



Agenda

Ordinary Council Meeting 24 September 2026

Notice of Meeting To the President, Deputy and Councillors

The next **Agenda Briefing** will be held on Wednesday, 16 September 2026 in the Council Chamber, 7 Thomas Street, Halls Creek commencing at 3.00 PM.

The next **Ordinary Council Meeting** will be held on Thursday, 24 September 2026 in the Council Chamber, 7 Thomas Street, Halls Creek commencing at 4.30 PM.

Meeting Agenda Attached

Margaret Glass
A/Chief Executive Officers

Information

This agenda contains the business to be considered by Council at this meeting. In accordance with the *Local Government Act 1995* and applicable meeting procedures, Council can only consider matters that have been included on the published agenda.

Members wishing to raise matters not included on the agenda are encouraged to submit them in writing to the Chief Executive Officer and Shire President for consideration and, where appropriate, inclusion on a future Council agenda.

If you have any enquiries regarding meeting procedures or agenda items, please contact the Shire at hcshire@hcshire.wa.gov.au.

Question Time for the Public

An opportunity is available at Council meetings for members of the public to ask a question about any issue relating to the Shire. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible to allow the Shire time to prepare a response.

The Presiding Person may nominate a member of staff to answer the question and may also determine that any complex question requiring research be answered in writing. No debate or discussion can take place on any question or answer.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

To ask a question, please complete the Public Question Time form available on the Shire website <https://www.halls creek.wa.gov.au/council/meetings>.

Draft Minutes Availability

Draft minutes of Council meetings are made available on the Shire of Halls Creek website as soon as practicable following each meeting and can be accessed at:
<https://www.halls creek.wa.gov.au/council/meetings>

Councillors are responsible for reviewing the draft minutes online prior to the subsequent meeting at which they will be presented for confirmation. Any corrections or amendments should be raised formally at that time in accordance with meeting procedures.

2026 AGENDA BRIEFING DATES

The following Agenda Briefing dates and times have been resolved by Council.

16 September 2026	Council Chamber, Halls Creek	3.00pm
14 October 2026	Council Chamber, Halls Creek	3.00pm
18 November 2026	Council Chamber, Halls Creek	3.00pm
4 December 2026	Council Chamber, Halls Creek	3.00pm

2026 COUNCIL MEETING DATES

The following Council Meeting dates and times have been resolved by Council.

24 September 2026	Council Chamber, Halls Creek	4.30pm
22 October 2026	Council Chamber, Halls Creek	4.30pm
26 November 2026	Council Chamber, Halls Creek	4.30pm
10 December 2026	Council Chamber, Halls Creek	4.30pm

DISCLAIMER

This document has been prepared for consideration at an Ordinary Meeting of Council. Statements, comments or indications of support expressed by Council Members or Shire officers during the meeting do not constitute a decision or approval of the Shire.

Only a formal resolution passed by Council constitutes a decision of the Shire. No action should be taken in reliance on any discussion, recommendation or proposed resolution unless and until Council has made its decision and that decision has been formally recorded or communicated through an authorised Shire process.

The accuracy and currency of information contained in reports and attachments are based on the information available at the time of preparation and may be subject to amendment during Council's consideration.

Documents, plans and attachments included in this document may be protected under the *Copyright Act 1968 (Cth)*. They must not be reproduced or distributed without the permission of the copyright owner or as otherwise permitted by law.

COUNCIL ATTENDANCE RECORD

Ordinary Council Meeting	Cr Garstone (President)	Cr Simpson (Deputy)	Cr Butters	Cr Martin	Cr McKay	Cr Robson	Cr Stretch
30 October 2025					E		
27 November 2025							
18 December 2025			A			A	
26 February 2026				A			
26 March 2026					A		
23 April 2026	NA	A	NA	NA	NA		NA
6 May 2026 (S)	NA		NA	NA		NA	NA
21 May 2026	E			NA			NA
25 June 2026	E			NA			
23 July 2026							
30 July 2026 (S)							NA
27 August 2026							
24 September 2026							
22 October 2026							
26 November 2026							
10 December 2026							
▪ LOA = Leave of Absences ▪ A = Apology ▪ E = Attended Electronically ▪ NA = Non-Attendance ▪ S = Special Meeting ▪ R = Resignation							

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

Order of Business

1. Opening of Meeting.....	7
2. Acknowledgement of Traditional Owners	7
3. Record of Attendance	7
3.1 Attendance	7
3.2 Attendance by Telephone / Instantaneous Communications	7
3.3 Apologies	7
3.4 Approved Leave of Absence	7
3.5 Disclosures of Interest.....	7
4. Application for leave of Absence	7
5. Public Participation.....	7
5.1 Response to questions taken on notice from public	7
5.2 Public Question Time	8
5.3 Petitions / Deputations / Presentations / Submissions	8
5.4 Correspondence.....	8
6. Questions from Members where due Notice has been given	9
7. Announcements by Presiding Member without Discussion	16
8. Declarations of All Members to have given due consideration to all matters contained in the Business Papers before the meeting	16
9. Confirmation of Minutes of Previous Meeting	16
10. Reports of Committees.....	17
10.1 Audit, Risk and Improvement Committee Meeting Minutes 3 Sep 2026	17
10.1 Office of Chief Executive Reports	56
11.1.1 2027 Ordinary Council Meeting Dates	56
10.2 Governance and Sustainability Reports	59
11.2.1 Review and Adoption of Governance Policies	59
10.3 Health and Regulatory Reports [Nil]	105
10.4 Community Development Reports [Nil].....	105
11.5 Infrastructure and Asset Reports [Nil]	105
11.6 Financial Services Reports.....	106
11.6.1 Accounts Paid by Authority (Summary) – August 2026	106
11. New Business of an Urgent Nature (Late Items).....	110

11.1	Budget FY 26/27	110
11.2	Statements of Financial Activities (July and August 2026).....	110
11.3	Confidential Report 13.2: Tender Outcomes – Building Maintenance Services	110
12.	Motions of Which Previous Notice has been given	110
13.	Matters for Which Meeting May be Closed (Confidential Matter)	110
13.1	Audit Risk and Improvement Committee [Confidential Minutes].....	110
13.2	Late Report: Tender Outcomes – Building Maintenance Services	110
14.	Closure.....	110
14.1	Date of Next Meeting.....	110
14.2	Closure	110

1. Opening of Meeting

The Presiding Member to declare the meeting open at 4.30pm.

2. Acknowledgement of Traditional Owners

3. Record of Attendance

3.1 Attendance

Present

Presiding Member	Brenda Garstone
Deputy Presiding Member	Raymond Simpson
Councillor	Judith Butters
Councillor	Kenneth Martin
Councillor	Patricia McKay
Councillor	Paul Robson
Councillor	Rosemary Stretch

Administration Attendance

Chief Executive Officers	Sue Leonard
Director Governance and Sustainability	Margaret Glass
Director Health and Regulatory Services	Neroli Logan
Director Infrastructure & Assets	Peter Toboss
Executive Assistant to CEO	Dianne Rowbottom

Scheduled for Attendance

Department Local Government Monitor	Jeff Gooding
Greenfield Technical Services	Joshua Kirk
Financial Services	Travis Bate (RSM)

3.2 Attendance by Telephone / Instantaneous Communications

Dianne Rowbottom, Joshua Kirk and Travis Bate

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Nil

4. Application for leave of Absence

Nil

5. Public Participation

5.1 Response to questions taken on notice from public

Nil

5.2 Public Question Time

Nil

5.3 Petitions / Deputations / Presentations / Submissions

Nil

5.4 Correspondence

Nil

6. Questions from Members where due Notice has been given

Cr Robson

Dated: 30 August 2026

Question on Notice for September 26 Meeting

Seeking clarification of payments cleared by Council and paid in July 26 as per list attached .

In addition with reference to Councillor Attendance Record attached further clarification required

1. Paul Robson attended the November 25 meeting .
Down as non attendance .
2. Ken Martin did not attend meetings in June 26 but has been fully remunerated for June 26 on July 7th
3. Other Councillors may have attended some meetings in June but not necessarily the Pre Sessions. Seeking clarification that non attendance of pre session but attendance of council meetings means remuneration would be halved for the month in question
4. The current policy is no show / no remuneration for both presession and full council meetings

Submitted by Paul Robson

31st August 2026

Paul Robson
31/08/26

COUNCIL ATTENDANCE RECORD

Ordinary Council Meeting	Cr Garstone (President)	Cr Simpson (Deputy)	Cr Butters	Cr Martin	Cr McKay	Cr Robson	Cr Stretch
30 October 2025					E		
27 November 2025						A	
18 December 2025			A			A	
26 February 2026				A			
26 March 2026					A		
23 April 2026	NA	A	NA	NA	NA		NA
6 May 2026	NA		NA	NA		NA	NA
21 May 2026	E			NA			NA
25 June 2026	E			NA			
23 July 2026							
30 July 2026 (S)							NA
27 August 2026							
24 September 2026							
22 October 2026							
26 November 2026							
10 December 2026							
LOA = Leave of Absences A = Apology E = Attended Electronically NA = Non-Attendance S = Special Meeting R = Resignation							

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

ITEMS AS LISTED FOR FURTHER CLARIFICATION							
EFT33589		ALPERSTEIN DESIGNS			3522.41		
EFT66307		MORAY & AGNEW			21285.04		
EFT33691		LATERAL ASPECT			6352.5		
EFT33639		HELENE PTY LTD			36648.61		
EFT33674		HELEN PTY LTD			37694.68		
EFT33581		HELENE PTY LTD			43322.38		
EFT33621		MCR WORKPLACE INVESTIGATIONS			37678.4		
EFT33704		HELENE PTY LTD			17867.03		

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

Chq/EFT	Date	Name	Amount
EFT33579	08/07/2026	BISHOPS TRANSPORT PTY LTD	-\$4,184.55
* EFT33580	08/07/2026	KENNETH MARTIN	-\$979.41
EFT33581	08/07/2026	JUDITH BUTTERS	-\$979.41
X EFT33582	08/07/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$43,322.38
EFT33583	08/07/2026	KRSP PTY LTD	-\$283.72
EFT33584	08/07/2026	LANDGATE	-\$4,576.47
EFT33585	08/07/2026	KUNUNURRA MITRE 10	-\$362.93
EFT33586	08/07/2026	BUILDING & ENERGY DIVISION (DEPT. OF MINES, INDUSTRY	-\$852.18
EFT33587	08/07/2026	SPINIFEX CONTRACTING	-\$29,434.90
EFT33588	08/07/2026	ROSEMARY STRETCH	-\$979.41
X EFT33589	08/07/2026	ALPERSTEIN DESIGNS	-\$3,522.41
EFT33590	08/07/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$5,598.76
EFT33591	08/07/2026	FOURIER TECHNOLOGIES PTY LTD	-\$32,193.70
EFT33592	08/07/2026	VISION POWER PTY LTD	-\$6,677.00
EFT33593	08/07/2026	MOORE AUST. (WA) PTY LTD	-\$616.00
EFT33594	08/07/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$49,651.57
EFT33595	08/07/2026	AVANTGARDE TECHNOLOGIES PTY LTD	-\$2,011.24
EFT33596	08/07/2026	REGIONAL DEVELOPMENT AUST. - KIMBERLEY INC	-\$2,706.00
EFT33597	08/07/2026	CGL FUEL PTY LTD (CAMBRIDGE GULF)	-\$48,322.56
EFT33598	08/07/2026	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN	-\$1,600.00
EFT33599	08/07/2026	THEM EARTHMOVING PTY LTD	-\$40,178.06
EFT33600	08/07/2026	RAYMOND JOHN SIMPSON	-\$1,222.16
EFT33601	08/07/2026	EVERYWHERE TRAVEL	-\$1,139.00
EFT33602	08/07/2026	KIMBERLEY TRUCK PARTS	-\$11,365.88
EFT33603	08/07/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK/ TA	-\$111.71
EFT33604	08/07/2026	KIMBERLEY HOSE SOLUTIONS	-\$767.32
EFT33605	08/07/2026	OROGEN METALS PTY LTD	-\$702.61
EFT33606	08/07/2026	TRILITY SOLUTIONS PTY LTD	-\$36,296.41
X EFT33607	08/07/2026	MORAY & AGNEW PERTH	-\$21,285.04
EFT33608	08/07/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$87,175.00
EFT33609	08/07/2026	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	-\$491.07
EFT33610	08/07/2026	BIDFOOD DARWIN	-\$791.61
EFT33611	08/07/2026	HATCH PTY LTD	-\$3,246.96
EFT33612	08/07/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$26,364.43
EFT33613	08/07/2026	NEWGROUND WATER SERVICES PTY LTD	-\$49,626.50
EFT33614	08/07/2026	BRENDA JEAN GARSTONE	-\$1,950.49
EFT33615	08/07/2026	PAUL LAWRENCE ROBSON	-\$979.41
EFT33616	08/07/2026	WILLIAM BUCK CONSULTING (WA) PTY LTD	-\$911.25
EFT33617	08/07/2026	MELDA BROTHERS (SAINT BENOIT PTY LTD)	-\$3,645.00
EFT33618	08/07/2026	RFF PTY LTD	-\$3,822.50
EFT33619	08/07/2026	RAPID PLATFORM PROJECTS PTY LTD	-\$34,215.01
EFT33620	08/07/2026	DAMOWEST PLASTICS (AUST) PTY LTD T/A THE PLASTIC DISPLAY	-\$1,204.50
EFT33621	08/07/2026	MCR WORKPLACE INVESTIGATIONS	-\$37,678.40
EFT33622	08/07/2026	HARRY LOUW	-\$426.93
EFT33623	08/07/2026	DEPT. OF FIRE & EMERGENCY SERVICES (DFES)	-\$7,841.44
EFT33624	08/07/2026	PATRICIA ANNE MCKAY	-\$979.41
EFT33625	08/07/2026	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	-\$195.64
EFT33626	08/07/2026	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	-\$330.00
EFT33627	08/07/2026	DAVID GRAY & CO PTY LTD	-\$10,450.00
EFT33628	08/07/2026	WA HINO SALES & SERVICE	-\$3,263.49
EFT33629	08/07/2026	FREEMAN LOCKSMITHS (FREEMAN NOMINEES PTY LTD)	-\$66,451.00
EFT33630	08/07/2026	HOTEL KUNUNURRA	-\$422.00
EFT33631	08/07/2026	MANGROVE RESORT HOTEL	-\$762.00
EFT33632	08/07/2026	IT VISION/READYTECH	-\$18,672.50
EFT33633	08/07/2026	THINKWATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY	-\$5,248.85
EFT33634	08/07/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$12,080.96

