- monitoring the relationship between internal auditors and the OAG

- reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any self-assessment by management
- reviewing the form and content of the proposed auditor's report on the entity's financial and performance report. This may include any proposed modification, emphasis of matter, key audit matters, other matters and uncorrected misstatements in other information.

Other responsibilities

Perform other activities related to the role of this charter as requested by the accountable authority.

Administrative responsibilities

Meetings

The audit committee will meet at least 4 times a year or more frequently as necessary, depending on the size and complexity of the entity.

The Chair is required to call a meeting if asked to do so by the accountable authority. If a meeting is requested by another audit committee member, OAG or chief audit executive, the Chair will decide whether the meeting is necessary.

The Chair will oversee the planning and conduct of meetings including the approval of the agenda and draft minutes, and reporting to the accountable authority.

A quorum will consist of a majority of committee members. Where there is more than 1 external member on the audit committee, a quorum will include at least 1 external member. The quorum must be in place at all times during the meeting.

Secretariat

The accountable authority, in consultation with the audit committee, will formally appoint an officer to provide secretariat services to the committee. The secretariat will provide services as required by the audit committee that includes:

- preparing a meeting agenda for each meeting that is approved by the Chair
- circulating the meeting agenda and supporting papers at least 1 week before the meeting
- preparing minutes of the meetings and circulating them no later than 2 weeks after the meeting
- maintaining final meeting papers and minutes in accordance with the recordkeeping requirements of the [department/statutory authority/council](#).

Independence and conflicts of interest

The audit committee must be independent from management of the [department/statutory authority/council](#). Once a year, audit committee members will provide written declarations of any actual or perceived conflicts of interest to the accountable authority.

External members should consider past employment, consultancy arrangements and related party issues when making these declarations to the accountable authority. In consultation with the Chair, the accountable authority should be satisfied that there are sufficient processes in place to manage any actual, perceived or potential conflicts of interest.

At the start of each audit committee meeting, members are required to declare any personal interests that may apply to specific matters on the meeting agenda. The Chair, in consultation with the accountable authority where appropriate, is responsible for deciding if the members should excuse themselves from the meeting or from the audit committee's consideration of the relevant agenda item(s).

Details of any personal interests declared by the Chair and other audit committee members, and actions taken to manage the conflicts, should be appropriately recorded in the meeting minutes and the [department/statutory authority/council](#) register of conflicts of interest in accordance with its policy.

Audit committee performance assessment arrangements

The Chair of the audit committee, in consultation with the accountable authority, will review the performance of the audit committee annually, together with the annual review of this charter.

The review is performed using the approved assessment tool with appropriate input from the accountable authority, committee members, senior management, chief audit executive, and any other relevant stakeholders.

The Chair will provide advice to the accountable authority on the members' performance, particularly for external members, or members where an extension of tenure is being considered.

The Chair will always consider the costs and benefits of the activities that the audit committee performs.

Reporting

The audit committee will, as often as necessary, and at least once a year, report to the accountable authority on its operations and activities during the year and confirm to the accountable authority that all functions outlined in this charter have been satisfactorily addressed.

The audit committee may at any time, report to the accountable authority on any other matters it deems to be sufficiently important. In addition, any individual audit committee members may request a meeting with the accountable authority at any time.

Review of charter

The audit committee will ensure that this charter complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the committee's current role and responsibilities.

The audit committee will review this charter once a year and more frequently if required. The review will include consultation with the accountable authority. Any substantive changes to the charter will be recommended by the audit committee and formally approved by the accountable authority.

Endorsed:

Audit committee Chair

[\[Signature\]](#)

[\[Date\]](#)

Approved:

Accountable Authority

[\[Signature\]](#)

[\[Date\]](#)

Tool 2 Audit committee member induction checklist

This checklist includes a list of activities the Chief Audit Executive can use for inducing new audit committee members.

