Shire of Wongan-Ballidu

PUBLIC COPY

Minutes (Unconfirmed)

Ordinary Meeting of Council

Thursday, 24 September 2026

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Wongan-Ballidu acknowledges the Traditional Owners of the land on which we are gathered, the Ballardong and Yued people of the Noongar nation, and pay our respects to Elders past, present and emerging.
The Shire recognises the integral role these community members play in our culture, diversity, history and future.

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Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President, Cr Stuart Boekeman, declared the meeting open at 4:30pm.

Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

Cr Stuart Boekeman	Shire President
Cr Mandy Stephenson	Deputy Shire President
Cr Jarrod Hood	Member
Cr Shaun Kalajzic	Member
Cr Lorrice Richards	Member
Cr Matt Sewell	Member
Cr Sue Starcevich	Member

Staff:

Sam Dolzadelli	Chief Executive Officer
Melinda Lymon	Deputy Chief Executive Officer
Melissa Marcon	Manager Regulatory Services
Stephen Casey	Manager Works and Services
Kim Walsh	Manager Community and Customer Services
Tan Evans	Executive Assistant and Governance Officer (Minutes)

Apologies:
Nil

Public:
50 people signed into the public gallery.

Item 3. PUBLIC QUESTION TIME

3.1 Brian DONNELLAN

Enquired regarding the plans for stormwater drainage in Wongan Hills, in particular the channel running down past the old tennis club as it is needing some attention.

Response: CEO and MWS advised that a Water Management Plan is to commence in January and this will include assessing the towns drainage network and what needs to be done. The Shire has completed several drainage upgrade projects recently along Wongan Road, as well as various other roads with culvert works, but understands the importance to renew this asset.

3.2 Elize SCHEEPERS

Conveyed thanks for the work at Federation Park.

3.3 Marlee EUSTACE

Thank you for supporting the Cadoux Sports Council with works in Cadoux.

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

4.1 Welcome to the Cadoux Primary School Students
4.2 Please stay after the meeting for the Freeman Ceremony to follow.

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

Item 7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 19 AUGUST 2026.

OFFICER RECOMMENDATION:
MOVED: Cr KALAJZIC SECONDED: Cr HOOD

1. That the Minutes of the Ordinary Meeting of Council held Wednesday, 19 August 2026 be CONFIRMED as a true and correct record of the proceedings.

CARRIED: 7/0
RESOLUTION 040926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD TUESDAY, 8 SEPTEMBER 2026.

OFFICER RECOMMENDATION:
MOVED: Cr STARCEVICH SECONDED: Cr SEWELL

2. That the Minutes of the Special Meeting of Council held Tuesday, 8 September 2026 be CONFIRMED as a true and correct record of the proceedings.

CARRIED: 7/0
RESOLUTION 050926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

Item 8. NOTICE OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Item 11 requires the meeting to be closed to the public.

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 COMPLIANCE AUDIT RETURN 2025

FILE REFERENCE:	Governance/CAR
REPORT DATE:	10 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Audit and Risk Committee – 02 September 2026
AUTHOR:	Sam Dolzadelli - Chief Executive Officer
ATTACHMENTS:	9.1.1.1 Compliance Audit Return 2025

PURPOSE OF REPORT:

For Council to adopt the Shire's Compliance Audit Return (CAR) 2025 and authorise submission to the Local Government Inspector by 30 September 2026.

BACKGROUND:

Under the *Local Government Act 1995* section 7.13(1)(i) requires the local government to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as are prescribed whether those requirements are (i) of a financial nature or not; or (ii) under this Act or another written law.

Regulation 13 of the *Local Government (Audit) Regulations 1996* details the relevant legislation sections and regulations that must be audited in the CAR.

Regulation 14 of the *Local Government (Audit) Regulations 1996* states the following:

(1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.

(1A) Subregulation (1) is subject to regulation 15A.

(2) After a local government has carried out a compliance audit, the CEO must —
- (a) prepare a compliance audit return in a form approved by the Inspector; and
- (b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.

(3) The audit, risk and improvement committee must —
- (a) review the compliance audit return; and
- (b) report to the council the results of that review.

(4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.

(5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.

(6) The council must —
(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and
(b) either —
(i) adopt the compliance audit return; or
(ii) adopt the compliance audit return subject to amendments proposed by the council.

COMMENT:

The annual Compliance Audit Return (CAR) is required under section 7.13(1)(i) of the *Local Government Act 1995*. The CAR is based on calendar year, and hence the audit period covered is 1 January 2025 to 31 December 2025.

Regulation 13 of the *Local Government (Audit) Regulations 1996* details all relevant legislation that must be included in the CAR. The local government is then required to present the CAR to the Audit Risk and Improvement Committee for review, and thereafter to Council for adoption. The CAR must then be submitted by 31 March of the same year.

This year, due to updates and changes made to legislation, the Inspector extended the CAR deadline to 30 September 2026 as per Regulation 15(3) of the *Local Government (Audit) Regulations 1996*.

Of the 105 questions posed by the Department, there was one (1) instance of non-compliance. This relates to question on page 7 as per s.5.75 of the act; *was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?*

The Senior Finance Officer commenced in September 2025 and the primary return was not completed until March 2026 (6 months after commencement). This has been detailed within the CAR and processes now put in place via our Governance calendar to avoid this occurring again in the future.

There is a glitch confirmed by the Department in the CAR portal with regard to the question pertaining to the Audit Regulation 17 review requirements (page 14). The "date of council's resolution to accept the report: 01/01/2025" cannot be selected to be an earlier date.

The CAR was presented to the Audit, Risk and Improvement Committee at the meeting held on 2nd September 2026, and there was no matters arising from this.

POLICY REQUIREMENTS:
N/A

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995* – Section 7.13(1)(i)
- *Local Government (Audit) Regulations 1996* – Regulation 13 and 14

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:
Nil

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:
MOVED: Cr HOOD SECONDED: Cr STEPHENSON

Pursuant to the Audit, Risk and Improvement Committee recommendation on 02 September 2026:

That Council:

1. Adopt the Compliance Audit Return for the 2025 calendar year, and request the Chief Executive Officer to submit the return to the Local Government Inspector by no later than 30 September 2026.
2. Note that no matters were raised by the Audit, Risk and Improvement Committee which require any action to be taken.

CARRIED: 7/0
RESOLUTION 060926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The Shire of Wongan-Ballidu

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: N/A

Comments: Local Law Review undertaken in 2026.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: N/A

Comments: Nil public tenders, WALGA PSP used as exemption applies.

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

Comments: Nil.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

Comments: Nil.

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

Comments: Nil.

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

Comments: Nil.

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

Comments: Nil advertised.

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Comments: Shire has no Senior Employees.

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: Resolution 020225 - OCM held 26 February 2025, see attachments.

Were all delegations to the CEO in writing?

Response: Yes

Comments: Signed letter by Shire President, see attachments.

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: All sub delegations were in writing signed by CEO and added to register, see attachments.

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: N/A

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: See attachments.

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Comments: Resolution 020225 - OCM held 26 February 2025, see attachments.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

Comments: Shire maintains a 'Use of Delegated Authority' Register.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: Yes

Comments: Council Policy 7.2 Employee Gratuity/Farewell, see attached.

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

Comments: Nil.

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Comments: See attachments.

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments: https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Document-Centre/Governance_Documents_/Code_of_Conduct_V4_Updated_December_2021.pdf

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: See attachments.

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: Nil.

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: Nil.

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: Included in each agenda item as relevant.

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: No

Comments: There was one instance where the Shire had a new Senior Finance Officer commence and their primary return was missed in error initially and not completed within the 3 month timeframe. The SFO has a single delegated authority, being payments from the municipal bank account (requires dual authorisation). This was rectified with a return completed.

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Comments: See attachments.

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: Nil gifts, see attachments.

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments:
https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Registers/Gifts_Register_-_CEO_up_to_30_June_2026.pdf

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Council Policy 5.22 Attendance at Events and Functions.

https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Council_Policies__Individual_/5_22_Attendance_at_Events_and_Functions.pdf

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: See website.

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: N/A

Comments: Amended February 2026 pursuant to Inspector amendments.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government’s website?

Response: Yes

Comments: https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Document-Centre/Governance_Documents_/Code_of_Conduct_-_July_2024.pdf

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Council Policy 5.23 Elected Members Continuing Professional Development

https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Council_Policies__Individual_/5_23_Elected_Member_Continuing_Professional_Development_Policy.pdf

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/A

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: Existing CEO.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Document-Centre/Governance_Documents_/Code_of_Conduct_V4_Updated_December_2021.pdf

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Document-Centre/Annual_Reports/2024-2025-Annual-Report-with-AFR-and-audit-opinion.pdf

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: Strategic Community Plan full review undertaken in 2025 and adopted by Council OCM March 2026, resolution 030326.

Adoption date or the date of the most recent review: 15/12/2021

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 20/08/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: Completed 10/12/25, report received 12/12/25.

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: Previous review undertaken in 2022/23 FY and presented to Council 22 March 2023. Resolution 060323.

Next due in 2025/26 FY, and was completed in January 2026, and will form part of the 2026 CAR.

Date of council's resolution to accept the report: 01/01/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: Attached.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments:
https://www.wongan.wa.gov.au/Profiles/wongan/Assets/ClientData/Registers/Register_of_Electoral_Gifts_PUBLIC_-_2026.pdf

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: Under DA.

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: See minutes of each OCM.

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: Yes, included in list of payments item to Council each month.

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

Comments: No multiple contracts entered with same supplier.

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: N/A

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: Note nil tenders.

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: N/A

Comments: Nil tenders.

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: N/A

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: N/A

r. 21

Does the local government’s advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: Yes

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO	Date
Mayor or President	Date

9.1.2 GOVERNANCE COUNCIL POLICY REVIEWS

FILE REFERENCE:	Policies and Procedures/Council Policies
REPORT DATE:	10 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Audit, Risk and Improvement Committee Meeting 02 September 2026
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.1.2.1 – Policy 5.1 – Citizen, Young Citizen, Community Event and Community Group of the Year Awards 9.1.2.2 - Policy 5.18 – Retirement of Elected Members – Gifts and Functions 9.1.2.3 – Policy 5.22 – Attendance at Events and Functions 9.1.2.4 – Policy 5.23 – Elected Member Continuing Professional Development 9.1.2.5 – Policy 5.25 – Model Standards for CEO Recruitment, Performance and Termination 9.1.2.6 – Policy 5.27 – Complaints Management – Code of Conduct Behaviour Complaints 9.1.2.7 – Policy 5.34 – Execution of Documents 9.1.2.8 – Policy 5.3 – Common Seal 9.1.2.9 – Policy 5.9 – Elected Member/Staff Conferences 9.1.2.10 – Policy 5.11 – Councillor Dress Standards 9.1.2.11 – Policy 5.13 – Media Activity 9.1.2.12 – Policy 5.38 – Communications and Social Media (New)

PURPOSE OF REPORT:

The purpose of this report is for Council to consider several policy reviews which have been endorsed by the Audit, Risk and Improvement Committee.

BACKGROUND:

The Council Policy Manual serves as a key governance tool, which details the principles, responsibilities and procedures that underpin decision-making processes across the organisation. It includes both legislatively required matters, and other matters whereby Council have a level of discretion.

The role of council is that of a governing body, with responsibilities pertaining to the strategic planning for the future of the district. Therefore, council policies are intended to provide guidance to the Council and CEO on such matters. The CEO is responsible for managing the administration and operations of the local government, and as such Council policies should not deal with these matters.

Council and the CEO have committed to reviewing each Council Policy at least once every three (3) years.

POLICY REQUIREMENTS:

Adoption of the amendments recommended within this report will cause updates to the policies and the Shire of Wongan-Ballidu Policy Manual.

LEGISLATIVE REQUIREMENTS:

- Section 2.7 of the *Local Government Act 1995* – Role of council
- Section 5.41 of the *Local Government Act 1995* – Role of CEO
- *Local Government (Financial Management) Regulations 1996*

STRATEGIC IMPLICATIONS:

Nil.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Nil.

COMMENT:

At the Audit, Risk and Improvement Committee (ARIC) meeting held 2nd September 2026, the Committee was presented with the following Council policies for review, with recommended actions for each policy.

The ARIC had no matters to raise in relation to these policy reviews and recommendations.

Policy	Action	Comment
5.1 Citizen, Young Citizen, Community Event and Community Group of the Year Awards	Amend	Minor amendment to incorporate changes previously discussed with President and Deputy President subsequent to last awards.
5.3 Common Seal	Repeal	Duplicated by Policy 5.34.
5.9 Elected Member/Staff Conferences	Repeal	Duplicated by Policy 5.23, which is a legislative requirement under the Act.
5.11 Councillor Dress Standards	Repeal	Should be captured as part of the induction process, can be incorporated into the handbook and also references in the Code of Conduct if necessary. This is not what Council Policies are for.
5.13 Media Activity	Repeal	Replace with new policy – Communications and Social Media Policy (see attached)
5.18 Retirement of Elected Members – Gifts and Functions	Amend	Amend to align with legislative requirements for gifts to council members.
5.22 Attendance at Events and Functions	Amend	Amend to remove reference to employees outside of the CEO and condense in line with best practice.
5.23 Elected Member Continuing Professional Development	Amend	Amended to combine this with Council Policy 5.9 and update to reflect best practice.
5.25 Model Standards for CEO Recruitment, Selection, Performance and Termination	Amend	Minor textual changes to reflect the passage of time since this was legislated and inclusion of reference to new Council Policy 5.37.
5.27 Complaints Management – Code of Conduct Behaviour Complaints	Amend	Amend to reflect legislative changes which includes the commencement of the Inspector and the changes to the types of complaints.
5.34 Execution of documents	Amend	Amend to simplify and remove unnecessary text in line with best practice.
5.38 – Communications and Social Media	New	Implement best practice version of this policy to guide Shire communications from Elected Members and employees.

VOTING REQUIREMENTS: Simple majority.

OFFICER RECOMMENDATION:
MOVED: Cr KALAJZIC SECONDED: Cr RICHARDS

Pursuant to the Audit, Risk and Improvement Committee recommendation on 02 September 2026:

That Council:

1. **Amend** the following Council Policies:

- 5.1 – Citizen, Young Citizen, Community Event and Community Group of the Year Awards (attachment 9.1.2.1)
- 5.18 – Retirement of Elected Members – Gifts and Functions (attachment 9.1.2.2)
- 5.22 – Attendance at Events and Functions (attachment 9.1.2.3)
- 5.23 – Elected Member Continuing Professional Development (attachment 9.1.2.4)
- 5.25 – Model Standards for CEO Recruitment, Selection, Performance and Termination (attachment 9.1.2.5)
- 5.27 – Complaints Management – Code of Conduct Behaviour Complaints (attachment 9.1.2.6)
- 5.34 – Execution of documents (attachment 9.1.2.7)

2. **Repeal** the following Council Policies:

- Council Policy 5.3 – Common Seal (attachment 9.1.2.8)
- Council Policy 5.9 – Elected Member/Staff Conferences (attachment 9.1.2.9)
- Council Policy 5.11 – Councillor Dress Standards (attachment 9.1.2.10)
- Council Policy 5.13 – Media Activity (attachment 9.1.2.11)

3. **Adopt** the new Council Policy 5.38 – Communications and Social Media (attachment 9.1.2.12)

CARRIED: 7/0
RESOLUTION 070926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

Cr Stephenson recommended a further minor textual amendment to Policy 5.1 to include that past winners of the Citizen and Young Citizen of the Year awards will also have their partner/spouse invited to the awards dinner. The CEO confirmed this took place naturally already, but that the Policy would be updated to include this wording.

5.1 Citizen, Young Citizen, Community Event and Community Group of the Year Awards

Policy Owner	**Governance**
Person Responsible	**Chief Executive Officer and Shire President**
Date of Adoption	**23 February 2022 – Resolution 040222**
Date of Last Review	**27 November 2024 – Resolution 031124**
Date of Next Review	**(3 years / or earlier if required)**

OBJECTIVE

To outline the criteria for the annual recognition of individuals, groups and events in the Shire of Wongan-Ballidu who have made a noteworthy contribution to the community and development of the Shire. The Policy also provides the protocols around nominations and selection of award winners.

POLICY

Eligibility

The Wongan-Ballidu Citizen of the Year Award shall be open to any person who has resided in the district for a period of not less than twelve months. Shire Councillors shall be ineligible while holding office.

The Wongan-Ballidu Young Citizen Award shall be open to any person under the age of 36 on the closing of the nominations who has resided in the district for a period of not less than twelve months. Shire Councillors shall be ineligible while holding office.

Any person who has made a noteworthy contribution to the district during the current year and/or given outstanding service to the local community over several years shall be eligible.

Process

The Shire Council shall invite nominations for the Award in the first week of October, with a closing date no later than the first Friday in December. The opening of the Award nominations shall be published through the Boomer, all social media platforms, the Shire website, all townsite noticeboards, and by direct circular to substantial organisations.

Individuals as well as organisations may submit nominations. Only one person or event may receive each Award.

The Selection Panel reserves the right not to present an award if there are insufficient nominations or nominations received are not of a sufficient standard. Previous award winners are eligible to win an award more than once.

The Award is to be announced at the Australia Day Breakfast held on January 26, each year.

Selection Panel

The Selection Panel shall be determined by the Shire President and Deputy President. The Panel shall consist of five (5) community representatives, who will vote to determine the award winners. There shall be two (2) proxy community representatives who are to replace a primary voting representative in the instance whereby a primary voting representative is unable to participate. The Shire President and Deputy President shall not participate in the voting. The community representatives will be selected jointly by the Shire President and Deputy President upon the closure of the nomination period to avoid conflicts of interest between the Panel and nominees.

There shall be no set assessment criteria for determining the Award winners. Notwithstanding this, quality of service will be more important than duration of service. An information pack to assist the panel members will be provided as part of the voting process.

Nominations shall be kept confidential.

Awards Ceremony

In addition to the official announcement of award winners at the Australia Day Breakfast held on January 26 each year, Council will host a Community Awards Ceremony event no later than 30 April of each year. All winners of the current year's award will be invited, and winners of the Citizen and Young Citizen of the Year will have the opportunity to extend this invitation to family and friends, with numbers limited.

Previous winners will also be invited to this event. Previous winners of the Citizen of the Year and Young Citizen of the Year will be extended an invitation to a spouse or partner, however representation for previous winners of the Community Event and Community Group of the Year awards will be limited to one. If a previous winner has become deceased, an invitation will be extended to their spouse/partner, this is not extended to general family.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer, in conjunction with the Shire President, is responsible for implementing this Policy.

5.18 Retirement of Elected Members – Gifts & Functions

Policy Owner	Governance~~Administration and Financial Services~~
Person Responsible	Chief Executive Officer & President
Date of Adoption	07 February 2005
Date of Last Review	22 June 2022 – Resolution 030622
Date Next Due for Review	3 years / or earlier if required

OBJECTIVE

To show appreciation to Elected Members who have served the Council and the Community.

DEFINITIONS

'Retirement' means an Elected Member has served at least one full four-year term and is either not re-elected during an election process, does not seek re-election, or resigns mid-term.

'Years of service' means each completed 12-months of service.

POLICY

Upon retirement of an Elected Member, an official presentation and function shall be held to recognise the Elected Member's service to the Council.

Gifts to elected members are governed by the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, which state:

Section 5.100A of the *Local Government Act 1995* –

A local government cannot give a gift to a council member unless —

(a) the gift is given in prescribed circumstances; and
(b) the value of the gift is less than a prescribed amount.

Regulation 34AC of the *Local Government (Administration) Regulations 1996 –*

(1) The retirement of a council member who has served at least one full 4 year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.
(2) The amount of $100 for each year served as a council member to a maximum of $1,000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in subregulation (1).

~~A gift shall be presented to the Elected Member;~~

~~**0-4 Years**~~	~~Certificate of Service and a gift to the value of $100~~
~~**5-8 Years**~~	~~Certificate of Service and a gift to the value of $300~~
~~**9+ Years**~~	~~Certificate of Service and gift to the value of $500~~
~~**President**~~	~~Certificate of Service and a gift to the value of $1000~~

The President is to be consulted to determine a suitable gift for any retiring -Elected Member. In the instance the President retires, the Deputy President will be consulted to determine a suitable gift. ~~service.~~

End of Term Dinner is held after each election in November/December. Existing Councillors, newly elected Councillors and Executive Staff are to be invited to this event. The End of Term Dinner is to be the function where retiring Elected Member's are acknowledged. In the instance where an Elected Member retires mid-term, this may be done as part of a separate occasion, for example a dinner after their last Council Meeting.~~When a President does not complete their term, the previous President will be invited to the formal End of Term Dinner.~~

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for ensuring that the necessary arrangements are made to ensure that this policy is enacted, through consultation with the Shire President.

~~*Note: Minister for Local Government Regional Director's exemption from Financial Interest provision required.*~~

5.22 Attendance at Events and Functions

Policy Owner	**Governance~~Administration and Financial Services~~**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**26 August 2020 – Resolution 020820**
Date of Last Review	**26 August 2020 – Resolution 020820**
Date Next Due for Review	**3 years / or earlier if required**

PURPOSE

The Shire of Wongan-Ballidu is required under the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members~~,~~ and the Chief Executive Officer (CEO). ~~and all Employees of the Shire.~~

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995,* for the appropriate disclosure and management of acceptance of invitations to events or functions where Elected Members and the CEO represent the Shire.~~The policy provides guidance to Elected Members and Employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.~~

~~Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if; the ticket is above $300 and/or the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.~~

SCOPE

This policy applies to invitations or tickets to events that are provided to the Shire of Wongan-Ballidu Council, individual Elected Members or the Shire of Wongan-Ballidu CEO.

An invitation or ticket to an event provided directly to an individual (which means personally to a Council Member or the CEO) is to be treated as a gift (gift as defined in section 5.57 of the Act).

Elected Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over $300, in accordance with section 5.87A of the *Local Government Act* and Regulation 20A of the *Local Government (Administration Regulations) 1996*. The gift will be disclosed on the Shire's public Register of Gifts.

An Elected Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

DEFINITIONS

Term	**Definition**
Act	*Local Government Act 1995.*
CEO	Means the Chief Executive Officer of the Shire.
Event	Has the meaning given to it under the *Local Government Act 1995.* Section 5.90A(1) of the Act states the following: **Event** includes the following: a) a concert; b) a conference; c) a function; d) a sporting event; e) an occasion of a kind prescribed for the purposes of this definition.
Gift	Has the meaning given to it under the *Local Government Act 1995.* Section 5.57 of the Act states the following: **Gift** means: a) a conferral of a financial benefit (including disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral;

	b) or a travel contribution For the purposes of the above definition: • travel includes accommodation incidental to a journey; • travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.
Shire	Means the Shire of Wongan-Ballidu.
Sponsored by	Means financially or in-kind.
Ticket	Includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

POLICY

~~This policy applies to Elected Members, the Chief Executive Officer and all Employees of the Shire (the Shire) in their capacity as an Elected Member or Employee of the Shire.~~

~~Elected Members, the Chief Executive Officer and Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.~~

~~**Provision of tickets to events**~~

~~**1. INVITATIONS**~~

~~1.1 All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.~~

~~1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.~~

~~1.3 A list of events and attendees authorised by the local government in advance of the event is at; *Annexure A* – Pre-Approved Events, and *Annexure B* – Example Register.~~

1. Pre-Approved Events

Annexure A to this policy contains a list of events which are considered to be **Pre-Approved Events** for the purposes of this policy.

Elected Members or the CEO may at their discretion attend an event on the Pre-Approved Events list on behalf of the Shire, where the invitation or ticket is provided to the Shire and no fee is payable for attending.

2. Approval for Other Events~~APPROVAL OF ATTENDANCE~~

An Elected Member or the CEO must obtain approval before accepting and using a ticket for an event that is not pre-approved under clause 1.

- If the applicant is an Elected Member, the CEO must approve it in consultation with the President.
- If the applicant is the CEO, the President must approve it.

~~2.1~~ In deciding on attendance at an event that is not~~n~~-pre-approved~~ event~~, the CEO or the President~~council~~ will consider;

a) who is providing the invitation or ticket to the event;~~,~~

~~a)~~b) the potential for an actual or perceived conflict of interest;

~~b)~~c) the location of the event in relation to the local government (within the district or out of the district),

~~c)~~d) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,

~~d)~~e) whether the event is sponsored by the local government,

~~e)~~f) the benefit of local government representation at the event,

~~f)~~g) the number of invitations / tickets received, and

~~g)~~h) 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.

~~2.2 Decisions to attend non- pre-approved events in accordance with this policy will be made by simple majority of Council.~~

3. Payments i~~I~~n Respect o~~O~~f Attendance

3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the ~~c~~Council determines attendance to be of public value.

3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, the Council will determine whether it is in the best interests of the local government for an Elected Member~~,~~ or the CEO ~~or another Officer~~ to attend on behalf of the Council.

3.3 If the Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

3.4 Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

~~3.4~~3.5 Approvals will be subject to approved budget allocation.

4. Requirements to Declare an Interest

4.1 In accordance with legislation, attendance at an Approved Event, will exclude an Elected Member or the CEO from the requirement to disclose a conflict of interest if the ticket is above $300 and the donor has a matter before Council. Receipt of the gift will still be required to be declared under the gift register provisions.

4.2 If a matter comes before Council which triggers a conflict of interest due to an Elected Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Elected Member must disclose this interest to the CEO or Presiding Member prior to the matter being considered, and must be absent from, or seek Council approval for, participation in consideration of the item.

4.3 If a matter comes before the Shire which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the President and remove themself from the decision-making process.

~~GUIDELINES~~

~~*Local Government Act 1995* S50.9A~~

~~Definitions~~

~~Elected Members includes the Shire President and all Elected Members.~~

~~In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:~~

- ~~Concert~~
- ~~Conference~~
- ~~Function~~
- ~~Sporting event~~
- ~~Occasions prescribed by the Local Government (Administration) Regulations 1996.~~

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

~~Annexure A – Pre-Approved Events~~

~~Annexure B – Example of Register of Events Approved by Council (by Simple Majority decision)~~

Annexure A – Pre-Approved Events

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire: -

(a) Advocacy lobbying or Ministerial briefings (Elected Members and the Chief Executive Officer only);

(b) Meetings of clubs or organisations within the Shire of Wongan-Ballidu;

(c) Any free event held within the Shire of Wongan-Ballidu;

(d) Australian or West Australian Local Government events;

(e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Wongan-Ballidu to which the Shire President, Elected Member~~,~~ or Chief Executive Officer ~~or employee~~ has been officially invited;

(f) Shire hosted ceremonies and functions;

(g) Shire hosted events with employees;

(h) Shire run tournaments or events;

(i) Shire sponsored functions or events;

(j) Community art exhibitions;

(k) Cultural events/festivals;

(l) Events run by a Local, State or Federal Government;

(m) Events run by the Wongan Hills District High School or Cadoux Primary School;

(n) Major professional bodies associated with local government at a local, state and federal level;

(o) Opening or launch of an event or facility within the Shire of Wongan-Ballidu;

(p) Recognition of Service events;

~~(q) RSL events; and~~

(q) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested;~~.~~ and

(r) Any training or conference event attended by an Elected Member in accordance with Elected Member Continuing Professional Development Policy.

~~Annexure B – Register of Events Approved by Council (by Simple Majority decision)~~

~~Event~~	~~Date of Event~~	~~Approved Attendee/s~~	~~Approved local government contribution to cost~~	~~Date of Council resolution~~

5.23 Elected Member Continuing Professional Development Policy

Policy Owner	**Governance~~Administration and Financial Services~~**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**23 September 2020 – Resolution 020920**
Date of Last Review	**23 September 2020 – Resolution 020920**
Date Next Due for Review	**3 years / or earlier if required**

PURPOSE

This policy is required under section 5.128 of the *Local Government Act 1995* and is intended to provide guidance in relation to the ongoing professional development of Elected Members.

OBJECTIVE

To ensure that Elected Members of the Shire of Wongan-Ballidu (the Shire) understand their obligations as Elected Members, make well informed decisions and effectively represent their constituents, and that the Shire provides support for Elected Members to attend conferences, seminars, training and other professional development opportunities in order to develop and enhance their knowledge pertaining to their role.

SCOPE

This policy applies to all Elected Members of the Shire.

DEFINITIONS

Term	Definition
Act	*Local Government Act 1995.*
CEO	Means the Chief Executive Officer of the Shire.
CPD	Means Continuing Professional Development
Elected Member	Means a Council Member elected to serve on the Shire of Wongan-Ballidu Council.
Professional Development	Means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the Shire of Wongan-Ballidu. This may include, but is not limited

	to: • Training courses and workshops • Conferences, conventions, congresses, forums, and information sessions • Study tours and professional events • Formal qualifications delivered by accredited education institutions • Individual units of study • Continuing Professional Development (CPD) memberships and programs Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

POLICY

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire is required under the *Local Government Act 1995* to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire.

~~It is policy that –~~

1. Meeting the professional development needs of Elected Members

The Shire will endeavour to address and meet the identified professional development needs of Elected Members.

The options for providing such professional development includes:

1.1 Elected Member Induction

Following each election, the Shire of Wongan-Ballidu will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Elected Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously Elected Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Compulsory Elected Member Training

All Elected Members of the Shire have significant and complex roles that require a diverse skillset.

In accordance with section 5.126 of the *Local Government* ~~*Legislation Amendment*~~ *Act* ~~*20*~~*1995* and Regulation 35 of the *Local Government (Administration) Regulations 1996,* all Elected Members are to undertake and successfully complete the following prescribed professional development training modules titled "~~Elected~~Council Member Essentials" within the period of 12 months from the day the Elected Member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All modules and associated costs will be paid for by the Shire and completed within the 12 months following election. The training is valid for 5 years.

Pursuant to s.127 of the Act, ~~Additionally,~~ the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of each ~~the~~ financial year. ~~pursuant to the *Local Government Act 1995*.~~

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding $10~~5~~,000. Elected Members have a responsibility to complete training in accordance with legislation.

1.3 Continuing~~Ongoing~~ Professional Development (CPD)

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by well trained and committed Elected Members acting in the best interest of all of the community.

In accordance with section 5.128 of the *Local Government* ~~*Legislation Amendment*~~ *Act* ~~*20*~~*1995*, Elected Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

1.4 Eligible Professional Development~~Formal Training Events~~ Activities

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of an Elected Member, and offer demonstratable benefit to the Council as a governing body, the Shire of Wongan-Ballidu as an organisation, and the broader community. This includes professional development that:

- Enhances the understanding of Elected Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Elected Members to develop knowledge and skills in relation to the strategic objectives of the Shire of Wongan-Ballidu;
- Enables Elected Members to further develop personal and professional skills necessary for excellence in performance of the Elected Member role; or
- Supports Elected Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire of Wongan-Ballidu community.

Eligible Continuing Professional Development activities include:~~The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:~~

- The West Australian Local Government Association (WALGA) and Australian Local Government (ALGA) conferences;
- ~~Local Government Professionals WA;~~Conferences of the major professions in Local Government and other institutions of relevance to Local Government activities;
- Accredited training organisations offering training which directly related to the role and responsibilities of Elected Members;
- Information sessions organised by the Department of Local Government, Industry Regulation and Safety~~Sport and Cultural Industries~~; or

Seminars, training and/or information sessions provided by individuals or organisations with a demonstrably strong knowledge of local government in Western Australia.

- Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Elected Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Elected Members of relevant opportunities.

2. Accessing and Approval of Professional Development

Request for professional development may be initiated by the Elected Member (or Council as a whole) and must be forwarded to the CEO prior to enrolment or registration.

The CEO will consult with the President in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Elected Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the Elected Member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Elected Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

The CEO is authorised to approve requests from Elected Members for professional development based on consultation with the President.

If the CEO and President determine not to approve a request for professional development, the affected Elected Member has the right to put the matter before Council for consideration and final determination.

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and as a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

~~Consideration of attendance at training or professional development courses, other than the online Elected Member Essentials, which are deemed to be approved, are to be assessed as follows:~~

- ~~Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and~~
- ~~Events for Elected Members must be approved by either the Council or the Shire President, in conjunction with the CEO.~~

3. Registration, Travel and Expenses

The Shire of Wongan-Ballidu will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Registrations and Bookings

The Shire will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Elected Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Registration fees may include, where applicable, event registration, conference program dinners, tours and workshops which accompany the event program.

Travel ~~Arrangements~~

~~Where travel is approved and as provided for in each year's budget, it is to be undertaken in accordance with Policy 5.9 Elected Member/Staff Conferences.~~

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Elected Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

An Elected Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

Meals

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Accommodation

If the Elected Member requires accommodation, reasonable accommodation will be booked for them for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

Loyalty Program and Reward Points

Elected Members are not to obtain personal benefit from expenditure of the Shire's funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

Accompanying Persons

Elected Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

~~**Expenses**~~

~~Expenses relating to conferences and training as approved and as provided for in each year's budget, will be in accordance with Policy 5.9 Elected Member/Staff Conferences~~.

Elected Member Reports on CPD Activities

Following attendance at any CPD activity of two (2) days or more duration, the Elected Member(s) that attended shall submit an individual or combined report to the Council and CEO (via email or a Council Forum). The report shall include a summary of the event's proceedings, major points of interest to the Shire, and any recommendations, including whether attendance at similar conferences in the future is warranted.

Reporting and Publishing

The Shire is required to report annually on training undertaken by each Elected Member. Completed training for that financial year is to be published on the Shire's website within one month of the end of the financial year. This is to include the Elected Member Essentials Course and any continuing professional development undertaken by Elected Members.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

5.25 Model Standards for CEO Recruitment~~ and Selection~~, Performance and Termination

Policy Owner	**Governance**
Person Responsible	**Chief Executive Officer & President**
Date of Adoption	**28 April 2021 – Resolution 060421**
Date of Last Review	**22 June 2022 – Resolution**
Date Next Due for Review	**3 years / or earlier if required**

OBJECTIVE

Section 5.39A and 5.39B of the *Local Government Act 1995* ~~New legislation~~ requires all local governments to adopt mandatory minimum ~~S~~standards that cover the recruitment~~ and selection~~, performance~~ review~~ and~~ early~~ termination of local government Chief Executive Officers.

POLICY

The Shire of Wongan-Ballidu has adopted the Model Standards for CEO recruitment, performance and termination as provided in Schedule 2 of the *Local Government (Administration) Regulations 1996.*

The adopted Model Standards can be found appended to this policy.

In addition to the Model Standards, the Shire has also adopted Council Policy 5.37 which provides further guidance above and beyond the Model Standards for the CEO's annual performance and remuneration review process.~~ Amendment Regulations 2021 (CEO Standards) bring into effect Section 22 of the Amendment Act by introducing mandatory minimum Standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.~~

~~The Model CEO Standards provide a framework for local governments to select a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency.~~

~~These reforms are intended to ensure best practice and greater consistency in these processes between local governments.~~

~~POLICY/~~LEGISLATIVE REQUIREMENTS~~:~~

- *Local Government Act 1995*

5.39A. Model standards for CEO recruitment, performance and termination

1) Regulations must prescribe model standards for local governments in relation to the following —
   a) the recruitment of CEOs;
   b) the review of the performance of CEOs;
   c) the termination of the employment of CEOs.
2) Regulations may amend the model standards.

[Section 5.39A inserted: No. 16 of 2019 s. 22.]

5.39B. Adoption of model standards

1) In this section —
   model standards means the model standards prescribed under section 5.39A(1).
2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.
   ** Absolute majority required.*
3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.
   ** Absolute majority required.*
4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
7) Regulations may provide for —
   a) the monitoring of compliance with adopted standards; and
   b) the way in which contraventions of adopted standards are to be dealt with.

- ~~*Local Government (Administration) Amendment Regulations 2021*~~
- *Local Government (Administration) Regulations 1996* – Regulation 18FA and Schedule 2.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The President and the Chief Executive Officer are responsible for implementing and applying this policy.

Shire of Wongan-Ballidu

Standards for CEO Recruitment, Performance and Termination

Local Government (Administration) Regulations 1996

(Reg 18 FA & Schedule 2)

Shire of Wongan-Ballidu Standards for CEO Recruitment, Performance and Termination

Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

Citation

These are the *Shire of Wongan-Ballidu* Standards for CEO Recruitment, Performance and Termination.

Terms used

In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means *Shire of Wongan-Ballidu*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

Application of Division

Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

This Division does not apply —

- if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
- in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

Determination of selection criteria and approval of job description form

The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

- the duties and responsibilities of the position; and
- the selection criteria for the position determined in accordance with subclause (1).

Advertising requirements

If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

- if the person advises the local government that the person is unable to access that website address —
    - email a copy of the job description form to an email address provided by the person; or
    - mail a copy of the job description form to a postal address provided by the person.

Establishment of selection panel for employment of CEO

In this clause —

independent person means a person other than any of the following —

- a council member;
- an employee of the local government;
- a human resources consultant engaged by the local government.

The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

The selection panel must comprise —

- council members (the number of which must be determined by the local government); and
- at least 1 independent person.

Recommendation by selection panel

Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- a summary of the selection panel's assessment of each applicant; and
- unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

The selection panel must act under subclauses (1), (2) and (3) —

- in an impartial and transparent manner; and
- in accordance with the principles set out in section 5.40 of the Act.

The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

Application of cl. 5 where new process carried out

This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- clause 5 does not apply to the new recruitment and selection process; and
- the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- the making of the offer of employment to the applicant; and
- the proposed terms of the contract of employment to be entered into by the local government and the applicant.

Variations to proposed terms of contract of employment

This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

Recruitment to be undertaken on expiry of certain CEO contracts

In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

This clause applies if —

- upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
- the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
  and
- the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

Performance review process to be agreed between local government and CEO

The local government and the CEO must agree on —

- the process by which the CEO's performance will be reviewed; and
- any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

The matters referred to in subclause (1) must be set out in a written document.

Carrying out a performance review

A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

The local government must —

- collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
- review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- the results of the review; and
- if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

General principles applying to any termination

The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

- informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
- notifying the CEO of any allegations against the CEO; and
- giving the CEO a reasonable opportunity to respond to the allegations; and
- genuinely considering any response given by the CEO in response to the allegations.

Additional principles applying to termination for performance related reasons

This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

The local government must not terminate the CEO's employment unless the local government has —

- in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
- informed the CEO of the performance issues; and
- given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
- determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

Notice of termination of employment

If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
The notice must set out the local government's reasons for terminating the employment of the CEO.

5.27 Complaints Management - ~~of alleged breach of the~~ Code of Conduct- Behaviour Complaints~~for Members and Candidates~~

Policy Owner	Governance~~Administration~~
Person Responsible	Chief Executive Officer
Date of Adoption	23 August 2023 - Resolution 090823
Date of Last Review	23 August 2023 - Resolution 090823
Date Next Due for Review	3 years / or earlier if required

PURPOSE~~INTRODUCTION~~

To establish, in accordance with Schedule 1 Clauses 11 to 15 of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Wongan-Ballidu's adopted Code of Conduct for Council Members, Committee Members and Candidates, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code including any required referral or escalation pathways under the Act and Regulations.~~and Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations).~~

OBJECTIVE

To outline the Shire of Wongan-Ballidu's' approach regarding the management of complaints of alleged behaviour breaches of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

SCOPE

This policy applies to complaints made in accordance with Clause 11 of the Shire of Wongan-Ballidu's Code of Conduct for Council -Members, Committee Members and Candidates.

Complaints that are deemed outside of the scope of ~~inappropriate under~~ this policy are:

(a) Complaints made with the intent of addressing personal grievances or disagreements;

(b) Complaints made to express dissatisfaction with a Council Member, or Committee Member's, lawfully made decisions or performance of their role;

(c) Complaints made where behaviour occurred at a Council or Committee Meeting and the behaviour was dealt with at that meeting;

(d) Complaints alleging a conduct breach or specified breach under Part 8A of the Act (referred to Local Government Inspector)~~Minor breach matters of Members, Committee Members or Candidates~~; or

(e) Corruption allegations.~~Serious breach matters of Members or Committee Members; or~~

~~(f) Allegations of Minor Misconduct.~~

DEFINITIONS

Term	Definition
Act	*Local Government Act 1995*.
Breach	means a ~~minor~~ breach of Division 3 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates~~;~~, also referred to as a behavioural breach ~~or a serious breach (as defined below)~~.
Candidate	an individual is considered a candidate once their nomination for election is accepted, by a Returning Officer, under s.4.49 of the Act. The Code of Conduct applies to the individual from that point. Any alleged breach of the Code of Conduct may only be addressed if and when the individual is elected as a council member. This does not include reference to a Council Member who has nominated for re-election.
CEO	Chief Executive Officer of the Shire of Wongan-Ballidu
Code	means the Code of Conduct for Council Members, Committee Members and Candidates adopted by the Shire of Wongan-Ballidu and can also refer to the Model Code of Conduct. ~~under Division 9 of the Act that guides the decisions, actions and behaviours of Council Members, Committee Members and Candidates.~~
Committee member	under the Regulations, a 'committee member' includes any council member, local government employee or other person who has been appointed~~unelected member of the community who has been engaged~~ by the council to participate in a council committee.
Complaint	means a complaint made under clause 11~~(1)~~ of the Code of Conduct.
Complainant	means a person who has submitted a complaint in accordance with this policy.
Complaint Form	means ~~T~~the Shire's approved Behavioural ~~Complaint About Alleged~~ Breach Complaint Form, as the~~a~~ form to be used when making a complaint through this policy.
Complaints Officer	means a~~the~~ person who is authorised in writing under Clause 11(3) of the Code of Conduct to receive complaints and withdrawal of complaints.~~the complaints officer under section 5.120 for the local government concerned;~~
Council	means ~~The~~the group of Elected Members forming the Council of the Shire of Wongan-Ballidu ~~local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the Local Government Act 1995 and under the Shire's Standing Orders Local Law 2008.~~
Evidence	references to 'evidence' in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Code has occurred.

Investigator	is a suitably qualified person or organisation appointed by the Chief Executive Officer to review and consider complaints, this includes external consultants.
Member	means in relation to a council or committee, a Council Member in the Act; Elected Member; or Councillor; or a member of the committee.
Term	**Definition**
~~Minor Breach~~	~~has the meaning given in section 5.105(1), and it includes a recurrent breach;~~
~~Minor misconduct~~	~~Allegations of Corruption, Crime or Misconduct (s.4(d) of the *Corruption, Crime and Misconduct Act 2003*)~~
Model Code	means the model code of conduct prescribed for the purposes of section 5.103(1);
~~Other Terms Used~~	~~Other terms used in this policy that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.~~
~~Party~~	~~when used in connection with a complaint, means —~~ ~~(a) the person who made the complaint; or~~ ~~(b)~~(a) ~~the person against whom the complaint was made.~~
~~Primary Standards Panel~~	~~means the standards panel established under section 5.122(1);~~
~~Recurrent Breach~~	~~has the meaning given in section 5.105(2);~~
~~Regulations~~	~~Local Government (Model Code of Conduct) Regulations 2021~~
~~Rule of Conduct~~	~~means a provision of the model code that is specified in the model code to be a rule of conduct;~~
~~Serious Breach~~	~~has the meaning given in section 5.105(3);~~
Shire	means the Shire of Wongan-Ballidu.
~~Shire President~~	~~means a president elected by the Council from amongst the councillors.~~
~~Standards Panel~~	~~means a standards panel established under section 5.122(1) or (2).~~
Suitably Qualified~~:~~	an independent person or organisation with demonstrated previous experience and expertise in investigating and reviewing complaints and/or legislative breaches.

POLICY ~~STATEMENT~~

This policy is limited to complaints about breaches (also referred to as behavioural breaches) of Division 3 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates. A person may make a complaint, in accordance with Clause 11 of the Code, alleging a breach of a requirement set out in Division 3 of the Code.

1. Persons Authorised to Receive Complaints and Withdrawals

In accordance with Clause 11(3) of the Code of Conduct, the Chief Executive Officer is authorised as the Behaviour Complaints Officer to receive complaints and withdrawals under Division 3 of the Code of Conduct.

~~1. Cost of Complaints Process~~

~~No fee will be charged to lodge a complaint under this policy.~~

~~An Investigator will charge the Shire a fee to cover the costs of dealing with a complaint. This fee is charged for each complaint, whether or not a breach is found.~~

~~Council shall ensure adequate resources are allocated annually in the Shire's Annual Budget to provide for the Complaints Officer of the Shire to engage Investigators to deal with a complaint.~~

2. ~~2.~~ Complaint Process

2.1

~~2.1~~ Complaint Initiated

Any person may make a complaint alleging a breach of Division 3 of the Code as follows:

(i) A complaint must be made in writing using the Shire's Behavioural Breach Complaint Form;

(ii) The complainant lodges the Complaint Form together with supporting evidence for the complaint with the Shire's Complaints Officer (CEO);

(iii) The complainant must provide details in their complaint with supporting information and evidence;

(iv) The alleged complaint must be lodged within 1 month of the occurrence of the alleged breach;

(v) Complaints must be submitted by the person making a complaint;

(vi) Complaints cannot be submitted anonymously;

(vii) The complainant must provide contact details (address or email).

2.2 Complaint Received

The Complaints Officer will, within fifteen working days:

(i) Contact the complainant acknowledging that the complaint has been received;

(ii) as part of the acknowledgment process, provide the complainant with a copy of ~~the~~this policy and the Shire's Code of Conduct for Council Members, Committee Members and Candidates~~Complaints of alleged breach of the Code~~;

(iii) provide the Member who is the subject of the complaint with a copy of the complaint form. and this policy and the Shire's Code of Conduct for Council Members, Committee Members and CandidatesComplaints of alleged breach of the Code, including the name of the complainant; and

(iv) send the Complaint with supporting evidence to the Iinvestigator.

2.3 Complaints Addressed

Complaints will be addressed and considered based on the order in which they are received. Complaints relating to Candidates will only be addressed if and when the individual is elected as a Member.

2.4 Appointment of Investigator

The Shire's Complaints Officer must appoint an independent Iinvestigator to assessreview complaints with procedural fairness and provide any recommended outcomes.

Additional resources in the Shire's budget must be provided for by the Council for investigations under this policy.

2.5 Mediation

An Investigator will offer mediation to both parties as the first option before progressing with the complaint. If issues raised in the complaint are resolved to the satisfaction of both parties, the complainant must lodge a withdrawal of complaint in writing to the Complaints Officer.

3. Investigator Making a Finding

Before making a finding in relation to a complaint, the Iinvestigator must provide the Member who is the subject of the complaint with an opportunity to respond to the allegations in the complaint and an opportunity to provide their own comments and evidence for consideration within ten working days of the notification of the complaint.

After reviewing a complaint, the Iinvestigator, must make a finding as to whether the alleged Division 3 behavioural breach of the Code has or has not occurred.

3.1 Procedural Fairness

a) All investigations of a complaint are to observe a due process and procedural fairness.

b) Procedural fairness for an investigation shall include:

i) Ability for a person or persons that is the subject of a complaint an opportunity to respond;

ii) All parties given a reasonable opportunity to put forward their case, whether in writing, in person, or otherwise;

iii) The careful consideration of all evidence obtained during the course of the

investigation;

iv) Inquiries or an investigation being made before the making of a decision;

v) Taking into account all relevant factors including mitigating and aggravating factors;

vi) Ensuring any conflicts of interest are managed appropriately;

vii) Acting fairly and without bias; and

viii) Conducting the investigation without undue delay.

3.1 Report on Findings

The Investigator must provide details of their assessment to the Complaints Officer within twenty working days from the receipt of a complaint form from the Complaints Officer.

Should the Investigator make a finding on the alleged breach of the Code, they must inform the Complaints Officer by providing the reasons for the finding and outcome in their written report.

A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

Should the Investigator make a finding on the alleged breach of the Code, the Investigator must, within their report, include a recommendation if further action is required and if that is the case, prepare an action plan to address the behaviour of the person to whom the complaint relates.

The Investigator may also recommend to Council that the complaint be dismissed in accordance with clause 13~~1~~ of the Shire's Code of Conduct for Council Members, Committee Members and Candidates. ~~*Local Government (Model Code of Conduct) Regulations 2021.*~~

3.2 Action Plans

When preparing an action plan the Investigator must consult with the person about whom the complaint was made.

The Member must be provided with the opportunity to be involved in matters such as the timing of meetings or training.

The action plan may include a requirement for the person about whom the complaint was made to do one or more of the following:

i. engage in mediation;
ii. undertake counselling;
iii. undertake training; or
iv. take other action the local government considers appropriate.

An action plan should be designed to provide Council Members, Committee Members, or Candidates, with the opportunity and support to demonstrate the professional and ethical behaviour expected.

The plan should outline:

i. the behaviour(s) of concern;

ii. the actions to be taken to address the behaviour(s);

iii. who is responsible for the actions; and

iv. an agreed timeframe for the actions to be completed.

4. Withdrawing a Complaint

A complainant may withdraw their complaint at any time before Council considers it. The withdrawal of a complaint must be in writing and addressed to the Complaints Officer.

5. ~~Informing~~ Council Determination

~~The Complaints Officer is responsible for informing Council.~~

~~If~~ Council must resolve to make a finding as to whether the alleged breach has occurred, unless the complaint has been withdrawn under Clause 14 of the Code. ~~are required to make a decision in regard to the complaint,~~

~~t~~The Complaints Officer will submit to Council, a confidential report that includes information received from the Investigator, which should include:

a) the substance of the complaint;

b) the nature and the extent of the investigation into the complaint;

c) the evidence obtained during the investigation into the complaint;

d) the recommended finding in relation to the complaint; and

e) any recommended action plan prepared to address the behaviour of the person to whom the complaint relates.~~.~~

The recommendation in the report would ask Council to:

i. dismiss a complaint; or

ii. decide that the alleged breach has not occurred; or

iii. decide that the alleged breach has occurred and resolve to adopt an action plan.

6. Written Notice

The Complaints Officer must give the complainant, and the person about whom the complaint was made a written notice of the finding and the reasons for the finding and a copy of Council's decision including any reasons for the decision that were not part of the Council report.

7. Confidentiality

It is an offence for a person to disclose that a complaint has been made and/or any details of a complaint unless Council have made a formal finding of a breach in respect of the complaint.

8. Follow up and Further Action

The Complaints Officer is responsible for monitoring the actions and timeframes set out in the action plan adopted by Council.

Where a Council Member, Committee Member or Candidate does not undertake the actions required by the Council following a breach of the Code, they would be in breach of Clause 23 of the Code of Conduct~~breaking the rule of conduct~~, which would ~~is~~be considered as a conduct ~~minor~~ breach, and referred to the Local Government Inspector. ~~as defined in the Act.~~

~~The Complaints Officer for the Shire of Wongan-Ballidu will comply with s.5.106 and s.5.107 of the Act in respect to an alleged minor breach.~~

~~**Reference Information**~~

- ~~*5.28 - Legal Representation and Costs Indemnification Policy ;*~~
- ~~*Shire of Wongan-Ballidu Customer Service Charter;*~~
- ~~*Shire of Wongan-Ballidu Code of Conduct for Council Members, Committee Members and Candidates;*~~
- ~~*5.31 Risk Management Policy*~~
- ~~*5.32 Risk Management Procedure*~~

~~**Legislation**~~

~~*Local Government Act 1995 (Division 9 Conduct).*~~

~~*Local Government (Model Code of Conduct) Regulations 2021.*~~

~~*Local Government (Administration) Regulations 1996 [Part 4A — Codes of conduct for local government employees (Act s. 5.51A(4))].*~~

Associated documents

Complaint About Alleged Breach Form (Appendix 1).

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~President and the~~ Chief Executive Officer is~~are~~ responsible for implementing and applying this policy.

Shire of Wongan-Ballidu

~~Form 5.27P~~

~~Complaint About Alleged Breach~~

~~Code of Conduct for Council Members, Committee Members and Candidates~~

~~*Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021*~~

~~This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.~~

~~The complaint must be made in accordance with Council's Policy Complaints of Alleged Breach of Code of Conduct for Members and Candidates.~~

~~**Name of person who is making the complaint:**~~	
~~Given Name(s)~~	~~Family Name~~

~~**Contact details of person making the complaint:**~~
~~Address:~~
~~Email:~~
~~Contact Number:~~

~~**Name of council member, committee member, or candidate alleged to have committed the breach:**~~	
~~Given Name(s)~~	~~Family Name~~

~~**Completed and signed complaint form is to be forwarded to:**~~	
~~Post:~~	~~Complaints Officer, Shire of Wongan-Ballidu PO Box 84 Wongan Hills WA 6603~~
~~Email:~~	~~Attention: Complaints Officer - shire@wongan.wa.gov.au~~
~~By Hand:~~	~~Shire of Wongan-Ballidu, Admin Centre, Cnr Quinlan and Elphin Crescent, Wongan Hills WA 6566~~

~~**State the full details of the alleged breach.**~~ ~~*Attach any supporting evidence to your complaint form.*~~
~~**Date of alleged breach:**~~
~~Date: _____~~ ~~/_____/ 20____~~

~~**Signed:**~~
~~Complainant's Signature:~~
~~Date of signing:~~ ~~_____/_____/ 20____~~

~~**Received by Authorised Officer:**~~
~~Authorised Officer Name:~~
~~Authorised Officers Signature:~~
~~Date received:~~ ~~_____/_____/ 20____~~

5.34- Execution of Documents

Policy Owner	**Governance**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**23 August 2023 - Resolution 090823**
Date of Last Review	**23 August 2023 - Resolution 090823**
Date Next Due for Review	**3 years / or earlier if required**

~~INTRODUCTION~~

~~This policy ensures that documents are executed, and the Common Seal is used, in accordance with legislative provisions contained in Division 3 of the *Local Government Act 1995* (the Act).~~

OBJECTIVE

To provide clear, consistent, and transparent guidelines for the affixing of the Common Seal of the Shire of Wongan-Ballidu to official documentation, ensuring compliance with the *Local Government Act 1995.*~~To provide guidance to all workers as to who can sign various types of documents representing the Shire of Wongan-Ballidu (the Shire), including when to apply the Common Seal.~~

SCOPE

This policy applies to the Chief Executive Officer (CEO), Shire Officers and Authorised Agents.~~;~~ to the extent they have been authorised to execute documents on behalf of Council by the CEO or ~~preparing documents for execution and/or who have been authorised either~~ by a specific resolution of Council.~~, or through the provisions of delegation, to execute documents on behalf of the Shire of Wongan-Ballidu.~~

DEFINITIONS

Term	Definition
Act	*Local Government Act 1995.*
Acting through	An individual undertaking an administrative or operational task on behalf of a more senior officer who retains responsibility for that task.
Authorised Agent	The Shire's legal advisor(s) or settlement agent(s), as appointed from time to time, who are authorised to the extent described within a written instruction approved by Council to execute documents on behalf of the Shire.
Common Seal	The official stamp of the Shire of Wongan-Ballidu, confirming the Shire's consent to the provisions contained in the document to which it is affixed.

~~Council~~	~~The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the *Local Government Act 1995* and under the *Shire's Standing Orders Local Law 2008.*~~

Term	Definition
Delegated Officer	means an Officer of the Shire who has the appropriate delegated authority to execute documents on behalf of the Council.
~~Document~~	~~means, in accordance with the *Freedom of Information Act 1992:*~~ ~~(a) any record; or~~ ~~(b) any part of a record; or~~ ~~(c)~~(a) ~~any copy, reproduction or duplicate of a record; or~~ ~~(d) any part of a copy, reproduction or duplicate of a record.~~ ~~The above includes any written paper or electronic document including Notices, flyers, letters, memorandums and emails that:~~ ~~i. Convey a decision; or~~ ~~ii. Establish an obligation on the Shire; or~~ ~~iii.~~i. ~~are ceremonial.~~
~~Execute~~	~~Doing all that is ready to make the deed, agreement or document operative.~~
~~Senior Employee~~	~~means an employee designated as a Senior Employee by Council under s.5.37 of the *Local Government Act 1995* including the CEO and Senior Management Group.~~
Shire	Shire of Wongan-Ballidu
Shire Officers	means an employee of the Shire who has the appropriate authorisation to sign a document on behalf of the Shire.
~~Workers~~	~~Employees, contractors and volunteers are now all classed as workers as per the WHS legislation and regulations.~~

POLICY ~~Statement~~

This Policy covers three~~four~~ categories of documents which have different requirements for being duly executed, as outlined below and is supported by **Appendix 1.** ~~way of an Instrument of Delegation ES2 – Execution of Documents in the Shire's Register of Delegations.~~

1. Category One Documents - documents requiring both the CEO and the Shire President to execute by Common Seal

   These types of documents will require two~~a~~ specific resolutions of Council:

   (i) do the act ~~t~~or to enter into an agreement; and

   (ii) ~~as well as an~~ authority to affix the common seal to that type of document in accordance with s.9.49A (3~~2~~) of the Act.

   The Shire President and CEO will execute documents under the provisions of s.9.49A(3) of the Act.

   ~~Documents may be executed by another Shire Officer or an agent of the local government in accordance with s.9.49A(4) provided that there has been authority given by way of a Council Resolution or through an instrument of delegation.~~

2. Category Two Documents – Common Seal Not Required~~documents requiring the CEO only to authorise~~

   Category two documents do not require the Shire's common seal to be affixed.

   In accordance with ~~Under~~ s.9.49A (4) of the Act, Council authorises the CEO~~,~~ and Officers listed in Appendix 1 ~~the Instrument of Delegation ES2 Execution of Documents,~~ to sign documents and/or deeds on behalf of the Shire.

   A Council resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any documents in this category.

   ~~Documents may be executed by another Shire Officer or an agent of the local government in accordance with s.9.49A(4) provided that there has been authority given by way of a Council Resolution or through an instrument of delegation .~~

   ~~Category 2 documents can be described as documents arising out of a matter that:~~

   - ~~Requires Council approval;~~
   - ~~Arises out of delegated authority from Council; or~~
   - ~~Are operational in nature and due to its significance should only be signed by the CEO, as a delegated representative of the Shire.~~

   ~~The CEO is permitted, through this policy, to execute documents that:~~

   - ~~Have an unlimited $ value subject to "Budget constraint;"~~
   - ~~Have a commitment period that is specifically resolved by Council or in any other case, no greater than a seven-year period; and/or~~
   - ~~Moderate or lesser level of financial risk, legal complexity or political sensitivity, unless~~

specifically resolved by Council.

3. Category Three Documents – No Common Seal – Normal Course of Businessdocuments within Delegated Authority

Category three documents are created in the normal course of business (i.e. they are operational in nature) and are consistent with the Shire's policies and procedures. Category three documents are to be executed by the CEO or a Manager where the authority has been extended to them through a Shire policy, procedure, delegated authority or position description.

Under s.9.49A(4) of the Act Council authorises Delegated Officers, listed in the Instrument of Delegation ES2 Execution of Documents, to sign documents and/or deeds on behalf of the Shire. These Delegated Officers only have authority where the documents are related to their area of responsibility.

Category 3 documents can be described as documents arising out of a matter that:

- Requires Council approval;
- Arises out of delegated authority from Council; or
- Are operational in nature and due to its significance should only be signed by a Senior Employee as defined in the Act.

The positions and document execution limits are to be in: Are to the value of $250,000 or less;

- On delegation Authority Register
- Have a commitment no greater than a five-year period; and/or
- Moderate or lesser level of financial risk, legal complexity or political sensitivity.

4. Category Four Documents - documents operational in nature.

These types of documents will include correspondence relating to day-to-day routine communications or transactions related to the operations of the Shire. They will include documents that are created in the normal course of business to discharge the duties of an Officer's position in a manner consistent with Shire policies and procedures.

Category 4 documents do not require specific authorisation through Council as they are subject of s.5.41(d) of the Act which provides that it is the function of the CEO to manage the day-to-day operations of the Shire. Shire Officers undertake such duties "acting through" another person, in accordance with s.5.45 of the Act.

Category 4 documents are to be executed by the CEO, a Manager, or a Shire Officer where the authority and accountability has been extended through an authorisation, policy, procedure, or a position description.

It is therefore important to have a good knowledge of the documents that relate to the team that is responsible for the document.

Shire Officers, with the relevant authority are permitted, through this policy, to execute

~~documents that:~~

- ~~Are to the value of $50,000 per annum or less;~~
- ~~Have a commitment no greater than a two-year period; and/or~~
- ~~Minor or lesser level of financial risk, legal complexity or political sensitivity.~~

~~5. Signing documents (other than by Common Seal) during temporary or unplanned absence of the CEO~~

~~A temporary, unplanned absence refers to the CEO being unable to carry out the duties as described in this policy due to but not limited to:~~

- ~~Delayed travel arrangements;~~
- ~~Incapacitation due to accident or illness; and~~
- ~~Personal reasons.~~

~~If the temporary, unplanned absence is not expected to exceed 48 hours, the appointment of an Acting CEO via a line of succession shall be in accordance with Appointment of Acting or Temporary CEO Council Policy.~~

~~Where:~~

- ~~The CEO is temporarily unavailable or incapacitated to execute documents requiring the CEO's signature; and~~
- ~~An Acting CEO has not been appointed by Council~~

~~6. Consequences~~

~~This policy represents the formal policy and expected standards of the Shire. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Shire officers are reminded of their obligations under Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.~~

~~7.~~4. Execution Clause

The correct execution clause for Shire of Wongan-Ballidu documents is below. Officers must ensure the document being executed contains the correct execution clause.