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026			
Chq/EFT	Date	Name	Amount
EFT33635	08/07/2026	IXOM OPERATIONS PTY LTD	-\$378.18
EFT33636	08/07/2026	DANIEL HUGHES	-\$653.09
EFT33637	17/07/2026	BISHOPS TRANSPORT PYT LTD	-\$56.54
EFT33638	17/07/2026	ARGYLE ENGINEERING	-\$2,398.92
X EFT33639	17/07/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$36,648.61
EFT33640	17/07/2026	SPINIFEX CONTRACTING	-\$56,150.97
EFT33641	17/07/2026	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	-\$165.00
EFT33642	17/07/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$99.97
EFT33643	17/07/2026	FOURIER TECHNOLOGIES PTY LTD	-\$4,977.50
EFT33644	17/07/2026	VISION POWER PTY LTD	-\$3,979.25
EFT33645	17/07/2026	TYREPLUS (KUNUNURRA)	-\$760.00
EFT33646	17/07/2026	WURTH AUST. PTY LTD	-\$217.60
EFT33647	17/07/2026	MRB PLUMBING PTY LTD	-\$58,658.60
EFT33648	17/07/2026	RAMM SOFTWARE PTY LTD T/A THINKPROJECT AUSTRALIA PTY LTD	-\$10,092.98
EFT33649	17/07/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$7,671.07
EFT33650	17/07/2026	AVANTGARDE TECHNOLOGIES PTY LTD	-\$5,088.96
EFT33651	17/07/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$8,823.10
EFT33652	17/07/2026	GRACE RECORDS MANAGEMENT (AUST.) PTY LTD	-\$13,340.64
EFT33653	17/07/2026	THEM EARTHMOVING PTY LTD	-\$65,422.63
EFT33654	17/07/2026	RAYMOND JOHN SIMPSON	-\$244.00
EFT33655	17/07/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK/ TA	-\$311.18
EFT33656	17/07/2026	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	-\$5,015.01
EFT33657	17/07/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$715.00
EFT33658	17/07/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	-\$1,884.03
EFT33659	17/07/2026	PAYWISE PTY LTD	-\$628.75
EFT33660	17/07/2026	GX OUTDOORS PTY LTD	-\$887.70
EFT33661	17/07/2026	NEWGROUND WATER SERVICES PTY LTD	-\$9,350.00
EFT33662	17/07/2026	RFF PTY LTD	-\$22,797.29
EFT33663	17/07/2026	GOMANI PROJECTS	-\$4,895.00
EFT33664	17/07/2026	RSM AUSTRALIA PTY LTD (GERALDTON)	-\$105,955.85
EFT33665	17/07/2026	HART SPORT	-\$7,978.62
EFT33666	17/07/2026	KIMBERLEY HOTEL	-\$165.00
EFT33667	17/07/2026	DAVID GRAY & CO PTY LTD	-\$2,038.85
EFT33668	17/07/2026	CHILD SUPPORT AGENCY	-\$655.02
EFT33669	17/07/2026	HOTEL KUNUNURRA	-\$234.00
EFT33670	17/07/2026	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	-\$43,983.56
EFT33671	17/07/2026	BETTA ELECTRICAL HOME LIVING (KUNUNURRA)	-\$179.00
EFT33672	17/07/2026	TOTALLY WORKWEAR (BROOME)	-\$2,093.60
DD21847.1	22/07/2026	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	-\$22,909.30
EFT33673	24/07/2026	BISHOPS TRANSPORT PYT LTD	-\$1,768.04
X EFT33674	24/07/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$37,694.68
EFT33675	24/07/2026	SPINIFEX CONTRACTING	-\$1,815.00
EFT33676	24/07/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$329.64
EFT33677	24/07/2026	VISION POWER PTY LTD	-\$3,292.42
EFT33678	24/07/2026	EMJEY SERVICES	-\$4,841.70
EFT33679	24/07/2026	EASYWEB DIGITAL PTY LTD	-\$451.66
EFT33680	24/07/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$12,446.50
EFT33681	24/07/2026	HALLS CREEK RESOURCES PTY LTD	-\$1,219.23
EFT33682	24/07/2026	DATAKOM SOLUTIONS (AU) PTY LTD	-\$1,781.07
EFT33683	24/07/2026	INLOGIK PTY LTD	-\$525.32
EFT33684	24/07/2026	CENTRAL REGIONAL TAFE	-\$747.92
EFT33685	24/07/2026	THEM EARTHMOVING PTY LTD	-\$97,754.68
EFT33686	24/07/2026	YOUNG LAUHELANI LUI MATEIWASA CLEANING	-\$120.63
EFT33687	24/07/2026	JOHN BUTTERS	-\$120.00
X EFT33688	24/07/2026	EVERYWHERE TRAVEL	-\$11,172.69
EFT33689	24/07/2026	MIRA CONSULTING	-\$2,850.00
EFT33690	24/07/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$6,936.60
EFT33691	24/07/2026	LATERAL ASPECT	-\$6,352.50
X EFT33692	24/07/2026	PAYWISE PTY LTD	-\$628.75

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026			
Chg/EFT	Date	Name	Amount
EFT33693	24/07/2026	1300 TEMP FENCE	-\$2,964.71
EFT33694	24/07/2026	LINE VISION AUSTRALIA	-\$4,393.00
EFT33695	24/07/2026	THE PUBLIC TRUSTEE OF WESTERN AUSTRALIA	-\$400.00
EFT33696	24/07/2026	ANN WANJIKU	-\$2,872.86
EFT33697	24/07/2026	WESTRAC PTY LTD	-\$321.78
EFT33698	24/07/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBSCRIPTIONS	-\$38,774.15
EFT33699	24/07/2026	BROOME TOYOTA (NORTHWEST MOTOR GROUP)	-\$61,447.87
EFT33700	24/07/2026	CHILD SUPPORT AGENCY	-\$655.02
EFT33701	24/07/2026	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	-\$900.00
EFT33702	24/07/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$22,674.44
EFT33703	24/07/2026	ORDCO (ORD RIVER DISTRICT CO-OPERATIVE LTD)	-\$122.69
24976	31/07/2026	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	-\$14,418.85
EFT33704	31/07/2026	HELENE PTY LTD T/AS I O-GO APPOINTMENTS WA	-\$17,862.03
EFT33705	31/07/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$1,249.00
EFT33706	31/07/2026	FOURIER TECHNOLOGIES PTY LTD	-\$23,807.40
EFT33707	31/07/2026	TYREPLUS (KUNUNURRA)	-\$5,020.00
EFT33708	31/07/2026	MRB PLUMBING PTY LTD	-\$431.75
EFT33709	31/07/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$15,624.53
EFT33710	31/07/2026	CENTRAL REGIONAL TAFE	-\$747.92
EFT33711	31/07/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$4,290.00
EFT33712	31/07/2026	GRACE RECORDS MANAGEMENT (AUST.) PTY LTD	-\$83.16
EFT33713	31/07/2026	FOURIER COMMUNICATIONS PTY LTD	-\$302.50
EFT33714	31/07/2026	POOL WISDOM	-\$3,251.60
EFT33715	31/07/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK/ TA	-\$1,063.52
EFT33716	31/07/2026	MIRA CONSULTING	-\$1,650.00
EFT33717	31/07/2026	KIMBERLEY SURVEYING PTY LTD	-\$3,300.00
EFT33718	31/07/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$1,276.00
EFT33719	31/07/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$35,149.44
EFT33720	31/07/2026	NEWGROUND WATER SERVICES PTY LTD	-\$144,653.74
EFT33721	31/07/2026	RFF PTY LTD	-\$3,989.70
EFT33722	31/07/2026	WATNOW PLUMBING & GAS	-\$4,721.80
EFT33723	31/07/2026	ACCUMAX GLOBAL PTY LTH T/AS BUNDS AUSTRALIA	-\$657.80
EFT33724	31/07/2026	KIMBERLEY HOTEL	-\$165.00
EFT33725	31/07/2026	WESTRAC PTY LTD	-\$6,339.73
EFT33726	31/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	-\$1,026.93
EFT33727	31/07/2026	IT VISION/READYTECH	-\$1,100.00
EFT33728	31/07/2026	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	-\$29,944.20
EFT33729	31/07/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$5,955.88
DD21864.1	31/07/2026	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION	-\$39,123.47
DD21865.1	31/07/2026	CBA - OTHER DIRECT DEBITS ONLY	-\$978.63
TOTAL			-\$1,936,213.64

Administration Response:

Item	Question	Administration response
Question 1	Cr Paul Robson attended the November 2025 Ordinary Council Meeting; however, the attendance record identifies him as not attending. Please clarify.	The attendance record has been corrected to reflect Cr Robson's attendance in Aug minutes. The omission was an administrative error.
Question 2	Cr Ken Martin did not attend meetings in June 2026 but appears to have been fully remunerated for June through a payment made in July 2026. Please clarify.	The payment of \$979.41 made to Cr Martin on 8 July 2026 was the final instalment of the annual Council Member attendance fee for the 2025–26 financial year. The payment was made under the annual fee arrangement that applied during 2025–26. From 1 July 2026, Council Members transitioned to a fee-per-meeting payment structure.
Questions 3 and 4	3. Where a Council Member attended a Council meeting but did not attend the preceding briefing or pre-session, should their remuneration be reduced by half for that month?	From 1 July 2026, Council Members are remunerated under a fee-per-meeting structure. In accordance with section 5.98 of the <i>Local Government Act 1995</i> , regulation 30 of the <i>Local Government (Administration) Regulations 1996</i> , the applicable Salaries and Allowances Tribunal

	4. The current policy is “no show/no remuneration” for both the pre-session and the full Council meeting. Please clarify.	determination and Council Resolution Number 2026/028, an attendance fee is payable for attendance at an eligible Council meeting, committee meeting or prescribed meeting. Agenda briefings, workshops and pre-meeting sessions do not qualify as eligible meetings and therefore do not attract a separate attendance fee. Where a Council Member attends the formal Council meeting but does not attend the preceding briefing or pre-session, the Council Member remains entitled to the full applicable meeting attendance fee. The payment is not reduced by half. Under Resolution 2026/028, attendance fees are payable only for eligible meetings attended. Council Members must record their own attendance electronically through the Rapid platform, in accordance with the instructions provided by email. To maintain an appropriate audit trail and prevent fraudulent or incorrect claims, Administration is not permitted to submit attendance forms on behalf of Council Members.
Payments	Company	Description
EFT33589	Alperstein Designs \$3,522.41	Halls Creek Visitor Centre retail supplies.
EFT33607	Moray & Agnew Perth \$21,285.04	Payment related to legal services Halls Creek Airport lease, transfer of the licensed Post Office and review of councillor attendance provisions under Section 2.25 of <i>the Local Government Act 1995</i> .
EFT33691	Lateral Aspects \$6,352.50	Monthly professional services fee for website development, social media support and other Shire communications services.
EFT33639	Helene Pty Ltd trading as Lo-Go Appointments WA \$36,648.61	Payment related labour-hire services provided to Infrastructure Services, Health and Regulatory Services, Governance Services and Ranger Services.
EFT33674	Helene Pty Ltd trading as Lo-Go Appointments WA \$37,694.68	Payment related labour-hire services provided to Infrastructure Services, Health and Regulatory Services, Governance Services and Ranger Services.
EFT33582	Helene Pty Ltd trading as Lo-Go Appointments WA \$43,322.38	Payment related labour-hire services provided to Infrastructure Services, Health and Regulatory Services, Governance Services and Ranger Services.
EFT33621	MCR Workplace Investigations \$37,678.40	Independent workplace investigation services relating to confidential personnel matters.
EFT33704	Helene Pty Ltd trading as Lo-Go Appointments WA \$17,867.03	Payment related labour-hire services provided to Infrastructure Services, Health and Regulatory Services, Governance Services and Ranger Services.
EFT66358	Everywhere Travel \$11,172.69	Corporate travel and accommodation bookings for Shire personnel and representatives. This included accommodation in Derby for four people, air travel for ARIC members, and travel arrangements for

		two incoming employees commencing with the Shire.
--	--	---

7. Announcements by Presiding Member without Discussion

Nil

8. Declarations of All Members to have given due consideration to all matters contained in the Business Papers before the meeting

This item requires all Council Members to declare that they have reviewed and given due consideration to the full set of Business Papers prior to attending the meeting by show of hands.

The declaration confirms that Members have read the agenda, reports, and supporting documentation in advance, enabling informed participation, discussion, and decision-making in accordance with their responsibilities as outlined in the Local Government Act 1995.

The Presiding member is to declare that all Councillors have given due consideration to all matters contained in the agenda by show of hands.

9. Confirmation of Minutes of Previous Meeting

Confirmation of minutes of 27 August 2026 will be considered at the meeting to be held on 24 September 2026.

10. Reports of Committees

10.1 Audit, Risk and Improvement Committee Meeting Minutes 3 Sep 2026

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Unconfirmed Minutes – Audit, Risk and Improvement Committee Meeting - 3 September 2026 

Matters for Consideration

1. To present the unconfirmed minutes of the Audit, Risk and Improvement Committee meeting held on 3 September 2026 to Council for receipt.
2. To provide Council with an overview of the audit, risk, compliance, internal control and improvement matters considered by the Committee.