Source: OAG using information from the Institute of Internal Auditors Australia

Activity	Completed
Authority, composition and meetings	
Meet with all members of executive management.	
Read and understand the audit committee and internal audit charters.	
Read audit committee minutes for the last 3 years.	
External reporting	
Read and understand the entity's summary of significant accounting policies and significant judgements made in preparing the financial statements.	
Read and understand management's summary of processes for monitoring compliance with laws, regulations and other requirements.	
Read and understand the entity's processes for reporting to regulatory or oversight bodies (if any).	
Read and understand the entity's main corporate governance practices reported in its annual report for the last 3 years.	
Read the financial reports and any associated non-financial disclosures for the past 3 years.	
External audit	
Meet with the senior members of the OAG financial audit team.	
Read and understand the OAG's findings and recommendations, and management's response, for the last 3 years. This includes performance audits conducted at the entity.	
Internal audit	
Meet with the Chief Audit Executive (head of internal audit) and key audit team members (in-house, or outsourced firm partners and managers).	
Read and understand internal audit's mission, including its resources and budget structure.	
Read and understand the internal audit plan for the last 3 years.	
Understand the audit committee's expectations of the Chief Audit Executive.	
Read and understand all internal audit's findings and recommendations which remain unresolved.	

Activity	Completed
Read a sample of audit reports prepared by the internal audit area during the last 3 years.	
Read and understand the process the entity has in place for monitoring and assessing the effectiveness of the internal audit function.	
Read and understand the process for coordinating the planned activities of internal audit and the OAG, and risk and compliance management.	
System of internal control and risk management	
Meet with the Chief Risk Officer.	
Read and understand the risk management framework, assurance mapping and strategic plan.	
Meet with the Chief Information Officer to discuss information security processes and controls.	
Read and understand information related to the entity's identified tolerance for risk.	
Read and understand entity processes for identifying and managing material risks including business, financial, legal and compliance risks.	
Read summary reports from management on all suspected, alleged and actual frauds, thefts and material breaches of laws for the last 3 years.	
Compliance and ethics	
Read and understand the entity's processes for managing complaints and whistleblowing.	
Read significant issues, independent investigations and disciplinary action as reported to the accountable authority in the last 3 years.	
Attend a briefing or training on public sector probity and accountability requirements, including ethical considerations.	
Fraud	
Read and understand the entity's fraud prevention and detection framework and monitor suspected, alleged and actual instances of fraud.	
Read any instances of fraud reported during the last 3 years.	
Related-party transactions	
Read and understand processes for related-party transactions.	
Read related-party transaction reporting for the last 3 years.	
Governance framework	
Read and understand the governance framework and charter of the entity's other committees.	
Read and understand the organisational structure.	
Read and understand the entity's delegation schedule/register.	

Tool 3 Meeting preparation checklist

This checklist is to assist the secretariat in planning audit committee meetings. It's important to plan the date for each activity, working backwards from the meeting date, to ensure timely distribution of meeting papers to members and attendees.

Source: Australian National Audit Office

[Entity's name] Audit committee meeting

Meeting preparation checklist

Meeting Date: [insert date]

Audit Committee meeting	Planned Date	Completed Date
Members and observers' attendance confirmed.		
Room and required equipment booked (including 'members only' session).		
Chair and Chief Audit Executive discuss draft agenda based on committee work program and priority risks and issues		
Draft agenda circulated to Chair and members.		
Agenda confirmed with Chair		
Required papers collated. This includes, as appropriate:		
• list of attendees and apologies		
• minutes of previous meeting for review and confirmation		
• updated audit committee action item list with the status of actions arising from the previous meeting minutes		
• relevant information/papers from management		
• reports from internal audit		
• status report on implementation of previous internal and external audit, consultant and regulator report recommendations		
• reports from the OAG		
• compliance audit return (for local government entities)		
• report from the Chief Executive Officer under Regulation 17 of the Local Government (Audit) Regulations 1996 (local government entities)		
• reports prepared under section 7.12A of the <i>Local Government Act 1995</i> (local government entities)		
• other papers/information as reflected in the audit committee annual work plan.		
All papers marked with appropriate security classification.		

Audit Committee meeting	Planned Date	Completed Date
Agenda and papers distributed to members and attendees at least 7 days prior to meeting.		
Draft minutes prepared and circulated to members within 14 days of meeting.		
Revised minutes, reflecting changes made by committee members, sent out for final review.		