(a) Executed as an Agreement (Council Resolution)

THE COMMON SEAL OF THE	)
SHIRE OF WONGAN-BALLIDU WAS	)
HEREUNTO AFFIXED BY	)
AUTHORITY OF COUNCIL	)
AND IN THE PRESENCE OF:	)

Shire President	Chief Executive Officer
Name of Shire President (PLEASE PRINT)	Name of Chief Executive Officer (PLEASE PRINT)
Date	Date

~~(b) Executed as an agreement (non-Council resolution)~~

~~THE COMMON SEAL OF THE)~~
~~SHIRE OF WONGAN-BALLIDU WAS)~~
~~HEREUNTO AFFIXED IN THE)~~
~~PRESENCE OF:)~~

~~Chief Executive Officer~~	~~Shire President~~

~~8. Roles and Responsibilities & Documents Table~~

~~The roles and responsibilities of the Shire President, CEO, Senior Managers and Shire Officers with respect to the execution of documents are outlined in the table below.~~

~~It is the responsibility of the executing parties to ensure they fully understand what they are executing on behalf of the Shire and any queries are addressed before this process is completed.~~

~~On the occasions where a Common Seal is required of the Shire, it is the responsibility of all executing parties to ensure that the Common Seal Register is updated and the Shire is notified of its application as part of the Council Information Bulletin.~~

~~Relevant Council Policies ought to be referred to as consideration must be given to the potential risks exposed to the Shire of Wongan-Ballidu when executing a document. This includes the potential financial, service commitments, service interruption, environmental, reputation and compliance implications.~~

Appendix 1 – Execution of documents guidelines

Category One – Common Seal Required

The Common Seal must be affixed to the following documents:

1.	Local Laws (made and amended)
2.	Local Planning Schemes (preparation, adoption, repeal or amendment)
3.	Deeds or contracts in respect to sale, purchase or other commercial dealing relating to Shire assets including equitable interests
4.	Mortgage documents
5.	Taking possession of land
6.	Surrendering land
7.	Ceremonial documents – Where the common seal is affixed for posterity, not legal necessity
8.	Power of Attorney to act on behalf of the Shire
9.	Loan and debenture documents (pertaining to loans approved in the Annual Budget)
10	Other documents explicitly requiring the common seal

Category Two – Common Seal Not Required

The common seal is not required for documents in this category, however, a Council resolution authorising the execution of the document, or a decision made under delegated authority, or a legislative provision is required.

The below is a non-exhaustive list of documents which can be executed by the CEO and/or a Manager as listed against each document type below. where they have been given the express authority to do so.

The Shire President is also authorised to co-execute the below documents with the CEO.

Document Type	**Authorised signatory**
Documents required in the management of land as a landowner, in respect of Shire owned or managed land	CEO; Deputy CEO; Manager Regulatory Services; Manager Works and Services
Lodgement and withdrawal of caveats	CEO; Deputy CEO
Land transactions such as restrictive covenants, easements, transfer of land forms (Landgate)	CEO
Leases or licences of property (land and buildings)	CEO; Deputy CEO; Manager Regulatory Services
Property management documents such as those legislated under the *Residential Tenancies Act 1987*	CEO; Manager Regulatory Services
Management Agreements with community	CEO

organisations	
Contractual documents resulting from any procurement process	CEO; Deputy CEO; Manager Community and Customer Services Manager Regulatory Services Manager Works and Services
Memorandum of Understandings	CEO Deputy CEO; Manager Community and Customer Services Manager Regulatory Services Manager Works and Services
Prosecution notices and court documents	CEO
Documents enabling compliance with a statutory obligation	CEO; Deputy CEO; Manager Community and Customer Services Manager Regulatory Services Manager Works and Services
Other documents required to affect a decision of the Council	CEO; Deputy CEO; Manager Community and Customer Services Manager Regulatory Services Manager Works and Services

Category Three – Normal Course of Business

Category three documents are documents that are created in the ordinary course of business to undertake the duties of an officer's position in a manner consistent with the Council's or Shire's policies and procedures. Such duties may be undertaken by employees at the discretion of the Chief Executive Officer where the authority and accountability has been granted through an Authorisation, Delegation, Policy, approved Position Description or 'acting through'.

In the event of ambiguity over what category might apply to a document, then the higher category will take precedence.

~~*Other documentation not listed in the Appendix.*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Adoption, Amendment or Repeal of a local law~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~

~~Any document where the Common Seal is requested by other party or legally required~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~
~~Deeds in respect to sale, or purchase relating to property including equitable interests~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~
~~Documents of a ceremonial nature (where affixing the common seal is for posterity rather than a legal requirement).~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~
~~Documents that enable compliance with a local government statutory obligation which, if not signed, constitutes a possible risk to the Shire.~~	~~1~~	~~√~~	~~√~~	~~√~~	~~x~~
~~Easements and the surrender or modification of easements.~~	~~1~~	~~√~~	~~√~~	~~√~~	~~x~~
~~Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or to sell land.~~ ~~*This does not include mortgage and Transfer of Land documents.*~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~
~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Other legally binding contracts outside of the normal course of business (eg. Confidentiality, indemnity, licensing, novation and sponsorship agreements)~~	~~1~~	~~√~~	~~√~~	~~√~~	~~√~~
~~Power of Attorney to act for the Shire~~	~~1~~	~~√~~	~~√~~	~~x~~	~~x~~

~~Communication on behalf of the Shire, relevant to the day to day operations of the Shire which are the subject of a level of political sensitivity or potential risk to the Shire.~~	~~2~~	~~x~~	~~√~~	~~x~~	~~x~~
~~Memorandum of Understanding~~	~~2~~	~~√~~	~~√~~	~~x~~	~~x~~
~~Authority to sign documents on behalf of the Shire:~~ ~~That are within\the scope of an Officer's position description; or~~ ~~That has been extended through a Council decision;~~ ~~That has been extended through an authorised officer appointment;~~ ~~That has been extended through delegated authority or policy.~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Commercial Leases / Peppercorns (including assignment of, extensions, renewals, variations, sub-leases and surrender)~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Communications on behalf of the Shire:~~ ~~To Commonwealth or government ministers;~~ ~~To Commonwealth or government department heads;~~ ~~To Industry representative bodies;~~ ~~Concerning day-to-day operations that are politically sensitive or a potential risk to the Shire.~~	~~3~~	~~√~~	~~√~~	~~x~~	~~x~~
~~Community & User Agreement Licenses or Lease / Peppercorns (including assignment of, extensions, renewals, variations, sub-leases, and surrender)~~	~~3~~	~~√~~	~~√~~	~~√~~	~~√~~
~~Contract documents arising from tenders~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Deeds of Settlement – employee matters~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Documents arising out of instances that require Officers to enact a decision of Council or the Development Assessment Panel~~	~~3~~	~~√~~	~~√~~	~~x~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Documents related to approvals for Subdivision, Survey Strata, Strata Title or Development Approvals or provisions of a Structure Plan, Activity Centre Plan or Local Development Plan~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Documents required to enact a decision made under delegated authority or as a condition or approval given under delegated authority~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Employment Contracts (Managers – casual contracts only)~~	~~3~~	~~x~~	~~√~~	~~x~~	~~√~~
~~Licences to occupy land or premises~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Local Planning Scheme and any Planning Scheme Amendments~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Management statements and withdrawal or variation of management statements~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Enterprise Bargaining Agreements~~	~~3~~	~~x~~	~~√~~	~~x~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Land Transaction documents where the Shire is required to sign as a landowner. This includes but is not limited to:~~ ~~• Landgate documents and/or deeds including lodgement, removal, withdrawn, modification or surrender/cancel of documents such as: Notifications in accordance with section 70A of the Transfer of Land Act 1893; Covenants, easements and caveats under the Transfer of Land Act 1893; Reciprocal easements and/or parking agreements; Rights of carriageway agreements; Amalgamations Easements or deeds of easement under the Land Administration Act 1997 and/or Strata Titles Act 1985.~~ ~~• Documents and/or deeds required in the management of land as a landowner or where the land is a reserve vested to the Shire; and~~ ~~• Deeds of Agreement and Release in respect to sale or purchase relating to Shire land including equitable interests.~~	~~3~~	~~√~~	~~√~~	~~*~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Mortgages, loans and debenture documents for loans which Council has resolved to raise~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Other statements of intent and terms and conditions such as:~~ ~~Letters of employment for casual employees;~~ ~~Hire agreements for Shire Facilities; or~~ ~~Higher duties for positions.~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Prosecution notices and court documents~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Regular hire arrangements~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Residential tenancy leases~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Service agreements / Contract as a result of procurement process (above Manager delegation)~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~State, Commonwealth or other funding agreements (within delegation)~~	~~3~~	~~√~~	~~√~~	~~√~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~When a responsible officer has a specific role such as applying for and organising receipt of grants, and which required them to sign documents relevant to the grant.~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~When a responsible officer is authorised by relevant laws or is delegated authority by Council to issue notices and infringements.~~	~~3~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Agreements in the normal course of business for the purchase of goods or services identified within the department's budget (other than for tenders) and conforming to the requirements for the Shire's Purchasing Policy and other relevant policies.~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Any type of legally binding contract, instrument or service agreement binding the organisation to some form of commitment~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Goods and/or Service agreements / Contracts as a result of procurement process (where total consideration is within delegation).~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Grants applications and Grant funding agreements~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Heritage agreements~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Licences~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Lodgement, modification and withdrawal of caveats~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Lodgement, registration, modification, transfer and/or withdrawal of memorials~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Notifications on title and withdrawal or variation of same~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Outgoing general correspondence for a departmental team~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Reciprocal access agreements and withdrawal or variation of reciprocal access agreements~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Restrictive Covenants – under s.129B of the Transfer of Land Act 1893 and any discharge or variation of covenants~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~
~~Rights of carriageway agreements and withdrawal or variation of rights and carriageway agreements~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~

~~*Other documentation not listed in the Appendix*~~ ~~Liaise with your Manager or Compliance Officer for advice~~		~~**Signatures Required**~~			
~~**Document**~~	~~**Document Category**~~	~~**Shire President**~~	~~**CEO**~~	~~**Senior Employee / Manager**~~	~~**Authorised Shire Officers**~~
~~Letters, correspondence and other documents that reflect an operational or procedural action required in the ordinary course of business.~~	~~4~~	~~x~~	~~√~~	~~√~~	~~√~~

~~**Reference Information**~~

~~The following Council Policies ought to be referred to as consideration must be given to the potential risks exposed to the Shire of Wongan-Ballidu when executing a document. This includes the potential financial, service commitments, service interruption, environmental, reputation and compliance implications.~~

- ~~All Purchasing and Procurement Policies;~~
- ~~5.31 Risk Management Policy~~
- ~~5.35 Internal Control~~
- ~~5.36 Legislative Compliance;~~
- ~~5.26 Appointment of Acting or Temporary CEO~~

~~**Legislation**~~

~~*Local Government Act 1995*~~

- ~~s.5.41 functions of CEO.~~
- ~~s.5.45 Other matters relevant to delegations under Division 4 (local government employees).~~
- ~~s.9.49A (1) document executed by person under an authority is permitted to do so by this authorisation.~~
- ~~s.9.49 'documents, how authenticated'~~

~~*Local Government (Functions and General) Regulations 1996*~~

- ~~r.34 Common seal, unauthorised use of~~

~~*Interpretation Act 1984*~~

- ~~Terms used in written laws - ***sign*** includes the affixing or making of a seal, mark or thumbprint;~~

~~**Associated documents**~~

~~*Instrument of Delegation: Execution of Documents contained in the Shire of Wongan-Ballidu Register of Delegations.*~~

~~*Shire of Wongan-Ballidu Local Law (Standing Orders) 2010.*~~

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The President and the Chief Executive Officer are responsible for implementing and applying this policy.

5.3 Common Seal

Policy Owner	**Governance**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**23 February 2022 – Resolution 040222**
Date of Last Review	**23 February 2022 – Resolution 040222**
Date Next Due for Review	**3 years / or earlier if required**

OBJECTIVE

This policy covers the proper use of Council's common seal, on what documents it can be applied and under what circumstances. In addition, the policy streamlines the decision-making process relating to the affixation of the seal by not requiring such use to be presented to Council on all occasions when the sealing of a document may be necessary.

POLICY

The Chief Executive Officer is to have charge of the common seal, and it is to be responsible for the safe custody and proper use of it.

The Shire President and Chief Executive Officer are authorized to sign and affix the common seal to documents where such action is necessary to protect Council's interest, to give effect to a Council resolution, or to complete a legal document.

In the absence of the Shire President and Chief Executive Officer, as the case may be, and the Deputy President and a senior employee authorized by the CHEIF EXECUTIVE OFFICER (CEO) are authorized to affix the common seal on their behalf.

Details of all transactions where the common seal has been affixed shall be recorded in a register and this is to include the date on which the common seal was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.

Details of the use of the common seal shall be reported to the Council at the next ordinary meeting of Council and the register shall be available for inspection by Councillors upon request to the Chief Executive Officer during normal office hours.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer shall be responsible for ensuring that the Common Seal is affixed to documents and this policy is properly carried out.

5.9 Elected Member/Staff Conferences

Policy Owner	**Administration and Financial Services**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**08 March 2005**
Date of Last Review	**25 May 2022 – Resolution 020522 Amended**
Date Next Due for Review	**3 years / or earlier if required**

OBJECTIVE

To ensure a procedure is in place for the expeditious nomination of Council delegates to Conferences and to ensure the prescription of allowable expenses.

POLICY

All Councillors/Staff are to complete a Training/Conference Application form before having their application considered.

The Chief Executive Officer may endorse the recommendation of Managers in respect of staff attendance at Conferences, subject to associated expenditure being contained within the relevant year's Budget allowance.

In the event of one only nomination being forthcoming from Councillors, the Chief Executive Officer, be authorised to register the Councillor at the relevant Conference, subject to associated expenditure being contained within the relevant year's budget allowance.

In the event of more than one nomination being forthcoming from Councillors, the matter be referred to the following Ordinary Meeting of Council for determination.

A list of conferences available for attendance by Councillors and staff, be provided to Councillors on a regular basis. Should any Councillor wish to be considered for attendance at a conference and the matter has not been subject to the above process, the Councillor is to advise the Chief Executive Officer, as far as possible in writing to enable the details to be placed on the Agenda for the following Ordinary Meeting of Council.

An appropriate officer will be responsible for ensuring all delegates registered by that officer are supplied with an assessment form and 'details of expenditure incurred' form, together

with instructions sheet and a recording mechanism to ensure all assessments and expenditure details are returned within a reasonable time.

Expenses to be met by Council are:

Conference (where overnight Accommodation for Councillors is Approved by Resolution of Council or in case of Staff, by the Chief Executive Officer)

- Registration Fees (including conference dinner and official delegate hours)
- Accommodation and travel costs
- All reasonable expenses including meals and refreshments, all cab fares between accommodation and conference venue.

Conference (No Overnight Accommodation)

- Registration fees (including Conference dinner and official delegate hours)
- Travel costs to and from conference venue
- Cost of lunch if not provided
- All reasonable expenses and cab fares (cab charge may be used).
- Conference when Accompanied by Spouse
- Breakfast and dinner, if required
- Conference Dinner
- Spouse Activity Tours

Once approval is given for a Councillor/Staff Member to attend a conference in accordance with this policy, an appointed officer will coordinate all travel arrangements.

The officer will contact the Councillor/Staff member concerned to determine what arrangements need to be made regarding travel and accommodation and make the necessary bookings and deliver tickets to the person travelling.

This officer will also advise the Manager Administrative and Financial Services as to what arrangements are required regarding payment of appropriate allowance and method of payment.

On any occasion when a Council delegate is unable to attend a conference, the Chief Executive Officer be delegated the authority to substitute another Councillor delegate, following consultation with the President.

The Shire of Wongan-Ballidu supports and encourages Councillors to attend the annual Local

Government Week Conference.

The Shire of Wongan-Ballidu supports and encourages senior staff members to attend professional development conferences, i.e.: LGMA conference.

All Councillors/Staff are to complete an Evaluation Report after attending the conference.
In addition, it is expected that a report be written so that the information derived from the Conference is disseminated to other members/staff.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

5.11 Councillor Dress Standards

Policy Owner	**Administration and Financial Services**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**23 February 2022 - Resolution 060222**
Date of Last Review	**23 February 2022 – Resolution 060222**
Date Next Due for Review	**3 years / or earlier if required**

POLICY STATEMENT

The standard of dress for Councillors of the Shire of Wongan-Ballidu may vary according to the activity or role and safety requirements. This policy provides guidelines in relation to appropriate types of clothing, standards of dress and related matters.

COMMITMENT

The Shire of Wongan-Ballidu is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for all in the organisation. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing.

COUNCILLOR - ACCEPTABLE STANDARDS OF DRESS

Councillors are requested to present for formal elected member duties in a professional manner and be suitably attired for their responsibilities.

Council Meetings

The standard for both men and women is Smart Business Dress.

Smart Business Dress for council meetings **does not include** low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, jeans, board shorts, T-Shirts, tracksuit pants and tops, windcheaters, or other items of clothing deemed unsuitable by the Shire President.

Committee Meetings

Smart Casual Dress for committee meetings may include Smart Business Dress (inclusions and exclusions above), as well as Smart Casual shirts, blouses (long and short sleeve) polo shirts, Chino pants, Jeans and casual shoes including sneakers.

Bus trips

Smart Casual Dress as outlined above.

Smart Business Dress may be required if attending a formal event, otherwise it is not a required standard.

Ministerial Visits

Smart Business Dress or Smart Casual Dress as outlined above.

Official Openings

Smart Business Dress or Smart Casual Dress as outlined above.

Cultural Exemptions

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the standards required.

- Clothing worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery.

Additional requirements relating to protective clothing

A Councillor may be requested to wear protective clothing by an appropriate officer during site visits and bus trip/road trips. Councillors will be issued vests and other protective clothing by the Shire of Wongan-Ballidu where and if required (excluding footwear). A Councillor must not modify, alter, or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

VARIATION TO THIS POLICY

This policy may be cancelled or varied from time to time by Council. Councillors will be notified of any variation to this policy by the normal correspondence method.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Shire President is responsible for implementing this policy.

5.13 Media Activity

Policy Owner	**Administration and Financial Services**
Person Responsible	**Shire President and Chief Executive Officer**
Date of Adoption	**08 March 2005 – Resolution 140305**
Date of Last Review	**08 March 2005 – Resolution 140305**
Date Next Due for Review	**3 years / or earlier if required**

OBJECTIVE

To be more pro-active with the media in ensuring full and complete details of all issues relating to Council activities are fairly promoted to the community.

POLICY

All public statements on behalf of the Council shall be issued by the President or the Chief Executive Officer or their designated spokesperson.

Statements made by Elected Members are to be identified as their opinions only and do not necessarily represent the position of Council.

The Chief Executive Officer shall handle routine Media Activity. Routine Media Activity shall include but not be restricted to:

- Pro-active Press Releases of departmental activities
- Liaison with Journalists to provide background information of activities already being handled by the media.
- Follow-up of material printed in newspapers by other sources such as letters to the Editor.
- Liaison with printed and electronic Media as required to best promote Council and Community activities.
- Retain a friendly culture with the local printed media by way of hospitality and other offered assistance.

The Chief Executive Officer shall be the primary contact for journalists and Media personnel who attend Council and other meetings. This will include but not be restricted to:

- Provide local press with Minutes and Agenda papers.
- Assist members of the Media with follow-up information from Council meetings, in consideration of their deadlines.

- Liaise with Media related personnel (such as contract photographers) and provide them with the support and contacts required for a specified task.

Specified Media activities where the President and/or Chief Executive Officer will work in tandem include but are not restricted to:

- Any item of a controversial nature, being dealt with by Council, or potentially an issue to be dealt with by council.
- Matters before a committee, which are being pursued by the Media.
- Major pro-active announcements on Council direction/s.

Departmental Managers will assist the process of Media liaison by:

- Ensuring information and support is available to the Chief Executive Officer when researching material required by the media.

Media especially local press to be included on guest lists where their presence could have a supportive or relationship building effect. For example.

- Liaise with President for Media attendance at relevant functions.
- Professional body's awards, launches, accreditations etc.
- Citizenship ceremonies.

Media Activity will support and compliment Councils public image and promotion of services for residents.

The following strategy shall apply for day-to-day dealings with the local press, in association with the overall Media Activity policy.

- Forward by mail or other means, appropriate documents to Journalists in readiness for Council meetings.
- The President, Chief Executive Officer to be available to receive requests and provide appropriate background and follow-up to Journalists on current issues.
- Requests from Journalists will be responded to promptly and where possible, not delaying the information sharing process by lengthy waits on meeting outcomes.
- Elected Members and staff will at all times endeavour to project a truthful, positive and informative response to enquiries, in accordance with existing procedures and protocols.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The President and the Chief Executive Officer are responsible for implementing and applying this policy.

5.38 - Communications and Social Media

Policy Owner	**Governance / Community and Customer Services**
Person Responsible	**Chief Executive Officer / Manager Community and Customer Services**
Date of Adoption	
Date of Last Review	

PURPOSE

The purpose of this policy is to establish clear principles and protocols for communications, media engagement, and social media activities undertaken by the Shire of Wongan-Ballidu.

The policy aims to ensure the Shire is represented professionally, accurately, transparently and consistently, while supporting effective community engagement and maintaining public confidence in the Shire.

OBJECTIVES

The objectives of this policy are to:

- Ensure official communications are accurate, timely, professional and aligned with Council decisions.
- Promote transparent, accessible and effective communication with the community.
- Provide clear guidance regarding who may speak on behalf of the Shire.
- Provide clear protocols for the management and use of official social media channels.
- Support responsible and appropriate use of social media by Elected Members, employees and contractors.
- Protect the reputation, integrity and credibility of the Shire.
- Ensure communications comply with applicable legislation, policies and recordkeeping obligations.
- Provide consistent processes for responding to media enquiries, community enquiries and complaints.
- Ensure communication methods consider accessibility, inclusion and the needs of the local community.

SCOPE

This policy applies to:

- Elected Members.
- Employees and contractors acting on behalf of the Shire.
- All official communications issued by the Shire.
- All Shire-managed digital communication channels, including websites and social media platforms.
- Any person authorised to administer or contribute to an official Shire communication channel.

This policy does not prevent Elected Members from expressing personal views in their private capacity, provided those communications comply with applicable legislation, the Code of Conduct and this policy.

DEFINITIONS

Authorised Officer – means an employee or other person authorised by the CEO to undertake a specific communication, media or social media function on behalf of the Shire.

Chief Executive Officer (CEO) – means the person appointed by Council under the *Local Government Act 1995*.

Council – means the Council of the Shire of Wongan-Ballidu.

Elected Member – means a Council Member serving on the Council of the Shire of Wongan-Ballidu.

Media – means print, broadcast, digital or online news organisations.

Official Communication – means any communication prepared or issued on behalf of the Shire through an approved communication channel.

Official Social Media Account – means a social media account established, owned or authorised by the Shire for the purpose of communicating with the community.

Shire – means the Shire of Wongan-Ballidu.

Social Media – means digital platforms that allow users to create, share or exchange information and content.

Website – means any website operated or administered by the Shire.

POLICY

1. **Official Communications**

The Shire's official communications may include:

- Information required to be publicly available by legislation.
- Promotion of Council services, facilities, projects and initiatives.
- Public notices and statutory advertising.
- Community engagement and consultation activities.
- Emergency management and public safety information.
- Responses to community enquiries and feedback.
- Promotion of events and programs.
- Information relating to Council meetings, decisions and strategic priorities.

The Shire of Wongan-Ballidu will use a combination of different communication methods to suit the type of information to be communicated and the requirements of the community or specific audience, and may include:

- Shire website.
- Social media platforms.
- Media releases and statements.
- Community newsletters.
- Electronic communications and email updates.
- Printed publications and notices.
- SMS messaging.
- Public meetings and community engagement activities.
- Letter drops.
- Other communication channels approved by the CEO.

Digital communication will not be relied upon as the sole method of communication where other methods are reasonably required to ensure community access to important information.

2. **Authority to Speak on Behalf of the Shire of Wongan-Ballidu**

The Shire President is the official spokesperson for the Shire and is authorised to speak on behalf of the local government in official communications, which may include, speeches, comment, print, electronic and social media. Where the Shire President is unavailable, the Deputy Shire President may act in that capacity.

The CEO may also act as the spokesperson when authorised by the Shire President.

The CEO is responsible for operational communications and may speak on behalf of the Shire regarding administrative and operational matters.

Unless authorised, Elected Members, employees and contractors must not present themselves as speaking on behalf of the Shire.

Communications by Elected Members, employees and contractors must not:

- Bring the Shire into disrepute.
- Disclose confidential information.
- Compromise their effectiveness in their role.
- Suggest Shire endorsement of personal views.
- Misrepresent Council decisions or Shire positions.
- Imply they are speaking on behalf of the Shire.
- Breach the Shire's Code of Conduct.

3. Media Relations

All enquiries from the media for comment on behalf of the Shire must be referred to the CEO or an authorised officer. The CEO will coordinate media responses and facilitate enquiries through the appropriate spokesperson.

Where appropriate, the Shire President and CEO may jointly participate in media responses.

Elected Members may provide comments in a personal capacity, provided they:

- Clearly identify that they are speaking in their personal capacity.
- Do not represent their personal views as the position of Council or the Shire.
- Comply with the Code of Conduct and applicable legislation.
- Do not disclose confidential or restricted information.

The Shire will endeavour to provide accurate and timely responses to media enquiries while recognising that some matters may require additional investigation or approval before a response can be provided.

4. Website

The Shire will maintain an official website as our primary resource for all stakeholders to access official Shire information and communications.

5. Social Media

The Shire uses social media to:

- Inform and engage with the community.
- Promote initiatives, events and services.
- Share emergency and public safety information.
- Promote community participation.
- Provide timely information and updates.
- Receive and respond to appropriate community feedback.

Approved social media platforms may include:

- Facebook.
- Instagram.
- LinkedIn.
- YouTube.
- Other platforms approved by the CEO.

The Shire may also contribute information to third-party platforms where appropriate.

Official social media is a communication and engagement channel and is not intended to replace formal processes for:

- Complex complaints or investigations.
- Requests for confidential or personal information.
- Formal applications or submissions.
- Freedom of Information requests.
- Matters requiring statutory processes.
- Matters involving personal, sensitive or confidential information.

Where a matter raised through social media requires a formal response, the Shire may direct the person to the appropriate communication, complaint or application process.

Simple enquiries may be answered through social media where appropriate.

Complaints or matters requiring further investigation should be acknowledged and referred to the appropriate officer or process.

Personal or confidential matters should be moved to an appropriate private communication channel.

6. Management of Official Social Media

Official Shire social media accounts must be managed by employees or other persons authorised by the CEO. Access to official social media accounts must be limited to authorised persons and managed in accordance with the Shire's information security requirements.

Official social media accounts must:

- Be established using Shire-approved accounts and contact details where practicable.
- Be administered using appropriate access controls.
- Maintain appropriate records of official communications.
- Use approved branding and presentation.
- Provide accurate and up-to-date information.
- Be monitored at a level appropriate to the nature and use of the platform.

Content published on official Shire social media should be consistent with Council decisions, adopted policies, the Shire's strategic direction and this policy. Where appropriate, content should be reviewed or approved before publication in accordance with internal procedures.

Employees administering social media must exercise professional judgement when responding to comments and should escalate matters to the relevant officer where:

- The matter involves a complaint or dispute.
- The person alleges misconduct or serious wrongdoing.
- The matter involves legal proceedings or potential legal action.
- The matter concerns a sensitive or confidential issue.
- The person makes a threat or allegation requiring escalation.
- The employee is unsure whether a response is appropriate.

Official social media accounts must not be used for personal communication or personal political activity.

When an employee ceases to have responsibility for an official social media account, their access must be removed or amended as appropriate.

The CEO may establish administrative procedures or guidelines to support the day-to-day management of official social media accounts.

7. Social Media Moderation

Community members engaging with Shire social media are expected to interact respectfully and appropriately.

The Shire may moderate, hide or remove content that is:

- Offensive, abusive, threatening or discriminatory.
- Defamatory or knowingly misleading.
- Commercial, promotional or spam-related.
- Unlawful.
- In breach of privacy or confidentiality requirements.
- Partisan political campaigning or election advocacy unrelated to the purpose of the Shire's communication.
- Repetitive or deliberately disruptive.
- In breach of copyright or intellectual property laws.
- Likely to compromise public safety or an emergency response.
- Otherwise inconsistent with the reasonable and appropriate use of the platform.

The Shire will not remove content merely because it is critical of the Shire, provided the content complies with the requirements of the platform and this policy.

Users who repeatedly breach these requirements may be blocked or restricted from participating. Where content may constitute a serious threat, unlawful conduct or other matter requiring investigation, appropriate records should be retained and the matter referred to the relevant authority or officer where necessary.

8. Emergency Communications

During emergencies or significant incidents, the Shire may use:

- Social media.
- The Shire website.
- SMS alerts.
- Media releases.
- Email communications.
- Public notices.
- Direct community engagement.
- Other communication methods considered appropriate.

Emergency communications will be coordinated through the CEO or delegated officer and align with emergency management arrangements.

Where another agency has responsibility for issuing official emergency warnings or instructions,

the Shire will seek to share or amplify information from the appropriate authority rather than provide conflicting information.

Emergency communications should prioritise:

- Public safety.
- Accuracy.
- Timeliness.
- Clear instructions.
- Consistency with information provided by relevant emergency management authorities.

9. Recordkeeping and Information Management

Official communications, including social media content, are public records and must be managed in accordance with:

- *State Records Act 2000*.
- *Freedom of Information Act 1992*.
- The Shire's Record Keeping Plan and Policy.
- Other applicable legislation and Shire procedures.

Records created by Elected Members in connection with their Council role must be retained and provided to the Shire where required.

10. PERSONAL COMMUNICATIONS

Elected Members and employees should recognise that comments made in private or personal forums, including social media, may become public.

Individuals must ensure that personal communications do not:

- Breach confidentiality obligations.
- Contravene the Code of Conduct.
- Damage the reputation of the Shire.
- Misrepresent Council decisions or positions.

11. ELECTED MEMBER STATEMENTS ON SHIRE MATTERS

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Wongan-Ballidu

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- clearly state that the comment or content is a personal view only, which does not necessarily.
- represent the views of Shire of Wongan-Ballidu.
- be made with reasonable care and diligence.
- be lawful, including avoiding contravention of; copyright, defamation, discrimination or
- harassment laws.
- be factually correct.
- avoid damage to the reputation of the local government.
- not reflect adversely on a decision of the Council.
- not reflect adversely on the character or actions of another Elected Member or employee.
- maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

12. STAFF USE OF SOCIAL MEDIA

Staff use of social media, including the use of official Shire social media accounts and personal social media accounts where relevant to an employee's role, is governed by the Shire's Social Media Operational Policy.

This policy establishes the overarching principles and governance requirements for the Shire's communications and social media activities. Staff must refer to the Social Media Operational Policy for detailed requirements regarding the use, management, moderation and administration of social media, including expectations for staff conduct, approval processes, account access and security, content management and responding to community engagement.

Where there is any inconsistency between this policy and the operational policy, this policy takes precedence.

13. BREACHES OF POLICY

Failure to comply with this policy may result in action under:

- *Local Government Act 1995*.
- The Shire's Code of Conduct.
- Employment and disciplinary procedures.
- Other relevant legislation or Shire policies.

Serious or repeated breaches may be referred for investigation where appropriate.

Where a breach involves an Elected Member, the matter may be dealt with through the applicable statutory or Code of Conduct process.

Where a breach involves an employee or contractor, the matter may be managed through the appropriate employment, contractual or disciplinary process.

14. REVIEW

This policy shall be reviewed at least every three (3) years, or earlier if required.

15. RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 LIST OF PAYMENTS FOR AUGUST 2026

FILE REFERENCE:	F1.4
REPORT DATE:	11 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Rachael Waters – Finance Officer - Accounts
REVIEWER:	Melinda Lymon Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1.1 List of Payments for August 2026

PURPOSE OF REPORT:

For Council to receive the accounts paid for 1 August 2026 to 31 August 2026, as submitted.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT:

The *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid by the CEO and a list of payments made by employees via purchasing cards to be presented to Council and recorded in the minutes.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are applicable to this agenda item and attached reports.