Recommendation

That Council:

1. **receives** the unconfirmed minutes of the Audit, Risk and Improvement Committee meeting held on 3 September 2026, as provided in Attachment 1;
 2. **notes** the Committee's consideration of the Management Action Plan Risk Register, including the consolidated audit, compliance, strategic risk and internal control improvement actions;
 3. **notes** the PRIS Readiness Action Plan and the Committee's request for ongoing reporting on its implementation, including material information breaches, overdue actions and emerging risks;
 4. **notes** that a 2027 Audit, Risk and Improvement Committee Forward Work Plan will be presented to the Committee at its November 2026 meeting with focused projects as noted in section 11 of this report; and
 5. **notes** the Committee's confidential consideration of the 2024–25 External Audit Findings.
-

Background

3. The Audit, Risk and Improvement Committee met on 3 September 2026 in accordance with its adopted meeting schedule and Terms of Reference.
4. The Committee provides independent oversight and advice to Council on matters relating to external and internal audit, risk management, internal controls, legislative compliance, financial management and organisational improvement.
5. The Committee considered the following substantive matters:
 - a. Compliance Audit Return 2025 Implementation Plan and Strategic Risk Review;
 - b. Privacy and Responsible Information Sharing Readiness and Implementation Update;
 - c. development of the 2027 ARIC Forward Work Plan; and

- d. the confidential 2024–25 External Audit Findings.
6. The minutes are presented to Council to provide transparency and oversight of the Committee’s activities, recommendations and ongoing assurance program.

Comments

7. The Committee considered the following substantive matters:

Report presented	Summary and purpose
Compliance Audit Return 2025 Implementation Plan and Strategic Risk Review	Presented the consolidated Management Action Plan Risk Register, incorporating actions arising from the 2025 Compliance Audit Return, outstanding 2023–24 external audit findings, the Regulation 17 review and other identified governance and operational risks. The report enables ARIC to monitor corrective actions, accountable officers, controls and implementation timeframes through a centralised assurance framework.
Privacy and Responsible Information Sharing Readiness and Implementation Update	Provided an update on the Shire’s preparations for the staged implementation of the <i>Privacy and Responsible Information Sharing Act 2024</i> and presented the PRIS Readiness Action Plan. The report supports ARIC oversight of privacy governance, information-sharing arrangements, breach preparedness, overdue actions and emerging risks.
Development of the 2027 ARIC Forward Work Plan	Provided the Committee with an opportunity to review its activities and achievements during 2026 and identify its priorities for 2027. The Committee’s direction will inform a structured forward work plan covering audit, risk, internal controls, compliance and organisational improvement.
2024–25 External Audit Findings – Confidential	Presented the outstanding external audit findings and associated management responses for the Committee’s review.

8. The following priority projects have been identified for Administration to progress, with ARIC oversight, during the next six months on Council behalf:

Priority project	Key focus
1. Internal Audit and Continuous Improvement Framework	Develop a three-year internal audit and continuous improvement program incorporating reviews under regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> and regulation 5 of the <i>Local Government (Financial Management) Regulations 1996</i> .
2. OAG Audit Findings	Monitor and support the timely implementation and closure of recommendations arising from Office of the Auditor General audits.
3. Strategic Risk Management	Conduct a strategic risk workshop to review Council’s risk appetite, risk appetite statement, strategic risks, controls and ongoing action tracking. Development of Risk Dashboard for reporting.

4. Compliance Reporting	Strengthen the Shire's compliance framework, reporting schedule, statutory registers and monitoring of compliance obligations.
5. Grant and Contract Management	Develop and implement centralised grant and contract management plans and registers, including accountability, milestones, reporting, acquittals and contract-performance monitoring.
6. Enterprise Resource Planning (ERP) Implementation	Provide governance, risk and assurance oversight of the implementation of the Shire's enterprise resource planning system, including project controls, data migration, testing, security and change management.
7. Chart of Accounts Review	Complete a comprehensive review of the Shire's Chart of Accounts to improve financial reporting, consistency, accountability and alignment with operational and statutory requirements.
8. Privacy and Responsible Information Sharing (PRIS) Implementation	Implement the Shire's PRIS Readiness Action Plan, including the governance framework, policies, information asset register, privacy impact assessment processes, breach response arrangements, staff training and preparation for the commencement of notifiable information breach requirements. Provide regular progress and risk reporting to ARIC.

9. Delivery of these projects may require additional financial, staffing and specialist resources. Any matter requiring a budget allocation or Council approval will be presented through a separate officer report.
10. The Committee's role is primarily advisory. Its recommendations do not become decisions of Council unless adopted by Council, except where the Committee is exercising an authority expressly delegated to it.
11. Any Committee recommendation requiring a Council decision, budget allocation or exercise of a statutory power will be presented to Council through an appropriate officer report.
12. The attached minutes remain unconfirmed until considered by the Committee at its next meeting.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.7 A strong and professionally developed Council providing effective advocacy for the Shire's interests
Strategy:	Civic - 4.1.5 Provide effective administration of Council and Council committees

Legislation and Policy

Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	Nil

Financial Implications

13. There are no immediate financial implications arising from receiving the Committee minutes.
14. Progressing the identified priority projects may require additional staffing, consultancy, system and implementation resources. The financial requirements are yet to be fully determined and will be considered through the Shire's budget and budget review processes.
15. Any expenditure that is not provided for in the adopted budget, or that requires a separate Council decision, will be presented to Council through an appropriate officer report before commitments are made.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	Effective audit, risk, compliance and internal control oversight supports the Shire's long-term financial sustainability and responsible management of public resources.
Social:	Strong governance, accountability and transparent oversight support community confidence in the Shire's administration and decision-making.
Risk Type:	Governance and compliance
Risk Category:	Governance, statutory compliance and organisational oversight
Cause:	Failure to provide Council with timely oversight of ARIC activities or to adequately resource and implement identified audit, risk, compliance and improvement priorities.
Effect:	Delayed treatment of audit findings and control weaknesses, increased exposure to financial loss or legislative non-compliance, and reduced confidence in the Shire's governance arrangements.
Risk Treatment:	Treat
Present the Committee minutes and priority projects to Council, monitor implementation through ARIC and submit matters requiring additional resources or budget allocations to Council for consideration.	

Further information

16. Nil



Minutes

Audit, Risk & Improvement Committee Thursday 03 September 2026

Date: Thursday 03 September 2026

Time: 5.00pm

Location: Shire of Halls Creek Council Chambers

Distribution Date: Monday 07 September 2026

Minutes to be confirmed at the next Audit, Risk and Improvement Committee Meeting

Presiding member's signature:  Date: 8/09/26

DISCLAIMER

Members of the public are advised that any statement, comment, or indication made during a meeting of the Audit, Risk and Improvement Committee by a Committee Member, Council Member, or Officer of the Shire of Halls Creek does not constitute, and must not be taken as, formal approval by the Shire.

No action should be taken in relation to any matter discussed at an Audit, Risk and Improvement Committee meeting unless and until written advice confirming the relevant Committee recommendation or Council resolution has been formally issued by the Shire in accordance with its governance processes.

Any plans, reports, or documents contained within these minutes may be subject to copyright protection under the *Copyright Act 1968 (as amended)*. Permission must be obtained from the relevant copyright owner(s) prior to any reproduction or reuse.

2026 ARIC MEETING DATES

The following Meeting dates and times have been resolved by Council.

05 November 2026	Council Chamber, Halls Creek	5.00pm
------------------	------------------------------	--------

Table of Contents

1. Declaration of Opening	5
2. Acknowledgement of Traditional Owners	5
3. Attendance	5
3.1 Apologies	5
3.2 Approved Leave of Absence	5
3.3 Application for Leave of Absence	5
3.4 Disclosures of Interest	5
3.5 Response to Previous Questions	6
3.6 Public Question Time.....	6
4. Declarations of All Members to have given due consideration to all matters contained in the Business Papers before the meeting.	6
5. Confirmation of Previous Minutes	6
6. Business Arising	7
6.1 Compliance Audit Return 2025 Implementation Plan and Strategic Risk Review	7
6.2 Privacy and Responsible Information Sharing (PRIS) Readiness and Implementation Update	14
6.3 2027 Forward Work Plan	20
7. Matters for Which Meeting May be Closed (Confidential Matters)	32
7.1 2024-2025 External Audit Findings.....	33
7.2 Attachment 1: PRIS Readiness Action Plan	34
8. Next Meeting	35
9. Closure.....	35

1. Declaration of Opening

The Presiding Member declares the Audit, Risk and Improvement Committee open at 5.19pm.

2. Acknowledgement of Traditional Owners

The Shire of Halls Creek acknowledges the Traditional Owners and Custodians of the land on which the Shire operates and delivers services. The Shire recognises the deep and ongoing connection of Aboriginal peoples to Country, culture, community, and law, and acknowledges that these lands have never been ceded.

The Shire pays its respects to Elders past, present and emerging, and extends that respect to all Aboriginal and Torres Strait Islander peoples within the community. The Shire is committed to working respectfully and collaboratively with Traditional Owners to support reconciliation, cultural understanding, and sustainable outcomes for current and future generations.

3. Attendance

Members in Attendance

Presiding Member	Baptiste Isambert
Deputy Presiding Member	Duy Vo (Teams)
Shire President	Cr Brenda Garstone
Deputy Shire President	Cr Raymond Simpson
Shire Councillor	Cr Patricia McKay

Officers in Attendance

Director Governance & Sustainability	Margaret Glass
Principle Governance Officer	Tanay Bulich-Carroll (Teams)
Financial Services	Travis Bate (Teams)

Guest Attendance

Local Government Monitor	Jeff Gooding
--------------------------	--------------

Public Gallery

Nil

3.1 Apologies

Sue Leonard – Chief Executive Officer

3.2 Approved Leave of Absence

Nil

3.3 Application for Leave of Absence

Nil

3.4 Disclosures of Interest

Nil

3.5 Response to Previous Questions

Nil

3.6 Public Question Time

Nil

4. Declarations of All Members to have given due consideration to all matters contained in the Business Papers before the meeting.

The Presiding Member asked all Presiding Members to confirm that they had reviewed and given due consideration to all matters contained in the agenda and business papers.

Presiding Members indicating that they had reviewed the business papers:

Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay, Independent Presiding Member Baptiste Isambert and Presiding Member Duy Vo.

5. Confirmation of Previous Minutes

(ARIC-2026/026) Committee Decision

Mover: Independent Presiding Member Baptiste Isambert

Second: Shire President Brenda Garstone

That Committee CONFIRMS the minutes of the Special Meeting Audit, Risk and Improvement Committee held on the 13th of August 2026 as a true and correct record.

CARRIED UNOPPOSED (5/0)

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

6. Business Arising

6.1 Compliance Audit Return 2025 Implementation Plan and Strategic Risk Review

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Management Action Plan and Strategic Risk Q3 Review

Matters for Consideration

1. To provide the Audit, Risk and Improvement Committee (ARIC) with an update on the Shire's consolidated governance, audit and compliance improvement program through the integrated Management Action Plan Risk Register.
2. The Risk Register centralises findings and improvement actions arising from the 2025 Compliance Audit Return, outstanding 2023/24 external audit findings and the Regulation 17 review.
3. This report also provides assurance to the Committee on the progress being made to strengthen the Shire's governance, risk management, legislative compliance and internal control environment.

(ARIC-2026/027) Committee Decision

Mover: Shire President Brenda Garstone

Seconded: Independent Deputy Presiding Member Duy Vo

That Audit Risk and Improvement Committee:

1. **notes** the Management Action Plan Risk Register at Attachment 1;
2. **notes** the integration of the 2025 Compliance Audit Return findings, outstanding 2023/24 external audit findings and Regulation 17 review outcomes into the Shire's centralised risk management framework;
3. **notes** the controls, treatment actions, mitigation measures, responsible officers and review timeframes established to address identified risks and control weaknesses; and
4. **notes** that progress against the Management Action Plan Risk Register will continue to be monitored and reported quarterly to the Audit, Risk and Improvement Committee as part of the Shire's ongoing governance, risk and assurance framework.

MOTION CARRIED (5/0)

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

Notes: Nil

Background

4. To provide the ARIC with a consolidated update on the Shire's governance, risk, compliance and internal control improvement program.
5. The report brings together matters previously managed through separate audit, compliance and governance processes into a single Management Action Plan Risk Register. This enables ARIC to monitor the Shire's overall improvement program through one centralised assurance framework.
6. The report also provides assurance on the Shire's progress in addressing historical governance and compliance deficiencies and establishing sustainable systems, controls and accountability arrangements to reduce the likelihood of recurrence.

Comments

7. The Management Action Plan Risk Register provides a single, consolidated framework for monitoring governance, audit, compliance and organisational improvement actions. It incorporates matters arising from the 2025 Compliance Audit Return, outstanding 2023/24 external audit findings, the Regulation 17 review and other identified governance and operational risks.
8. The Register covers risks and improvement actions across governance and legislative compliance, financial sustainability and internal controls, procurement and contract management, grants management, risk management, ICT and cyber security, business continuity, human resources governance, elected member obligations, strategic and corporate planning, and audit and assurance.
9. Each risk is assigned an accountable owner and is progressively supported by an initial and current risk assessment, identified controls, control effectiveness assessment, treatment and mitigation actions, implementation or review dates, and an auditable record of management review. This provides Administration, ARIC and Council with clear visibility of identified deficiencies, the associated organisational risk, corrective actions and the effectiveness of controls implemented.
10. The current Management Action Plan Risk Register contains 46 risks, with the current position summarised below:

Current Rating	Active	Closed	Total
Medium	12	5	17
Low	8	21	29
High / Extreme	0	0	0
Total	20	26	46

11. Of the 46 risks, 26 (57%) have been closed, leaving 20 (43%) under active management. The remaining active profile comprises 12 Medium-rated and 8 Low-rated risks. There are currently no High or Extreme-rated risks within the Management Action Plan.
12. The closure of 26 risks reflects substantial progress during 2026 in addressing historical audit, governance and compliance findings. Improvements include policy and delegation reforms, strengthened risk governance, digital management of statutory returns and delegations, procurement and ICT controls, improved legislative

compliance oversight and the introduction of more structured and auditable governance processes.