Tool 4 Meeting agenda template

This tool provides an example agenda for an audit committee meeting. The agenda should be based on the committee's annual work program, with flexibility for additional emerging risks and issues.

Source: OAG

[Entity's Letterhead]

[Entity's name] Audit Committee Meeting

[Date and time]

[Venue]

Attendees

Name	Role / Position
Committee members:	
1. [List attendees and apologies – include name, state if Chair or secretary and if external or internal member]	
Observers	
2. [List attendees and apologies – include name and position]	
Apologies	
3. [List attendees and apologies – include name and position]	

Agenda	Owner (Insert name)	Action (Noting, Discussion, Approval)
1. Welcome and apologies		
2. Confirmation of minutes		
3. Declaration of conflicts of interest by audit committee members and observers		
4. Issues brought forward from previous meeting		
5. Action items from previous meeting		
6. Reports to be tabled (refer to annual work plan) <ul style="list-style-type: none"> Risk management Internal control Internal audit Compliance Financial reporting Performance reporting External audit 		

Agenda		Owner (Insert name)	Action (Noting, Discussion, Approval)
	• [name other items].		
7.	Status of recommendations from internal audit, OAG and consultant or regulator reports		
8.	Review of audit committee charter (annual item)		
9.	Assessment of audit committee performance (annual item)		
10.	Review of annual work plan (to identify issues and prepare for next meeting)		
11.	Other business		
12.	Next meeting		
13.	Meeting close		

Tool 5 Characteristics of effective meetings

This tool contains guidance on how to conduct an effective meeting. Audit committees can use this guidance to assess how well the meeting was run.

Source: OAG

Characteristics of an effective meeting include a combination of the following:

Pre-meeting

- the audit committee Chair discusses key issues with the chief audit executive and approves the agenda before it is issued and members agree on key discussion points for each agenda item at the beginning of each meeting ('starring' of key items)
- meeting papers are presented in an agreed form and provided to audit committee members at least 1 week prior to the meeting. Meeting papers may need to be distributed to members earlier when there are complex matters to be discussed or approved
- each member is briefed before each meeting by the audit committee secretariat on major issues
- agenda items clearly indicate what action is required from the audit committee members, such as discussion, noting, endorsement, approval, presentation. This ensures that audit committee members know what is required at the meeting
- the Chair and Chief Audit Executive meet before each meeting to discuss the agenda and any priority issues they wish to discuss with management.

Meeting

- the audit committee meets privately before each meeting to discuss issues without management and other observers present
- meetings facilitate open and robust discussions
- all members are responsible for effective meetings and raising continuous improvement opportunities to the Chair, when identified
- meetings are not used to edit documents received by the committee for approval or endorsement. Minor edits should be provided to the Secretariat before or after the meeting
- at the start of each meeting, members declare any actual, potential or perceived conflicts of interest that they have with any agenda item
- any private meetings (i.e. with internal auditors or the OAG) should be held at the start or end of the meeting
- all audit committee members have read, and engaged with the meeting papers prior to the meeting
- important or contentious agenda items are first on the agenda to ensure that they are addressed in the meeting
- members reflect on what went well, or what needs improvement.

Tool 6 Annual work plan template

The following tool is an example of an annual work plan for audit committees to help schedule activities across the year. A minimum of four meetings per annum is recommended, often with a fifth focussed meeting for the financial statements.

Source: OAG using information from the Australian National Audit Office

[Entity Name] Audit Committee Annual Work Plan 202X- 202X⁷,

Functions, responsibilities and associated activities	Mar	Jun	Aug	Sept	Dec
1. Governance arrangements					
If required by the accountable authority, review the entity's governance arrangements or elements of the arrangements and suggest improvements where appropriate.		X			
Ensure that appropriate mechanisms are in place to review and implement relevant parliamentary committee reports, external reviews and evaluations of the entity, and recommendations arising from these reports and reviews.	X				
2. Risk management					
Review the risk management framework, risk register and fraud and corruption control plans to see that the risks represent and address the current environment and strategic direction of the entity, and meet legislative compliance and better practice principles.	X				
Consider the findings of the entity's occupational work health and safety reviews and enquire of management the arrangements to address these.				X	
Consider emerging risks and current issues arising from major projects.	X	X		X	X
Determine whether the entity has a sound and effective approach for business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically reviewed and tested.					X
Review reports on fraud that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk.	X	X	X	X	X

⁷ The marking of 'X' is an example only.