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

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month –

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Regulation 13A – Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under sub regulation (1) must be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

All payments are made within the confines of Councils adopted budget.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:
MOVED: Cr HOOD **SECONDED: Cr SEWELL**

That Council, in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments for the month ended 31 August 2026 totalling $759,620.47 (Refer to Attachment 9.2.1.1). This includes payments made under delegated authority and payments made using purchasing cards by authorised employees.

CARRIED: 7/0
RESOLUTION 080926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00177			
107 - STEWART & HEATON CLOTHING CO PTY LTD			
SIN-4328896	06/08/26	2025 - 2026 BFAC Volunteer Uniform Order, Part Received	377.15
		Total 107	**377.15**
1176 - INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION			
SINV-16348	06/08/26	Automation of Oval Phase III - 50% payment	60,694.15
		Total 1176	**60,694.15**
1419 - GREAT SOUTHERN FUEL SUPPLIES			
98914	06/08/26	WB007 & WB086 July Fuel	142.40
		Total 1419	**142.40**
15 - LANDGATE			
1608105	06/08/26	SLIP Subscription - 17 September 2026 to 16 September 2027	2,755.01
		Total 15	**2,755.01**
1548 - BP AUSTRALIA			
1479897	06/08/26	CEO & DCEO Fuel for July	258.24
		Total 1548	**258.24**
183 - T A MATTHEWS ELECTRICAL SERVICES			
10980	06/08/26	11 Wandoo Cres - replacement evaporative air conditioner	4,818.00
		Total 183	**4,818.00**
1843 - ABLE POWER PTY LTD			
878365	06/08/26	Cadoux & Ballidu Diesel Generator - Sports Pav & Rec Centre	32,000.00
		Total 1843	**32,000.00**
1850 - RICOH AUSTRALIA PTY LTD			
312993-H9X1R6	06/08/26	Folding Machine Lease, 08 Sep 2026 To 08 Oct 2026	237.60
		Total 1850	**237.60**
2040 - AC HEALTHCARE PTY LTD			
Aug-26	06/08/26	Subsidy Payment, August 2026	21,083.34
145993	06/08/26	WC: 1 x Staff	205.00
145857	06/08/26	WC: 1 x Staff	205.00
145994	06/08/26	WC: 1 x Staff	205.00
		Total 2040	**21,698.34**
2095 - CLINIPATH PATHOLOGY			
138497	06/08/26	WORKS: 1x Staff	40.00
		Total 2095	**40.00**
2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			
SI009853	06/08/26	Office 365 August	2,467.89
SI009839	06/08/26	Council First - August - September Additional Users	530.20
SI009875	30/06/26	Professional Services for June 2026	7,562.50
		Total 2226	**10,560.59**
2291 - MAXIPARTS OPERATIONS PTY LTD			
7004596	06/08/26	TK40: Cap Adblue & Freight	104.18
		Total 2291	**104.18**

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
2343 - RING CENTRAL AUSTRALIA			
CD_001505197	06/08/26	Medical Centre Phone Account from 26.07.26 - 25.08.26	412.37
CD_001506543	06/08/26	Admin & CRC Phone Account from 27.07.26 to 26.08.26	1,013.16
		Total 2343	**1,425.53**
2412 - EVENTS DELUXE AUSTRALIA			
3131	06/08/26	Seniors Week Quizmaster Fee – Friday 13th November 2026, Partially Recoverble TBC	1,347.50
		Total 2412	**1,347.50**
2595 - SAFETYCULTURE PTY LTD			
72905	06/08/26	Safetyculture Full seats Works 2026-2027	5,517.60
		Total 2595	**5,517.60**
2702 - BP MEDICAL			
4136601	06/08/26	Replacement ECG Machine for Wongan Hills Medical Centre	2,399.00
		Total 2702	**2,399.00**
300 - BUNNINGS			
2174-01106211	06/08/26	49 QUINLAN - 4L Acetone & 4L MetalSHIELD	180.35
		Total 300	**180.35**
348 - LOCAL GOVERNMENT WORKS ASSOCIATION OF WA INC			
MCE7ZOTMHI	06/08/26	LGWA Conference - Works Supervisor	1,045.00
		Total 348	**1,045.00**
352 - ADVANCED AUTOLOGIC PTY LTD			
114649	06/08/26	Various Plant - Blue Horizon & Free it window cleaner	1,554.00
		Total 352	**1,554.00**
389 - POWERFORCE MIDLAND			
87768	06/08/26	Honda GX200 Engine	618.00
		Total 389	**618.00**
4 - AUSTRALIAN SERVICES UNION			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	110.00
		Total 4	**110.00**
414 - AVON MIDLAND COUNTRY ZONE OF WALGA			
WF26-15	06/08/26	Wheatbelt Forum General Registration x 3	390.00
		Total 414	**390.00**
5 - IOU SOCIAL CLUB			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	290.00
		Total 5	**290.00**
61 - MCINTOSH & SON			
PO3-11633	06/08/26	PUT69 -Lever Lockout, Batt Switch	193.79
		Total 61	**193.79**
62 - STAR TRACK EXPRESS PTY LTD			
2001364648	06/08/26	Freight ex Stewart Heaton (PPE BFB)	37.59
2001373622	06/08/26	Freight ex Jason Signmakers	79.28
		Total 62	**116.87**
75 - WALLIS COMPUTER SOLUTIONS			
40676	06/08/26	Depot Starlink Service for August 2026	165.00

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 75	**165.00**
76 - WATER CORPORATION			
9007962078	06/08/26	Consumption & Supply Charge for Cadoux Standpipe	350.13
		Total 76	**350.13**
79 - WESTRAC EQUIPMENT PTY LTD			
PI2550044	06/08/26	Fitfleet Subscription Renewal - 3 x Graders	950.40
		Total 79	**950.40**
8 - SHIRE OF WONGAN-BALLIDU - PAYROLL			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	2,475.00
		Total 8	**2,475.00**
V0001 - ATO			
PJ1143	09/06/26	FORTNIGHT 2026-25 - From Payroll	23,004.00
PJ1210	23/06/26	FORTNIGHT 2026-26 - From Payroll	22,702.00
	01/07/26	GST Settlement	64,232.00
	01/07/26	GST Settlement	60,233.00
	30/06/26	Fuel Tax Credits - June 2026	7,042.00
	30/06/26	FBT June 2026	13,519.00
		Total V0001	**56,182.00**
		Total EFT00177	**208,995.83**
EFT Payment - EFT00178			
1140 - KLEEN WEST DISTRIBUTORS			
00127385	13/08/26	Cleaning supplies for various Shire buildings	527.84
		Total 1140	**527.84**
1244 - TKB MECHANICAL			
18384	13/08/26	WB010: Carry out 60K Service	894.31
		Total 1244	**894.31**
1249 - DUN DIRECT PTY LTD			
Jul-26	13/08/26	Fuel Supply for July 2026	22,885.75
		Total 1249	**22,885.75**
1278 - DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY			
Jul-26	13/08/26	BSL for July 2026	127.50
		Total 1278	**127.50**
131 - IXOM OPERATIONS PTY LTD			
85147034	13/08/26	Service Fee for Chlorine Cylinders	272.80
		Total 131	**272.80**
148 - BALLIDU TRADING POST			
200322 & 200605	13/08/26	July Postage Charges - Bushfire Mitigation Works Flyer	31.75
		Total 148	**31.75**
1534 - WONGAN HILLS PROGRESS ASSOCIATION			
0726	13/08/26	Annual Shire Community Group Subsidy - Harvest Festival	5,000.00
		Total 1534	**5,000.00**
1592 - KIM THORNTON			
Reimbursement	13/08/26	1 x Night Accommodation to attend Works Association Conference	520.00

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 1592	**520.00**
1645 - FEGAN BUILDING SURVEYING			
1325	13/08/26	Building Surveying for 1 x Residence	330.00
		Total 1645	**330.00**
2044 - DRAEGER AUSTRALIA PTY LTD			
3904342109	13/08/26	Part Supply for Pool BA Maintenance	283.80
		Total 2044	**283.80**
2064 - TRACTUS AUSTRALIA			
2016557	13/08/26	TK41: 2 x Tyres	1,452.00
		Total 2064	**1,452.00**
2125 - HAYCOM TECHNOLOGY PTY LTD			
70735	13/08/26	IT Medical Services for July 2026	1,060.40
		Total 2125	**1,060.40**
2165 - CEA Specialty Equipment Pty Ltd			
J1R176202P	13/08/26	BH4: Parts as per quotation J1R95138P	653.21
		Total 2165	**653.21**
2183 - BALLIDU HERITAGE CENTRE			
53	13/08/26	July Cleaning for Alpha & Bunyip Park, Ballidu	350.00
		Total 2183	**350.00**
2226 - COUNCIL FIRST			
SI009701	13/08/26	Module Implementation - Mapping	429.55
		Total 2226	**429.55**
2277 - MORTLOCK ELECTRICAL PTY LTD			
1589	13/08/26	7 Wandoo Cres - replacement aircon & installation	2,475.00
1569	13/08/26	Ballidu & Cadoux Sport and Recreation Centre Generator Load Test and Inspection	450.00
		Total 2277	**2,925.00**
23 - BALLIDU PROGRESS GROUP			
00000013	13/08/26	Annual Shire Community Group Subsidy – Australia Day	250.00
		Total 23	**250.00**
2407 - WESTCYCLE INCORPORATED			
3783	13/08/26	Bike it to Ballidu Gravel Funding Contribution 2026	38,500.00
		Total 2407	**38,500.00**
242 - SYNERGY			
2244017736	13/08/26	Consumption & Supply charge for Alpha Park Ballidu	208.02
		Total 242	**208.02**
2505 - BW JAMES TRANSPORT PTY LTD			
J219619-MWS	13/08/26	TK39: Freight ex Advanced Autological	267.68
J219619-MRS	13/08/26	Freight ex Marindust - 1 x Flagpole, Community Park	150.00
		Total 2505	**417.68**
2526 - SULLIVAN LOGISTICS PTY LTD			
194651	13/08/26	Freight ex Evergreen Garden (Baileys Fertiliser)	2,534.88
		Total 2526	**2,534.88**
2535 - SUPAGAS PTY LTD			
7008578487	13/08/26	2 x 45Kg Gas Rental for 42 Mitchell St, Wongan Hills	99.00

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 2535	**99.00**
2613 - NEXT TELECOM PTY LTD			
379466	13/08/26	July NBN Charges for Shire & CRC	2,417.80
		Total 2613	**2,417.80**
2694 - EVERGREEN GARDEN CARE AUSTRALIA PTY LTD			
0030434848	13/08/26	Gypsum Order - Ovals	4,488.00
		Total 2694	**4,488.00**
2703 - VERE VERESI			
Reimbursement	13/08/26	Introduction to Local Government Course, Travel & Refreshments	399.76
		Total 2703	**399.76**
2704 - SACRED HEART CATHOLIC SCHOOL			
Bond	13/08/26	Room & Key Bond Refund - Civic Centre Hire as per Invoice PPSIN01507	205.00
		Total 2704	**205.00**
2705 - CRISELLE RANDVIIR			
DOT	13/08/26	DOT Training Reimbursement - Recoverable	582.67
		Total 2705	**582.67**
300 - BUNNINGS			
2182-99817032	13/08/26	Cadoux Gazebo - additional lattice panels	206.40
2182-00385016	13/08/26	49 Quinlan St - 4L Brush Thinner & Materials for Ballidu Changeroom Upgrade	1,384.03
2182-99817033	13/08/26	49 Quinlan St - Zinc Gutter Brackets (100pk)	135.00
		Total 300	**1,725.43**
303 - BALLIDU GREATER SPORTS COUNCIL			
006	13/08/26	Management Agreement - Expiry 31 Jan 2029	11,585.00
		Total 303	**11,585.00**
346 - WONGAN HILLS CARAVAN PARK			
15690	13/08/26	EHO Accommodation for 1 night 24th to the 25th of June 2026	350.00
		Total 346	**350.00**
370 - WONGAN ARTS SOCIETY			
0007	13/08/26	Annual Shire Community Group Subsidy – Operational Support Grant	2,000.00
		Total 370	**2,000.00**
382 - DEPT OF ENVIRONMENT & REGULATION			
11627/1	13/08/26	Clearing Permit Application for Wongan Hills Cemetery	400.00
		Total 382	**400.00**
39 - WONGAN HILLS IGA PLUS LIQUOR			
03/7514	13/08/26	Supplies for Admin Kitchen	10.99
03-7514	13/08/26	CRC Kitchen Supplies	4.99
03/8282	13/08/26	CRC Kitchen Supplies	9.05
02/1723	13/08/26	BBQ Supplies for Tool Box Meeting Held 09.07.26	37.98
03/8633	13/08/26	CRC Kitchen Supplies	100.84
02/1999	13/08/26	Kitchen Supplies for Administration	5.30
02/2064	13/08/26	BBQ Supplies for Tool Box Meeting Held 09.07.26	24.75

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
03/1522	13/08/26	Water for Admin Kitchen	63.96
02/2206	13/08/26	CRC Contribution to Movie Time - Elvis 10.07.2026	27.68
03/8996	13/08/26	CRC Kitchen Supplies	20.09
03/9998	13/08/26	CRC Community Events - NAIDOC	52.48
01/2747	13/08/26	CRC Kitchen Supplies	8.29
03/1021	13/08/26	CRC Kitchen Supplies	17.34
05/877	13/08/26	Council Supplies	50.98
03/1325	13/08/26	CRC Kitchen Supplies	8.05
03/2765	13/08/26	Admin Kitchen Supplies	3.30
03/1342	13/08/26	Council Supplies for OCM & Citizenship Held 22.07.26	426.85
03/2378	13/08/26	CRC Kitchen Supplies	8.29
03/808	13/08/26	Supplies for Admin Kitchen	53.59
02/4802	13/08/26	TIP: T/Rolls	8.05
02/2811	13/08/26	CRC Community Event - NAIDOC Event 17.07.26	74.66
03/2979	13/08/26	Depot Kitchen Supplies	94.85
03/9994	13/08/26	CRC Community Events - NAIDOC	28.67
03/8825	13/08/26	Aussie Natural Spring Water For Admin Kitchen	63.96
02/4916	13/08/26	CRC Kitchen Supplies	4.99
03/7680	13/08/26	CRC Kitchen Supplies	4.99
		Total 39	**1,214.97**
471 - WONGAN HILLS TIDY TOWNS COMMITTEE			
30	13/08/26	Annual Shire Community Group Subsidy	1,000.00
		Total 471	**1,000.00**
472 - WONGAN HILLS & DISTRICTS MUSEUM & HISTORICAL SOCIETY			
WM2025	13/08/26	Annual Shire Community Group Subsidy – Gardening Contract	2,900.00
		Total 472	**2,900.00**
556 - WONGAN HILLS COMMUNITY CLUB			
2771	13/08/26	Management Agreement	11,585.00
		Total 556	**11,585.00**
58 - NUTRIEN AG SOLUTIONS LIMITED			
914860121	13/08/26	Depot, WSHS Hose Blue-Line P&O SUC 51MM	928.62
914749108	13/08/26	WH Ovals: 4 x Nasl Topsoil	404.80
		Total 58	**1,333.42**
61 - MCINTOSH & SON			
P03-11279	13/08/26	UT78: 4 x Speed Nut 1/4" & 2 x Speed Nuts all sizes	23.45
		Total 61	**23.45**
64 - OFFICEWORKS BUSINESS DIRECT			
630806146	13/08/26	Office stationery for Admin, Incl freight charge	244.20
631063644	13/08/26	CRC Office stationery, IPad Cases (Funded $177.00)	378.11
631081275	13/08/26	CRC - iPad and accessories - Grant Funded ($761.84)	784.95
		Total 64	**1,407.26**
641 - TEAM GLOBAL EXPRESS PTY LTD			
0639-S358840	13/08/26	Freight ex RBC Rural, Photocopier Toners	47.62
0639-S358840	13/08/26	Freight ex Maxiparts & Westpac	120.60

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 641	**168.22**
654 - ROYAL LIFE SAVING (WA BRANCH)			
AX-23435	13/08/26	1x Staff - Provide Cardiopulmonary Resuscitation, 21.10.26	74.00
		Total 654	**74.00**
691 - SIGMA TELFORD GROUP			
196801/01	13/08/26	Chemical Order for 2026 Pool Season	1,802.24
		Total 691	**1,802.24**
717 - ELIZABETH TELFER BUILDING MANAGEMENT COMM. INC.			
087	13/08/26	Management Agreement	3,712.00
		Total 717	**3,712.00**
74 - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			
LGC26-243	13/08/26	CEO & Shire President attendance at Annual WALGA Convention	3,795.00
		Total 74	**3,795.00**
749 - WONGAN HILLS ROTARY CLUB			
0002	13/08/26	Annual Shire Community Group Subsidy – Seniors Christmas Lunch	1,700.00
		Total 749	**1,700.00**
76 - WATER CORPORATION			
9007961809	13/08/26	Consumption charge for Cadoux Kindergarten on Grimmett St	96.38
9009890610	13/08/26	Consumption charge for toilets at King St Cadoux	33.13
		Total 76	**129.51**
84 - WCS CONCRETE PTY LTD			
00019321	13/08/26	Medical Centre Concrete Pad for Generator	706.20
		Total 84	**706.20**
919 - MCG ARCHITECTS PTY LTD			
3450	13/08/26	Revised layout design options for WH Sport & Rec Changerooms	4,675.00
		Total 919	**4,675.00**
94 - BALLIDU CONTEMPORARY ARTS SOCIETY INC			
00000001	13/08/26	Annual Shire Community Group Subsidy – Ballidu Contemporary Art Society Support Grant	3,000.00
00000052	13/08/26	Ballidu Heritage Centre, Annual Shire Community Group Subsidy	2,000.00
		Total 94	**5,000.00**
975 - WONGAN MAIL SERVICE			
0103	13/08/26	July Postage & Stationery Charges	187.81
		Total 975	**187.81**
		Total EFT00178	**145,321.23**
EFT Payment - EFT00179			
1363 - DAIMLER TRUCKS PERTH			
XA980099300:01	21/08/26	TK37: 1 x Seat Cover	426.24
		Total 1363	**426.24**
1419 - GREAT SOUTHERN FUEL SUPPLIES			

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
D2264029	21/08/26	9500 Litres of Diesel Fuel Delivered to Depot 13.08.2026	21,719.07
		Total 1419	**21,719.07**
1534 - WONGAN HILLS PROGRESS ASSOCIATION			
0749	21/08/26	Business Calender - CRC & Shire	374.00
		Total 1534	**374.00**
1667 - BLACKWELL PLUMBING & GAS PTY LTD			
1609	21/08/26	Storm water drain works at WH Oval	4,482.50
1586	21/08/26	42 Mitchell Street - replacement 125L Electric Rheem HWU (like-for-like)	2,642.20
1587	21/08/26	31A Quinlan Street - replacement HWU with Rinnai B20 Gas HWU	2,822.60
		Total 1667	**9,947.30**
1805 - CPS & STATEWIDE FIBREGLASS PTY LTD			
14826	21/08/26	50% Deposit - Remedial works on Wongan Hills Swimming Pools	26,770.00
		Total 1805	**26,770.00**
1850 - RICOH AUSTRALIA PTY LTD			
INV-319075-S8X4H7	21/08/26	Photocopier Lease, 23 Sep 2026 To 23 Oct 2026	649.17
		Total 1850	**649.17**
1890 - JB HI-FI GROUP PTY LTD			
00226294	21/08/26	16 Moore St - Contractor House Set-Up (TV & Vacuum), Freight Incl	618.99
		Total 1890	**618.99**
200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED			
49550	21/08/26	1x Staff - Attend Accelerate Leadership Program	3,315.00
		Total 200	**3,315.00**
2064 - TRACTUS AUSTRALIA			
2016594	21/08/26	TK41: 2 x Tyres	1,518.00
		Total 2064	**1,518.00**
2092 - ITR PACIFIC PTY LTD			
913472	21/08/26	Grader Blades	11,000.00
		Total 2092	**11,000.00**
22 - AVON WASTE			
78140	21/08/26	Domestic, Commerical & Recycling Collections for July 2026	18,191.72
78140	21/08/26	Skip Bin at Sports Pavilion, 1st, 15th & 29th July 2026	501.18
		Total 22	**18,692.90**
2203 - DONNA DONNELLY			
7	21/08/26	Cleaning Services at 28B Shields Crescent & 49 Quinlan St, Wongan Hills	157.50
		Total 2203	**157.50**
2304 - KIM WALSH			
Uniform	21/08/26	Uniform Allowance	209.14
Uniform	21/08/26	Uniform Allowance Completed	40.37
		Total 2304	**249.51**

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
2526 - SULLIVAN LOGISTICS PTY LTD			
196004	21/08/26	Freight ex ITR Pacific (Grader Blades)	2,045.64
		Total 2526	**2,045.64**
2529 - LINKUP PTY LTD			
636DQ	21/08/26	WSFN17: Rock Armour 58.05t	4,980.69
		Total 2529	**4,980.69**
2573 - ESTHER MEPHAM			
Uniform	20/08/26	Uniform Allowance	229.95
		Total 2573	**229.95**
2616 - WONGAN BALLIDU SENIOR CITIZEN RECREATION CENTRE INC			
0007	21/08/26	Annual Shire Community Group Subsidy	3,000.00
		Total 2616	**3,000.00**
2700 - SERVICES AUSTRALIA CHILD SUPPORT			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	300.00
		Total 2700	**300.00**
2706 - ECOFORM CONSULTING PTY LTD			
DI-15507	21/08/26	BAL Assessment - Shields Crescent Land Development	1,149.50
		Total 2706	**1,149.50**
2707 - RONALD YEATS			
Gratuity	21/08/26	Gratuity Payment	272.00
		Total 2707	**272.00**
300 - BUNNINGS			
2440-99800452	21/08/26	49 Quinlan St - patio tube brackets (x50)	114.00
2440-00281665	21/08/26	Ballidu Sports Complex - 10L Taubmans Paint	242.16
		Total 300	**356.16**
372 - AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY			
504694574	21/08/26	Land Mobile 1614234/1 licence 12months	61.00
		Total 372	**61.00**
374 - LGISWA			
100-166035	20/08/26	25/26 Motor Vehicle - Adjustment Invoice	4,937.56
		Total 374	**4,937.56**
4 - AUSTRALIAN SERVICES UNION			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	110.00
		Total 4	**110.00**
429 - RBC RURAL			
35100	21/08/26	Meter Reading for CRC Photocopier	2,367.34
35115	21/08/26	Meter Reading for Administration Photocopier	1,741.90
		Total 429	**4,109.24**
460 - WONGAN HILLS HARDWARE			
Jul-26	20/08/26	Building Statement Ending 31.07.26	1,218.37
Jul-26	20/08/26	Works Statement Ending 31.07.26	998.75
		Total 460	**2,217.12**
5 - IOU SOCIAL CLUB			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	290.00

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 5	**290.00**
61 - MCINTOSH & SON			
P03-11552	21/08/26	TK37: Spade Terminal (red) 4.3mm	7.02
		Total 61	**7.02**
641 - TEAM GLOBAL EXPRESS PTY LTD			
0640-CEO	20/08/26	Freight ex Draeger	108.08
0640-MWS	20/08/26	Freight ex Daimler Trucks	36.78
		Total 641	**144.86**
689 - WONGAN HILLS CRICKET CLUB			
INV202601	21/08/26	Annual Shire Community Group Subsidy	750.00
		Total 689	**750.00**
691 - SIGMA TELFORD GROUP			
199875/01	21/08/26	WH POOL: Palintest Service	621.50
		Total 691	**621.50**
704 - AUSTRALIA'S GOLDEN OUTBACK			
004512	21/08/26	Holiday Planner, 2026-2027	2,805.00
		Total 704	**2,805.00**
74 - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			
SI-020154	21/08/26	Shire President Course - Role of Mayors & Presidents	594.00
SI-020172	20/08/26	1 x Staff - Introduction to Local Government course	297.00
		Total 74	**891.00**
79 - WESTRAC EQUIPMENT PTY LTD			
PI2554441	21/08/26	Parts for Various Plant	1,111.44
		Total 79	**1,111.44**
8 - SHIRE OF WONGAN-BALLIDU - PAYROLL			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	2,425.00
		Total 8	**2,425.00**
		Total EFT00179	**128,252.36**
EFT Payment - EFT00180			
1231 - WONGAN HILLS HOTEL			
4955	27/08/26	OCM Dinner held 22.07.2026	394.45
286357	27/08/26	OCM Dinner held 19.08.2026	299.43
		Total 1231	**693.88**
1512 - FORRESTFIELD MOWER AND CHAINSAW CENTRE			
1102	27/08/26	Husqvarna Z242 F Zero Turn mower	10,449.00
		Total 1512	**10,449.00**
1753 - PW GEE WELDING SERVICES			
0106923	27/08/26	WH Refuse Site, 16mm Round Rod	16.54
		Total 1753	**16.54**
183 - T A MATTHEWS ELECTRICAL SERVICES			
11000	27/08/26	28A Shields Cres - replacement sensor light	115.50
11002	27/08/26	31A QUINLAN & 42 MITCHELL: disconnect & reconnect HWU for plumbers	286.00
11003	27/08/26	CRC Function Room & Store Room: Supply & Replace panel lights	8,800.00

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
11001	27/08/26	42 Mitchell, 31A & 31B Quinlan St - smoke alarms service 2026	671.00
11004	27/08/26	11 Wandoo Cres - replacement smoke alarms	368.50
11005 - PO2120	27/08/26	VISITORS & ART CENTRE - exterior lights not working investigation	500.00
11005 - PO1825	27/08/26	CRC - repair outside lighting near toilet block	366.69
		Total 183	**11,107.69**
1836 - CEMETERIES & CREMATORIA ASSOC OF WA			
2022	27/08/26	2026-27 Membership	130.00
		Total 1836	**130.00**
2040 - AC HEALTHCARE PTY LTD			
Aug-26	27/08/26	August Medical Services Reimbusement	20,166.68
		Total 2040	**20,166.68**
2064 - TRACTUS AUSTRALIA			
2016638	27/08/26	TK40: 2 x Tyres	1,518.00
		Total 2064	**1,518.00**
2115 - AUTOPRO NORTHAM			
1320305	27/08/26	TK37: 1 x Pin Terminal Red 2mm	6.66
		Total 2115	**6.66**
22 - AVON WASTE			
77606	27/08/26	Rubbish Collection for 12 months, 3 x bins at $2.62 each for 12 months - July 2026 to June 2027	408.72
		Total 22	**408.72**
2221 - WALKERS DIESEL SERVICES			
0097	27/08/26	TK36: 7/8 Heater Hose x 700mm	33.60
		Total 2221	**33.60**
2226 - COUNCIL FIRST			
SI009890	27/08/26	Azure Charges for July 2026	1,586.49
SI009811	27/08/26	Office 365 Charges for July 2026	2,461.95
		Total 2226	**4,048.44**
2291 - MAXIPARTS OPERATIONS PTY LTD			
7033677	27/08/26	TK36: Kit Filter & Male Connector 6mm	376.76
		Total 2291	**376.76**
234 - SHIRE OF WONGAN-BALLIDU			
Rates	27/08/26	2026-27 Rates	23,370.72
		Total 234	**23,370.72**
242 - SYNERGY			
CORPB0869339	27/08/26	Cut Tree at 11 Wandoo Crescent, Wongan Hills 26.06.26	419.27
2100512254	27/08/26	Street Lighting Billing Period 25.06.26 to 24.07.26	5,012.99
2074644896	27/08/26	Consumption & Supply Charge for 49 Quinlan St Wongan Hills	44.56
2042671395	27/08/26	Consumption & Supply charge for Swimming Pool	219.95
2042671396	27/08/26	Consumption & Supply charge for Wongan Hills Sports Complex	2,739.72
2042671397	27/08/26	Consumption & Supply charge for CRC Building	1,538.44
2692018719	27/08/26	Consumption & Supply charge for Medical Centre	609.95
		Total 242	**10,584.88**

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
2505 - BW JAMES TRANSPORT PTY LTD			
J219638	27/08/26	Freight Charges ex Sigma Telford	341.85
		Total 2505	**341.85**
2526 - SULLIVAN LOGISTICS PTY LTD			
197267	27/08/26	Freight ex Nutrien Water - P&G Supplies	444.15
		Total 2526	**444.15**
2575 - OSTERBERG PAINTING			
13254	27/08/26	CIVIC CENTRE: Internal & External Painting	33,572.00
		Total 2575	**33,572.00**
2594 - TELUS HEALTH (AUSTRALIA) PTY LTD			
2596868	27/08/26	EAP program service agreement for staff 26/27	4,180.00
		Total 2594	**4,180.00**
26 - BOEKEMAN MACHINERY (WA) PTY LTD			
454000	27/08/26	UT69: Battery	303.26
		Total 26	**303.26**
2660 - ASSET VALUATION ADVISORY			
2534	27/08/26	Valuation: 24 Airport Road, Wongan Hills	1,980.00
		Total 2660	**1,980.00**
300 - BUNNINGS			
2440-00160069	27/08/26	BMO: 2 X cut & grind full set	94.96
		Total 300	**94.96**
429 - RBC RURAL			
35086	27/08/26	Supply of Staples for CRC Photocopier	270.80
		Total 429	**270.80**
45 - DEPARTMENT OF FIRE & EMERGENCY SERVICES			
161619	27/08/26	ESL 1st Quarter Payment for 2026/27	32,634.30
		Total 45	**32,634.30**
62 - STAR TRACK EXPRESS PTY LTD			
2001400742	27/08/26	Freight ex Stewart Heaton (PPE BFB)	36.86
		Total 62	**36.86**
641 - TEAM GLOBAL EXPRESS PTY LTD			
641	27/08/26	Freight ex RBC Rural, Toners & Staples	72.05
641	27/08/26	Freight ex Maxiparts & Westrac	109.46
		Total 641	**181.51**
79 - WESTRAC EQUIPMENT PTY LTD			
PI2622242	27/08/26	G18 & SS1: Various parts - belts, filters, oil, switch	1,355.24
		Total 79	**1,355.24**
		Total EFT00180	**158,306.50**
Other - EFT00181			
2700 - SERVICES AUSTRALIA CHILD SUPPORT			
PPE 04.08.26	06/08/26	1 x Staff - PPE 04.08.26	2,351.17
		Total 2700	**2,351.17**
		Total EFT00181	**2,351.17**
		Grand Total - EFT 177, 178, 179, 180, 181	**643,227.09**