13. The movement in risk scores also demonstrates improvement in the Shire's overall control environment. Of the 46 risks, 18 (39%) have reduced in score, 28 (61%) remain unchanged and no risks have increased.

14. Risk Movement

	Number of risks	% of register	Position
Risk score reduced	18	39%	Demonstrable improvement
Risk score unchanged	28	61%	Includes risks already at Low and risks still requiring treatment
Risk score increased	0	0%	No deterioration
Risks closed	26	57%	Corrective actions completed/control established
Risks remaining active	20	43%	Continue to be treated and monitored
Current High / Extreme	0	0%	No current MAP risks at these levels
Total risks	46	100%	

15. The risk profile also demonstrates significant movement from the Shire's original exposure, including risks initially assessed at the upper end of the risk framework that have been materially reduced following implementation of treatment actions and strengthened controls. The current Management Action Plan contains no risks assessed as High or Extreme.
16. The principal Medium-rated risks requiring continued management attention relate to fraud and misconduct governance, organisational risk capability, internal and transactional financial controls, grants management, creditor and debt management, human resources policy maturity, statutory review of local laws, corporate business planning and annual audit compliance.
17. The remaining Low-rated active risks relate primarily to statutory website publication requirements, strategic planning, electoral governance, manual processes, legislative compliance frameworks and procedure and document control.
18. An unchanged risk score does not necessarily indicate that no improvement activity has occurred. In some instances, controls or treatment actions have been implemented but further time, evidence or testing is required before Administration can demonstrate sustained control effectiveness or justify a reduction in the residual risk assessment.
19. Similarly, completion of a corrective action does not automatically result in closure of a risk. Risks are closed where Administration is satisfied that the identified deficiency has been addressed and an appropriate control has been established. Recurring statutory and operational obligations continue to be monitored through the Shire's broader risk, compliance and assurance framework after the original Management Action Plan item is closed.
20. The consolidation of the Compliance Audit Return, FY 23/24 external audit, Regulation 17 and other governance improvement actions into a single risk-based framework represents a significant improvement in organisational oversight. It provides a clear audit trail and enables ARIC to focus its oversight on outstanding risk

exposure, overdue actions, control effectiveness and areas requiring further management attention.

21. The 2024–25 audit findings and associated implementation plans are currently being finalised with the external auditors. Once agreed, the findings and treatment actions will be incorporated into the Risk Register and presented to ARIC in November 2026.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>Local Government (Constitution) Regulations 1998</i> <i>Local Government (Elections) Regulations 1997</i> <i>Related Legislation: Local Government Amendment Act 2024</i>
Policy:	Risk Management Policy Relevant governance and operational policies identified through the Management Action Plan.

Financial Implications

22. There are no immediate financial implications arising directly from the Committee's consideration of this report. Implementation of individual treatment actions will primarily be undertaken within existing operational resources and approved budgets.
23. Where individual improvement actions require additional expenditure, specialist support, systems development or other resources outside existing budget allocations, these will be considered through the Shire's normal budget and procurement processes or separately presented to Council where additional authority is required.
24. The proposed 2026/27 Budget includes additional governance resources to strengthen the Shire's capacity to implement the Management Action Plan and accelerate improvements in governance, risk, compliance, internal controls and organisational capability. The proposed resourcing is intended to support an initial two-year organisational improvement program focused on addressing historical deficiencies and embedding sustainable systems, controls and organisation-wide compliance practices.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	Strengthened governance, risk management and internal controls support improved financial stewardship and organisational efficiency and reduce exposure to financial loss, adverse audit findings, regulatory intervention and the financial consequences of non-compliance.
Social:	Improved governance, accountability and transparency support community confidence in the Shire. Stronger organisational systems and clearly defined responsibilities also support an improved organisational culture, better decision-making and more consistent service delivery.
Risk Type:	Governance / Compliance
Risk Category:	Governance, Compliance and Regulatory
Cause:	Historical governance and control deficiencies, fragmented management of audit and compliance actions, reliance on manual processes and individual knowledge, and insufficient centralised monitoring of statutory and organisational obligations.
Effect:	Failure to address identified deficiencies may result in legislative non-compliance, recurring audit findings, ineffective internal controls, financial loss, regulatory intervention, reputational damage and reduced confidence in the Shire's governance arrangements.
Risk Treatment:	Treat
Maintain the integrated Management Action Plan Risk Register as the central framework for managing audit, compliance and governance improvement actions. Continue implementation and monitoring of assigned treatment and mitigation actions, strengthen automated controls through RAPID, assess control effectiveness, escalate overdue or deteriorating risks, and provide regular assurance reporting to the Audit, Risk and Improvement Committee. Administration are currently working at populating strategic and operational risk to ensure organisational performance	

Further information

25. Nil

Risk ID	Risk Name	Risk Type	Category	Status	Initial Risk Score	Current Risk Score	Rating	Risk Owner	Last Reviewed	Next Review	Last Modified	Control Count	Control Effectiveness
68	No consolidated fraud and misconduct control framework	Management Action Plan	Governance	Active	12	12	Medium	CEO	18/08/2026	18/02/2027	18/08/2026	1	100%
43	Variable risk capability across the workforce	Management Action Plan	Governance	Active	9	9	Medium	CEO	18/08/2026	18/02/2027	18/08/2026	1	0%
45	No formally adopted Internal Control Policy	Management Action Plan	Governance	Active	9	9	Medium	CEO	18/08/2026	01/10/2026	18/08/2026	1	100%
47	Weaknesses in transactional controls across purchasing, cash, and stock	Management Action Plan	Financial Sustainability	Active	9	9	Medium	CEO	18/08/2026	01/10/2026	18/08/2026	1	0%
62	Unclear grant ownership causing reporting delays	Management Action Plan	Financial Sustainability	Active	12	9	Medium	CEO	27/08/2026	31/10/2026	27/08/2026	2	0%
65	Outdated creditor procedures increase payment error risk	Management Action Plan	Financial Sustainability	Active	9	9	Medium	CEO		08/06/2026	09/06/2026	1	0%
66	Outdated HR policies risk industrial relations breaches	Management Action Plan	People, Health and Safety	Active	9	9	Medium	CEO	18/08/2026	01/10/2026	18/08/2026	1	0%
74	Statutory review of local laws overdue	Management Action Plan	Compliance and Regulatory	Active	9	9	Medium	Neroli Logan		04/09/2026	28/08/2026	1	0%
44	Key governance policies outdated or incomplete	Management Action Plan	Compliance and Regulatory	Closed	12	8	Medium	Sue Leonard	18/08/2026	18/02/2027	18/08/2026	1	0%
57	Outdated ICT Disaster Recovery Plan may fail during a major incident	Management Action Plan	Technology and Cyber Security	Closed	8	8	Medium	CEO	18/08/2026	01/12/2026	18/08/2026	2	0%
61	Missed grant acquittals risk fund repayment	Management Action Plan	Financial Sustainability	Active	12	8	Medium	CEO	28/08/2026	31/10/2026	28/08/2026	1	0%
63	Weak debt control processes impacting cash flow	Management Action Plan	Financial Sustainability	Active	8	8	Medium	CEO		08/06/2026	09/06/2026	0	
88	Regulation 17 review not completed within statutory review period	Management Action Plan	Governance	Closed	8	8	Medium	Margaret Glass		31/10/2026	28/08/2026	1	100%
58	Non-compliant procurement practices	Management Action Plan	Compliance and Regulatory	Closed	8	6	Medium	CEO	18/08/2026	01/10/2026	18/08/2026	1	0%
85	Corporate Business Plan not reviewed during the required cycle	Management Action Plan	Governance	Active	6	6	Medium	Margaret Glass		28/02/2027	28/08/2026	1	0%
86	Council Member Essentials training not completed within statutory timeframe	Management Action Plan	Compliance and Regulatory	Closed	6	6	Medium	Margaret Glass		28/02/2027	28/08/2026	1	0%
87	Auditor's report not received within the required timeframe	Management Action Plan	Compliance and Regulatory	Active	6	6	Medium	Margaret Glass		28/02/2027	28/08/2026	1	0%
48	No tested Business Continuity or Disaster Recovery Plan	Management Action Plan	Governance	Closed	6	4	Low	CEO	18/08/2026	01/11/2026	18/08/2026	1	100%
54	Inadequate user access controls over ICT systems	Management Action Plan	Technology and Cyber Security	Closed	20	4	Low	CEO	08/07/2026	01/12/2026	08/07/2026	0	
56	No formal ICT change management process	Management Action Plan	Technology and Cyber Security	Closed	6	4	Low	CEO	18/08/2026	18/08/2027	18/08/2026	1	0%
60	Insufficient procurement training increases non-compliance risk	Management Action Plan	Compliance and Regulatory	Closed	6	4	Low	CEO	26/08/2026	26/08/2027	26/08/2026	1	100%
73	Prescribed information not published on the Shire's website	Management Action Plan	Compliance and Regulatory	Active	4	4	Low	Margaret Glass		30/09/2026	28/08/2026	1	0%
84	Strategic Community Plan review and adoption requirements not met	Management Action Plan	Governance	Active	4	4	Low	CEO		28/08/2027	28/08/2026	1	100%
89	Electoral Gift Register not maintained and published	Management Action Plan	Compliance and Regulatory	Active	4	4	Low	Margaret Glass		28/08/2027	28/08/2026	1	0%
64	Manual processes increase error risk and operational inefficiency	Management Action Plan	Technology and Cyber Security	Active	5	3	Low	CEO	26/08/2026	01/12/2026	26/08/2026	1	100%
39	Risk Management Policy not aligned to ISO 31000:2018	Management Action Plan	Governance	Closed	4	2	Low	CEO	26/08/2026	26/08/2027	26/08/2026	0	100%

49	No consolidated Legislative Compliance Policy	Management Action Plan	Compliance and Regulatory	Active	2	2	Low	CEO	27/08/2026	31/10/2026	27/08/2026	0	
50	Compliance obligations managed manually and in silos	Management Action Plan	Compliance and Regulatory	Active	3	2	Low	CEO	27/08/2026	30/09/2026	27/08/2026	1	0%
51	No routine compliance reporting to ARIC or Council	Management Action Plan	Compliance and Regulatory	Closed	2	2	Low	CEO	27/08/2026	27/08/2027	27/08/2026	0	100%
53	CAR process not used to inform compliance risk profiling	Management Action Plan	Compliance and Regulatory	Closed	4	2	Low	CEO	27/08/2026	27/08/2027	27/08/2026	1	0%
40	No formally endorsed risk appetite statement	Management Action Plan	Governance	Closed	4	1	Low	CEO	26/08/2026	26/08/2027	26/08/2026	1	0%
41	Strategic Risk Register not fully formalised	Management Action Plan	Governance	Closed	4	1	Low	CEO	18/08/2026	18/08/2027	18/08/2026	0	100%
42	No central operational risk register	Management Action Plan	Governance	Closed	4	1	Low	CEO	27/08/2026	27/08/2027	27/08/2026	0	100%
46	Procedures not consistently documented; no change control process	Management Action Plan	Governance	Active	4	1	Low	CEO	27/08/2026	27/08/2027	27/08/2026	1	0%
52	Compliance systems remain manual; limited auditability	Management Action Plan	Technology and Cyber Security	Active	3	1	Low	CEO	27/08/2026	27/08/2027	27/08/2026	0	100%
55	No formal ICT governance framework	Management Action Plan	Technology and Cyber Security	Closed	4	1	Low	CEO	27/08/2026	27/08/2027	27/08/2026	1	100%
59	Delegation structure limits oversight and operational efficiency	Management Action Plan	Governance	Closed	1	1	Low	CEO	27/08/2026	27/08/2027	27/08/2026	0	0%
75	Senior employee advertisements did not specify fixed-term contract duration	Management Action Plan	Compliance and Regulatory	Closed	1	1	Low	CEO	28/08/2026	28/08/2027	28/08/2026	0	100%
76	CEO Model Standards not updated	Management Action Plan	Governance	Closed	1	1	Low	Margaret Glass	28/08/2026	28/08/2027	28/08/2026	0	100%
77	Employee delegation instruments not issued promptly	Management Action Plan	Governance	Closed	1	1	Low	CEO		28/08/2027	28/08/2026	0	100%
78	Primary returns lodged after statutory deadline	Management Action Plan	Compliance and Regulatory	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%
79	Annual returns lodged after statutory deadline	Management Action Plan	Compliance and Regulatory	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%
80	Written acknowledgments of returns not consistently issued	Management Action Plan	Compliance and Regulatory	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%
81	Attendance at Events Policy not adopted	Management Action Plan	Governance	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%
82	Model Code of Conduct not maintained in current form	Management Action Plan	Governance	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%
83	Council Member Continuing Professional Development Policy not adopted	Management Action Plan	Governance	Closed	1	1	Low	Margaret Glass		28/08/2027	28/08/2026	0	100%

6.2 Privacy and Responsible Information Sharing (PRIS) Readiness and Implementation Update

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	CONFIDENTIAL Attachment 1: PRIS Readiness Action Plan

Matters for Consideration

1. To provide the Audit, Risk and Improvement Committee (ARIC) with an update on the Shire's preparations for the staged implementation of the *Privacy and Responsible Information Sharing Act 2024 (PRIS)* and present the Shire's PRIS Readiness Action Plan for review and ongoing oversight.

(ARIC-2026/028) Committee Decision

Mover: Shire President Brenda Garstone

Seconded: Independent Deputy Presiding Member Duy Vo

That Audit Risk and Improvement Committee:

1. **notes** the legislative requirements and staged commencement of the *Privacy and Responsible Information Sharing Act 2024*;
2. **receives** the PRIS Readiness Action Plan contained in Attachment 1;
3. **notes** that the Administration has commenced implementing the actions necessary to strengthen the Shire's privacy and information-sharing governance arrangements; and
4. **requests** that progress against the PRIS Readiness Action Plan, including any material information breaches, overdue actions or emerging risks, be reported to the Committee as part of its ongoing assurance program.