Functions, responsibilities and associated activities	Mar	Jun	Aug	Sept	Dec
3. System of internal control					
Review management's approach to maintaining an effective system of internal control. This should include internal controls in relation to functions performed by external parties such as shared services providers, contractors and advisers.	X				
Obtain management assurances on the adequacy of internal controls and compliance by staff.		X			
Review advice from work areas e.g. human resources, finance and information technology on incidents where there was a breakdown in internal controls. Consider standing reports from CFO, CIO and HR on key risks, issues and incidents at each meeting except the financial statement meeting.	X				X
Consider how findings in internal audit and OAG audit reports impact on the entity's internal controls.		X	X		
Satisfy itself that management periodically assesses the adequacy of information security arrangements.		X			
Review whether appropriate policies and procedures are in place for the management and exercise of delegations.		X			
Review the assurance map.	X				X
Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.	X				
4. Compliance and ethics					
Review the effectiveness of processes to monitor compliance with relevant laws and regulations.	X				X
5. Internal audit					
Review the proposed internal audit plan for the next financial year, ensuring the coverage is aligned with key risks and recommend approval of the internal audit plan by the accountable authority.		X			
Review progress of the internal audit plan.	X	X		X	X
Review internal audit reports and provide advice to the accountable authority on significant issues identified and actions required.	X	X	X	X	X
Review the implementation status of internal audit recommendations.	X	X	X	X	X

Functions, responsibilities and associated activities	Mar	Jun	Aug	Sept	Dec
Review the <i>Internal Audit Charter</i> to ensure appropriate authority, access and reporting arrangements are in place.	X				
Review the performance of internal audit.				X	
Advise the accountable authority on the adequacy of internal audit resources and budget to carry out responsibilities, including completion of the audit work plan.	X				
Meet privately with the Chief Audit Executive.	X				
Provide advice to the accountable authority on the appointment of internal audit service providers (if applicable).		X			
6. Financial reporting					
Receive advice on changes in accounting standards, legislation, and regulations.	X	X		X	X
Review progress in preparing the financial statements against the preparation plan/timetable.	X	X			
Review briefing from management on significant emerging issues, judgements and estimates impacting the financial statements. Review accounting policy papers on key matters prior to management's provision to OAG.		X			X
Review financial management reports, where required.	X		X		X
Review of financial statements including:			X		
<ul style="list-style-type: none"> consistency with members' understanding and knowledge of the entity 			X		
<ul style="list-style-type: none"> review compliance with accounting standards, <i>Financial Management Act 2006</i>, <i>Treasurer's Instructions</i>, <i>Local Government Act 1995</i> and relevant regulations 			X		
<ul style="list-style-type: none"> review the appropriateness of accounting policies including any significant changes in policies 			X		
<ul style="list-style-type: none"> review areas subject to significant judgement and/or estimates 			X		
<ul style="list-style-type: none"> review significant or non-routine transactions 			X		
<ul style="list-style-type: none"> review the CFO certification in relation to the quality of the financial statements, internal controls and compliance (State government entities) 			X		