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
Other - DD00473			
16 - WESTNET PTY LTD			
147217635	03/08/26	Administration, CRC & 7 Wandoo Cres - Monthly Internet Charges	309.97
		Total DD00473	**309.97**
Other - DD00474			
2155 - AWARE SUPER ACCUMULATION			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	4,191.25
SUPER 04.08.2026	04/08/26	Superannuation Contribution	10,232.08
		Total 2155	**14,423.33**
2377 - MERCER SUPER			
SUPER 04.08.2026	04/08/26	Superannuation Contribution	242.15
		Total 2377	**242.15**
2388 - AUSTRALIAN RETIREMENT TRUST			
SUPER 04.08.2026	04/08/26	Superannuation Contribution	388.52
		Total 2388	**388.52**
2425 - VIRGIN MONEY SUPER			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	264.15
SUPER 04.08.2026	04/08/26	Superannuation Contribution	449.02
		Total 2425	**713.17**
2434 - MLC SUPER FUND			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	170.41
SUPER 04.08.2026	04/08/26	Superannuation Contribution	884.71
		Total 2434	**1,055.12**
2486 - EXPAND ESSENTIAL SUPER			
SUPER 04.08.2026	04/08/26	Superannuation Contribution	399.29
		Total 2486	**399.29**
2487 - HOSTPLUS SUPERANNUATION FUND			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	181.22
SUPER 04.08.2026	04/08/26	Superannuation Contribution	708.89
		Total 2487	**890.11**
2561 - VANGUARD SUPER			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	436.98
SUPER 04.08.2026	04/08/26	Superannuation Contribution	699.17
		Total 2561	**1,136.15**
2596 - GESB Super			
SUPER 04.08.2026	04/08/26	Superannuation Contribution	26.23
		Total 2596	**26.23**
404 - REST SUPERANNUATION			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	151.98
SUPER 04.08.2026	04/08/26	Superannuation Contribution	908.20
		Total 404	**1,060.18**
544 - COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	443.50
SUPER 04.08.2026	04/08/26	Superannuation Contribution	1,369.40
		Total 544	**1,812.90**

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
614 - AUSTRALIAN SUPER			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	320.15
SUPER 04.08.2026	04/08/26	Superannuation Contribution	1,780.64
		Total 614	**2,100.79**
962 - PRIME SUPER			
PJ7980	04/08/26	FORTNIGHT 2027- 3 - From Payroll	290.79
SUPER 04.08.2026	04/08/26	Superannuation Contribution	1,711.49
		Total 962	**2,002.28**
		Total DD00474	**26,250.22**
Other			
Other - DD00475			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	03/08/26	DOT Payments 30.07.2026	1,826.25
		Total DD00475	**1,826.25**
Other - DD00476			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	04/08/26	DOT Payments 31.07.2026	1,158.95
		Total DD00476	**1,158.95**
Other - DD00477			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	05/08/26	DOT Payments 03.08.26	3,961.05
		Total DD00477	**3,961.05**
Other - DD00478			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	06/08/26	DOT Payments 04.08.26	1,300.10
		Total DD00478	**1,300.10**
Other - DD00479			
2426 - DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY			
45043	03/08/26	BOND: AC Heathcare, 28B Shields Crescent, Wongan Hills	800.00
		Total DD00479	**800.00**
Other - DD00480			
2426 - DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY			
46487	06/08/26	BOND: 49 Quinlan St, Wongan Hills	860.00
		Total DD00480	**860.00**
Other - DD00481			
2426 - DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY			
45028	03/08/26	BOND: U5/20 Stickland St, Wongan Hills	800.00
		Total DD00481	**800.00**
Other - DD00482			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	07/08/26	DOT Payments 05.08.26	3,837.50
		Total DD00482	**3,837.50**
Other - DD00483			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	10/08/26	DOT Payments 06.08.26	296.65

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total DD00483	**296.65**
Other - DD00484			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	11/08/26	DOT Payments 07.08.26	794.40
		Total DD00484	**794.40**
Other - DD00485			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	12/08/26	DOT Payments 10.08.26	4,222.05
		Total DD00485	**4,222.05**
Other - DD00486			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	13/08/26	DOT Payments 11.08.26	149.90
		Total DD00486	**149.90**
Other - DD00487			
90 - TELSTRA CORPORATION LIMITED			
K755733271-0	10/08/26	Telstra Account for July 2026	4,386.60
		Total DD00487	**4,386.60**
Other - DD00488			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	14/08/26	DOT Payments 12.08.26	715.45
		Total DD00488	**715.45**
Other - DD00489			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	17/08/26	DOT Payments	398.90
		Total DD00489	**398.90**
Other - DD00490			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	20/08/26	DOT Payments 14.08.2026	13,778.85
		Total DD00490	**13,778.85**
Other - DD00491			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	19/08/26	DOT Payments 17.08.2026	1,073.70
		Total DD00491	**1,073.70**
Other - DD00492			
2639 - FLEET PARTNERS PTY LTD			
AFU00019244	17/07/26	BRMC: Fuel Charges, 24.06.26 to 06.07.26	396.71
ALE00053324	17/07/26	BRMC: Rental Charges, 25.08.26 to 24.09.26	1,305.73
		Total DD00492	**1,702.44**
Other - DD00493			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	20/08/26	DOT Payments 18.08.26	1,330.50
		Total DD00493	**1,330.50**
Other - DD00494			
2189 - TELETRAC NAVMAN			
93581164	20/08/26	Monthly Satellite Services - Billing Period 05.07.26 to 04.08.26	2,289.98

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total DD00494	**2,289.98**
Other - DD00495			
2155 - AWARE SUPER ACCUMULATION			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	3,902.23
SUPER 18.08.2026	18/08/26	Superannuation Contribution	9,604.40
		Total 2155	**13,506.63**
2377 - MERCER SUPER			
SUPER 18.08.2026	18/08/26	Superannuation Contribution	242.15
		Total 2377	**242.15**
2388 - AUSTRALIAN RETIREMENT TRUST			
SUPER 18.08.2026	18/08/26	Superannuation Contribution	359.52
		Total 2388	**359.52**
2425 - VIRGIN MONEY SUPER			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	259.63
SUPER 18.08.2026	18/08/26	Superannuation Contribution	417.39
		Total 2425	**677.02**
2434 - MLC SUPER FUND			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	163.02
SUPER 18.08.2026	18/08/26	Superannuation Contribution	489.05
		Total 2434	**652.07**
2486 - EXPAND ESSENTIAL SUPER			
SUPER 18.08.2026	18/08/26	Superannuation Contribution	357.43
		Total 2486	**357.43**
2487 - HOSTPLUS SUPERANNUATION FUND			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	225.94
SUPER 18.08.2026	18/08/26	Superannuation Contribution	832.85
		Total 2487	**1,058.79**
2561 - VANGUARD SUPER			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	402.38
SUPER 18.08.2026	18/08/26	Superannuation Contribution	643.81
		Total 2561	**1,046.19**
2596 - GESB Super			
SUPER 18.08.2026	18/08/26	Superannuation Contribution	45.90
		Total 2596	**45.90**
404 - REST SUPERANNUATION			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	144.71
SUPER 18.08.2026	18/08/26	Superannuation Contribution	861.16
		Total 404	**1,005.87**
544 - COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	405.42
SUPER 18.08.2026	18/08/26	Superannuation Contribution	1,250.40
		Total 544	**1,655.82**
614 - AUSTRALIAN SUPER			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	288.78
SUPER 18.08.2026	18/08/26	Superannuation Contribution	1,604.09

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
		Total 614	**1,892.87**
962 - PRIME SUPER			
PJ8047	18/08/26	FORTNIGHT 2027- 4 - From Payroll	273.87
SUPER 18.08.2026	18/08/26	Superannuation Contribution	1,596.05
		Total 962	**1,869.92**
		Total DD00495	**24,370.18**
Other - DD00496			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	21/08/26	DOT Payments 19.08.2026	6,829.50
		Total DD00496	**6,829.50**
Other - DD00497			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	24/08/26	DOT Payments 20.08.26	2,192.30
		Total DD00497	**2,192.30**
Other - DD00498			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	25/08/26	DOT Payments 21.08.26	258.35
		Total DD00498	**258.35**
Other - DD00499			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	26/08/26	DOT Payments 24.08.26	794.10
		Total DD00499	**794.10**
Other - DD00500			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	27/08/26	DOT Payments 25.08.26	1,245.95
		Total DD00500	**1,245.95**
Other - DD00501			
2502 - SWOOP BUSINESS			
6914898	12/08/26	Internet for Sports Pavilion	89.00
		Total DD00501	**89.00**
Other - DD00502			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	28/08/26	DOT Payments 26.08.26	2,476.00
		Total DD00502	**2,476.00**
Other - DD00503			
90 - TELSTRA CORPORATION LIMITED			
K867522571-0	31/08/26	Direct Debit - Sport & Recreation Phone Account for August 2026	50.00
		Total DD00503	**50.00**
Other - DD00504			
1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE			
DOT	31/08/26	DOT Payments 27.08.26	1,809.50
		Total DD00504	**1,809.50**
Other - CC000020			
2223 - WESTPAC BANKING CORPORATION			
		CEO Credit Card 03.07.26 to 03.08.26	

LIST OF PAYMENTS TO COUNCIL 1 AUGUST 2026 TO 31 AUGUST 2026

Payment / Invoice	Date	Description	Amount
Arlo	08/07/26	Subscription Fee	133.88
Adobe Pro	10/07/26	CRC Monthly Subscriptions	453.96
Quest Innaloo	17/07/26	1 x Staff to attend DOT Training	935.09
Canva	22/07/26	Annual Subsciption	367.99
Quest Kings Park	30/07/26	1 x Staff to attend Intro to LG Course	287.23
		Total Debited	**2,178.15**
		MRS Credit Card 03.07.26 to 03.08.26	
Ink Station	13/07/26	Black Toner Cartridges for BMO Shed & MRS Office	190.95
TransPerth	15/07/26	Training - Train & Parking Ticket	9.00
Remarkable	19/07/26	Monthly Fee	6.68
Dick Smith	23/07/26	WH Civic Centre - Roller Blind Chain Pliers	99.00
Kmart	27/07/26	16 Moore St - Household Items (Contractors House)	721.00
		Total Debited	**1,026.63**
		MWS Credit Card 03.07.26 to 03.08.26	
Adobe Pro	13/07/26	HR/Payroll Annual Subscription	383.86
DOT	22/07/26	UT83: Plate Change	20.50
DOT	23/07/26	UT83: Licence Fee	369.95
		Total Debited	**774.31**
		MCCS Credit Card 03.07.26 to 03.08.26	
Post Office	09/07/26	Gift Voucher for Tourism Survey	55.95
		Total Debited	**55.95**
		Total CC000	**4,035.04**
		Grand Total - Other	**116,393.38**

EFT Payment	643,227.09
Other - Direct Debits	116,393.38
Total	759,620.47
Recoverable	85,317.41
Part Recoverable	2,109.34

9.2.2 MONTHLY FINANCIAL REPORT – 31 AUGUST 2026

FILE REFERENCE:	Financial Management - Reporting
REPORT DATE:	14 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melinda Lymon – Deputy Chief Executive Officer
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.2.1 - Monthly Financial Report – 31 August 2026

PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature) for the month ended 31 August 2026, and consider a budget amendment for the funding of capital roadworks.

BACKGROUND:

Under section 6.4(1) of the *Local Government Act 1995,* a local government is required to prepare an annual financial report for the proceeding financial year and such other financial reports as are prescribed. Part 4 of the *Local Government* (*Financial Management) Regulations 1996* prescribes the minimum contents of the Monthly Financial Report.

Below are the prescribed contents of the Monthly Financial Report.

Regulation 34 - Statement of Financial Activity

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (relevant month) in the following detail:

(a) annual budget estimates; and
(b) budget estimates to the end of the relevant month (YTD Budget); and
(c) actual amounts of expenditure, revenue and income to the end of the relevant month (YTD Actual); and
(d) material variances between the comparable amounts (YTD Actual – YTD Budget); and
(e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of net current assets.

(2) Each statement of financial activity is to be accompanied by documents containing –
(a) (removed)
(b) an explanation of each of the material variances referred to in subregulation (1)(d); and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
   (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
   (b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35 – Statement of Financial Position

(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and –
   (a) The financial position of the local government as at the last day of the previous financial year; or
   (b) If the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

(2) A statement of financial position must be –
   (a) Presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
   (b) Recorded in the minutes of the meeting at which it is presented.

POLICY REQUIREMENTS:

Council Policy 4.1 – Accounting

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2026/27 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB Practice Statement 2 – Making Material Judgements, the level to be used in statements of financial activity in 2025/26 for reporting material variances shall be:

(a) 10% of the amended budget; or
(b) $10,000 of the amended budget,

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each nature classification and capital income and expenditure in the Statement of Financial Activity.

The financial reports for the period ending 31 August 2026 are attached to the Council Agenda.

COMMENT:
This report presents the Statement of Financial Activity by nature for the period ended 31 August 2026.

The following is a summary of the headline numbers from the attached report, and explanations for variances is provided in note 1 of the report. To finalise the 2025/26 financial year, a number of accruals and end of year transactions are required prior to preparation of the Annual Financial Report for the year ending 30 June 2026 and have not been finalised for the audited opening balance included in this report.

	2026-27 Amended Budget $	**2026-27 YTD Budget $**	**YTD Actuals – 31 August 2026 $**
Opening Surplus	**3,436,097**	**3,436,097**	**3,650,909**
Cash Operating Revenue	6,328,241	4,737,105	4,854,450
Profit on asset disposals	0	0	0
Cash Operating Expenditure	(6,868,269)	(1,387,334)	(1,282,262)
Depreciation	(9,077,229)	(1,512,872)	(1,637,528)
Loss on asset disposals	(91,582)	0	0
Capital Expenditure	(8,011,323)	(276,000)	(260,304)
Capital Income	5,058,844	0	34,507
Financing Activities	56,410	(1,612)	(1,612)
Non-cash items (excluded)	9,168,811	1,512,872	1,638,824
Closing Surplus/(Deficit)	**0**	**6,508,256**	**6,996,984**

Rates
Rates notices were issued on 14 August 2026, with a due date for payment of 18 September 2026. As at 31 August 2026, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges and interest) was $3,685,729.38 in addition to $79,051.60 of deferred pensioner rates.

Capital Works
As at 31 August 2026 the Shire has incurred $260,304 in actual expenditure on capital works projects against the current total budget of $8,011,323. This is due to the adoption of the budget at the Ordinary Council Meeting on 22 July 2026, there has been minimal capital expenditure during the months of July and August.

Closing surplus actual vs estimate
The closing surplus position as shown in this monthly financial report is subject to change based on EOFY accounting entries to be processed, and the audit being finalised. The closing surplus that has been included in the 2026/27 annual budget is $3,436,097 versus the brought forward surplus shown in the 31 August 2026 financial reports of $3,650,909. The Annual Financial Reports for the period ending 30 June 2026 have been prepared and there may be some EOFY accounting entries to be processed through the audit finalisation which will amend the actual closing position for 30 June 2026.

VOTING REQUIREMENTS: Simple Majority.

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:
MOVED: Cr HOOD **SECONDED: Cr KALAJZIC**

That Council:

1. Receives the Monthly Financial Report (containing the Statement of Financial Activity by nature classification) and Statement of Financial Position for the month ended 31 August 2026, as presented as attachment 9.2.2.1 to this report.
2. Notes the unrestricted municipal surplus of $6,986,984 for the month ended 31 August 2026.

CARRIED: 7/0
RESOLUTION 090926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

SHIRE OF WONGAN-BALLIDU

MONTHLY FINANCIAL REPORT

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

For the period ended 31 August 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	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		3,811,012	3,811,012	**3,812,362**	1,350	0.04%	
Rates excluding general rates		129,511	129,511	**83,998**	(45,513)	(35.14%)	▼
Grants, subsidies and contributions		1,328,450	383,361	**532,900**	149,539	39.01%	▲
Fees and charges		710,025	355,013	**389,649**	34,636	9.76%	
Interest revenue		194,590	32,432	**20,248**	(12,184)	(37.57%)	▼
Other revenue		154,653	25,776	**15,293**	(10,483)	(40.67%)	▼
		6,328,241	**4,737,105**	**4,854,450**	**117,345**	2.48%	
Expenditure from operating activities							
Employee costs		(3,419,266)	(569,878)	**(560,064)**	9,814	1.72%	
Materials and contracts		(2,345,339)	(390,890)	**(314,024)**	76,866	19.66%	▲
Utility charges		(328,758)	(54,793)	**(44,263)**	10,530	19.22%	▲
Depreciation		(9,077,229)	(1,512,872)	**(1,637,528)**	(124,656)	(8.24%)	
Finance costs		(47,040)	(7,840)	**(2,186)**	5,654	72.12%	
Insurance		(302,114)	(151,057)	**(159,024)**	(7,967)	(5.27%)	
Other expenditure		(425,752)	(212,876)	**(202,701)**	10,175	4.78%	
Loss on asset disposals		(91,582)	0	**0**	0		
		(16,037,080)	**(2,900,206)**	**(2,919,790)**	**(19,584)**	(0.68%)	
Amounts excluded from operating activities	2(c)	9,168,811	1,512,872	**1,638,824**	125,952	8.33%	
Amount attributable to operating activities		**(540,028)**	**3,349,771**	**3,573,484**	**223,713**	6.68%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		4,894,985	0	**34,507**	34,507		▲
Proceeds from disposal of property, plant and equipment		143,000	0	**0**	0		
Proceeds from financial assets at amortised cost - self supporting loans		20,859	0	**0**	0		
		5,058,844	**0**	**34,507**	**34,507**		
Outflows from investing activities							
Acquisition of property, plant and equipment		(2,161,945)	(106,000)	**(87,232)**	18,768	17.71%	▲
Acquisition of infrastructure		(5,849,378)	(170,000)	**(173,072)**	(3,072)	(1.81%)	
		(8,011,323)	**(276,000)**	**(260,304)**	**15,696**	5.69%	
Amount attributable to investing activities		**(2,952,479)**	**(276,000)**	**(225,797)**	**50,203**	18.19%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		1,543,418	0	**0**	0		
		1,543,418	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(114,259)	0	**0**	0		
Payments for principal portion of lease liabilities		(8,843)	(1,612)	**(1,612)**	0	0.00%	
Transfer to reserves		(1,363,906)	0	**0**	0		
		(1,487,008)	**(1,612)**	**(1,612)**	**0**	0.00%	
Amount attributable to financing activities		**56,410**	**(1,612)**	**(1,612)**	**0**	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,436,097	3,436,097	**3,650,909**	214,812	6.25%	
Amount attributable to operating activities		(540,028)	3,349,771	**3,573,484**	223,713	6.68%	
Amount attributable to investing activities		(2,952,479)	(276,000)	**(225,797)**	50,203	18.19%	▲
Amount attributable to financing activities		56,410	(1,612)	**(1,612)**	0	0.00%	
Surplus or deficit after imposition of general rates		**0**	**6,508,256**	**6,996,984**	**488,728**	7.51%	

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 WONGAN-BALLIDU
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	8,600,625	9,072,538
Trade and other receivables	273,292	3,905,317
Other financial assets	20,859	20,859
Inventories	23,380	60,296
Other assets	29,134	29,134
TOTAL CURRENT ASSETS	8,947,290	13,088,144
NON-CURRENT ASSETS		
Trade and other receivables	80,350	79,052
Other financial assets	323,217	323,217
Inventories	15,236	15,236
Property, plant and equipment	33,948,182	33,729,359
Infrastructure	215,486,857	214,328,459
Right-of-use assets	8,991	8,991
TOTAL NON-CURRENT ASSETS	249,862,833	248,484,314
TOTAL ASSETS	258,810,123	261,572,458
CURRENT LIABILITIES		
Trade and other payables	814,960	304,693
Other liabilities	157,144	1,458,288
Lease liabilities	7,846	6,234
Borrowings	114,259	114,259
Employee related provisions	356,994	360,896
TOTAL CURRENT LIABILITIES	1,451,203	2,244,370
NON-CURRENT LIABILITIES		
Borrowings	1,473,156	1,473,156
Employee related provisions	111,293	111,293
TOTAL NON-CURRENT LIABILITIES	1,584,449	1,584,449
TOTAL LIABILITIES	3,035,652	3,828,819
NET ASSETS	**255,774,471**	**257,743,639**
EQUITY		
Retained surplus	62,180,118	64,149,286
Reserve accounts	3,988,266	3,988,266
Revaluation surplus	189,606,087	189,606,087
TOTAL EQUITY	**255,774,471**	**257,743,639**

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 with exception to the following:

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 11 September 2026

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 policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 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
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
Current assets		$	$	$
Cash and cash equivalents		8,518,848	8,600,625	9,072,538
Trade and other receivables		375,048	273,292	3,905,317
Other financial assets		20,118	20,859	20,859
Inventories		12,076	23,380	60,296
Other assets		29,134	29,134	29,134
		8,955,224	8,947,290	13,088,144
Less: current liabilities				
Trade and other payables		(958,181)	(814,960)	(304,693)
Other liabilities		(208,007)	(157,144)	(1,458,288)
Lease liabilities		(8,843)	(7,846)	(6,234)
Borrowings		(114,259)	(114,259)	(114,259)
Employee related provisions		(385,657)	(356,994)	(360,896)
		(1,674,947)	(1,451,203)	(2,244,370)
Net current assets		7,280,277	7,496,087	10,843,774
Less: Total adjustments to net current assets	2(b)	(3,844,180)	(3,845,178)	(3,846,790)
Closing funding surplus / (deficit)		**3,436,097**	**3,650,909**	**6,996,984**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(3,988,266)	(3,988,266)	(3,988,266)
Less: Current assets not expected to be received at end of year				
- Financial assets at amortised cost - self supporting loans		(20,859)	(20,859)	(20,859)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		8,843	7,846	6,234
- Current portion of borrowings		114,259	114,259	114,259
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		41,842	41,842	41,842
Total adjustments to net current assets	2(a)	**(3,844,180)**	**(3,845,178)**	**(3,846,790)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
	$	$	$
Add: Loss on disposal of assets	91,582	0	0
Add: Depreciation	9,077,229	1,512,872	1,637,528
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates			1,296
Total amounts excluded from operating activities	**9,168,811**	**1,512,872**	**1,638,824**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

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 2026-27 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Rates excluding general rates Timing - Ex Gratia rates yet to be received	**(45,513)**	**(35.14%)**	▼
Grants, subsidies and contributions Timing - Direct Road Grant received	**149,539**	**39.01%**	▲
Interest revenue August Interest yet to be receipted.	**(12,184)**	**(37.57%)**	▼
Other revenue Timing - Diesel rebate yet to be claimed	**(10,483)**	**(40.67%)**	▼
Expenditure from operating activities			
Materials and contracts Timing - Works and projects yet to commence	**76,866**	**19.66%**	▲
Utility charges Timing - Due to bimonthly billing cycle.	**10,530**	**19.22%**	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Timing - early receipt of WABN Funding	**34,507**		▲
Outflows from investing activities			
Acquisition of property, plant and equipment Timing - Projects and purchases yet to commence	**18,768**	**17.71%**	▲

SHIRE OF WONGAN-BALLIDU

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.

SHIRE OF WONGAN-BALLIDU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

1 RESERVE ACCOUNTS

	Budget				Amended Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council												
Long Service Leave Reserve	41,842	0	0	41,842	41,842	0	0	41,842	41,842	0	0	41,842
Depot Improvement Reserve	96,372	25,000	0	121,372	96,372	25,000	0	121,372	96,372	0	0	96,372
Plant Reserve	897,082	711,000	(711,000)	897,082	897,082	711,000	(711,000)	897,082	897,082	0	0	897,082
Land Development & Housing Reserve	722,792	374,000	(500,000)	596,792	722,792	374,000	(500,000)	596,792	722,792	0	0	722,792
Wongan Hills Community Resource Centre Rese	12,923	0	0	12,923	12,923	0	0	12,923	12,923	0	0	12,923
Swimming Pool Reserve	153,188	0	(55,000)	98,188	153,188	0	(55,000)	98,188	153,188	0	0	153,188
Special Projects Reserve	830,005	0	0	830,005	830,005	0	(5,168)	824,836	830,005	0	0	830,005
Waste Management Reserve	210,366	150,000	0	360,366	210,366	150,000	0	360,366	210,366	0	0	210,366
Housing - Stickland Street Reserve	78,582	5,000	0	83,582	78,582	5,000	0	83,582	78,582	0	0	78,582
Housing - Quinlan Street Reserve	59,915	5,000	(8,750)	56,165	59,915	5,000	(8,750)	56,165	59,915	0	0	59,915
Housing - Patterson Street Reserve	74,357	5,000	0	79,357	74,357	5,000	0	79,357	74,357	0	0	74,357
Sporting Co-Location Reserve	113,360	0	(10,000)	103,360	113,360	0	(10,000)	103,360	113,360	0	0	113,360
Building Asset Management Reserve	697,482	50,000	(253,500)	493,982	697,482	50,000	(253,500)	493,982	697,482	0	0	697,482
Wongan Hills Sport and Recreation Council Asset Management Reserve		38,906		38,906		38,906		38,906	0	0	0	0
	3,988,266	**1,363,906**	**(1,538,250)**	**3,813,922**	**3,988,266**	**1,363,906**	**(1,543,418)**	**3,808,753**	**3,988,266**	**0**	**0**	**3,988,266**

2 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land	500,000	0	0	0
Buildings - non specialised	54,400	3,000	2,800	(200)
Buildings - specialised	605,145	58,000	42,486	(15,514)
Furniture and equipment	50,000	0	0	0
Plant and equipment	892,400	45,000	41,946	(3,054)
Motor Vehicles	60,000	0	0	0
Acquisition of property, plant and equipment	**2,161,945**	**106,000**	**87,232**	**(18,768)**
Infrastructure - roads	5,435,177	100,000	93,559	(6,441)
Infrastructure - footpaths	137,014	0	0	0
Infrastructure - other	277,187	70,000	79,513	9,513
Acquisition of infrastructure	**5,849,378**	**170,000**	**173,072**	**3,072**
Total capital acquisitions	**8,011,323**	**276,000**	**260,304**	**(15,696)**
Capital Acquisitions Funded By:				
Capital grants and contributions	4,894,985	0	34,507	34,507
Other (disposals & C/Fwd)	143,000	0	0	0
Reserve accounts				
Plant Reserve	711,000	0	0	0
Land Development & Housing Reserve	500,000	0	0	0
Swimming Pool Reserve	55,000	0	0	0
Special Projects Reserve	5,168		0	0
Housing - Quinlan Street Reserve	8,750	0	0	0
Sporting Co-Location Reserve	10,000	0	0	0
Building Asset Management Reserve	253,500	0	0	0
Contribution - operations	1,429,920	276,000	225,797	(50,203)
Capital funding total	**8,011,323**	**276,000**	**260,304**	**(15,696)**

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.

2 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Job / Project #	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over YTD	Indicator	Completion	Asset Class
		$	$	$	$			
00001	CRC - Replace lighting Function Room and throughfare (Buildings) - C/	22,200	10,000	8,000	2,000		36%	Buildings - specialised
00002	16 Moore Street - Flooring replacement (Buildings)- CAPEX	13,400	0	0	0		0%	Buildings - non specialised
00004	Ballidu Hall (Buildings)- CAPEX	153,500	5,000	2,064	2,936		1%	Buildings - specialised
00007	WH Sports Pavilion - Remedial repairs to walls / railings	19,000	0	0	0		0%	Buildings - specialised
00009	Museum - conservation works and structural inspection CAPEX	214,600	0	0	0		0%	Buildings - specialised
00017	Emergency Power Backup Generator - Medical Centre	10,000	3,000	3,191	(191)		32%	Plant and equipment
00019	Quinlan St, 27D - Flooring replacement	8,750	0	0	0		0%	Buildings - non specialised
00025	Ballidu Sports Complex (Buildings) - CAPEX	9,800	0	0	0		0%	Buildings - specialised
00029	Sundry Plant and Equipment (CAPEX)	40,000	0	0	0		0%	Plant and equipment
00045	WH Civic Centre - Conservation works	84,995	40,000	30,520	9,480		36%	Buildings - specialised
00046	WH Swimming Pool - Changeroom upgrade (Buildings Spec)	33,000	0	473	(473)		1%	Buildings - specialised
00057	Depot Builders Shed - Roller Door - Capital (Buildings) - CAPEX	8,250	0	0	0		0%	Buildings - specialised
00058	WH Sports Pavilion - Larger HWU	5,400	0	0	0		0%	Buildings - specialised
00059	PCYC - Kitchen ceiling replacement	6,400	0	0	0		0%	Buildings - specialised
00060	Waste Site - Shed Repairs for coverage of recyclable materials	8,000	0	0	0		0%	Buildings - specialised
00061	Quinlan St, 31A - Replacement HWU	5,400	3,000	2,696	304		50%	Buildings - non specialised
00062	Quinlan St, 49 - Gutter, eaves and roof repairs	26,850	0	104	(104)		0%	Buildings - non specialised
00063	Ballidu Sports Complex - Changeroom upgrades	33,800	3,000	1,430	1,570		4%	Buildings - specialised
00064	Ballidu Sports Complex - Main pavilion locks and security doors	6,200	0	0	0		0%	Buildings - specialised
10000	Shields Crescent - Land Development (Pending Tenure and Funding)	500,000	0	0	0		0%	Land
20000	Replacement - 2022 Toyota Hilux SR 4x2 Dual Cab Ute - WB086 - VW	60,000	0	0	0		0%	Motor Vehicles
30032	WH Waste Site - Generator	8,400	0	0	0		0%	Plant and equipment
30033	Generator - Cadoux Recreation Centre	20,000	15,000	14,611	389		73%	Plant and equipment
30034	Generator - Ballidu Sports Pavilion	20,000	15,000	14,644	356		73%	Plant and equipment
30035	Replacement - 2021 Toyota Hilux Workmate 4 x 2 UT75	47,000	0	0	0		0%	Plant and equipment
30036	Replacement - 2016 Ford Transit Single Cab 2 Tonne Tipper	90,000	0	0	0		0%	Plant and equipment
30037	Replacement - 2017 Mack - Prime Mover (Construction) - WB036 TK36	310,000	0	0	0		0%	Plant and equipment
30038	Replacement - 2020 Fuso Canter Dual Cab - Construction WB005 TK3	115,000	0	0	0		0%	Plant and equipment
30039	Replacement - 2021 Hyster Forklift - FL2	30,000	0	0	0		0%	Plant and equipment
30040	Replacement - Ride on Lawnmower	12,000	12,000	9,499	2,501		79%	Plant and equipment

2 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

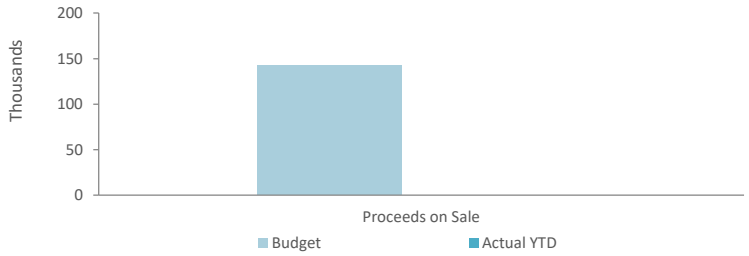
Job / Project #	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over YTD	Indicator	Completion	Asset Class
30041	Traffic signal Trailer - Master	35,000	0	0	0		0%	Plant and equipment
30042	Traffic signal Trailer - Slave	35,000	0	0	0		0%	Plant and equipment
30043	C5 Data Sign Trailer	35,000	0	0	0		0%	Plant and equipment
30044	C5 Data Sign Trailer	35,000	0	0	0		0%	Plant and equipment
30045	A5 Data Sign Trailer	25,000	0	0	0		0%	Plant and equipment
30046	A5 Data Sign Trailer	25,000	0	0	0		0%	Plant and equipment
50007	WH Swimming Pool concrete works (Infrastructure Other) - CAPEX	9,000	0	0	0		0%	Infrastructure - other
50016	WH Swimming Pool - Remedial works / small pool heating	55,000	20,000	24,336	(4,336)		44%	Infrastructure - other
70000	Computer Hardware (F&E)- CAPEX	30,000	0	0	0		0%	Furniture and equipment
70004	IT Network Equipment- WH Sport & Recreation Complex (F&E)	10,000	0	0	0		0%	Furniture and equipment
70005	IT Network Upgrades - CRC	10,000	0	0	0		0%	Furniture and equipment
AROADS	RRG Funded Capital Roadworks (Infras Roads)	1,179,881	0	0	0		0%	Infrastructure - roads
BROADS	R2R Funded Capital Roadworks (Infras Roads)	965,052	0	0	0		0%	Infrastructure - roads
D0081	Ackland Street - Moore St to Manmanning Road - 2.5m x 100mm Concr	137,014	0	0	0		0%	Infrastructure - footpaths
E1012	WH Football and Hockey Oval - 20mm Top Dressing of Ovals	71,010	0	0	0		0%	Infrastructure - other
E0015	Meadows Road - 2km Gravel Resheet	128,823	0	0	0		0%	Infrastructure - roads
C0020	Mocardy Dam & Railway Dam - Automation WH Oval Tanks	142,177	50,000	55,177	(5,177)		39%	Infrastructure - other
RRSP199	Waddington-Wongan Hills Road - Shoulder Widening - Culvert Replace	370,660	0	0	0		0%	Infrastructure - roads
WSFN	Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	2,713,249	100,000	93,559	6,441		3%	Infrastructure - roads
		7,933,811	**276,000**	**260,304**	**15,696**			

Capital expenditure total
Level of completion indicators

Total Actual < Current Budget	
No Current Budget	
No YTD Actual	
Total Actual > Current Budget	

3 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Motor Vehicles								
MV0010	2022 Toyota Hilux SR 4x2 Dual Cab Ute - WB086	18,900	15,000	0	(3,900)			0	0
	Plant and equipment								
PE00057	2021 Toyota Hilux Workmate 4 x 2 UT75	20,000	13,000	0	(7,000)			0	0
PE00039	2016 Ford Transit Single Cab 2 Tonne Tipper	20,504	9,000	0	(11,504)			0	0
PE00040	2017 Mack - Prime Mover (Construction) - WB036 TK36	94,760	70,000	0	(24,760)			0	0
PE00051	2020 Fuso Canter Dual Cab - Construction WB005 TK38	35,549	20,000	0	(15,549)			0	0
	2021 Hyster Forklift - FL2	3,000	3,000	0	0			0	0
PE00028	Ride on Lawnmower	1,000	1,000	0	0			0	0
PE00024	C5 Data Sign Trailer - TRL29	12,742	5,000	0	(7,742)			0	0
PE00025	C5 Data Sign Trailer - TRL30	12,742	5,000	0	(7,742)			0	0
PE00026	A5 Data Sign Trailer - TRL31	15,385	2,000	0	(13,385)			0	0
		234,582	**143,000**	**0**	**(91,582)**	**0**	**0**	**0**	**0**



4 BORROWINGS

Repayments - borrowings

Information on borrowings				New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**Interest Rate**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
			$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Recreation Centre Improvements	152	2.05%	1,437,311	0	0	0	(93,400)	1,437,311	1,343,911	(2,911)	(36,750)
			1,437,311	0	0	0	(93,400)	1,437,311	1,343,911	(2,911)	(36,750)
Self supporting loans											
Construction of Aged Persons Units	151	3.65%	150,104	0	0	0	(20,859)	150,104	129,245	725	(10,290)
			150,104	0	0	0	(20,859)	150,104	129,245	725	(10,290)
Total			**1,587,415**	**0**	**0**	**0**	**(114,259)**	**1,587,415**	**1,473,156**	**(2,186)**	**(47,040)**
Current borrowings			114,259					114,259			
Non-current borrowings			1,473,156					1,473,156			
			1,587,415					**1,587,415**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION
The City 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.