MOTION CARRIED (5/0)

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

Notes: Nil

Background

2. The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) received Royal Assent on 6 December 2024 and establishes a comprehensive privacy and responsible information-sharing framework for Western Australian public authorities, including local governments.
3. Historically, Western Australia did not have dedicated whole-of-government privacy legislation applying consistently across State and local government authorities. Privacy obligations were instead managed through a combination of records management, freedom of information, confidentiality, information security and agency-specific requirements.
4. The PRIS Act introduces a more comprehensive and consistent framework governing how public authorities collect, hold, use, disclose, secure and share personal information. The legislation also establishes formal Information Privacy Principles and requirements for the responsible sharing of government-held information.
5. The legislation is commencing in stages. The substantive privacy and responsible information-sharing requirements commenced from 1 July 2026, with mandatory information-breach notification requirements scheduled to commence from January 2027.
6. The Shire holds personal, sensitive and operational information relating to employees, elected members, residents, ratepayers, customers, contractors and community stakeholders. It also delivers services and undertakes information-sharing activities that may directly affect Aboriginal people and communities. Accordingly, implementation of the PRIS Act requires a coordinated, whole-of-organisation approach rather than reliance on a standalone privacy policy.
7. Administration has commenced developing a structured PRIS readiness program based on State Government guidance. Responsibility for coordinating the program has been allocated across the Governance, Information and Communications Technology and Records Management functions.

Comments

8. The PRIS Act represents a significant change to the way the Shire must govern personal information and information-sharing activities.
9. Compliance will require privacy considerations to be embedded across the organisation, including:
 - a. corporate governance and risk management;
 - b. records and information management;
 - c. information and communications technology;
 - d. procurement and contract management;
 - e. human resources and recruitment;
 - f. complaints and customer service;
 - g. community engagement;
 - h. service delivery and program management;
 - i. information sharing with government agencies and external organisations;
 - and
 - j. incident and information-breach management.
10. The PRIS Readiness Action Plan at Attachment 1 provides the foundation for coordinating and monitoring the Shire's implementation activities. The Action Plan identifies the principal

governance, policy, systems, operational and workforce actions required to progressively strengthen the Shire's privacy maturity.

11. Key areas of work include:

- a. Governance and oversight
 - i. appointing an organisational PRIS lead and executive champion;
 - ii. establishing clear roles, responsibilities and escalation arrangements;
 - iii. incorporating PRIS implementation into the Shire's governance, risk and assurance frameworks;
 - iv. providing progress reports to the Executive Leadership Team and the Audit, Risk and Improvement Committee; and
 - v. maintaining an auditable record of completed, outstanding and overdue actions.
- b. Information assets and registers
 - i. identifying information assets that contain personal or sensitive information;
 - ii. developing an Information Asset Register;
 - iii. identifying the purpose, location, ownership, accessibility and security classification of relevant information;
 - iv. documenting authorised information-sharing arrangements; and
 - v. establishing and maintaining an Information Breach Register.
- c. Policy and procedural development
 - i. reviewing existing policies, procedures and practices relating to privacy, records, confidentiality, ICT security and information sharing;
 - ii. developing a Privacy and Responsible Information Sharing Policy;
 - iii. developing an Information Breach Response Procedure;
 - iv. establishing processes for assessing, containing, recording, escalating and reporting information breaches; and
 - v. aligning operational documentation with the Information Privacy Principles established under the PRIS Act.
- d. Contracts and third-party arrangements
 - i. identifying contracts and service arrangements under which external parties collect, access, store or process personal information on behalf of the Shire;
 - ii. reviewing contract templates and procurement documentation;
 - iii. incorporating appropriate privacy, security, breach-notification and information-return requirements; and
 - iv. strengthening oversight of third-party information-handling practices.
- e. Workforce capability
 - i. developing staff awareness and training;
 - ii. incorporating privacy responsibilities into staff induction processes;
 - iii. providing targeted training for employees with higher-risk information-handling responsibilities; and
 - iv. communicating individual responsibilities for preventing, identifying and reporting information breaches.

12. Information-breach readiness

- a. The Shire must be able to promptly identify, contain, assess, document and escalate suspected information breaches. Preparations for the mandatory breach-notification framework will include:
 - i. establishing internal reporting and escalation pathways;
 - ii. clarifying decision-making responsibilities;
 - iii. maintaining an Information Breach Register;
 - iv. documenting containment and remediation actions;
 - v. assessing whether a breach meets the threshold for external notification;
 - vi. maintaining evidence of decisions and notifications; and
 - vii. undertaking post-incident reviews to identify control improvements.

13. Current Readiness Snapshot - The initial Action Plan contains 29 actions across five maturity levels. The current position reflects the Shire's early implementation stage, with foundational governance, compliance and information-breach readiness activities receiving priority.

Maturity level	Completed	In progress	Not started	Overdue	Total
1. Initial	0	2	3	0	5
2. Developing	0	0	11	0	11
3. Defined	0	0	8	0	8
4. Managed	0	0	4	0	4
5. Optimised	0	0	1	0	1
Total	0	2	27	0	29

14. The snapshot establishes the Shire's initial reporting baseline. It is expected that the maturity profile will progressively move from the Initial and Developing levels toward Defined and Managed as policies, registers, procedures, training and assurance mechanisms are implemented.
15. Priority Implementation Activities – Administration immediate priorities are:
 - a. confirming accountability and oversight arrangements;
 - b. completing the baseline readiness assessment;
 - c. incorporating all PRIS obligations into the Shire's automated compliance calendar;
 - d. establishing the Information Breach Register and response arrangements;
 - e. developing the Privacy and Responsible Information Sharing Policy;
 - f. identifying information assets containing personal or sensitive information;
 - g. reviewing access controls and credential-management practices; and
 - h. preparing for mandatory information-breach notification requirements.
16. The Action Plan will remain a living document and will be updated following completion of the baseline assessment and as further regulations, guidance and implementation resources become available.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	<i>Privacy and Responsible Information Sharing Act 2024</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i>
Policy:	The Shire does not currently have a consolidated policy specifically addressing the requirements of the PRIS Act. A Privacy and Responsible Information Sharing Policy and supporting Information Breach Response Procedure will be developed as part of the Readiness Action Plan. Existing policies and procedures relating to records management, ICT security, employee conduct, complaints, procurement and risk management will also be reviewed for alignment with the PRIS Act.

Financial Implications

17. Initial implementation will be undertaken using existing operational resources wherever practicable.
18. Future expenditure may be required for:
 - a. specialist legal, privacy or information-security advice;
 - b. development or configuration of RAPID registers and supporting systems;
 - c. staff training and awareness activities;
 - d. review of contracts and information-sharing arrangements;
 - e. ICT security and access-control improvements; and
 - f. independent assurance or internal audit activities.
19. Any material expenditure that cannot be accommodated within the adopted budget will be presented through the Shire's normal budget review or annual budget process.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	Effective privacy governance may reduce the financial consequences of information breaches, regulatory non-compliance, legal claims, remediation activities and service disruption.

Social:	Appropriate handling of personal and sensitive information supports community trust, individual privacy, cultural safety and confidence in the Shire's services and decision-making.
Risk Type:	Strategic and operational
Risk Category:	Governance, compliance, information management and cyber security
Cause:	Inadequate policies, systems, workforce capability, information controls or oversight arrangements for the collection, storage, use, disclosure and sharing of personal information.
Effect:	Legislative non-compliance, unauthorised access or disclosure, harm to affected individuals or communities, regulatory action, financial loss, service disruption, reputational damage and loss of community confidence.
Risk Treatment:	Treat
Implement and monitor the PRIS Readiness Action Plan; establish clear accountability and reporting arrangements; develop appropriate policies, procedures and registers; review information assets and third-party contracts; strengthen access and information-security controls; provide workforce training; and report material risks and breaches through the Shire's assurance framework.	

Further information

20. Please refer to Confidential Attachment 10.2, provided as a separate document.

6.3 2027 Forward Work Plan

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Forward Planning Template

Matters for Consideration

1. To provide the Audit, Risk and Improvement Committee (ARIC) with an opportunity to reflect on its first 12 months of operation and provide direction on the development of its 2027 Forward Work Plan.
2. In particular, the Administration is seeking advice from the Committee's members on the proposed audit, risk, internal control, compliance and improvement priorities for 2027.

(ARIC-2026/029) Committee Decision

Mover: Shire President Brenda Garstone

Second: Independent Deputy Presiding Member Duy Vo

That Audit Risk and Improvement Committee:

1. **reviews** the Committee's activities, achievements and areas for improvement during 2026;
2. **provides** direction to the Administration on the priorities, reports, assurance activities and areas of focus to be incorporated into the 2027 ARIC Forward Work Plan; and
3. **requests** the Chief Executive Officer to prepare the draft 2027 ARIC Forward Work Plan, reflecting the Committee's direction, for consideration at the November 2026 meeting.

MOTION CARRIED (5/0)

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

Notes: Nil

Background

3. The Audit, Risk and Improvement Committee (ARIC) provides independent oversight and advice to Council on matters relating to external and internal audit, risk management, internal controls, legislative compliance, financial management and organisational improvement.
4. The Committee has now been operational for approximately 12 months. During that period, it has considered a broad range of matters relating to governance, audit, risk, compliance, financial controls, information technology, business continuity and organisational improvement.
5. The Committee's first year of operation has also provided an opportunity to better understand the Shire's assurance needs, reporting capacity, emerging risks and areas requiring further development.
6. Before preparing the 2027 Forward Work Plan, it is appropriate for the Committee to reflect on its 2026 activities and provide guidance on:
 - a. matters that should continue as standing agenda items;
 - b. areas requiring deeper or more frequent oversight;
 - c. internal audit and assurance priorities;
 - d. emerging strategic risks;
 - e. training and professional development requirements;
 - f. the timing and frequency of scheduled reports; and
 - g. opportunities to improve the quality, relevance and timeliness of information presented to the Committee.

Comments

7. A structured Forward Work Plan supports the Committee to discharge its responsibilities in a planned and systematic manner. It also assists the Administration to schedule reports, allocate responsibility and provide timely and meaningful information to the Committee.
8. During 2026, the Committee's work program focused on establishing core governance and assurance arrangements and addressing identified audit, compliance and risk-management gaps. Key areas of activity included:
 - a. implementation of the Management Action Plan and monitoring of external audit findings;
 - b. completion and implementation of the 2025 Compliance Audit Return;
 - c. development of the Strategic and Operational Risk Registers;
 - d. adoption and implementation of the Risk Management Framework;
 - e. strengthening internal controls and financial management practices;
 - f. staged implementation of the Rapid governance, risk and compliance platform;
 - g. development of business continuity and disaster recovery arrangements;
 - h. strengthening ICT governance and cybersecurity controls;
 - i. records-management and Recordkeeping Plan improvements; and
 - j. fraud, corruption, privacy and legislative compliance readiness.
9. The proposed 2027 Forward Work Plan should build on this foundation and provide an appropriate balance between:
 - a. recurring statutory and financial reporting;

- b. monitoring outstanding audit and management actions;
 - c. strategic and operational risk oversight;
 - d. testing the effectiveness of newly implemented controls;
 - e. targeted reviews of higher-risk business areas;
 - f. organisational performance and continuous improvement; and
 - g. Committee development and effectiveness.
10. The experience and independent perspective of the Committee's external members will be particularly valuable in determining whether the current reporting arrangements provide sufficient assurance and identifying any additional areas that should be incorporated into the 2027 program.
11. Matters that may be considered for inclusion in the 2027 Forward Work Plan include:
- a. standing reviews of the ARIC Action Register and internal and external Audit Action Register;
 - b. quarterly Strategic and Operational Risk Register updates;
 - c. financial reporting and external audit entry and exit meetings;
 - d. internal audit priorities and progress reports;
 - e. annual review of risk appetite and tolerance;
 - f. development of governance and internal control framework;
 - g. internal control and financial management health checks;
 - h. procurement, grants and contract-management assurance;
 - i. ICT governance, cybersecurity and privacy readiness;
 - j. business continuity and disaster recovery testing;
 - k. legislative compliance and Compliance Audit Return implementation;
 - l. fraud and corruption control;
 - m. records governance and implementation of the 2026 Recordkeeping Plan;
 - n. Integrated Planning and Reporting performance;
 - o. targeted risk deep-dives;
 - p. private sessions with internal and external auditors where appropriate; and
 - q. annual Committee self-assessment, training and professional development.
12. Following the Committee's discussion and direction, Administration will prepare a draft 2027 Forward Work Plan for formal consideration at the November 2026 meeting.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>

	<i>other legislation relevant to matters included in the Committee's work program.</i>
Policy:	Audit, Risk and Improvement Committee Terms of Reference Risk Management Policy and Framework Fraud and Corruption Control Policy other relevant Council policies and administrative frameworks.

Financial Implications

13. There are no direct financial implications arising from the officer's recommendation.
14. The development of the 2027 Forward Work Plan will be undertaken within existing administrative resources. Any proposed internal audits, external reviews, training or assurance activities requiring additional expenditure will be separately identified for consideration through the annual budget or a subsequent report.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	Effective audit, risk and internal-control oversight supports responsible financial management, organisational efficiency and long-term financial sustainability.
Social:	Strong governance and independent oversight support transparency, accountability, service continuity and community confidence in the Shire.
Risk Type:	Governance and compliance
Risk Category:	Audit, risk management, internal control and legislative compliance
Cause:	The Committee's work program is not informed by reflection on its previous activities, emerging risks or the independent advice of its external members.
Effect:	Priority assurance matters may not be scheduled or adequately monitored, reducing the Committee's effectiveness and increasing exposure to control failures, non-compliance and adverse audit findings.
Risk Treatment:	Treat
seek the Committee's direction on the 2027 priorities and prepare a structured Forward Work Plan for consideration in November 2026.	