Functions, responsibilities and associated activities	Mar	Jun	Aug	Sept	Dec
<ul style="list-style-type: none"> review draft management representation letter 			X		
<ul style="list-style-type: none"> review whether management has addressed issues raised by the OAG including financial statement adjustments or revised disclosures 	X	X	X	X	X
<ul style="list-style-type: none"> discuss the adequacy of the entity's accounting policies and quality of processes for preparing the financial statements with the OAG 			X		
<ul style="list-style-type: none"> draft the advice to the accountable authority recommending the signing of the financial statements and management representation letter. 			X		
Discuss lessons learned from the current year financial statement process and the proposed strategy and timetable for next year.					X
Review the processes for ensuring that financial information included in the annual report is consistent with the audited financial statements.			X		
7. Performance reporting (mainly State government entities)					
Review systems and procedures for developing, measuring and reporting the entity's key performance indicators.		X	X		
Review the key performance indicator results and associated disclosures to ensure they are reasonable, clearly disclosed and consistent with financial and other information about the entity's performance.			X		
Review whether key performance indicators are consistent with members' understanding and knowledge of the entity.					
Ensure that there are adequate documentation and records to support the measurement of key performance indicators.		X	X		
8. External audit (OAG)					
Discuss OAG audit planning summary for financial audits.	X				
Receive OAG updates on issues arising from financial or performance audits.	X	X	X	X	X
Review the OAG interim management letter for the financial audit and assess the appropriateness of management's responses to recommendations.			X		
Discuss OAG exit brief and final management letter for				X	

Functions, responsibilities and associated activities	Mar	Jun	Aug	Sept	Dec
the financial audit and assess the appropriateness of management's responses to recommendations.					
Review the status of implementation of OAG financial and performance audit recommendations.	X	X	X	X	X
Review form and content of the OAG draft audit report.			X		
Satisfy itself that the appropriate mechanisms are in place to review and implement, where appropriate, issues raised in OAG better practice guides and performance audits of other State and local government entities.	X				
Meet annually with OAG without management present.				X	
9. Committee operations					
Provide a report to the accountable authority on audit committee operations and activities.					X
Conduct an assessment of the performance of the audit committee and ensure that the committee complies with its charter.					X
Agree on the annual work plan; and set priority areas for the coming year.	X				
Review the audit committee charter and recommend any substantive changes to the accountable authority.	X				

Tool 7 Audit recommendations progress report template

This template is designed to assist audit committees with monitoring the implementation of recommendations from the OAG, internal audit and external reviews, including consultant and regulator reports. Audit committees should review this report at every audit committee meeting.

Source: OAG

(Name of Entity)

Objective

This report is to provide the audit committee with an update on the progress of actions taken by management to implement audit recommendations. The information is to help the audit committee monitor the timeliness of agreed actions and understand the reasons for any delay.

Source and year (Internal audit/ the OAG / other external reviewer's name)	Report date	Recommendation [record details]	Risk rating	Manager responsible	Original completion date	Revised completion date	Status	Management Comments on action taken

Tool 8 Review of OAG audit reports template

Entities can use the following template to capture information from OAG published audit reports to help self-assess their performance.

Source: OAG

Objective

This table is to inform the audit committee about audit recommendations from the OAG audits that may be relevant and beneficial for the entity to help identify risks and improvement opportunities.

Name of the audit report (include link to the report)	Finding or recommendation	Impact to the entity (describe if this applies to your entity)	Entity's existing policy, framework, procedures that manage the related risk	Action taken (describe the action taken by the entity or if no action required, provide justification)

Auditor General's reports

Report number	2019-20 reports	Date tabled
25	WA's Transition to the NDIS	18 June 2020
24	Opinion on Ministerial Notification	16 June 2020
23	Opinion on Ministerial Notification	29 May 2020
22	Regulation of Asbestos Removal	21 May 2020
21	Audit Results Report – Annual 2019 Financial Audits	12 May 2020
20	Local Government Contract Extensions and Variations and Ministerial Notice Not Required	4 May 2020
19	Control of Monies Held for Specific Purposes	30 April 2020
18	Information Systems Audit Report 2020 – State Government Entities	6 April 2020
17	Controls Over Purchasing Cards	27 March 2020
16	Audit Results Report – Annual 2018-19 Financial Audit of Local Government Entities	11 March 2020
15	Opinion on Ministerial Notification	28 February 2020
14	Opinion on Ministerial Notification	31 January 2020
13	Fee-setting by the Department of Primary Industries and Regional Development and Western Australia Police Force	4 December 2019
12	Audit Results Report – Annual 2018-19 Financial Audits of State Government Entities	14 November 2019
11	Opinion on Ministerial Notification	30 October 2019
10	Working with Children Checks – Follow-up	23 October 2019
9	An Analysis of the Department of Health's Data Relating to State-Managed Adult Mental Health Services from 2013 to 2017	9 October 2019
8	Opinions on Ministerial Notifications	8 October 2019
7	Opinion on Ministerial Notification	26 September 2019
6	Opinions on Ministerial Notifications	18 September 2019
5	Fraud Prevention in Local Government	15 August 2019