5 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Lease No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Photocopiers	1	8,843	0	0	(1,612)	(8,843)	7,231	0	0	0
Total		**8,843**	**0**	**0**	**(1,612)**	**(8,843)**	**7,231**	**0**	**0**	**0**
Current lease liabilities		7,846					6,234			
		7,846					**6,234**			

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.

6 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		157,144	0	0	0	157,144
Capital grant/contributions liabilities		0	0	1,301,144	0	1,301,144
Total other liabilities		157,144	0	1,301,144	0	1,458,288
Employee Related Provisions						
Provision for annual leave		180,873	0	25,518		206,391
Provision for long service leave		157,339	0		(22,588)	134,751
Other employee leave provisions		18,782	0	972		19,754
Total Provisions		356,994	0	26,490	(22,588)	360,896
Total other current liabilities		**514,138**	**0**	**1,327,634**	**(22,588)**	**1,819,184**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 7 and 8

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.

7 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider		Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
		Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Grants and subsidies									
WA Local Government Grants Commission (WALGGC)	Financial Assistance Grants (General)	0	0	0	0	0	321,528	0	78,765
WA Local Government Grants Commission (WALGGC)	Financial Assistance Grants (Roads)	0	0	0	0	0	229,800	0	57,036
Department of Fire & Emergency Services (DFES)	ESL Operating Grant	0	0	0	0	0	50,770	0	0
Department of Fire & Emergency Services (DFES)	BRMC Operating Grant	89,602	0	0	89,602	89,602	120,000	0	0
Department of Fire & Emergency Services (DFES)	Mitigation Activity Funding	0	0	0	0	0	24,581	12,291	12,291
Department of Water and Environmental Regulation	CWSP Funding	0	0	0	0	0	21,000	0	0
State Library of WA	State Library Grants	0	0	0	0	0	10,000	0	0
Main Roads WA (MRWA)	Street Lighting Subsidy	0	0	0	0	0	5,000	0	0
Main Roads WA (MRWA)	Direct Road Grant	0	0	0	0	0	340,071	340,071	340,071
Department of Primary Industries & Regional Development (DPIRD)	DPRID Operating Grant	0	0	0	0	0	124,500	30,999	32,258
Department of Primary Industries & Regional Development (DPIRD)	Trainee Support Grant - 2024/25	15,105	0	0	15,105	15,105	13,700	0	0
Department of Primary Industries & Regional Development (DPIRD)	Trainee Support Grant - 2025/26	50,000	0	0	50,000	50,000	50,000	0	0
Department of Primary Industries & Regional Development (DPIRD)	Seniors Grant 2026/27	3,300	0	0	3,300	3,300	0	0	0
Department of Primary Industries & Regional Development (DPIRD)	CRC Development Grant	0	0	0	0	0	3,000	0	0
CRC Adhoc Grants		0	0	0	0	0	10,000	0	0
		158,007	**0**	**0**	**158,007**	**158,007**	**1,323,950**	**383,361**	**520,421**
Contributions									
Department of Fire & Emergency Services (DFES)	ESL Administration Commission			0	0	0	4,000	0	9,520
Department of Fire & Emergency Services (DFES)	Contribution - Design / QS Costs - Colocation			0	0	0	0	0	2,200
Department of Primary Industries & Regional Development (DPIRD)	Student Support Officer Contribution	0			0				803
DrumMuster	DrumMuster Commission			0	0	0	500	0	(44)
		0	**0**	**0**	**0**	**0**	**4,500**	**0**	**12,479**
TOTALS		**158,007**	**0**	**0**	**158,007**	**158,007**	**1,328,450**	**383,361**	**532,900**

8 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider		Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
		$	$	$	$	$	$	$	$
Capital grants and subsidies									
Department of Water and Environmental Regulation	C6629 Effective Water Management	50,000	0	0	50,000	50,000	99,998	0	0
Main Roads WA (MRWA)	Regional Road Group Grants	0	280,635	0	280,635	0	786,587	0	0
Main Roads WA (MRWA)	Wheatbelt Secondary Freight Network (WSFN)	0	1,020,509	0	1,020,509	0	2,604,181	0	0
Main Roads WA (MRWA)	Regional Road Safety Program	0	0	0	0	0	370,660	0	0
Department of Infrastructure (CTH)	Roads to Recovery	0	0	0	0	0	965,052	0	0
Department of Transport	WA Bike Network Funding	0	0	0	0	0	68,507	0	34,507
		50,000	**1,301,144**	**0**	**1,351,144**	**50,000**	**4,894,985**	**0**	**34,507**

9 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						0
Infrastructure - Roads	040826	Capital expenses			(77,512)	(77,512)
Capital grants, subsidies and contributions	040826	Capital revenue		72,344		(5,168)
Transfer from Reservers - Special Projects Reserve	040826	Non cash item		5,168		0
				77,512	**(77,512)**	**0**

9.2.3 REVIEW OF SYSTEMS AND PROCEDURES - REGULATION 17 *LOCAL GOVERNMENT (AUDIT) REGULATIONS) 1996*

FILE REFERENCE:	Auditing
REPORT DATE:	1 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melinda Lymon - Deputy Chief Executive Officer
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.3.1 Shire of Wongan-Ballidu Systems and Procedures Review 2025 - Report **(Confidential Attachment)** LG Act s5.23(4)(e) 9.2.3.2 Shire of Wongan-Ballidu Financial Management Review 2025 - Report 9.2.3.3 Shire of Wongan-Ballidu Systems and Procedures Review Detailed Findings Report **(Confidential Attachment)** LG Act s5.23(4)(e)

PURPOSE OF REPORT:

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, to present to Council the report outlining the findings from a review of the Shire's systems and procedures in relation to the financial management, risk management, internal control and legislative compliance.

BACKGROUND:

Regulation 17 of the *Local Government (Audit) Regulations 1996* (Audit Regulations) requires the Chief Executive Officer (CEO) to review the appropriateness and effectiveness of a local government's systems and procedures in relation to financial management, risk management, legislative compliance, and report the results of the review to the Audit, Risk and Improvement Committee. This review is required to be undertaken by the CEO not less than once in every four financial years.

Prior to amendments made to the Audit Regulations and the *Local Government (Financial Management) Regulations 1996* (FM Regulations) which came into effect on 1 January 2026, these reviews were required to be carried out every three years, with the last review for the Shire being carried out in 2022.

The Shire engaged Quantum Assurance to undertake this review on behalf of the CEO and provide a report with findings and recommendations.

The review was carried out with reference to the prior requirements of the Audit Regulations and FM Regulations testing the risk management, internal control, legislative compliance and financial management at the Shire.

This review is in compliance with the amended regulations, as the requirements have been consolidated into Audit Regulation 17, and the current review has incorporated a review of all the statutory requirements as set out in the amendment. The next review will be due in the 2029/30 financial year.

POLICY REQUIREMENTS:

N/A

LEGISLATIVE REQUIREMENTS:

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

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

(a) financial management;

(b) legislative compliance;

(c) risk management.

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

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Nil

COMMENT:

Quantum Assurance were engaged to carry out the review and attended the Shire offices for onsite interviews on 10 and 11 November 2025, and then carried out subsequent documentation reviews through November and December 2025. The findings of the review are within the attached reports (Confidential Attachments 9.2.3.1 and 9.2.3.3, and Attachment 9.2.3.2) which were provided to the Shire in January 2026.

Included in the Systems and Procedures Review report the summary of findings is:

> *'Summary of Findings*
>
> *At the Shire, appropriate systems and procedures are in place to ensure effective:*
>
> - *Risk management.*
> - *Internal controls; and*
> - *Legislative compliance.*
>
> *The Shire has a high-level Risk Management Policy in place with the purpose of enabling the implementation of sound risk management practices and procedures across the Shire. This Policy provides for the integration of risk management practices into the Shire's strategic initiatives and day to day operational business processes. Importantly the Policy contains the Risk Criteria and sets the Risk Appetite. The Shire has worked on establishing a Risk Register over the last 6 months, which reflects strategic/operational risks.*
>
> *The Shire has systems and procedures in place to ensure an appropriate control environment. For example, formal processes relating to the segregation of duties, information technology system controls, management reporting, etc.*
>
> *The compliance programs of the Shire are a strong indication of the positive attitude towards meeting legislative requirements.*
>
> *As part of the Review, recommendations for improvement were noted in each of the areas.'*

The Financial Management Review Report (Attachment 9.2.3.2) includes the Conclusion:

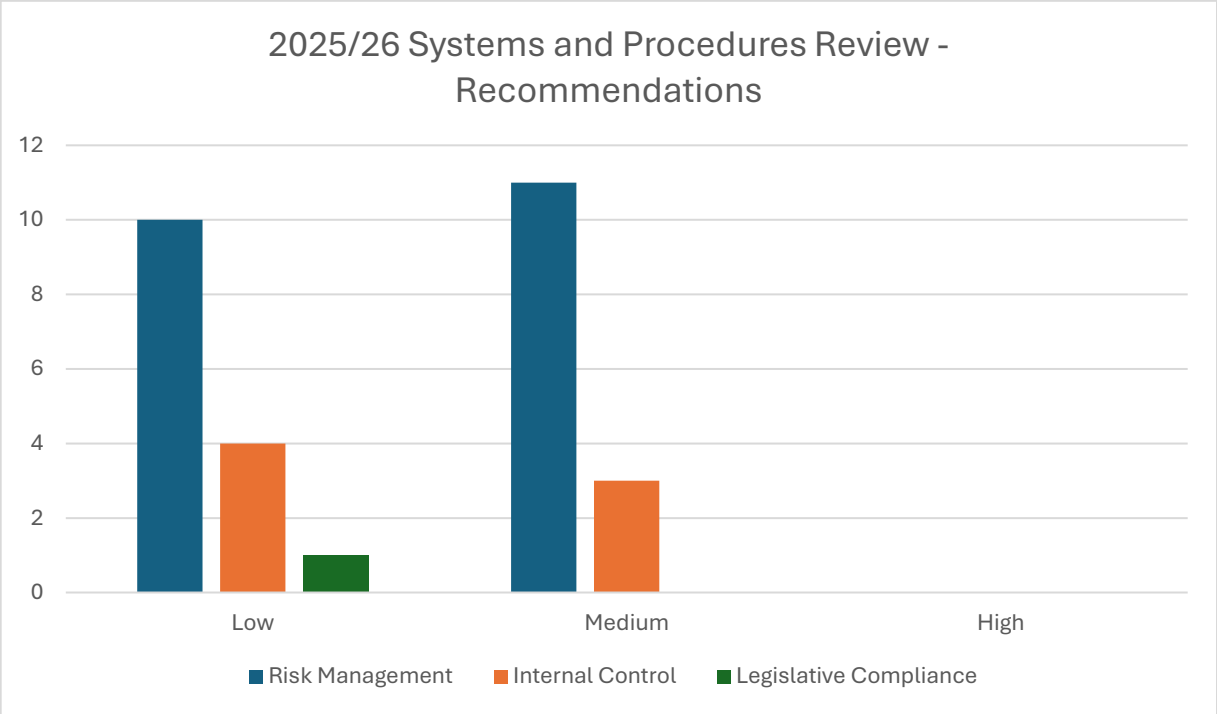
> *'Conclusion*
>
> *The audit concluded that the Shire has appropriate and effective financial management systems and procedures with some improvements noted, most of which were in progress at the time of this Review.*
>
> *The staff are commended for the effective transition and update of processes from the transition to CouncilFirst Finance system from July 2025.'*

The Detailed Findings and Recommendations Report (Confidential Attachment 9.2.3.3), sets out the criteria used for the review and the findings in relation to each of the areas. All recommendations are

summarised in Appendix 1 of the Systems and Procedures Review Report (Confidential Attachment 9.2.3.1).

There are 29 recommendations identified, with some of these included in more than one section of the report. All new findings have been included in the Consolidated Audit Status Report which is reported to each meeting of the Audit, Risk and Improvement Committee noting staff comments and progress reports. Three of the recommendations were already included on the Consolidated Audit Status Report from previous findings and have been added to those items on the report, which introduces 26 new recommendations requiring action.

The chart below summarises the risk rating identified for the 29 recommendations identified:



The reports were presented to, and received by the Audit, Risk and Improvement Committee at its 11 March 2026 meeting, and are presented to Council for endorsement.

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:
MOVED: Cr STARCEVICH SECONDED: Cr SEWELL

That the Council:

1. Endorse the recommendation of the Audit, Risk and Improvement Committee to receive the reports regarding the CEO's reviews of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management, risk management, internal control and legislative compliance (Refer Confidential Attachments 9.2.3.1 and 9.2.3.2, and Attachment 9.2.3.3).

CARRIED: 7/0
RESOLUTION 100926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

Pages 165-229 have been removed due to being Confidential Attachments

per s.5.23(4)(b) of the Local Government Act 1995

9.2.4 COUNCIL POLICY REVIEWS

FILE REFERENCE:	Policies and Procedures/Council Policies
REPORT DATE:	14 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Audit, Risk and Improvement Committee 02 September 2026
AUTHOR:	Melinda Lymon – Deputy Chief Executive Officer
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.4.1 - Policy 4.8 - Purchasing - Tracked Changes 9.2.4.2 - Policy 4.10 - Regional Purchasing - Tracked Changes

PURPOSE OF REPORT:

To recommend that Council endorse the Policy Review contained within this report.

BACKGROUND:

The Council Policy Manual serves as a key governance tool, which details the principles, responsibilities and procedures that underpin decision-making processes across the organisation. It includes both legislatively required matters, and other matters whereby Council have a level of discretion.

The role of council is that of a governing body, with responsibilities pertaining to the strategic planning for the future of the district. Therefore, council policies are intended to provide guidance to the Council and CEO on such matters. The CEO is responsible for managing the administration and operations of the local government, and as such Council policies should not deal with these matters.

- Council and the CEO have committed to reviewing each Council Policy at least once every three (3) years.

POLICY REQUIREMENTS:

Adoption of the amendments recommended within this report will cause updates to the policies and the Shire of Wongan-Ballidu Policy Manual.

LEGISLATIVE REQUIREMENTS:

- Section 2.7 of the *Local Government Act 1995* – Role of council
- Section 5.41 of the *Local Government Act 1995* – Role of CEO
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- Regulation 11A of the *Local Government (Functions and General) Regulations 1996* a local government is required to have a purchasing policy.
- Part 4A of the *Local Government (Functions and General) Regulations 1996* allows for a local government to provide a regional price preference.

STRATEGIC IMPLICATIONS:
Nil.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.
- **Economic**
  There are no known economic impacts associated with this proposal.
- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:
Nil.

COMMENT:

As part of ongoing Policy reviews, the following changes have been identified, and are recommended to be authorised by Committee for Council consideration.

Policy	Action	Comment
4.8 - Purchasing	Amend	Minor amendments. Amendments to part 8.1 - Purchasing Value Thresholds. Due to the increase in costs globally, the value ranges within each threshold for purchasing requirements has been increased to ensure the internal controls are appropriate, while remaining effective.
4.10 - Regional Purchasing	Amend	Minor amendments.

VOTING REQUIREMENTS: Simple majority.

OFFICER RECOMMENDATION
MOVED: Cr KALAJZIC SECONDED: Cr SEWELL

Pursuant to the Audit, Risk and Improvement Committee recommendation on 02 September 2026:

That Council:
1. **Amend** the following Council Policies:
- 4.8 - Purchasing (See Attachment 9.2.4.1)
- 4.10 - Regional Purchasing (See Attachment 9.2.4.2)

CARRIED: 7/0
RESOLUTION 110926

For:	Against:
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

4.8 Purchasing

Policy Owner	**Audit, ~~and~~ Risk and Improvement Committee Corporate Services**
Person Responsible	**Deputy Chief Executive Officer**
Date of Adoption	**21 August 2024 Resolution 070824**
Date of Last Review	**21 August 2024 Resolution 070824**
Date of Next Review	**(3 years / or earlier if required)**

PURPOSE

To provide guidance to officers procuring goods and services and ensure that the Shire of Wongan-Ballidu's (Shire's) procurement practices and processes are compliant with all relevant legislation, risk management principles and best practice.

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- Demonstrate that value for money is attained for the Shire;
- Are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995* (Act), and the *Local Government (Functions and General) Regulations 1996* (Regulations);
- Are recorded in compliance with the *State Records Act 2000*, the Shires Recordkeeping Plan and associated records management practices and procedures of the Shire;
- Demonstrate probity by establishing consistent processes that promote transparency, fairness and equity to all potential suppliers;
- Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Ensure that goods and services to be procured are necessary and fit for purpose;
- Properly evaluate and consider the safety and health characteristics of any goods and/or services prior to being introduced into the Shire's workplaces;
- Are supported by the necessary budget provisions or comply with section 6.8(1) of the Act; and
- Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

~~RESPONSIBILITY FOR IMPLEMENTATION~~

~~All officers involved in a purchasing process must adhere to this Policy. The Deputy Chief Executive Officer is responsible for ensuring this Policy is adhered to.~~

POLICY

1. ETHICS & INTEGRITY

All officers and employees of the ~~Local Government~~S~~s~~hire must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the local government policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the local government by a supplier shall be treated as commercial in confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used.

An assessment of the best value for money outcome for any purchasing should consider:

- An initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery.
- All relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- Financial sustainability and viability of the supplier(s) to ensure risk of default is as low as possible.

- Competency of supplier(s) to provide the goods and/or services (technical, managerial, compliance).
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- Providing opportunities for local businesses within the shire to provide quotations for goods and services wherever possible.
- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

3. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall always endeavour to identify and procure products and services that:

- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and where feasible within the designated price range, consider non-combustible engines.
- For new buildings and refurbishments – where available use renewable energy technologies.

4. LOCAL SUPPLY

Where the supply of goods or services can be undertaken by a business that has a registered address in the Shire of Wongan-Ballidu or in an adjoining district and it is for the supply of goods and/or services where in the opinion of the Manager (must have delegated purchasing authority) it is not practical to obtain the required quotations as outlined under section ~~7.4~~8.4 of this Policy, the Manager may approve the purchase.

5. ABORIGINAL AND TORRES STRAIGHT ISLANDER BUSINESSES

The Shire is committed to ensuring that all Aboriginal and Torres Strait Islander businesses have full, fair, and reasonable access to procurement opportunities. To achieve better outcomes in attracting, supporting, and procuring Aboriginal and Torres Strait Islander businesses and to increase contracting opportunities, therefore supporting employment and business opportunities for the Aboriginal community, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Aboriginal and Torres Strait Islander businesses.

6. DISABILITY ENTERPRISES

The Shire is committed to working toward equity for all community members including people with disability, their family members and carers. The Shire values diversity and believes that supporting participation and inclusion for all makes a stronger, more vibrant community. In recognition of the potential for procurement processes to assist in supporting this vision, the Shire, where practicable, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Disability Enterprises and Disability owned or run businesses. Such businesses include Charities and Not for Profits whose core business is providing services for people with a Disability.

7. GENDER EQUALITY

In recognition of the Shire's commitment to promoting workplace gender equality, the Shire, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

8. PURCHASING REQUIREMENTS

8.1 ~~VALUES~~PURCHASING VALUE THRESHOLDS

Purchasing that is $250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined ~~under section 7.4 of this Purchasing Policy~~in the table below.

Purchasing that exceeds $250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section ~~7.6~~8.5 of this Policy is not deemed to be suitable.

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to $~~2,000~~1,999	Direct purchase from the open market with zero (0) quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program (PSP) or State Government Common Use Arrangement (CUA); with zero quotations required.
Over $2,000 and up to $~~5,000~~9,999	Direct purchase from open market. A minimum of one (1) quotation is required. When a verbal quote is received the Officer must provide a written record of the quote details.	Purchase directly from WALGA PSP or CUA. A minimum of one (1) written quotation is required.
Over $~~5~~10,000 and up to $~~20,000~~49,999	Seek two (2) written quotes from the open market. It is recommended to use professional discretion and occasionally undertake market testing with a greater number of quotations to ensure best value is maintained.	Purchase directly from WALGA PSP or CUA. A minimum of one (1) written quotation is required.
Over $~~20~~50,000 and up to $~~100,000~~99,999	Seek three (3) written quotations from the open market including a brief scope of works outlining the specified requirement.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring two written (2) quotations including a brief scope of works outlining the specified requirement.

Over $100,000 and up to $~~250,000~~249,999	Seek at least three (3) written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required. Contract required upon award of the RFQ. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations, both qualitative and quantitative, in accordance with the definition stated within this Policy.	Seek three (3) written quotations from a pre-qualified panel of suppliers (whether administered by the Shire, through the WALGA preferred supply program, or State Government CUA). A formal Request for Quotation (i.e. Shire of Wongan-Ballidu template, WALGA Template or State Government CUA template) must be used. Contract required upon award of the RFQ. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations, both qualitative and quantitative, in accordance with the definition stated within this Policy.
Over $250,000	Conduct a public Request for Tender process in accordance with Part 4, Division 2 and 3 of the *Local Government (Functions and General) Regulations 1996*, this Policy, and the Shire's tender procedures.	Conduct a public tender process in accordance with Part 4, Divisions 2 and 3 of the *Local Government (Functions and General) Regulations* 1996, and this Policy. As per Regulation 11(2) of the *Local Government (Functions and General) Regulations* 1996, if any of the legislated tender exemptions can be met, utilising the most applicable exemption will negate the requirement to conduct a public tender. Refer to section 7.6 of this Policy.
Quotations	Quotations are to be obtained from reputable persons or businesses who can demonstrate relevant experience and capacity to supply the goods or services being purchased. If a purchase is made and the Purchasing Threshold requirements are not able to be met, or an anti avoidance exemption is applied in accordance with section 8.5 or 8.6 of this Policy, approval is required by the CEO to be recorded detailing the reasons and any other justification.	

8.2 PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST).
- The actual or expected value of the contract over the full contract period, including all options to extend, or the extent to which it could be reasonable expected that the Shire will continue to purchase a particular category of good and/or service and what total value is or could be reasonably expected to be

purchased.

- If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

8.3 PURCHASING FROM EXISITING CONTRACTS

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

~~8.4 PURCHASING THRESHOLDS~~

~~The below table prescribes the purchasing process to be complied with based on each purchasing value bracket, and this includes contracts that are to deliver goods and/or services over an extended period.~~

8.~~5~~ 4 SOLE SOURCE OF SUPPLY

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Manager, prior to a contract being entered into, or a purchase order raised.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

8.~~6~~ 5 TENDERING EXEMPTIONS

The Shire limits the discretion from the requirements to call for public tenders as provided under Regulation 11(2) of the *Local Government (Functions and General) Regulations* 1996, to the values of $250,000. Accordingly, tenders to not have to be publicly invited for contracts over $250,000 if the following exemptions can be evidenced:

- The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the *Local Government Act 1995*; or
- The supply of goods or services is associated with a state of emergency or a COVID-19 declaration; or
- The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

- The supply of the goods or services is to be obtained through the State Government Common Use Arrangement (CUA); or
- The supply of the goods or services is to be obtained from a Regional Council or another Local Government; or
- The purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- Any of the other exclusions under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996* apply.

8.~~7~~ 6 QUOTATION EXEMPTIONS

The Shire limits the discretion from the requirement to call for quotations to all purchasing threshold (excluding over $250,000) for the following goods/services:

- Subscriptions;
- Advertising:
- Legal Fees:
- Annual service fees and software maintenance / support fees and license renewals;
- Payroll and superannuation;
- Association and professional memberships;
- Conferences, seminars and training programs;
- Government gazette advertising (regulatory requirement – local government act section 3.12);
- Government rates;
- Non-contestable utility services;
- Banking fees and costs;
- ~~Insurance premiums~~Services of WALGA and ~~with~~ LGIS~~WA~~;
- Proprietary consumables, parts and maintenance for existing equipment where there is no substitute or warranty is voided if a substitute is used;
- Purchases or reimbursements which are approved through other processes (Council Policy, SAT or other legislation).

8.~~8~~ 7 ACCEPTING TENDERS/QUOTATIONS

For any tenders publicly invited as per Regulation 11(1) of the *Local Government (Functions and General) Regulations* 1996, an agenda item will be presented to Council to seek formal approval of accepting the tender and awarding the contract for goods and services.

In all other cases, either whereby the value is under $250,000 or whereby an exemption to public tender was evidenced as per Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*, the local government employee(s) can accept the quotation and award contracts for goods and services. Notwithstanding that the individual employee delegated purchasing authority limits still apply. The expenditure must also be authorised through the annual budget or approved in accordance with section 6.8(1) of the *Local Government Act 1995*.

8.~~9~~ 8 TENDER PROCESS

The Shire of Wongan-Ballidu shall comply with the complete tender process, as legislated through Regulations 14 to 24 of the *Local Government (Functions and General) Regulations 1996*.

9.0 ANTI-AVOIDANCE

The Shire of Wongan-Ballidu shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $250,000, thereby avoiding the need to publicly tender.

10 CONTRACT VARIATIONS

10.1 VARIATIONS TO SCOPE OF GOODS OR SERVICES REQUIRED PRIOR TO ENTERING CONTRACT

As per Regulation 20 of the *Local Government (Functions and General) Regulations 1996*:

(1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) If –
   a. The chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
   b. The local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

That the tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) In subregulation (1) –
Minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

10.2 VARIATIONS TO AWARDED CONTRACTS FOR THE SUPPLY OF GOODS AND

SERVICES

As per Regulation 21A of the *Local Government (Functions and General) Regulations 1996*:

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless –

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
(b) The variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

10.3 COST VARIATIONS

Contract variations that would result in the procurement of additional goods or services where the value of those additional goods or services would exceed the initial contract price by more than 10% to a maximum of $50,000 may, in exceptional circumstances, be approved by the Chief Executive Officer, subject to the variation not being contrary to the requirements of clause 10.2 above, and the reasons for the variation being documented and registered as a corporate record.

When approving an invoice for payment, if the amount of the invoice exceeds the amount of the corresponding purchase order for the goods or services by more than 10% to a maximum of $50,000, payment of the invoice is to be authorised by the Chief Executive Officer.

11.0 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Recordkeeping Policy and associated procurement procedures.

REVIEW

Reviews of this policy are to be undertaken every 3 years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

All officers involved in a purchasing process must adhere to this policy. The Deputy Chief Executive Officer is responsible for ensuring this policy is adhered to.
~~The Chief Executive Officer is responsible for implementing this policy.~~

4.10 Regional Purchasing

Policy Owner	**Audit, Risk and Improvement Committee**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**19 February 2004 – Resolution 9.4.1**
Date of Last Review	**26 October 2022 – Resolution 061022 – No change**
Date of Next Review	**3 years or earlier if required**

OBJECTIVE

The Shire is committed to maximising opportunities for the economic development of business and industry in the Shire.

The Shire has a responsibility to achieve value for money in its procurement of goods and services.

POLICY

Preamble

~~The~~ Part 4A of the *Local Government (Functions and General) Regulations 1996* provides opportunity for local governments outside the metropolitan area to establish Regional Price Preference Policy and provide a preference to a regional tenderer.