Further information

15. Nil

ATTACHMENT 1

2027 ARIC Forward Work Plan Development Template

Committee reflection on 2026 and direction for the 2027 work program

Meeting date	Committee member	Position
3 Sep 2026	Baptise Isambert Duy Vo Breanda Garstone Raymond Simpson Patrica McKay	Presiding Member Deputy Shire President Deputy Shire President Member

Purpose

This template supports the Shire of Halls Creek Audit, Risk and Improvement Committee (ARIC) to reflect on its 2026 activities and provide direction on the priorities, reporting program and assurance activities to be included in the 2027 Forward Work Plan.

1. Review of the 2026 Work Program

Review area	Committee observations	Recommended improvement for 2027
Quality and relevance of reports		
Timeliness of agenda reports		
Monitoring of Committee actions		
External audit oversight		
Internal audit and assurance		
Strategic and operational risk reporting		
Internal control oversight		
Legislative compliance reporting		

Review area	Committee observations	Recommended improvement for 2027
Financial management oversight		
ICT, cybersecurity and privacy oversight		
Business continuity and disaster recovery		
Committee training and development		
Other observations		

2. Proposed Standing Items for 2027

Indicate whether each item should be included at every ordinary meeting and record any proposed change or Committee direction.

Proposed standing item	Include	Proposed change or Committee direction
Review and update of the ARIC Forward Work Plan	☐ Yes ☐ No	
Actions arising from previous meetings	☐ Yes ☐ No	
Internal and external Audit Action Register	☐ Yes ☐ No	
Management Action Plan progress	☐ Yes ☐ No	
Internal audit activity and progress	☐ Yes ☐ No	
Strategic and Operational Risk Register update	☐ Yes ☐ No	
High, Extreme and emerging risks	☐ Yes ☐ No	
Significant legislative compliance matters	☐ Yes ☐ No	

Proposed standing item	Include	Proposed change or Committee direction
Chief Executive Officer strategic briefing	☐ Yes ☐ No	
Committee training or development session	☐ Yes ☐ No	
Other:	☐ Yes ☐ No	

3. Proposed 2027 Priorities

Rate each area as High, Medium or Low priority and identify the preferred timing or frequency.

Category	Proposed report or assurance activity	Priority	Timing / frequency	Committee direction
Committee Operations	Annual member independence and conflict declaration	☐ H ☐ M ☐ L	Annual	
Committee Operations	ARIC self-assessment and improvement plan	☐ H ☐ M ☐ L	Annual	
Committee Operations	Training and professional development	☐ H ☐ M ☐ L	As scheduled	
Financial Reporting and External Audit	OAG audit entry meeting and audit plan	☐ H ☐ M ☐ L	Annual	
Financial Reporting and External Audit	Annual Financial Report	☐ H ☐ M ☐ L	Annual	

Category	Proposed report or assurance activity	Priority	Timing / frequency	Committee direction
Financial Reporting and External Audit	OAG exit meeting and management letter	☐ H ☐ M ☐ L	Annual	
Financial Reporting and External Audit	Private session with external auditor	☐ H ☐ M ☐ L	Annual	
Internal Audit	Internal audit plan and proposed scopes	☐ H ☐ M ☐ L	Annual	
Internal Audit	Internal audit progress and completed reports	☐ H ☐ M ☐ L	Quarterly	
Internal Audit	Private session with internal auditor	☐ H ☐ M ☐ L	Six-monthly	
Risk Management and Internal Control	Strategic Risk Register review	☐ H ☐ M ☐ L	Annual	
Risk Management and Internal Control	Operational Risk Register review	☐ H ☐ M ☐ L	Quarterly	
Risk Management and Internal Control	Risk appetite and tolerance review	☐ H ☐ M ☐ L	Annual	

Category	Proposed report or assurance activity	Priority	Timing / frequency	Committee direction
Risk Management and Internal Control	Internal Control Health Check	☐ H ☐ M ☐ L	Six-monthly	
Risk Management and Internal Control	Procurement compliance and exceptions	☐ H ☐ M ☐ L	Quarterly	
Risk Management and Internal Control	Grants and contracts assurance	☐ H ☐ M ☐ L	Six-monthly	
Ethics and Compliance	Compliance Audit Return	☐ H ☐ M ☐ L	Annual	
Ethics and Compliance	Regulation 17 review and action plan	☐ H ☐ M ☐ L	Quarterly	
Ethics and Compliance	Legislative Compliance Obligations Calendar	☐ H ☐ M ☐ L	Quarterly	
Ethics and Compliance	Fraud and Corruption Control Framework	☐ H ☐ M ☐ L	Annual	
Ethics and Compliance	Confidential and anonymous reporting arrangements	☐ H ☐ M ☐ L	Annual	
Ethics and Compliance	Privacy and Responsible Information Sharing readiness	☐ H ☐ M ☐ L	Six-monthly	

Category	Proposed report or assurance activity	Priority	Timing / frequency	Committee direction
Other Matters	ICT Roadmap and cybersecurity	☐ H ☐ M ☐ L	Six-monthly	
Other Matters	Business Continuity and Disaster Recovery testing	☐ H ☐ M ☐ L	Annual	
Other Matters	Recordkeeping Plan implementation	☐ H ☐ M ☐ L	Six-monthly	
Other Matters	Integrated Planning and Reporting performance	☐ H ☐ M ☐ L	Six-monthly	
Other Matters	Major project assurance	☐ H ☐ M ☐ L	As required	

4. Proposed Risk Deep-Dive Reviews

Identify areas that would benefit from detailed review by ARIC during 2027.

Proposed deep-dive topic	Reason for review	Preferred meeting	Information or assurance required

5. Additional Priorities or Emerging Matters

Matter	Why Committee oversight is required	Proposed timing	Responsible area
Chart of Accounts	ERP Review and Improvements	May 2027	

Matter	Why Committee oversight is required	Proposed timing	Responsible area

6. Meeting Structure

Question	Committee direction
Are four ordinary ARIC meetings sufficient for 2027?	
Should additional workshops or briefing sessions be scheduled?	
Which matters should be presented through dashboards rather than full reports?	
Which reports require independent assurance or external advice?	
Are private sessions with internal and external auditors required? If so, how frequently?	
What information should be provided between meetings?	

7. Overall Committee Direction

Priority	Recommended priority for 2027
1	
2	
3	
4	
5	

Item	Matter to be reduced, deferred or removed
1	
2	
3	

Other comments

Administrative Follow-Up

Action	Responsible officer	Due date	Status
Consolidate Committee feedback	Director Governance and Sustainability		
Prepare draft 2027 Forward Work Plan	Director Governance and Sustainability	November 2026 ARIC meeting	
Review draft with CEO and ARIC Presiding Member	Director Governance and Sustainability		
Present final draft to ARIC	Chief Executive Officer	November 2026	

7. Matters for Which Meeting May be Closed (Confidential Matters)

(ARIC-2026/030) Committee Decision

Mover: Shire President Brenda Garstone

Seconded: Independent Presiding Member Baptiste Isambert

That Committee close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to consider items;

7.1 2024-2025 External Audit Findings

7.2 Attachment 1: PRIS Readiness Action Plan

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

Notes: Deputy Presiding Member Duy Vo stepped out at 6.17pm. Deputy Presiding Member Duy Vo returned at 6.20pm.

CARRIED UNOPPOSED (5/0)

The presiding Member declared the meeting closed to the general public at 6.20pm.

Reason for Confidentiality:

In accordance with Section 5.23 (2)(e) of the Local Government Act 1995, the following item 7.1 and its attachments are confidential.

7.1 2024-2025 External Audit Findings

Reporting Officer	Director Governance and Sustainability
Authorising Officers	Chief Executive Officer
Voting Recruitments	Simple Majority
Attachments	Attachment 1 – Internal Memo

(ARIC-2026/031) Committee Decision

Mover: Shire President Brenda Garstone

Seconded: Deputy Presiding Member Duy Vo

That the Audit, Risk and Improvement Committee recommend to Council that it:

- 1. receives** the 2024-25 External Audit Management Letter contained in Attachment 1.
- 2. notes** management's responses and proposed corrective actions in relation to the audit findings.
- 3. notes** that the actions arising from the audit findings will be incorporated into the Shire's Management Action Plan.
- 4. requests** that Administration provide a progress report to the Audit Risk and Improvement Committee at its November 2026 meeting on the implementation status of the agreed actions in quarterly risk review.

CARRIED UNOPPOSED (5/0)

For: Independent Presiding Member Baptiste Isambert, Deputy Presiding Member Duy Vo, Shire President Brenda Garstone, Deputy Shire President Raymond Simpson, Shire Councillor Patricia McKay.

Against: Nil

Notes: Nil

Reason for Confidentiality:

*In accordance with Section 5.23 (2)(e) of the Local Government Act 1995, the following item
7.2 attachments is confidential.*

7.2 Attachment 1: PRIS Readiness Action Plan

8. Next Meeting

The next Audit, Risk and Improvement Committee Meeting will be held on Thursday 05 November 2026 commencing at 5.00pm.

9. Closure

There being no further business the meeting closed at 6.42pm.

1. Reports of Officers

10.1 Office of Chief Executive Reports

11.1.1 2027 Ordinary Council Meeting Dates

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: 2027 Meeting Schedule OCM 

Matters for Consideration

1. To determine the dates, venues and commencement times for Ordinary Council Meetings for the period from February 2027 to February 2028.

Recommendation

That Council:

1. **adopts** the following schedule of Ordinary Council Meetings for the period from February 2027 to February 2028:

Date	Venue	Starting Time
<i>No meeting held in January 2027</i>		
25 February 2027	Council Chamber, Halls Creek	4.30pm
18 March 2027	Council Chamber, Halls Creek	4.30pm
22 April 2027	Council Chamber, Halls Creek	4.30pm
27 May 2027	Council Chamber, Halls Creek	4.30pm
24 June 2027	Council Chamber, Halls Creek	4.30pm
22 July 2027	Council Chamber, Halls Creek	4.30pm
26 August 2027	Council Chamber, Halls Creek	4.30pm
23 September 2027	Council Chamber, Halls Creek	4.30pm
21 October 2027	Council Chamber, Halls Creek	4.30pm
25 November 2027	Council Chamber, Halls Creek	4.30pm
9 December 2027	Council Chamber, Halls Creek	4.30pm
<i>No meeting held in January 2028</i>		
24 February 2028	Council Chamber, Halls Creek	4.30pm

2. **authorises** the Chief Executive Officer to provide local public notice of the adopted meeting schedule.

Background

2. It is the Shire's established practice for Council to determine the Ordinary Council Meeting schedule for the following calendar year at its September Ordinary Council Meeting. This allows sufficient time for the adopted dates, venues and commencement times to be publicly advertised and included in the Shire's forward planning.
3. The proposed schedule provides for Ordinary Council Meetings to be held monthly, except during January, in the Council Chamber in Halls Creek commencing at 4.30 pm.
4. The proposed meeting dates, venues and commencement times are presented for Council's consideration and adoption.

Comments

5. Nil.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.7 A strong and professionally developed Council providing effective advocacy for the Shire's interests
Strategy:	Civic - 4.1.5 Provide effective administration of Council and Council committees
Legislation and Policy	
Legislation:	Local Government Act 1995 Local Government Amendment Act 2024 Local Government (Financial Management) Regulations
Policy:	Nil

Financial Implications

6. Nil

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Further information

7. Nil

Attachment 1: Public Notice



Schedule of Council Meeting Dates for 2027

Date	Venue	Starting Time
<i>No meeting held in January 2027</i>		
25 February 2027	Council Chamber, Halls Creek	4.30pm
18 March 2027	Council Chamber, Halls Creek	4.30pm
22 April 2027	Council Chamber, Halls Creek	4.30pm
27 May 2027	Council Chamber, Halls Creek	4.30pm
24 June 2027	Council Chamber, Halls Creek	4.30pm
22 July 2027	Council Chamber, Halls Creek	4.30pm
26 August 2027	Council Chamber, Halls Creek	4.30pm
23 September 2027	Council Chamber, Halls Creek	4.30pm
21 October 2027	Council Chamber, Halls Creek	4.30pm
25 November 2027	Council Chamber, Halls Creek	4.30pm
9 December 2027	Council Chamber, Halls Creek	4.30pm
<i>No meeting held in January 2028</i>		
24 February 2028	Council Chamber, Halls Creek	4.30pm

10.2 Governance and Sustainability Reports

11.2.1 Review and Adoption of Governance Policies

Author:	Principle Governance Officer
Authorising Officers:	Director Governance and Sustainability
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: • EMP-GOV-002 – Legal Advice, representation and Cost Reimbursement Policy • EMP-GOV-004 – Election Signs Policy • EMP-GOV-008 – Public Question Time Policy • EMP-GOV-012 – Online Meeting Attendance Policy • EMP-GOV-015 – Internal Control Policy • EMP-GOV-016 – Whistleblower Policy

Matters for Consideration

6. Council is requested to consider rescinding the existing policies and adopting the revised policies attached to this report. The policies have been reviewed to ensure they are current, fit for purpose, aligned with legislative requirements and support clear, consistent and accountable governance.