Report number	2019-20 reports	Date tabled
4	Access to State-Managed Adult Mental Health Services	14 August 2019
3	Delivering Western Australia's Ambulance Services – Follow-up Audit	31 July 2019
2	Opinion on Ministerial Notification	26 July 2019
1	Opinions on Ministerial Notifications	19 July 2019

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 Office of the Auditor General for
Western Australia



SHIRE OF DONNYBROOK-BALINGUP

AUDIT AND RISK MANAGEMENT COMMITTEE

CHARTER

Responsible Department: Corporate and Community		Reviewer: Executive Manager Corporate & Community	
Initial Adoption Date:	24 July 2019	Review Frequency:	Biannually
Review Version 1.00	Decision Reference:	Synopsis: Review with moderate changes	
	28 October 2020 147/20]	Synergy Ref# NAM7506	

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Introduction

The Shire of Donnybrook-Balingup Audit and Risk Management Committee (the Committee) was established by Council pursuant to *Division 1A, Section 7.1A of the Local Government Act 1995* and *Local Government (Audit) Regulations 1996* regulation 16.

This Charter sets out the Committee's authority and independence, objectives, duties and responsibilities, membership, ethical practices, meetings, and performance management.

The Objectives of Audit and Risk Management Committee

1. 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.
2. Oversee the development, implementation and review of the Shire's risk management framework and monitor ongoing risk management practices across the organisation including the consideration of identified significant risks and the associated risk mitigation measures.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shires affairs, determining the Shire's policies, and overseeing the allocation of the Shire's finances and resources. The Committee will encourage openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting.
- effective management of financial and other risks and the protection of Council assets.
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance.

- the co-ordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor (if appointed), the CEO and Council.

Powers of the Audit and Risk Management Committee

The Committee is a formally appointed committee of Council and is responsible to that body.

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.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference (section 8) in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Shire that have not been delegated to the CEO.

Membership

The Committee will consist of three (3) Elected Members plus two (2) external members and the Shire President as Ex-Officio. All members shall have full voting rights.

External persons appointed to the Committee will have business or financial management / reporting knowledge and experience and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two (2) years. The terms of the appointment shall be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Reimbursement of approved expenses will be paid to each external person who is a member of the Committee.

The CEO and employees are not members of the Committee.

The CEO or his/her nominee is to be available to attend all meetings to provide advice and guidance to the Committee.

The Shire of Donnybrook-Balingup shall provide secretarial and administrative support to the Committee.

Meetings

The Committee shall meet as often as it determines. In addition, the Committee Chairperson (or presiding person) may call such additional meetings as may be necessary to address any matters referred to the Committee or in respect of matters that the Committee wishes to pursue.

In the setting of the Committee agenda, there will be included a report on the most significant risk and threats to Council and the ongoing evaluation of what is being done to mitigate such risks.

A quorum shall consist of at least three members.

Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

The Committee shall report annually to the Council summarising its activities during the previous financial year.

Terms of Reference

The Audit and Risk Management Committee has the following duties and responsibilities:

- a) Provide guidance and assistance to Council as to carrying out the functions of the Shire in relation to audits and matters related to financial management.
- b) Meet with the auditor at least once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- c) Liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- d) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the Shire; and,

- ensure the CEO implements any action so determined in respect of those matters.
- e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- f) Review the scope of any internal audit plan and program and its effectiveness.
- g) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or the CEO.
- h) Review the level of resources allocated to internal audit and the scope of its authority.
- i) Review reports of internal audits monitor the implementation of recommendations made by the auditor and review the extent to which Council and management reacts to matters raised.
- j) Facilitate liaison between the internal auditor (if appointed) and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- k) Review the Shire's annual financial report, focusing on:
 - accounting policies and practices.
 - changes to accounting policies and practices.
 - the process used in making significant accounting estimates.
 - significant adjustments to the financial report (if any) arising from the audit process.
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years.
- l) 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.
- m) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that we are within the parameters of the Committee's Terms of Reference.