This policy should be considered and is related to the Purchasing & Procurement policy.

This preference provides the opportunity for local authorities to apply a percentage reduction to tenderers for goods and/or services as follows:

- Up to 10% - where the contract is for goods or services, up to a maximum price reduction of $50,000;
- Up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of $50,000; or
- Up to 10% - where the contact is for goods or services (including construction (building) services), up to a maximum price reduction of $500,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Regional Preference can include any area but must include the entire district of the local government and cannot include a part of the Metropolitan Area.

Statement of Intent

The Shire of Wongan-Ballidu intends to utilise this policy to be known as the 'Shire of Wongan-Ballidu Regional Price Preference Policy' for the acquisition of goods and services where deemed possible.

The purpose of this policy is to maximise potential expenditure arising from the Shire of Wongan-Ballidu to the community and to businesses located in the Shire, and in other areas as defined as the region, for the purposes of this policy.

In undertaking the development of this policy, the Shire is attempting to maximize the commercial viability of businesses with its' community and to provide maximum opportunity for the creation of locally or regionally based employment.

The Shire is committed to increasing and promoting a sustainable community. To achieve this, where practical, the Shire will endeavour to support business and industry within the Shire.

Issues

Value for money is an important consideration in the determining of contracts and purchasing of goods and services. Purchasing decisions will be based on the total cost of the product over its serviced life, considering factors such as quality, service standards, timely delivery, local back up, benefits and risk.

Suppliers within the Shire can actively seek business with the Shire by:

- Actively promoting goods and services to the Shire of Wongan-Ballidu;
- Offering competitive prices, the first time;
- Supplying quality goods and services; and
- Seeking information about proposed purchases to be made by the Shire of Wongan Ballidu.

Where practical, the Shire shall seek to support business and industry within the Shire. The Shire will ensure that businesses and industry within the Shire have every opportunity to bid for and where competitive, supply the required needs. As part of considering value for money decisions, the benefits of purchasing goods and services from local suppliers shall be considered.

In considering a value for money decision, the following considerations will be included when analysing purchasing from local business and industry:

- *Local Government Act 1995* ~~tender~~ and associated regulations;
- National Competition Policy principles;
- *Trade Practices Act*;
- The social and economic impact of major contract decisions on local businesses;

- Possible flow on effect to local businesses;
- The potential for local product demonstrations and references, with consequently reduced risk in the decision-making process;
- More convenient communications and liaison;
- Local backup, spare parts, warranty and quality of servicing;
- Ability of local businesses to meet specified time frame;
- Benefits in attracting more business to the Shire, thereby increasing economic activity;
- Assists in increasing employment in the region;
- Conformity with tender bid requirements; and
- Ability to meet the Shire needs.

The Shire will support and assist local business and industry by:

- Recognising the benefits of purchasing from local business and industry;
- Advertising all tenders and expressions of interest locally; and
- Where requested, provide feedback to unsuccessful tenderers highlighting how bids can be improved to be more competitive.

Definitions

Region A – is to be understood as that area defined as the Shire of Wongan-Ballidu.

Region B – is to be understood as that area as identified by the local authority boundaries of Goomalling, Koorda, Moora, Dalwallinu, Dowerin and Victoria Plains.

Application

Whilst the *Local Government (Functions and General) Regulations 1996*, provide specific powers for local government to create Regional Preference for tenderers, the Shire has chosen to expand this application to include the provision of as many services as possible, where such services are supplied by regional organisations or individuals. These additional services, supplied direct to the Shire, will be coordinated through the use of short-term contractual arrangements.

This policy will be referred to within the body of this contact and any advertising undertaken seeking expressions of interest for this supply of service, and all suppliers will be made aware of the existence of this policy and the manner in which it will be applied.

This policy whilst being used to assess Regional Tendering or supply of goods or services, will not necessarily determine the outcome of any tender or expression of interest. The Shire of Wongan-Ballidu advises that price is to be only one of the factors by which the Shire will assess tenders and expressions of interest as received.

Statement of Policy

In accordance with the *Local Government (Functions and General) Regulations 1996*, the Shire of Wongan-Ballidu has created a policy to provide Regional Purchasing Preference to regional and local suppliers of goods and services.

This policy has been created to maximise the commercial viability of businesses within its' community and to provide maximum opportunity for the creation of locally or regionally based employment.

This policy will be applied as follows for the provision of all goods and services to the Shire (when so indicated in advertising or contract documentation):

Tenders - Region A Only
Regional Preference will be provided to tenderers based in Region A by assessing the tender from that regional tenderer as if the bids were reduced by: -

Part 1:
- 10% - where the contract is for goods or services, up to a maximum price reduction of $10,000.
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of $5,000.
- 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $50,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Part 2:
Although goods or services that form a part of a tender submitted by a tenderer (as per definitions on page 2 of this policy) may be:

- Wholly supplied form regional source; or
- Partially supplied from regional sources, and partly supplied from non-regional sources.

Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

Tenders - Region B Only
Regional Preference will be provided to tenderers based in Region B by assessing the tender from that regional tenderer as if the price bids were reduced by: -

Part 1:
- 5% - where the contract is for goods or services, up to a maximum price reduction of $5,000.
- 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of $2,500.

Part 2:
Although goods or services that form a part of a tender submitted by a tenderer (as per definitions on page 2 of this policy) may be:

- Wholly supplied ~~form~~ from regional sources; or
- Partly supplied from regional sources, and partly supplied from non-regional sources,

~~only~~ Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

Supply of Goods and Services (other than by tender)
Regional Preference will be provided to suppliers of goods and services by assessing the expressions of interest received on contracts to supply, from that regional price provider, as if the price bids were reduced by: -

Region A Only
- 10% - where the contact is for goods or services up to a maximum price reduction of $1,000.
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of $1,000.

Region B Only
- 5% - where the contract is for goods or services, up to a maximum price reduction of $1,000.
- 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of $500.

In utilising this Regional Price Preference, the Shire will refer to the existence of this policy and its method of application within the body of any contract or expression of interest documentation and any advertising undertaken seeking expressions of interest.

REVIEW

Reviews of this policy are to be undertaken every 3 years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer and relevant Managers are responsible for ensuring that this policy is carried out.

9.3 WORKS AND SERVICES

9.3.1 2026/2027 SUPPLY AND LAY BITUMEN PRODUCTS

REPORT DATE:	9 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stephen Casey, Manager of Works & Services
ATTACHMENTS:	9.3.1 Confidential Attachment 1 – RFQ submissions **(Confidential)** LG Act s.5.23(4)(c) and (d)

PURPOSE OF REPORT:

The purpose of this report is to present the results of the submissions received for the supply and lay of bitumen services for multiple road upgrade works within the Shire, and to enable Council to consider awarding the contract for these services.

BACKGROUND:

Due to the supply and lay of bitumen products exceeding $250,000.00, it became necessary to initiate a tendering process for the required services.

To facilitate this process efficiently, the Shire utilised the WALGA Preferred Supplier Panel, which allows for a public tender exemption.

The Request for Quote (RFQ) submission sought comprehensive bitumen services, encompassing the supply and application of bitumen, distribution of aggregate, rolling, sweeping, and traffic management services within the Shire of Wongan-Ballidu, extending up to the 30th of June 2027.

The deadline for submissions was set at 5pm on Friday, 28 August 2026.

COMMENT:

The scope of works for this service is as follows:

Supply and lay of bitumen. Below outlines the requirements and approx. timeline which is subject to change on short notice:

- The normal hours of work will be between 6:30am to 3:30pm. Monday to Thursday and 6:30am to 3:00pm Friday, with every other Friday an RDO and the occasional Saturday.
- All personal onsite must have the appropriate qualifications and have completed The Shire of Wongan-Ballidu Online WHS Induction.

- No responsibility will be accepted by the Principal for any plant or materials left unattended by the Contractor. This includes but not limited machinery and any other equipment required to complete the scope of works.

Costs

The response must provide a detailed description of all costing for a typical week's work with an itemised number of staff and vehicles.

A schedule of rates should be submitted to cost the following:

SUPPLY & LAY BITUMEN PRODUCTS 2026-2027								
10mm Final/ Reseal Seals	**SLK Start**	**SLK Finish**	**Continuous Section**	**Area m²**	**Treatment**	**Schedule**	**Comment**	**Stockpile Location**
Ballidu East Road	14.00	19.00	YES	35,000	10mm S45R	Oct-26	Final Seal	On Site
Ballidu East Road	23.50	25.50	YES	14,000	10mm S45R	Oct-26	Final Seal	On Site
Dowerin-Kalannie Road	19.00	25.00	YES	48,000	10mm S45R	Oct-26	Final Seal	On Site
Federation St, Ballidu Townsite	0.00	1.60	YES	15,000	10mm S45R	Oct-26	Reseal Seal	On Site
	Total			**112,000m²**				
14mm Primer Seal	**SLK Start**	**SLK Finish**	**Continuous Section**	**Area m²**	**Treatment**	**Schedule**	**Comment**	**Stockpile Location**
Dowerin-Kalannie Road	25.00	30.00	Yes	42,000	14mm C170 Primer Seal	Oct-26	Reconstruction	On Site
Hospital Road	57.50	61.50	YES	33,000	14mm C170 Primer Seal	Dec-26	Reconstruction	On Site
Moonijin West Road	2.50	3.50	YES	5,000	14mm C170 Primer Seal	Feb-27	Shoulder Widening	On Site
	Total			**80,000m²**				

Allowances

- Full-Service Contract including Traffic Management
- Shire of Wongan-Ballidu to supply Water Cart.

Key Assessment Criteria

The lowest or any quotation may not necessarily be accepted.

All quotations will be assessed with the following qualitative criteria:

- Capacity and Experience to Conduct Work 10%
- Safety Plan 10%
- Quality System 10%
- Price 70%

The Shire of Wongan-Ballidu reserves the right to withdraw the RFQ at any stage if the arrangement is not suitable for the Shire.

All queries relating to this RFQ should be made by directly contacting Stephen Casey Manager of Works & Services at the Shire of Wongan-Ballidu Administration Office.

Seven (7) submissions were received for the provision of bitumen services. All submissions have now been reviewed.

The detail of the submissions received are included in confidential attachment 1.

POLICY REQUIREMENTS:

4.8 Purchasing Policy

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – 3.57 – Tenders for providing goods or services.
Local Government (Function and General) Regulations 1996 – Part 4.

STRATEGIC IMPLICATIONS:

No#	Outcomes	No#	Initiatives	Our Roles	Supporting Strategies/Plans	Project Lead	Project Partner	26 / 27	27 / 28	28 / 29	29 / 30	30+	Performance Indicator
5	Safe and reliable local roads that support everyday travel, freight movement and access to services across the Shire	5.1	Maintain and prioritise road maintenance and renewal based on condition, safety and use.	Deliver	Asset Management Plan	Works and Services		✔	✔	✔	✔	✔	Road maintenance is adequately budgeted for and considered in the asset management plan

The project supports the Shire's ongoing commitment to maintaining and upgrading strategic road infrastructure and improving the reliability of the local freight network.

The recommendation supports the delivery of the Capital Works Program for 2026-2027 and provides for the use of an experienced bitumen contractor for a critical component of the works.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no significant environmental implications.

- **Economic**
  There are no significant economic implications.

- **Social**
  There are no significant social implications.

FINANCIAL IMPLICATIONS:

The price from the recommended supplier is $1,263,110.00 exclusive of GST.

The works form part of the approved Capital Works Program for 2026-2027 and are provided for within the project budget.

The contract can be accommodated within the approved project funding allocation.

RISK IMPLICATIONS:

The principal risks associated with the contract are increases in bitumen prices and delays in delivery of the annual sealing program.

The fixed price pricing mechanism provides a transparent method for managing fluctuations in bitumen costs through reference to the Main Roads WA Bitumen Index.

A Fixed Price provides Council with certainty over the cost of the works, with the contractor taking on the risk of future movements in bitumen prices

In assessing the submissions, consideration was given not only to price but also to contractor capability, relevant experience and delivery risk. The recommended tenderer has previously delivered bituminous surfacing works for the Shire and demonstrated the capacity, resources and expertise required to successfully undertake the proposed works. This previous experience provides confidence in the contractor's ability to meet the Shire's program and quality expectations.

The Officer considers appointment of an experienced contractor along with the fixed price mechanism will assist in managing the delivery risks associated with the 2026/2027 road sealing program.

VOTING REQUIREMENTS: Simple Majority.

OFFICER RECOMMENDATION:
MOVED: Cr STARCEVICH SECONDED: Cr KALAJZIC

That Council;

1. Award the contract for RFQ-03-2026-27 – Supply and Lay Bitumen Products as part of the Capital Works Program for 2026-2027 to the recommended supplier for the price as detailed in confidential attachment 1.
2. Upon resolution of the recommendation, approves that the successful supplier's name and price be included in the minutes of this meeting.

CARRIED: 7/0
RESOLUTION 120926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

NOTICE: The successful supplier is Bitutek Pty Ltd for the Fixed Price sum of $1,263,100

Pages 252-258 have been removed due to being Confidential Attachments

per s.5.23(4)(b) of the Local Government Act 1995

9.3.2 PRIME MOVER REPLACEMENT

REPORT DATE:	9 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stephen Casey, Manager of Works & Services
ATTACHMENTS:	9.3.2.1 Confidential Attachment 1 – RFQ submissions **(Confidential)** LG Act s.5.23(4)(c) and (d)

PURPOSE OF REPORT:

The purpose of this report is to present the results of the submissions received for the supply of one (1) new prime mover as part of the 2026-2027 Plant Replacement program and to enable Council to consider awarding the contract for this service.

BACKGROUND:

Due to the prime mover exceeding $250,000.00, it became necessary to initiate a tendering process for the required services.

To facilitate this process efficiently, the Shire utilised the WALGA Preferred Supplier Panel, which allows for a public tender exemption.

The Request for Quote (RFQ) submission sought one (1) new prime mover as part of the 2026-2027 Plant Replacement Program.

The deadline for submissions was set at 5pm on Friday, 28 August 2026.

COMMENT:

The scope of works for this service is as follows:

Supply of one (1) Prime Mover Truck. Below outlines the requirements and approx. timeline which is subject to change on short notice:

- For delivery purpose, the normal hours of work will be between 8.00am to 5.00pm. Monday to Thursday with every other Friday an RDO.

Costs

The response must provide a detailed description of all costings including delivery.

Key Assessment Criteria

The lowest or any quotation may not necessarily be accepted.

All quotations will be assessed with the following qualitative criteria:

- Price and whole-of-life cost 60%
- Warranty, servicing and parts support 20%
- Compliance with specifications and operational suitability 10%
- Delivery timeframe and supplier capability 10%

The Shire of Wongan-Ballidu reserves the right to withdraw the RFQ at any stage if the arrangement is not suitable for the Shire.

All queries relating to this RFQ should be made by directly contacting Stephen Casey Manager of Works & Services at the Shire of Wongan-Ballidu Administration Office.

Three (3) submissions were received for the supply of one (1) prime mover truck. All submissions have now been reviewed.

The detail of the submissions received are included in confidential attachment 9.3.2.1.

POLICY REQUIREMENTS:

4.8 Purchasing Policy

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – 3.57 – Tenders for providing goods or services.
Local Government (Function and General) Regulations 1996 – Part 4.

STRATEGIC IMPLICATIONS:

There are no know strategic implications.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no significant environmental implications.

- **Economic**
  There are no significant economic implications.

- **Social**
  There are no significant social implications.

FINANCIAL IMPLICATIONS:

The price from the recommended supplier is $312,247.98 exclusive of GST.

RISK IMPLICATIONS:

The main risks are that the prime mover may not meet the Shire's operational needs, delivery may be delayed, or ongoing running and maintenance costs may be higher than expected. This could affect fleet availability and service delivery.

The recommended supplier has the experience and resources to supply the required vehicle and provide warranty and after-sales support.

These risks will be managed by confirming the vehicle specification, delivery timeframe, warranty and support arrangements before the contract is awarded. The vehicle will also be inspected on delivery to ensure it meets the Shire's requirements before it is accepted.

VOTING REQUIREMENTS: Simple Majority.

OFFICER RECOMMENDATION:
MOVED: Cr KALAJZIC SECONDED: Cr STARCEVICH

That Council;

1. Award the supplier for RFQ-04-2026-27 – Supply of one Prime Mover to the recommended supplier for the price as detailed in confidential attachment 1.
2. Upon resolution of the recommendation, approves that the successful supplier's name and price be included in the minutes of this meeting.

CARRIED: 7/0
RESOLUTION 130926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

NOTICE: The successful supplier Daimler Trucks for the price of $312,247.98.

Pages 262-265 have been removed due to being Confidential Attachments

per s.5.23(4)(b) of the Local Government Act 1995

9.4 HEALTH, BUILDING AND PLANNING

4:56pm Cr Stephenson declared a financial interest as she has a commercial relationship with the proponent through her business and left the room.
Cr Boekeman declared a financial interest as the proponent is in the same line of business as he is in and left the room.
Cr Kalajzic declared an impartiality interest as he is a customer of the proponent.
Cr Sewell declared an impartiality interest as he is a long term customer of the proponent.

The CEO took the chair in the absence of the President and Deputy President, and requested a nomination for presiding member to chair this item.

Cr SEWELL nominated Cr STARCEVICH and Cr STARCEVICH accepted.

MOVED: Cr HOOD SECONDED: Cr KALAJZIC

That Cr STARCEVICH preside for item 9.4.1

CARRIED: 5/0
RESOLUTION 140926

For:	**Against:**
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	

Cr STARCEVICH took the chair.

9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P571 – PROPOSED USE OF LAND FOR AGRICULTURAL MACHINERY AND EQUIPMENT DISPLAY (TRADE DISPLAY)

FILE REFERENCE:	A1675
REPORT DATE:	14 September 2026
APPLICANT/PROPONENT:	Statewest Planning
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Item 9.4.1 OCM 20th August 2025
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To present a development application to Council for consideration for the proposed use of land for Trade Display - agricultural machinery and equipment display on Lot 200 Wongan Road, Wongan Hills.

BACKGROUND:

The applicant is seeking Council's development approval for the use of land for Trade Display to display agricultural machinery and equipment.

An amendment to the scheme was gazetted on 29th October 2019 for a Restricted Use of Lot 200 Wongan Road. (Amendment 1).

The Restricted Use allows the following uses on Lot 200 –

- Warehouse/storage
- Motor vehicle, boat or caravan sales
- Office
- Shop and
- Trade Display

The Restricted Use is subject to several conditions which are required to be in place prior to any development approval as documented in the LPS5 Schedule 3 Restricted Uses AMD 1 GG 29/10/2019.

The purpose of these restrictions is to provide for expansion of the McIntosh and Son operation from Lot 178 to Lot 200, but only for Light Industrial uses with a demonstrated ability to manage impacts on-site.

Conditions applicable to the site are:

1. All development requires development approval.

2. Prior to determining any development on the site, the local government is to consult with affected landowners.

3. Development shall comply with the provisions of the Scheme applicable to the Light Industry zone. If there is any inconsistency, the requirements of this Schedule prevail.

4. Development shall comply with the following:

(a) Development is not to generate off-site impacts, such as odour, noise, spray drift, vibration, dust, groundwater, air pollution or light spill, beyond the property boundaries;

(b) Vehicular access is prohibited from Wongan Road and Suburban Road, and is to be gained via existing access points on Lot 178;

(c) Hours of operation to be limited to 7am until 7pm during Monday to Saturday and 9am until 7pm during Sunday and public holidays;

(d) Development to be setback a minimum of 20m from the Suburban Road property boundary;

(e) A landscaped 'earth bund' to be constructed within the Suburban Road property boundary setback, parallel to the boundary for its full length, as a noise barrier for the surrounding Rural Residential zone prior to the commencement of any land use to the satisfaction of the local government;

(f) In regard to the 10% landscaping requirement in clause 4.8.1 of the scheme, this is to be installed entirely along the Suburban Road boundary setback, in a manner that screens the earth bund and development within the land from view of Suburban Road;

(g) Any required landscaping to be established prior to the land use commencing operation, and the vegetation permanently maintained;

(h) The openings of any structure shall face north or towards Wongan Road; and

(i) All structures shall be constructed of non-reflective external building materials, such as Colorbond.

5. Any application for development approval shall be accompanied by suitable information demonstrating compliance with condition 4 above and include the following:
   (a) vehicular access and parking arrangements to and within the site;

   (b) the hours of operation of land uses at the property;

   (c) the location and duration of activities generating any impacts listed in Condition 4(a) and the level of impacts generated;

   (d) the measures proposed to mitigate and manage impacts identified through Condition

   (c) and how the impacts will be contained within the property boundaries;

   (e) how development and impact mitigation measures achieve an acceptable visual amenity for surrounding properties and consistency with the objectives of the zone;

   (f) an acoustic report prepared by a suitably qualified acoustician demonstrating on-site and off-site noise levels generated by development and compliance with the Environmental Protection (Noise) Regulations 1997; and
   (g) the provision of quarterly noise monitoring for twelve months from the commencement of development demonstrating compliance with the development approval and management plan

Lot 200 Wongan Road Wongan Hills

COMMENT:

Lot 200 Wongan Road, Wongan Hills is zoned 'Light Industry' in the Shire of Wongan-Ballidu Local Planning Scheme No. 5 (LPS).

The Zone Objectives for the development and use of land classified 'Light Industry' zone are as follows:

- To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones.
- To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.
- To preclude the storage of bulky and unsightly goods where they may be in public view.

Under the terms of the Zoning Table in LPS5 'Trade Display' is listed as a 'P' use. This means that the use is permitted if it complied with any relevant development standards and requirements of this Scheme.

Definition of Trade Display means premises used for the display of trade goods and equipment for the purpose of advertisement.
The application has addressed each condition imposed under the Restricted Use as follows *(text extracted from Statewest Planning DA letter)*:

> *4(a) The machinery and equipment will not be operated on the site, other than to be driven onto and from the site. We submit that this will not generate any off-site impacts. McIntosh & Son have an established machinery and equipment demonstration area on the 'General Industry' zoned land on the northern side of the existing buildings on Lot 178.*

4(b) All access will be from Lot 178. No access will be from Wongan or Suburban Rds.

4(c) Hours of operation will be as per those described.

4(d) A development setback of 20m from Suburban Rd is proposed. A front setback of 7.5m has also been provided to Wongan Rd as required at Table 5 of LPS 5.

4(e) The landscaped bund has been installed.

4(f) The landscaping has been installed on the bund.

4(g) As per 4(f) above.

4(h) There are no structures proposed.

4(i) As per 4(h) above.

5(a) Vehicular access will be from the existing hardstand area on the adjoining Lot 178 as per the plan. This is located towards the north-west corner of the site. "Parking" of display machinery & equipment will be across the site. As there are no buildings proposed, there is no designated staff or customer parking.

5(b) The hours will be restricted to those specified at 4(c) above.

5(c) No off-site impacts are anticipated. Refer 4(a) above.

5(d) Refer to 4(a) above.

5(e) The key visual impact considered when the site was rezoned was the impact on the Rural Residential property to the east. This resulted in the requirements for a landscaped bund, which has since been installed. In terms of the objectives for the zone:

- *The proposed use is more appropriate in the Light Industry zone than the Commercial zone due to the scale and nature of the activity.*
- *The subject site doesn't adjoin any Residential zoned land. It does adjoin Rural Residential property though. The landscaped bund screens the house to the east. The closest house to the south is approximately 200m away and the land to the west is undeveloped paddocks.*
- *Some of the items to be placed on the site will be bulky. The question of whether they will be unsightly is somewhat subjective. The nature of the established business is farm machinery. These are products for sale. Unsightly products on display would be counter-productive for the seller.*

5(f) An acoustic assessment was carried out after the Scheme Amendment in preparation for potential expansion of McIntosh & Son activities onto Lot 200 and accompanies this application. It determined that noise generated by the movement of vehicles on the site would comply with noise regulations if a 2m high bund was installed on the eastern side of the site. A 2.2m high bund has been installed.

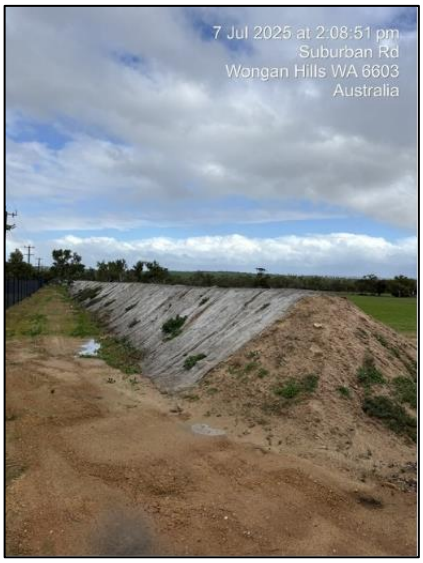
5(g) Quarterly noise monitoring reports post approval for 12 months will be provided.

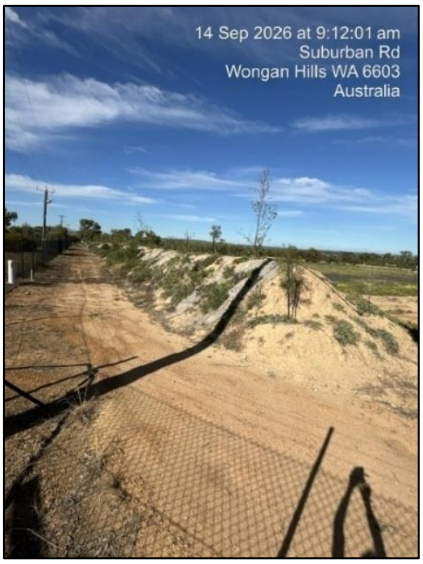
Officer Comment

During consultation with the Department of Planning Lands and Heritage it was advised that if a bund is NOT provided, it is a class X use under the regulations, and this means that the 'Development approval cannot be granted'. This is because the proposal must comply with the provisions of the scheme, unless there is discretion to vary. In this case, there is not any discretion available under the Scheme for R(Cl 67(1)(b)). The regulation prohibits approval in its current form.

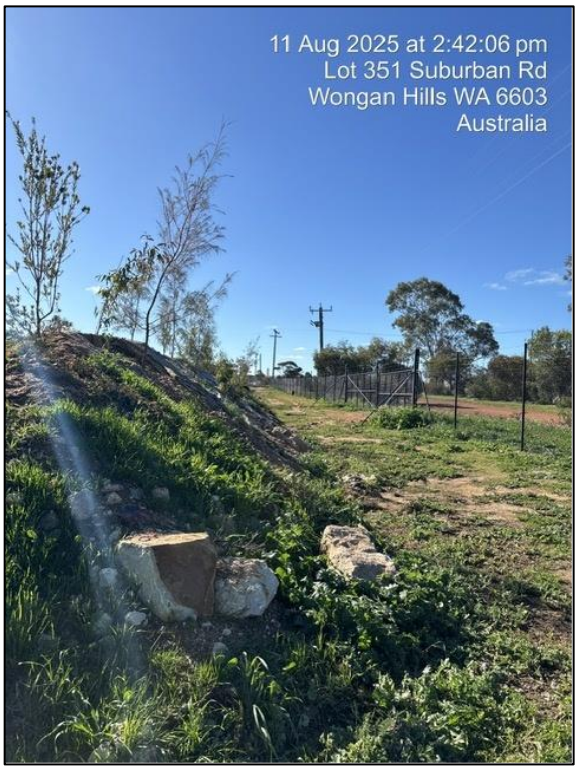
Cl 3.5.2 of the Scheme also says restricted use land "may be used only for the restricted class of use set out in respect of that land subject to the conditions that apply to that use."

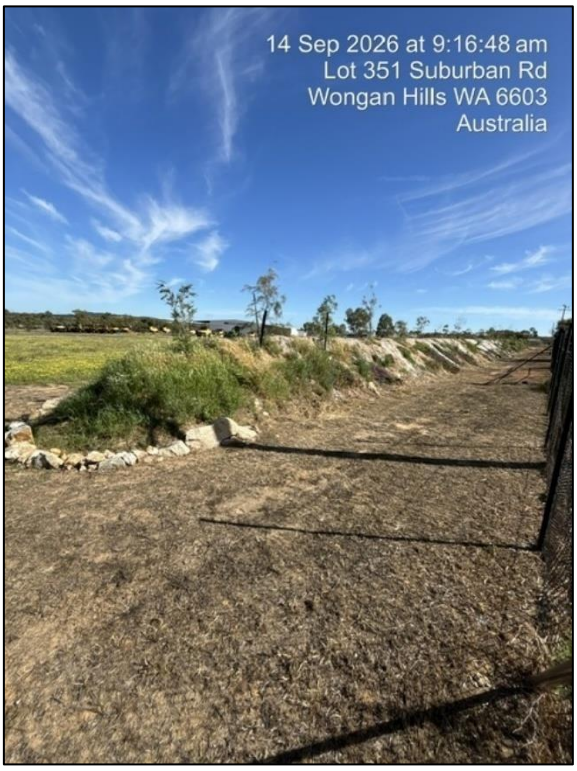
Below are photographs of the earth bund located on Lot 200 Wongan Road taken on 7th July 2025, 11th August 2025 and 14th September 2026.

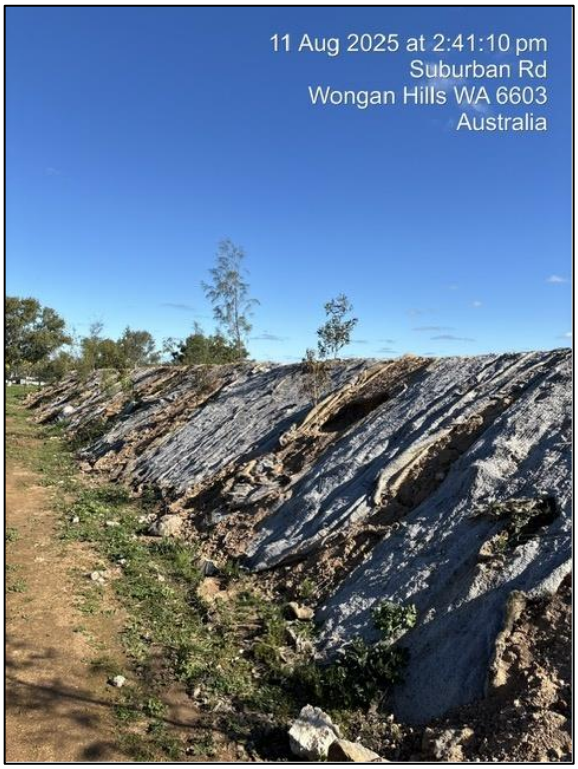


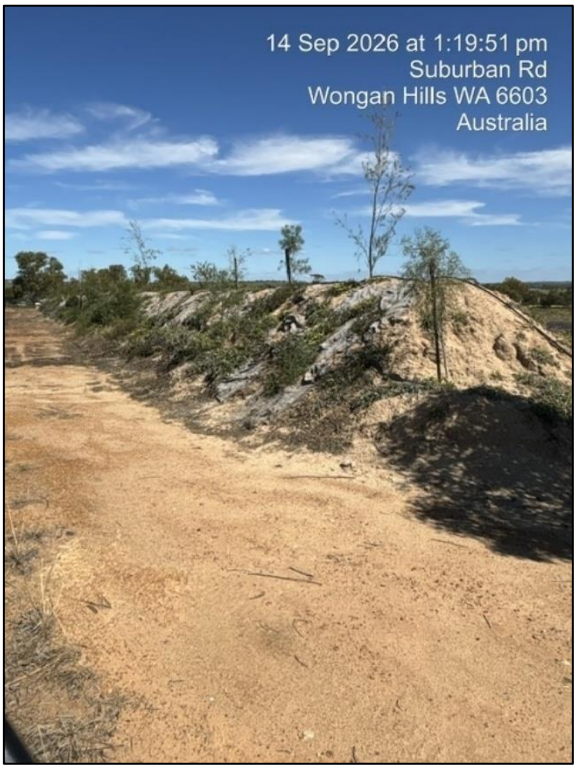


An inspection of the bund located at Lot 200 Wongan Road on 14th September 2026 has shown minor improvement to the vegetation. There are a considerable number of weeds growing on the southern side of the bund with sparce trees and/or shrubs on the top side. Below is a comparison of 11 August 2025 and 14 September 2026.