Recommendation

That Council:

M0 rescinds the following existing Council policies:

- IÚ A8 – Legal Advice, Representation and Cost Reimbursement
- ŌÚ G6 Council Meetings – Public Question Time
- ŌÚ SoHC Administrative Procedures and Operational Guidelines

H0 adopts the following new Council policies, as attached to this report:

- IÚ EMP-GOV-002 – Legal Advice, Representation and Cost Reimbursement Policy
 - ŌÚ EMP-GOV-004 – Election Signs Policy
 - ŌÚ EMP-GOV-008 – Public Question Time Policy
 - ŘÚ EMP-GOV-015 – Internal Control Policy
 - ŜÚ EMP-GOV-016 – Whistleblower Policy
-

Background

7. Council is responsible for determining the Shire's policies and ensuring that its policy framework remains current, consistent and aligned with applicable legislative requirements, contemporary governance practices and the Shire's operational needs.
8. As part of the ongoing review of the Shire's policy framework, the existing policies A8 – Legal Advice, Representation and Cost Reimbursement and G6 – Council Meetings: Public Question Time have been reviewed. These policies require replacement to improve clarity, strengthen governance controls and reflect current legislative and administrative requirements.
9. Revised policies have therefore been prepared to replace the three existing policies. In addition, four new policies have been developed to address identified areas requiring formal governance direction. The proposed policy suite comprises:
 - EMP-GOV-002 - Legal Advice, Representation and Cost Reimbursement Policy;
 - EMP-GOV-004 - Election Signs Policy;
 - EMP-GOV-008 - Public Question Time Policy;
 - MP-GOV-012 - Online Meeting Attendance Policy;
 - EMP-GOV-015 - Internal Control Policy; and
 - EMP-GOV-016 – Whistleblower Policy.
10. The proposed policies establish clear principles, responsibilities and decision-making requirements across the relevant governance and administrative functions. Adoption of the policies will support transparent and consistent decision-making, legislative compliance, effective internal controls and accountable administration.
11. Accordingly, the three superseded policies are presented for rescission, and the seven replacement and new policies are presented for Council's consideration and adoption.
12. Consistent with the 2024 local government reforms and the clearer separation of responsibilities between Council and the administration, the Shire of Halls Creek Administrative Procedures and Operational Guidelines are operational documents owned by the Chief Executive Officer.
13. They provide administrative direction for managing employees and implementing Council decisions, legislation and adopted Council policies. These documents are not Council policies and will transition to CEO Policies. As operational and living documents, they may be reviewed and amended by the CEO as required to respond to legislative, organisational and operational changes, without requiring Council adoption.

Comments

14. The proposed policies have been developed and reviewed to provide a clear, consistent and contemporary governance framework for the Shire. Each policy establishes appropriate principles, responsibilities, controls and decision-making requirements relevant to its subject matter.
15. The Legal Advice, Representation and Cost Reimbursement Policy, Public Question Time Policy and Public Interest Disclosure Policy replace existing policies A8, G6 and A14 respectively. The revised policies retain the intent of the existing provisions while improving clarity, accountability and alignment with current legislative and administrative requirements.
16. The Election Signs Policy provides guidance regarding the placement and management of election signage within the district. The Bring Your Own Device Policy establishes appropriate controls for accessing Shire information and systems through

personally owned devices. The Online Meeting Attendance Policy establishes consistent requirements for attendance at Council and committee meetings by electronic means.

17. The Internal Control Policy provides an overarching framework for maintaining effective financial, operational and governance controls. It clarifies responsibilities for identifying and managing risks, safeguarding Shire resources, maintaining accurate records and supporting legislative compliance.
18. The proposed Whistleblower Policy establishes a clear, confidential and accessible framework for reporting and managing suspected misconduct, corruption, fraud, maladministration, misuse of public resources and other improper conduct. It defines internal and external reporting pathways, assessment and investigation requirements, procedural fairness, confidentiality, recordkeeping and protections against victimisation or reprisal. The Policy also clarifies responsibilities across Council, the Shire President, Chief Executive Officer, Public Interest Disclosure Officers, management and employees, while distinguishing general whistleblower reports from disclosures formally protected under the *Public Interest Disclosure Act 2003*.
19. Collectively, the proposed policies will:
 - *strengthen governance and administrative controls;*
 - *support consistent and transparent decision-making;*
 - *clarify the responsibilities of Council Members and employees;*
 - *improve the management of legislative, financial, information-security and reputational risks; and*
 - *ensure the Shire's policy framework remains relevant and fit for purpose.*
20. Following adoption, the policies will be incorporated into the Shire's policy framework, published or distributed as required, and communicated to relevant Council Members and employees. The superseded policies will be removed from the current policy register and retained in the Shire's records system in accordance with applicable recordkeeping requirements.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.10 Improved business planning and performance
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	All Policies <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i>

	<i>Freedom of Information Act 1992</i> EMP-GOV-002 - Legal Advice, Representation and Cost Reimbursement Policy <i>Local Government Act 1995</i> (particularly provisions relating to Council Members' functions, financial management and the use of local government resources) <i>Local Government (Financial Management) Regulations 1996</i> <i>Legal Profession Uniform Law Application Act 2022</i> <i>Legal Profession Uniform Law (WA)</i> EMP-GOV-004 - Election Signs Policy; <i>Local Government Act 1995</i> (including Part 4 relating to local government elections) <i>Local Government (Elections) Regulations 1997</i> <i>Electoral Act 1907</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> EMP-GOV-008 - Public Question Time Policy <i>Local Government Act 1995</i>, (particularly section 5.24). <i>Local Government (Administration) Regulations 1996</i>, (particularly regulations 5, 6 and 7). EMP-GOV-009 - Bring Your Own Device Policy <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>Privacy and Responsible Information Sharing Act 2024</i> (to the extent that its applicable provisions have commenced and apply to the Shire). <i>Copyright Act 1968 (Cth)</i> EMP-GOV-012 - Online Meeting Attendance Policy <i>Local Government Act 1995</i> (particularly sections 5.23 and 5.25). <i>Local Government (Administration) Regulations 1996</i>, (particularly regulations 14C, 14CA, 14D and 14E). EMP-GOV-015 - Internal Control Policy <i>Local Government Act 1995</i>, (particularly Part 6). <i>Local Government (Financial Management) Regulations 1996</i>, (particularly regulation 5).
--	--

	<i>Local Government (Audit) Regulations 1996 (particularly regulation 17).</i> EMP-GOV-016 Whistleblower Policy <i>Public Interest Disclosure Act 2003</i> <i>Public Interest Disclosure Regulations 2003</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Local Government Act 1995</i>
Policy:	Nil

Financial Implications

21. There are no immediate financial implications associated with rescinding the existing policies and adopting the proposed policies. Any future expenditure arising from their implementation will be managed within the Shire's adopted annual budget or presented to Council for separate consideration where additional funding is required.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	The proposed policies are expected to have positive social implications by supporting transparent and accountable decision-making, equitable access to Council processes, responsible use of Shire resources and increased community confidence in the Shire's governance practices.
Risk Type:	Compliance
Risk Category:	Governance and Compliance
Cause:	Outdated, incomplete or unclear policies that do not reflect current legislative requirements or contemporary governance practices.
Effect:	Potential legislative non-compliance, inconsistent decision-making, inadequate internal controls, misuse of Shire resources, information-security breaches, financial loss and reputational damage.
Risk Treatment:	Treat
Rescind the outdated policies and adopt the proposed policies to ensure the Shire's governance framework remains current, legislatively compliant and fit for purpose. Communicate the adopted policies to relevant Council Members and employees, publish them where required, and undertake periodic reviews to maintain their effectiveness.	

Further information

22. Following Council adoption, the new policies will be incorporated into the Shire's policy register and made publicly available where appropriate. Relevant Council Members and employees will be informed of the new requirements, and the superseded policies will be archived in accordance with the Shire's recordkeeping obligations. No further information is required for Council's consideration.



EMP-GOV-002 | Legal Representation for Elected Members and Employees Policy

Strategic Context

Strategic Link	Policy Objective
☒ United ☒ Safe & Healthy ☒ Beautiful & Respected ☒ Prosperous & Equitable	Establishing clear arrangements for legal advice, representation and cost reimbursement where Elected Members or employees are involved in legal matters arising from the performance of official functions.

Introduction

1. This policy is designed to protect the interests of Council, elected members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
2. In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

Purpose

3. To establish the circumstances in which the Shire of Halls Creek may provide legal advice, representation and reimbursement of reasonable legal costs to Elected Members and employees where legal proceedings arise from the lawful performance of their official duties.

Policy Scope

4. This Policy applies to Elected Members of the Shire of Halls Creek and employees, including former Elected Members and former employees, in circumstances where civil legal proceedings, claims or statutory inquiries arise directly from the performance, or purported performance, of official duties or functions on behalf of the local government.

Policy Statement

5. The Council and the Shire of Halls Creek are committed to protecting the interests of Elected Members and employees when they are involved in civil legal proceedings arising from the honest and lawful performance of their official duties.
6. To support good governance and the proper administration of the district, the Shire may provide financial assistance for legal advice, representation or related costs where the Shire is satisfied that the Elected Member or employee has acted reasonably, lawfully and in good faith; and has not acted dishonestly, improperly, or contrary to the interests of the Shire.



7. Subject to this Policy, the Shire may provide assistance in the following circumstances:

- a) Proceedings initiated by an Elected Member or employee to enable them to carry out their official local government functions, including matters relating to personal safety arising from their role;
- b) *Proceedings brought against an Elected Member or employee* arising from decisions made, or actions taken, in the course of performing their official functions, including but not limited to claims relating to negligence or defamation;
- c) *Statutory, regulatory or other formal inquiries* where legal representation is considered appropriate in the interests of good governance;
- d) *Defamation proceedings*, including claims for damages, where the alleged conduct arose from the performance of official duties and was undertaken in good faith for the purpose of good government. This does not prevent an Elected Member or employee from pursuing private legal action at their own cost.

8. This Policy does not create an automatic entitlement to legal assistance.

Principles Underpinning the Policy

Principle Name	Principle Definition
Good Governance	Decisions relating to legal assistance must support the proper administration of the Shire and uphold public confidence in local government.
Lawful and Good-Faith Conduct	Assistance will only be considered where the Elected Member or employee has acted lawfully, reasonably and in good faith in the performance of official duties.
Accountability and Transparency	All decisions must be documented, subject to appropriate oversight, and capable of independent review.
Financial Stewardship	Public funds must be used responsibly, proportionately and only where assistance is justified and reasonable.
Risk Management	Decisions must consider legal, financial and reputational risk to the Shire and be informed by legal and insurance advice.

Definitions

Term	Meaning
Act	Means the <i>Local Government Act 1995 (WA)</i> , as amended from time to time.
Approved Lawyer	Means a legal practitioner who meets the requirements set out in clause 1.2 of this Policy.
CEO	The Chief Executive Officer of the Shire of Halls Creek.



Council	Means the governing body of the Shire of Halls Creek, comprising all elected members acting collectively in a formally convened meeting and making decisions in accordance with the <i>Local Government Act 1995</i> .
Elected Members/Councillors	Means individuals elected to the Council of the Shire of Halls Creek in accordance with the <i>Local Government Act 1995</i> .
Employee	Means a person employed by the Shire of Halls Creek under section 5.36 of the <i>Local Government Act 1995</i> , including former employees where relevant to this Policy.
Good Faith	Means acting honestly, lawfully and without improper purpose, including without recklessness, dishonesty, malice or personal gain, in the performance of official functions.
Insurer	Means the Shire's insurer providing management liability insurance cover for Elected Members and employees in respect of alleged wrongful acts arising from official duties.
Legal Proceedings	Means civil proceedings, statutory proceedings, investigations, inquiries or tribunal matters arising from the performance or purported performance of official local government functions and does not include criminal proceedings.
Legal Representation	Means the provision of legal advice, representation, advocacy or document preparation by an Approved Lawyer in connection with Legal Proceedings.
Legal Representation Costs	Means reasonable professional fees, disbursements and associated costs properly incurred in obtaining Legal Representation under this Policy.
Legal Services	Includes legal advice, representation, advocacy, documentation or related services provided by an Approved Lawyer.
Management Liability Insurance	Means the insurance policy held by the Shire providing cover for claims made against Elected Members and employees arising from alleged wrongful acts in the performance of official duties.
Shire	Means the Shire of Halls Creek, a local government established under the <i>Local Government Act 1995</i> .

Policy Details

9. The Chief Executive Officer is authorised to obtain from Solicitors such legal advice and opinions as deemed necessary to enable the proper legal administration of Council's business. The CEO is delegated under the *Local Government Act 1995*, section 5.42 the authority to engage solicitors to the value of \$5000 for legal advice in relation to the proper legal administration of the Shire.

10. The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly or against the interests of the local government and/or in bad faith.



11. The local government may provide such assistance in the following types of legal proceedings:

- a) Proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
- b) Proceedings brought against members or employees, this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions); and
- c) Statutory or other inquiries where representation of members or employees is justified.

12. The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

13. The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

14. Repayment Of Assistance

14.1 Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

14.2 Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

14.3 Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

15. Applications For Financial Assistance

15.1 Decisions as to financial assistance under this policy are to be made by the Council.

15.2 A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

15.3 Applications for financial support to the Council are to be accompanied by an assessment of the request along with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

15.4 A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.



15.5 Where there is a need for the provision of urgent legal services before an application for financial assistance can be considered by Council, the CEO is delegated under the *Local Government Act 1995*, section 5.42 the authority to engage solicitors following consultation with the Shire President (and in the case of the Shire President seeking the financial support – the Deputy Shire President) an authorisation to the value of \$5000.

15.6 Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Accountability

16. Council is responsible for determining applications for legal assistance under this Policy in respect of Elected Members and the Chief Executive Officer.

17. The Chief Executive Officer is responsible for determining applications made by employees, except where delegated authority applies for urgent matters.

18. Where the Chief Executive Officer is the applicant, the determination is to be made by the Shire President.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. <i>Local Government Act 1995 (WA)</i>	a. LGIS Management Liability Insurance Policy (Elected Members and Employees)
b. <i>Local Government Amendment Act 2024 (WA)</i>	b. EMP-GOV-001- Code of Conduct Council Members, Committee Members and Candidates
c. <i>Local Government (Administration) Regulations 1996</i>	
d. <i>Local Government (Audit) Regulations 1996</i>	
e. <i>Legal Profession Act 2008 (WA)</i>	

Policy Review

19. This Policy will be reviewed every four (4) years from the date of endorsement, or earlier in the event of legislative change, audit findings or a resolution of Council.