- n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council.
- o) Review the Annual Statutory Compliance Return and report to Council on the results of that review.
- p) Having regard to the culture and capability of the organisation, consider the CEO's 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 the Council the results of those reviews.
- q) Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the Shire's system and procedures in regard to risk management, internal control and legislative compliance.
- r) Oversee the implementation of any action required following receipt of the review of the appropriateness and effectiveness of the Shire's system and procedures regarding risk management, internal control and legislative compliance.
- s) Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the financial management systems and procedures.
- t) Oversee the implementation of any action required following receipt of a review of the appropriateness and effectiveness of the financial management systems and procedures.

Mr Ian Telfer
Chairperson

Mr Benjamin Rose
Chief Executive Officer



Department of
Local Government, Sport
and Cultural Industries



Fact sheet: Reforms to governance and committees

Local Government Amendment Bill 2024

Introduction

The *Local Government Amendment Act 2024* (the Amendment Act) amends the *Local Government Act 1995* (the Act) to advance various reforms, including the establishment of a new Local Government Inspector (the Inspector) and monitors to enhance early intervention and assist local governments in resolving dysfunction.

In addition to the [Inspector and monitor reforms](#), a range of other reforms are being introduced that focus on good governance and decision-making at council and committee meetings:

- Revising the roles and responsibilities for the council, council members and local government chief executive officers (CEOs) to clarify the separation of powers and duties within local governments.
- Improving rules for closing part of a council or committee meeting to the public, to ensure greater transparency and that these meetings are held openly wherever possible.
- Changing audit committees to have an improved focus as “audit, risk and improvement committees” that will be independently chaired, with greater clarity on how council committees should operate.

Roles and responsibilities

Commenced December 2024

The role of councils is to lead and represent their communities. Councils do so by engaging with their community, making decisions and setting the strategic direction of a local government. The administrative arm of the local government is responsible for implementing decisions and plans made by council.

The roles of the council, mayors or presidents, council members and the CEO have been further clarified in the second tranche of reforms. These changes ensure there is a clear distinction between the functions and responsibilities of a council and a CEO.

All council members are expected to:

- represent the interests of electors, ratepayers and residents of the district as well as consider the interests of other persons who work in or visit the district.
- participate in the decision-making process of the local government at council and committee.
- facilitate communication with the community about the local government’s decisions.
- facilitate and maintain good working relationships with other council members and the CEO.
- observe the separation of roles of the council and CEO.
- make decisions on merit, evidence and law, conscious of the capacity of the local government and with consideration of the local government’s finances and resources.
- promote an organisational culture that respects employees.

- maintain and develop the requisite skills to effectively perform their role.

As the leader of the local government council, mayors or presidents perform the following roles in addition to their council member role:

- provide leadership and guidance to the council and its members, including guidance about their roles.
- act as the principal spokesperson of the local government, including at ceremonial and civic functions, in a manner consistent with the resolutions of the council.
- preside at meetings of the council, maintaining order at those meetings and ensuring that those meetings are conducted in a manner consistent with the Act.
- promote and facilitate positive and constructive working relationships among council members.
- liaise with the CEO regarding the local government's affairs and performance of its functions.

The CEO is responsible for the administration and operation of the local government, including:

- causing council decisions to be implemented.
- managing the provision of the services and facilities that the council has determined the local government will provide.
- determining procedures and systems to implement the local government's policies and managing the local government's administration and operations.
- the employment, management, supervision and direction of other employees.
- ensuring that records and documents of the local government are properly kept.
- advising and procuring advice for the council in relation to the local government's affairs and performance of its functions.
- ensuring that the council has the information and advice it needs to make informed and timely decisions.
- keeping the minutes of council meetings.

The CEO liaises with the mayor or president on the local government's affairs and performance of its functions and may speak on behalf of the local government, with the mayor or president's agreement.