11 Aug 2025 at 2:42:06 pm
Lot 351 Suburban Rd
Wongan Hills WA 6603
Australia

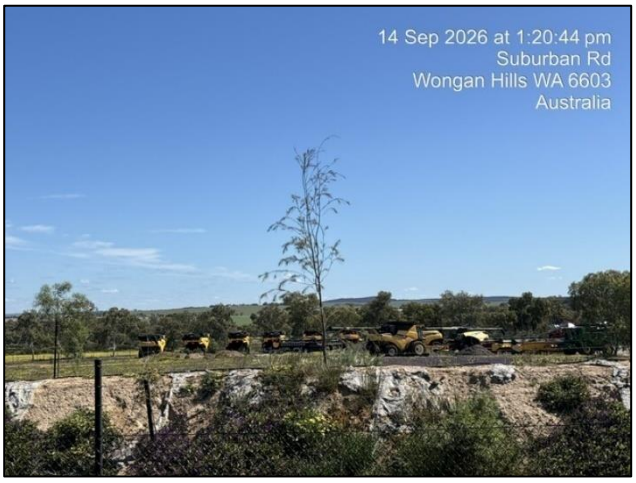

14 Sep 2026 at 9:16:48 am
Lot 351 Suburban Rd
Wongan Hills WA 6603
Australia


11 Aug 2025 at 2:41:10 pm
Suburban Rd
Wongan Hills WA 6603
Australia


14 Sep 2026 at 1:19:51 pm
Suburban Rd
Wongan Hills WA 6603
Australia

Evidence indicates that reticulation is in place within the bund; however, watering can only occur when a water tank is connected to the hose and actively supplies water.

It is acknowledged that the existing storage of agricultural plant and machinery on Lot 200 Wongan Road has occurred without development approval and therefore does not comply with the requirements of Schedule 3 (Restricted Uses) of Local Planning Scheme No. 5.



POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

There are no legislative requirements in relation to the item.

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental implications associated with this item.

- **Economic**
  There are no known economic implications associated with this proposal.

- **Social**
  There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications to Council in relation to this item as the costs will be covered by the applicant.

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:

That Council REFUSE the Development Application for a Trade Display involving the placement of agricultural machinery and equipment at Lot 200 Wongan Road, as the proposal does not satisfy the requirements of Clause 4E, 4F and 4G of Schedule 3 (Restricted Uses) of Local Planning Scheme No. 5.

AMENDED OFFICER RECOMMENDATION:
MOVED: Cr KALAJZIC SECONDED: Cr SEWELL

1. That Council REFUSE the Development Application for a Trade Display involving the placement of agricultural machinery and equipment at Lot 200 Wongan Road, as the proposal does not satisfy the requirements of Clause 4E, 4F and 4G of Schedule 3 (Restricted Uses) of Local Planning Scheme No. 5., and;

2. That the applicant be advised that if they wish to reapply, they should;
   a. Provide a detailed landscape plan for the establishment and maintenance of the landscaping of the earth bund to comply with Schedule 3 (restricted uses) of Local Planning Scheme No.5, to the Shire's satisfaction, and
   b. Implement the landscaping in accordance with the approved plan prior to submitting the application.

CARRIED: 5/0
RESOLUTION 150926

For:	**Against:**
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	

Questions:

Cr Sewell: Point two of the recommendation uses the wording "should", so if the proponent was to do it without a landscape plan would it still be passed?

CEO: Correct, it is not mandatory, but recommended best approach to see this progress. If the landscaping was established to the satisfaction of the local government then that would comply.

Cr Sewell: The requirement for landscaping and screening. Definition of screening in local government, 70% or more is considered screening. Can this information be offered to the proponent? Could it be put in the recommendation?

CEO: We will need to do our due diligence and present this to the proponent if that is the case, best to not be included in the motion at this point in time.

Cr Hood: At what point is it considered "established"?

CEO To be established, it must screen the bund per the requirements in the Scheme.

5:04pm Cr Boekeman and Cr Stephenson returned to the room.

Cr Boekeman re took the chair as Presiding Member.

9.4.2 SUBDIVISION APPLICATION NO 203806 – LOT 10 & LOT 3918 RIFLE RANGE ROAD, EAST BALLIDU.

FILE REFERENCE:	A1561
REPORT DATE:	14 September 2026
APPLICANT/PROPONENT:	RM Surveys Pty Ltd
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

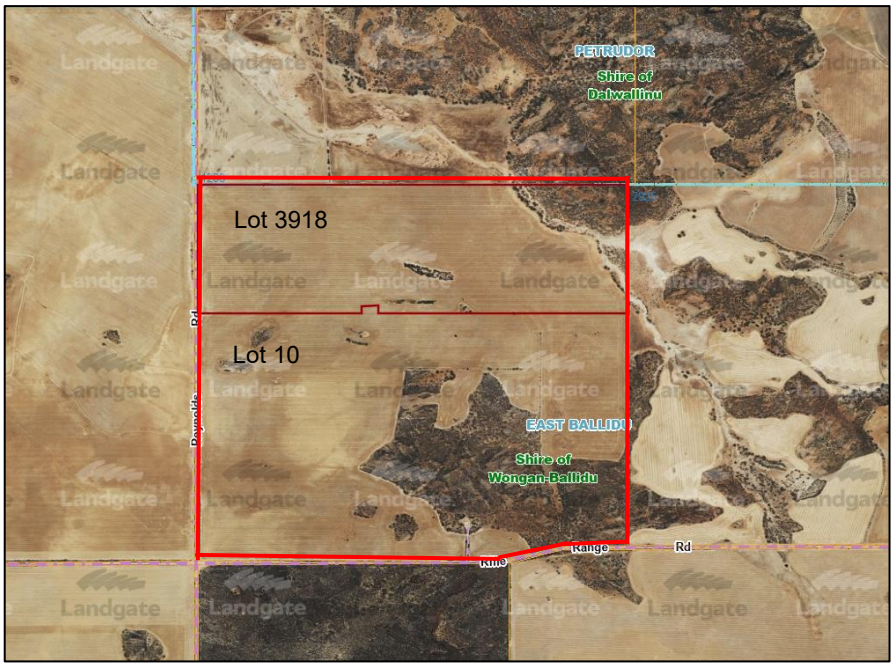
The Western Australian Planning Commission (WAPC) has referred an application for the boundary rationalisation and subdivision to Council for comment for Lot 10 and Lot 3918 Rifle Range Roads, East Ballidu.

The recommendation is that the WAPC be advised that the Shire of Wongan-Ballidu supports in principle the proposed boundary re-alignment.

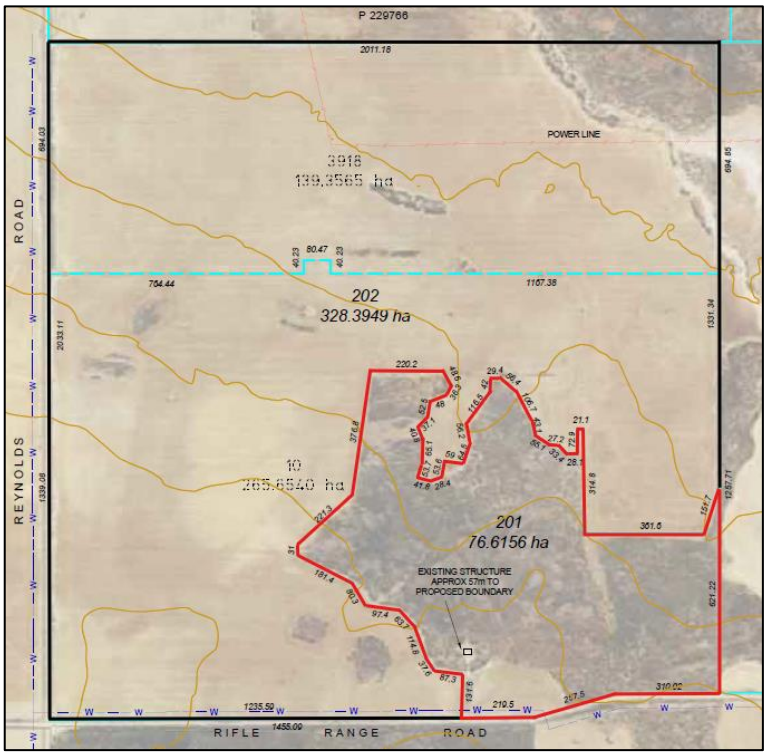
BACKGROUND:

Lot 10 Rifle Range Road, East Ballidu (265.6540 ha) and Lot 3918 Rifle Range Roads, East Ballidu (139.3565 ha), are sites northeast of the Ballidu Townsite on the boundary of the Shire of Wongan Ballidu/ Shire of Dalwallinu. The proposed property has one dwelling, an outbuilding and an existing septic tank system. The property is zoned as 'Rural'.

The proposal is to subdivide the property into two freehold green title lots to improve environmental and land management practices.



Landgate 14 September 2026 – current parcels Lot 10 & Lot 3918

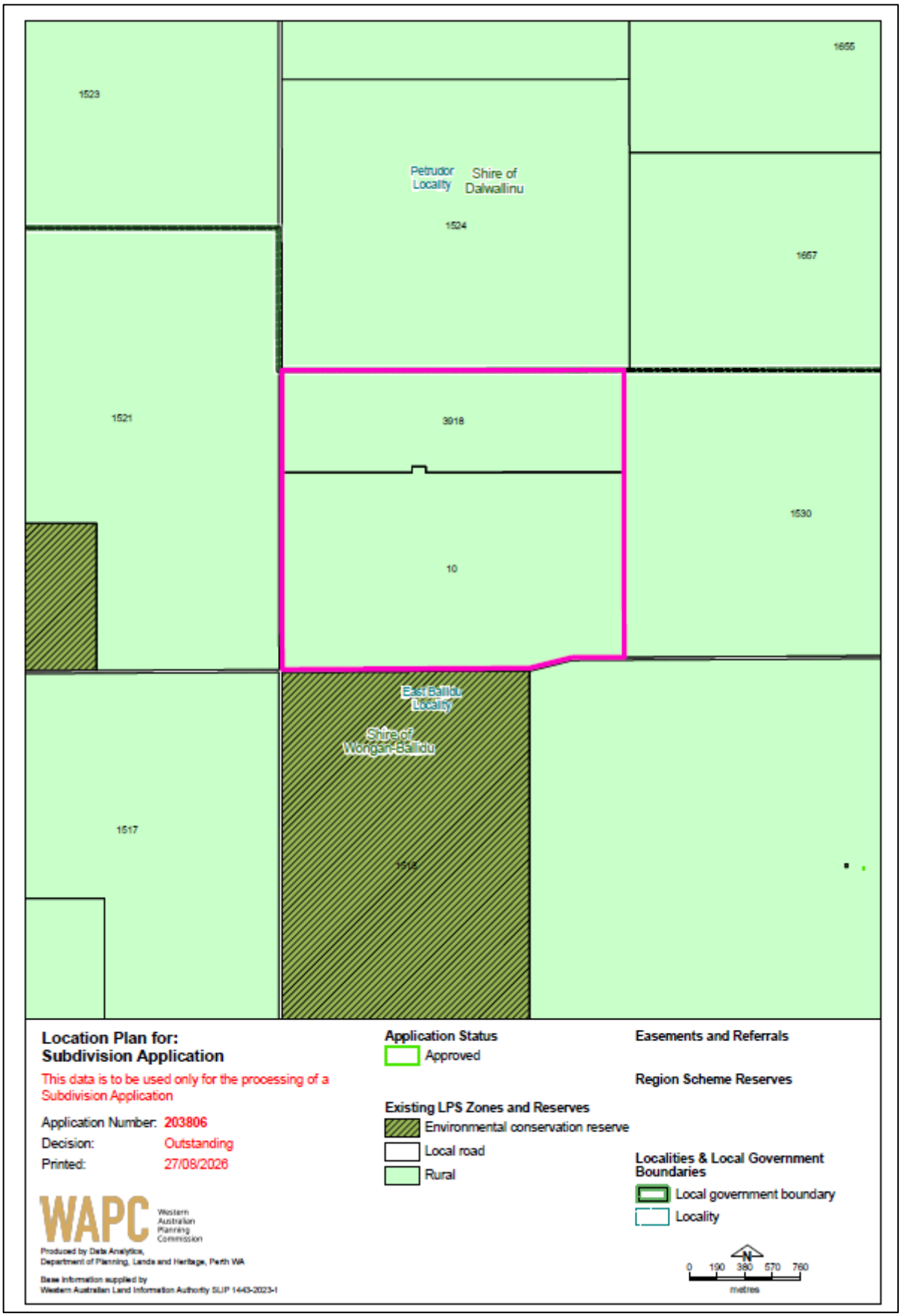


Department of Planning, Lands and Heritage – provided 01/09/2026

Department of Fire and Emergency Service Bushfire Prone area map – 14 September 2026

The rationalisation and subdivision Lot 201 is in a Bushfire prone area. Planning Bulletin 111/2016 s.5 provides an exemption for this area as it –

- Will not result in intensification or development of land use.
- Will not result in increased occupancy by employees, or increased bushfire risk as the land will continue as broadacre farming.



Department of Planning, Lands and Heritage – provided 01/09/2026

COMMENT:

Lot 10 & 3918 Rifle Range Road, East Ballidu has an area of 405.0105 hectares. The proposed subdivision is to divide the parcel into two freehold lots –

- Proposed Lot 201 (76.6156ha) – existing dwelling and outbuilding approx. 57m to proposed boundary.
- Proposed Lot 202 (328.3949ha) – will continue to be used for broadacre farming.

The Zone Objectives for the development and use of any land classified as 'Rural' zone are as follows:

- To provide for the maintenance or enhancement of specific rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances when they demonstrate capability with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.
- To support small scale, low impact, short-term tourist accommodation in rural locations.
- To support mining activities where an environmental management plan has been prepared and the project is acceptable to the local government, EPA and the Department responsible for mining.
- To preclude the disposal of used tyres or any other material that may be detrimental to the quality of the land.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2005
Shire of Wongan-Ballidu Town Planning Scheme 5
Development Control Policy 3.4 – Subdivision of Rural Land
State Planning Policy 3.7
Planning Bulletin 111/2016

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental implications associated with this item.

- **Economic**
  There are no known economic implications associated with this item.

- **Social**
  There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item.

VOTING REQUIREMENTS: Simple Majority.

OFFICER RECOMMENDATION:
MOVED: Cr HOOD SECONDED: Cr KALAJZIC

That Council endorse the proposed rationalisation and subdivision of Lot 10 and Lot 3918 Rifle Range Road, East Ballidu, and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal as per the plans accompanying the Application No: 203806.

CARRIED: 7/0
RESOLUTION 160926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

9.5 COMMUNITY SERVICES

5:06pm Cr Hood declared an impartiality interest as he is Captain of the Ballidu VFES

9.5.1 COMMUNITY DEVELOPMENT FUND GRANT APPLICATIONS

FILE REFERENCE	Grants Program/Shire of Wongan-Ballidu/CDF
REPORT DATE:	3 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Impartiality interest – Officer is a member of the Wongan Hills Sport & Recreation Council, previously disclosed with Council.
PREVIOUS MEETING REFERENCES:	Council Forum held 19 August 2026
AUTHOR:	Kim Walsh – Manager Community and Customer Services

PURPOSE OF REPORT:

To consider and endorse the allocation of the 2026 Community Development Fund to successful applicants following the completion of the application and assessment process.

BACKGROUND:

The Community Development Fund aims to support local initiatives that contribute to the social, cultural, environmental, and economic well-being of the Shire of Wongan-Ballidu. Applications for the 2026 funding round opened on 3 July and closed on 31 July 2026. A total funding pool of $25,000 was made available via the 2026/2027 Annual Budget for distribution.

During the application period, eight (8) applications were received, requesting a combined total of $45,936.07. All applications were assessed in accordance with the Community Development Fund Guidelines, with consideration given to eligibility, community benefit, project viability, and alignment with the Shire's strategic priorities.

Council met at the Council Forum on Wednesday 19th August to review the applications and discuss the allocation of funds. This session allowed Council members to collaboratively assess the merits of each application and determine how the available funding could be most effectively distributed across the projects.

The eight applications received were:

1. *Wongan Hills Sport and Recreation Council – Installation of Built in PA System*
2. *Wongan Ballidu Aged Persons Association Inc - Ninan House Letterbox Replacement and Accessibility Upgrade*
3. *Wongan Hills Therapy Group - Community Spaces for Connection: Creating Safe, Inclusive and Functional Spaces for Wongan Hills Therapy Group & Tiny Seeds Resource Library*
4. *Wongan Hills Tourism Group - Installation of Blinds*
5. *Wongan Hills Pistol Club - Toward 5 Year Maintenance/Upgrade Plan*
6. *Wongan & District Vintage & Classic Vehicle Club Inc - Wongan Wheels & Torque - Car Show Extravaganza*
7. *Wongan Hills Playgroup - Upgrade Kitchen Tiles and Bathroom fittings*
8. *Ballidu VFES - Fire Station Generator*

COMMENT:

The 2026 round was highly competitive, with a strong range of applications received for a diverse selection of community-focused projects. The total funding requested exceeded the available funding pool by $20,936.07, requiring careful assessment and prioritisation of applications.

All applications were assessed against the established funding criteria, with Council considering the anticipated community benefit, project impact and alignment with the objectives of the program when determining the recommended funding allocations.

It was also considered that the application submitted by the Wongan Hills Pistol Club be removed from the Community Development Fund grant process and instead funded through the Shire's 2026/2027 Capital Works Budget. Funding for the proposed works at the Pistol Club had already been allocated as part of the adoption of the 2026/2027 Annual Budget, following prior discussions with the group regarding the works required to the building.

POLICY REQUIREMENTS:

Assessment and allocation of the 2026 Community Development Fund have been conducted in accordance with Policy 2.3 – Community Development Fund Annual Grants Program. The policy provides the framework for eligibility, assessment criteria, and distribution of funds to ensure transparency and alignment with the Shire's community development objectives.

LEGISLATIVE REQUIREMENTS:
Nil.

STRATEGIC IMPLICATIONS:
Nil.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known environmental impacts associated with this proposal.

- **Economic**
  There are no known economic impacts associated with this proposal.

- **Social**
  There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

An amount of $25,000 has been allocated to the Community Development Fund grant program as part of the Shire's 2026/2027 Annual Budget. The recommended grant allocations fully expend the available Community Development Fund budget, with nil further impact on the grant program budget.

The proposed works at the Wongan Hills Pistol Club are to be funded separately through the Shire's 2026/2027 Annual Budget Capital Works Program, with funding for these works already allocated as part of the adopted Annual Budget. As such, there is no additional financial impact arising from this recommendation.

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:
MOVED: Cr RICHARDS SECONDED: Cr KALAJZIC

That Council:

1. Endorse the allocation of the 2026 Community Development Fund as follows:

Organisation	Project	Grant Amount
Wongan Hills Sport and Recreation Council	Installation of Built in PA System	$5,000
Wongan Ballidu Aged Persons Association Inc	Ninan House Letterbox Replacement and Accessibility Upgrade	$171.80
Wongan Hills Therapy Group	Community Spaces for Connection: Creating Safe, Inclusive and Functional Spaces for Wongan Hills Therapy Group & Tiny Seeds Resource Library	$5,000
Wongan Hills Tourism Group	Installation of Blinds	$1,500
Wongan Hills Pistol Club	Toward 5 Year Maintenance/Upgrade Plan	0
Wongan & District Vintage & Classic Vehicle Club Inc	Wongan Wheels & Torque - Car Show Extravaganza	$3,000
Wongan Hills Playgroup	Upgrade Kitchen Tiles and Bathroom fittings	$5,536.10
Ballidu VFES	Fire Station Generator	$4,792.10
Total		**$25,000**

2. Support the Wongan Hills Pistol Club's project through the separate allocation made in the Shire's Buildings Special Maintenance 2026/2027 Annual Budget.

CARRIED: 7/0
RESOLUTION 170926

For:
Cr S Boekeman
Cr J Hood
Cr S Kalajzic
Cr L Richards
Cr M Sewell
Cr S Starcevich
Cr M Stephenson

Against:

9.5.2 CADOUX SPORTS COUNCIL MURAL APPLICATION

5:08pm Cr Kalajzic declared an impartiality interest as he is a member of the Cadoux Sports Council.

FILE REFERENCE:	Public Art
REPORT DATE:	15 September 2026
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	N/A
AUTHOR:	Kim Walsh – Manager Community and Customer Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To consider and determine the Public Art Proposal Application submitted by the Cadoux Sports Council for the installation of the proposed Brenton See mural on the northern wall of the Cadoux Recreation Centre.

BACKGROUND:

The Shire has received a Public Art Proposal Application from the Cadoux Sports Council seeking approval to install a permanent mural artwork, known as the Brenton See mural, on the northern wall of the Cadoux Recreation Centre.

The artwork will depict local flora, fauna and landscape elements and has been selected by the community following consideration of a number of design concepts. The project is estimated to cost $18,500 and is to be fully funded through the fundraising efforts from the CAN-doux Community Event.

The proposal has been assessed against the requirements of the Shire's 2.8 Public Art Policy, including matters relating to the proposed artwork, site, funding, installation, maintenance, ownership and public safety.

As the proposed artwork is intended to be a permanent installation on Shire-managed infrastructure, Council approval is required prior to installation.

COMMENT:

The proposed artwork is considered to align with the objectives and principles of the Shire's 2.8 Public Art Policy. The mural is intended to reflect local identity, environment and character through imagery representing the region's flora, fauna and natural landscapes. The proposal also provides an opportunity to enhance the visual amenity of the Cadoux Recreation Centre and create a recognisable feature within the Cadoux townsite.

The project is community-led and demonstrates community involvement through the consultation and voting process undertaken to select the preferred design. The project is also proposed to be fully funded through community fundraising, with no direct project funding requested from the Shire.

The applicant has advised that ongoing responsibility for the artwork, including maintenance, will remain with the Cadoux Sports Council. The applicant has also advised that appropriate public liability insurance is held.

The proposed installation will be undertaken by local volunteers using appropriate elevated work platform equipment. The artist will paint the mural onto steel panels, which will then be installed by local members using a suitable elevated work platform (cherry picker) and associated safety equipment. Any approval should be subject to all relevant building, planning, workplace health and safety, asset management and other statutory requirements being satisfied prior to installation.

Overall, the proposal is considered to satisfy the intent and relevant assessment requirements of the Shire's 2.8 Public Art Policy. The proposal provides a community-supported artwork that celebrates the local environment and enhances the visual amenity and identity of the Cadoux community, while the applicant retaining responsibility for the ongoing maintenance and associated costs of the artwork.

Silver wattle (Acacia lasiocalyx)
Dasymalla Terminalis
Rosy Sunray (Rhodanthe chlorocephala)
Sugar Candy Orchid (Caladenia hirta)
Blue Fairy Orchid (Pheladenia deformis)
Blue-breasted Fairywren (Malurus pulcherrimus)

POLICY REQUIREMENTS:

2.8 Public Art Policy

LEGISLATIVE REQUIREMENTS:

There are no known legislative requirements related to this item

STRATEGIC IMPLICATIONS:
There are no known strategic implications related to this item

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known Environmental implications associated with this policy.

- **Economic**
  There are no known Economic implications associated with this policy.

- **Social**
  There are no known social implications associated with this policy.

FINANCIAL IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:
MOVED: Cr RICHARDS SECONDED: Cr STARCEVICH

That Council:

1. Approves the mural proposed by the Cadoux Sports Council on the northern wall of the Cadoux Recreation Centre, subject to the conditions;

a) The Cadoux Sports Council are required to maintain appropriate public liability insurance for the artwork and associated activities and to remain responsible for the ongoing maintenance and associated costs of the artwork, unless otherwise agreed in writing by the Shire;
b) All relevant statutory, building, planning, safety, asset management and installation requirements are required to be satisfied to the Shire's satisfaction prior to commencement of installation; and
c) The final artwork and installation are required to be consistent with the concept design submitted as part of the Public Art Proposal, unless otherwise approved by the Shire.

2. Authorises the Chief Executive Officer to enter into a Public Art Agreement with the Cadoux Sports Council prior to installation of the artwork, addressing matters including maintenance, insurance, ownership, ongoing responsibility and any future removal or decommissioning of the artwork.

CARRIED: 7/0
RESOLUTION 180926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

Item 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

11.1 CONFIDENTIAL - CEO ANNUAL PERFORMANCE REVIEW, KEY FOCUS AREAS FOR NEXT 12 MONTHS AND REMUNERATION REVIEW

OFFICER RECOMMENDATION
MOVED: Cr STEPHENSON SECONDED: Cr KALAJZIC

That Council resolve to close the meeting to the public in accordance with section 5.23(2)(b)(ii) of the *Local Government Act 1995* as the following item pertains to the CEO's performance review.

CARRIED: 7/0
RESOLUTION 190926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

5:10pm

5:10pm - All members of the public and all staff (including the CEO) left the room.

FILE REFERENCE:	Staff Personnel
REPORT DATE:	11 September 2026
APPLICANT/PROPONENT:	CEO Performance and Remuneration Review Panel w/ John Woodhouse – Woodhouse Legal
OFFICER DISCLOSURE OF INTEREST:	The CEO, discloses an impartiality interest and financial interest due to this report pertaining to their contract of employment.
PREVIOUS MEETING REFERENCES:	03 September 2026 – CEO Performance and Remuneration Review Panel meeting with consultant
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	11.1.1 Report – Woodhouse Legal (Confidential – provided separately) LG Act 5.23(4) 11.1.2 Amendment to CEO Total Remuneration Package (Confidential – provided separately) LG Act 5.23(4)

PURPOSE OF REPORT:
The purpose of this report is to present the report from the independent facilitator on the Chief Executive Officer's Annual Performance Review and establishment of new Key Focus Areas (KFA's) for the next 12 months, and endorse the CEO's remuneration review.

BACKGROUND:

Section 5.38(1) of the *Local Government Act 1995* requires that a CEO's performance is reviewed annually (if they are to be employed for greater than 1 year).

The CEO's previous performance review was conducted in September 2025 and presented to Council at the Ordinary Council Meeting held 22 October 2025, in which the following was resolved:

OFFICER RECOMMENDATION:
MOVED: Cr KALAJZIC **SECONDED: Cr STARCEVICH**

That Council:

1. Endorses the annual performance review of Mr. Sam Dolzadelli, Chief Executive Officer as documented in the confidential report presented to Council (attachment 1).
2. Endorses the new Key Focus Areas for the CEO to 30 September 2026, as recommended by the CEO Performance and Remuneration Panel, as documented in the confidential report (attachment 1) for the purpose of the CEO's employment contract.
3. Approve the adjustment to the CEO's Total Remuneration Package in accordance with confidential attachment 2.
4. Schedule the next review of the CEO's performance to be completed by 30 September 2026.

CARRIED: 7/0
RESOLUTION 261025

For:	Against:
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

COMMENT:

The CEO Performance and Remuneration Review Panel engaged John Woodhouse of Woodhouse Legal to undertake the CEO's performance review. Mr. Woodhouse was engaged in the previous performance review processes.

Subsequent to engagement with the Council via a survey (100% response rate), a meeting was held on Thursday 3rd September with Mr. Woodhouse and the Panel to undertake the CEO's annual performance review and determine the Key Focus Areas (KFAs) for the CEO for the next 12 months. The aggregate feedback received from the Council was that the CEO's performance 'exceeded expectations'.

The report prepared by the independent facilitator with the recommendations from the Panel is provided to council members as a separate, confidential report.

Council Policy 5.37 CEO Performance and Remuneration Review is council's guiding document on the process of completing the CEO's annual performance and remuneration review. The policy mandates

that an independent consultant will facilitate this annual process and liaise directly with the panel and CEO, with the outcome being a report prepared with recommendations to be presented to Council.

POLICY REQUIREMENTS:

Policy 5.37 – CEO Performance and Remuneration Review.

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995* – Section 5.38(1).
- *Local Government (administration) Regulations 1996* - Regulation 18FA.
- *Local Government (administration) Regulations 1996* – Schedule 2.

STRATEGIC IMPLICATIONS:

The Council are responsible for providing the strategic direction of the Shire to the CEO and for the CEO to undertake the actions necessary to achieve on the strategic outcomes. Without clear strategic direction from the Council, there is a risk that the community's vision and strategic priorities from the Strategic Community Plan will not be delivered on.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
  There are no known Environmental implications associated with this policy.

- **Economic**
  There are no known Economic implications associated with this policy.

- **Social**
  There are no known social implications associated with this policy.

FINANCIAL IMPLICATIONS:

As per the CEO Performance and Remuneration Review Policy, an independent facilitator was engaged to undertake the annual performance review and setting of KRAs. This will be an ongoing budget allocation. Any amendment to the CEO's Total Remuneration Package will need to be allowed for in the annual budget.

VOTING REQUIREMENTS: Absolute Majority.

OFFICER RECOMMENDATION:
MOVED: Cr STEPHENSON SECONDED: Cr KALAJZIC

That Council:

1. Endorses the annual performance review of Mr. Sam Dolzadelli, Chief Executive Officer as documented in the confidential report presented to Council (attachment 1).

2. Endorses the new Key Focus Areas for the CEO to 30 September 2027, as recommended by the CEO Performance and Remuneration Panel, as documented in the confidential report (attachment 1).

3. Approve the adjustment to the CEO's Total Remuneration Package in accordance with confidential attachment 2.

4. Schedule the next review of the CEO's performance to be completed by 30 September 2027.

CARRIED: 7/0
RESOLUTION 200926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

OFFICER RECOMMENDATION
MOVED: Cr STARCEVICH SECONDED: Cr STARCEVICH

That Council resolve to re-open the meeting to the public.

CARRIED: 7/0
RESOLUTION 210926

For:	**Against:**
Cr S Boekeman	
Cr J Hood	
Cr S Kalajzic	
Cr L Richards	
Cr M Sewell	
Cr S Starcevich	
Cr M Stephenson	

5:16pm

Item 12. CLOSURE

The Presiding Member, Cr Stuart Boekeman, declared the meeting closed at: 5:18pm.

_____ ____/____/2026

Cr Stuart Boekeman
Shire President