Role clarity is vital especially when different roles need to work together to achieve shared objectives. When people understand their roles, better decisions can be made and implemented more effectively, resulting better outcomes and improved use of ratepayer funds.

Finally, as of 7 December 2024 local governments are required to advise the Department of Local Government, Sport and Cultural Industries (DLGSC) when vacancies on the council arise.

Roles of the council and local government staff



Meetings behind closed doors

To be commenced

By default, under the reforms, all council and committee meetings must be open to the public. In certain circumstances, part of a meeting may be closed to deal with specific information where there is a clear public interest for that information to remain confidential.

The reforms provide a much stronger definition of the limited reasons to close a meeting.

Matters where a meeting must be closed include:

- a committee of the Parliament advising the local government to be confidential
- the recruitment or employment of the CEO or a senior employee, including termination or review of the CEO's performance.

Examples of the types of information to be considered that may provide a basis for closing part of a meeting include:

- Legal advice or other matters which legal professional privilege extend to.
- Information relating to the personal affairs of an individual.
- Information contained in a tender received by the local government where that information is the tendered price or the tendered methodology for calculating that price.
- Information contained in a tender where the information discloses any technology, technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract and which is not public (and if made public would have an adverse effect on the tenderer's business interests).
- Information which would endanger the security of the local government property or operations, including cybersecurity matters.
- Information which could impair the effectiveness of an investigation or that deals with a contravention or possible contravention of the law.

The reforms clarify that:

- A decision to close part of a meeting must be made in an open part of a meeting.
- The local government is to record the reason for closing part of a meeting, including the type of information that is to be considered.
- The minutes must include a description of how the local government has sought to maximise the degree of information available to the public about the matter being considered.

The Amendment Act also contains a new section to define irrelevant reasons for closing part of a meeting. These include:

- the information to be considered would cause embarrassment to the local government, council, or any individual
- the matter is controversial
- making the information public would result in criticism.

The new Inspector will be able to review a decision to close part of a meeting to the public.

All local governments are required to audio record parts of a meeting that are closed to the public. Additionally, as proposed in the reforms, the Inspector will be able to order that the local government release the audio recording to the public if the Inspector determines that the meeting was not closed in accordance with the Act or regulations.

Audit, risk and improvement committees

To be commenced

Audit committees will be revised as audit, risk and improvement committees (ARICs) and must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. There may also be benefit to the local government through appointing an independent presiding member with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

Under the current provisions of the Act, an audit committee is required to be established comprising of 3 or more persons appointed by an absolute majority decision of the local government. The majority of the members must be council members and the CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model

The Act provides for the following distinct committee member roles:

- Presiding Member – responsible for facilitating and chairing committee meetings (section 5.12).
- Deputy Presiding Member – comparable to a Deputy Mayor/President, a deputy presiding member is a committee member who presides at meetings of the committee in the absence of the presiding member (section 5.12(2)).
- Deputy Member – a deputy to a committee member who only performs the function of the ordinary member when they are unable to do so (section 5.11A).

Under section 87 of the Amendment Act, a local government will be required to appoint an independent person as presiding member of the ARIC.

The reforms will require an ARIC to be structured as follows:

Independent Presiding Member

- A local government must appoint an independent person as presiding member of the ARIC.

Independent Deputy Member/Deputy Presiding Member

- A local government must appoint an independent person as Deputy Member to the Presiding Member, stepping in when the Presiding Member is unavailable.
- A local government may also appoint an independent committee member as Deputy Presiding Member.

Other Members

- The ARIC must have at least three members including the independent presiding member.
- The CEO and local government employees cannot be members of the ARIC.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

Council committees

The Amendment Act includes changes to allow for greater transparency and clarity on how council committees operate.

The appointment process for appointing presiding members and deputy presiding members has also been simplified. From 1 July 2025 Councils will now appoint these roles by absolute majority decision, instead of the committee electing those roles by secret ballot.

Local governments are still able to establish informal working groups outside of the Act, which are not committees, to engage with their community or develop ongoing networks. The requirements of the Act do not apply to such groups.

Questions? Get in touch with DLGSC via email to actreview@dlgsc.wa.gov.au



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