Document Control

Relevant delegations	Nil
Risk Evaluation	Moderate



Shire of Halls Creek

Council adoption	TBA	Resolution	XX
Previous Title	A8 LEGAL ADVICE, REPRESENTATION & COST REINBURSEMENT		
Reviewed	12 October 2017 (Resolution no. 2017/104) 17 June 2021 (Resolution no. 2021/066) 28 July 2022 (Resolution no. 2022/071) 27 July 2023 (Resolution no. 2023/___)		
Next review due	TBA		



EMP-GOV-004 | Election Signs Policy

Strategic Context

Strategic Link	Objective
☑ United ☑ Safe & Healthy ☑ Beautiful & Respected ☑ Prosperous & Equitable	To provide a clear, fair and enforceable framework for the placement of election signs during Federal, State and local government elections, balancing democratic participation with public safety, amenity and neutrality of Shire land.

Introduction

1. The Shire of Halls Creek recognises the importance of free and fair elections and the role that election signage plays in informing voters during election periods. At the same time, the Shire has a responsibility to ensure public safety, protect community amenity, and maintain the neutrality of Shire-controlled land and facilities.
2. This policy establishes consistent rules for the placement, location and management of election signs within the Shire of Halls Creek during election periods, having regard to legislative requirements and good governance principles.

Purpose

3. This policy establishes a framework for the display of election signs within the Shire of Halls Creek that supports democratic participation, minimises risks to public safety, protects the amenity and presentation of public spaces, and ensures that Shire land and facilities remain politically neutral.

Policy Scope

4. This policy applies to all candidates and political parties contesting Federal, State or local government elections within the Shire of Halls Creek. This policy does not apply to commercial advertising or other signage unrelated to elections, which is regulated separately under the Shire's applicable planning and local law frameworks

Policy Statement

5. The Shire of Halls Creek permits the display of election signs during election periods, provided they comply with the requirements of this policy. Election signage must be displayed in a manner that does not create safety hazards, obstruct public access or visibility, adversely affect the amenity of public spaces, or imply endorsement or support by the Shire.



Principles Underpinning the Policy

Principle Name	Principle Definition
Good Governance	Election signage must be regulated in a manner that is fair, transparent and consistent, supporting democratic participation while protecting the integrity of local government.
Public Safety	The placement of election signs must not create hazards for pedestrians, road users or the public.
Amenity and Neutrality	Shire land, facilities and public spaces must be maintained in a safe, orderly and politically neutral condition.
Legislative Compliance	All election signage must comply with applicable Commonwealth, State and local government legislation.
Accountability	The Shire must be able to enforce this policy consistently and take proportionate action where non-compliance occurs.

Definitions

Term	Meaning
Carriageway	The sealed or unsealed portion of a road used or intended for use by vehicles.
Election Day	The official polling or voting day for a Federal, State or local government election.
Election Period	For Federal and State elections – the period commencing sixty (60) days prior to Election Day and ending at 11:59pm two (2) days after Election Day.
Election Sign	Any sign promoting a candidate, political party or election matter relating to a Federal, State or local government election.
Footpath	Any area set aside for pedestrian use within a road reserve or public thoroughfare.
Private Land	Land not owned, managed or controlled by the Shire of Halls Creek.
Shire Land	All land owned, vested in, or under the care, control or management of the Shire of Halls Creek, including road reserves, parks and reserves.
Sign	Any structure, notice, flag, banner or device displaying words, symbols or images.

Thoroughfare

A road, street or other public access way, including associated infrastructure.

Policy Details

6. Election Signs on Private Land

6.1 Election signs on private land are permitted with the consent of the landowner and must comply with applicable planning requirements.

6.2 The Shire may require removal of any election sign on private land where it presents a safety risk or public hazard.

7. Election Signs on Shire Land

7.1 A permit is not required for election signs on Shire land during the election period where the sign:

- a) is erected only during the election period and removed within forty-eight (48) hours after Election Day;
- b) is free-standing and not affixed to trees, poles, fences, signs or other structures;
- c) is located: at least 3 metres from the carriageway; at least 0.5 metres from any footpath; at least 10 metres from an intersection; at least 50 metres from a signalised intersection or speed advisory sign; outside any median strip, roundabout or traffic control device;
- d) does not obstruct visibility, access, pedestrian movement or vehicle sightlines;
- e) is securely installed and maintained in good condition; and
- f) does not suggest endorsement by the Shire.

8. Dimensions, Materials and Content

8.1 Election signs must not:

- a) exceed 1.5 square metres in area or 1.2 metres in height;
- b) be illuminated, reflective, flashing, rotating or moving;
- c) be self-adhesive;
- d) include commercial advertising;
- e) use the Shire's logo, branding or insignia.

9. Prohibited Locations

9.1 Election signs are not permitted:

- a) within Shire parks or reserves;
- b) on or adjacent to Shire buildings or facilities, including administration offices, libraries, community centres or depots.

9.2 Signs may be displayed at Shire facilities used as polling places on Election Day only.

10. Enforcement

10.1 The Shire may remove and impound an election sign where the sign:

- a) does not comply with this policy or any applicable legislation; or
- b) poses a risk to public safety, access or visibility.

10.2 Where an election sign is removed or impounded:

- c) the sign will be photographed in situ and recorded as non-compliant;
- d) the candidate or political party may collect the sign within forty-eight (48) hours of removal;
- e) if the sign is not collected within forty-eight (48) hours, the Shire may destroy the sign; and



- f) where a sign is re-displayed in breach of this policy after collection, the Shire may remove and destroy the sign without further notice.

10.3 Where practicable, the Shire will make reasonable efforts to notify the candidate or political party prior to removal, except where immediate removal is required for safety reasons.

10.4 Election signs must comply with authorisation requirements under the *Electoral Act 1907 (WA)* and relevant Commonwealth legislation. Any breaches may be referred to the relevant Returning Officer.

10.5 Some roads within the Shire are controlled by Main Roads Western Australia. Approval must be obtained separately where required.

11. Election Promotion by Electoral Authorities

11.1 This policy does not apply to:

- signage displayed by the Australian Electoral Commission or Western Australian Electoral Commission; or
- signage displayed by the Shire solely for the purpose of promoting an election.

Accountability

12. Council is responsible for adopting this policy and establishing the governance framework for the management of election signage within the Shire. The Chief Executive Officer is responsible for overseeing the implementation and enforcement of this policy, making operational decisions in relation to its administration, and liaising with relevant electoral authorities where required.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
<i>Local Government Act 1995 (WA)</i> <i>Electoral Act 1907 (WA)</i> <i>Land Administration Act 1997 (WA)</i> - Commonwealth of Australia Constitution Act - Main Roads (Control of Advertising) Regulations 1996 (WA)	- Local Government Property Local Law - Local Planning Scheme

Policy Review

13. This policy will be reviewed every four (4) years, or earlier if required due to legislative change or Council resolution.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Low		
Council adoption	TBA	Resolution	XX
Reviewed	TBA		
Next review due	TBA		





EMP-GOV-008 | Public Question Time

Strategic Context

Strategic Link	Policy Objective
☑ United ☑ Safe & Healthy ☑ Beautiful & Respected ☑ Prosperous & Equitable	The objective of this policy is to establish a clear and transparent framework for the conduct of Public Question Time, ensuring community participation is facilitated in a fair, respectful, and orderly manner consistent with legislative requirements and principles of good governance.

Introduction

1. The Shire of Halls Creek recognises the importance of open, transparent, and accountable local government. Public Question Time provides an opportunity for members of the community to engage directly with Council, seek clarification on matters of public interest, and participate in the democratic process.
2. As a formal component of Council and Committee meetings, Public Question Time supports informed decision-making and strengthens community confidence in local government. It enables residents and stakeholders to raise questions relevant to the business of the Shire in a structured and respectful forum.
3. This policy establishes a clear framework to guide the conduct of Public Question Time, ensuring that participation is fair, orderly, and consistent with legislative requirements, while maintaining the integrity and efficiency of Council meetings.

Purpose

4. The purpose of this policy is to provide a clear and consistent framework for the conduct of Public Question Time at Council and Committee meetings of the Shire of Halls Creek.
5. This policy supports Council's commitment to transparency, accountability, and community participation by outlining how members of the public may submit and ask questions in accordance with legislative requirements and meeting procedures.
6. The Policy aims to ensure that Public Question Time is conducted in a fair, respectful, and orderly manner that:
 - a) facilitates meaningful community engagement;
 - b) provides clarity on Council processes and decisions;
 - c) protects the integrity of Council meetings; and
 - d) balances community participation with the efficient conduct of Council business.
7. This policy assists Elected Members in fulfilling their governance responsibilities while maintaining compliance with the Local Government Act 1995 and associated regulations.

Policy Scope

8. This policy applies to all Elected Members of the Shire of Halls Creek and governs the conduct of Public Question Time at Ordinary and Special Council Meetings, and Committee Meetings where Public Question Time is permitted.



9. The Policy applies to questions submitted or asked by members of the public in accordance with the *Local Government Act 1995* and the Shire's meeting procedures. This includes:
 - a) written questions submitted prior to a meeting;
 - b) questions asked in person at a meeting; and
 - c) supplementary questions directly related to the original question.
10. This policy relates to the governance role of Council in facilitating community participation during formal meeting proceedings. It does not apply to:
 - d) informal enquiries made outside Council meetings;
 - e) complaints managed through the Shire's complaints handling procedures;
 - f) deputations or presentations to Council (which are subject to separate processes); or
 - g) operational service requests, which are managed by the Chief Executive Officer and Shire administration.
11. Public Question Time will be conducted in accordance with legislative requirements, the Council Meeting Procedures Local Law or Policy, and principles of fairness, respect, and orderly meeting conduct.
12. Where inconsistencies arise, legislative and statutory requirements prevail.

Policy Statement

13. The Shire of Halls Creek is committed to fostering open, transparent, and accountable local government. Public Question Time forms an important part of this commitment by providing members of the community with an opportunity to engage directly with Council on matters relevant to the Shire's functions and responsibilities.
14. Council recognises that Public Question Time strengthens democratic participation and community confidence in local government decision-making. It enables residents and stakeholders to seek information, clarify matters under consideration, and contribute to informed discussion in a structured and respectful environment.
15. Public Question Time will be conducted in a manner that is fair, orderly, and consistent with legislative requirements. Council will ensure that all participants are treated with respect and that meeting integrity is maintained, while balancing the need for meaningful community participation with the efficient conduct of Council business.

Principles Underpinning the Policy

Principle Name	Principle Definition
Transparency and Openness	Council is committed to transparent decision-making and open access to information, enabling the community to understand and engage with matters affecting the Shire.
Democratic Participation	Public Question Time supports democratic governance by providing residents and stakeholders with a formal opportunity to engage directly with Council.
Respect and Dignity	All participants in Public Question Time, including Elected Members, employees, and members of the public, are entitled to be treated with courtesy, respect, and fairness.
Orderly and Efficient Meeting Conduct	Public Question Time must be conducted in a structured and orderly manner to ensure Council meetings remain efficient and focused on their agenda business.



Equity and Fair Access	Council will provide fair and consistent opportunities for participation, ensuring that Public Question Time processes are applied equitably and without discrimination.
Legislative Compliance	Public Question Time will be conducted in accordance with the <i>Local Government Act 1995</i> , associated regulations, and the Shire's meeting procedures.
Governance and Role Clarity	Elected Members will respond to questions in a manner consistent with their governance role, respecting the separation between Council oversight and operational responsibilities of the Chief Executive Officer and administration.
Integrity and Accountability	Responses provided during Public Question Time should be accurate, responsible, and reflective of Council's adopted positions, supporting public confidence in local government.

Definitions

Term	Meaning
Administration	The Chief Executive Officer and employees of the Shire of Halls Creek responsible for the operational management of the organisation.
Council Meeting	An Ordinary or Special Meeting of Council convened in accordance with the <i>Local Government Act 1995</i> .
Chief Executive Officer (CEO)	The person appointed by Council under section 5.36 of the <i>Local Government Act 1995</i> , responsible for the day-to-day administration of the Shire.
Committee Meeting	A meeting of a committee established by Council under the <i>Local Government Act 1995</i> , where Public Question Time is permitted.
Elected Member	A Councillor or the Shire President elected or appointed to the Council of the Shire of Halls Creek.
Local Government Act 1995	The primary legislation governing local government operations and responsibilities in Western Australia.
Member of the Public	Any person attending or participating in a Council or Committee meeting who is not an Elected Member or employee of the Shire.
Public Question Time	The portion of a Council or Committee meeting during which members of the public may ask questions in accordance with legislative requirements and meeting procedures.
Presiding Member	The Shire President or other person authorised to preside over a Council or Committee meeting in accordance with the <i>Local Government Act 1995</i> and the Shire's meeting procedures.
Supplementary Question	A follow-up question asked during Public Question Time that directly relates to the original question asked.

Policy Details

16. Public Question Time

- 16.1 Public Question Time is held early in the agenda of any meeting of the Council that is open to the public and generally runs for a minimum time of 15 minutes, however this can be varied. If there are more questions than time permits, then the Chairperson may allow the forum to operate for a longer period.
- 16.2 The Chairperson will decide when the public question time will end after the 15-minute period.
- 16.3 The Public Question Time aims to precede the discussion of any matter that requires a decision to be made by Council, the aim of which is to ensure that questions be directed, in the first instance, to matters to be discussed by Council at that meeting.
- 16.4 Questioners who wish to ask a question will be given an equal and fair opportunity to ask the question and receive a response. Where possible, responses to questions will be supplied at the meeting where the question is made. Answers may be provided by Council employees, but this will be decided on by the Chairperson.
- 16.5 Questions on matters listed in the Council's agenda for that meeting will be given priority and persons wishing to ask Questions will be requested to come forward and provide their name and their question.
- 16.6 The question will be responded to, taken on notice, or not accepted by the Chairperson. Statements are not to be made or read out as it is QUESTION Time, and the public is asked to ensure the material presented is a question. The Chairperson will not permit the Public Question Time as an arena for debate on any matter.
- 16.7 Each member of the public is to be given equal opportunity to ask questions, and therefore they will each be permitted to ask only three (3) questions initially.
- 16.8 If time permits, the Chairperson could allow individuals to ask further questions, after all members of the public have had the opportunity to put questions.
- 16.9 The Chairperson will not take questions that:
- a) Are offensive or defamatory in nature and would potentially expose the Local Government to legal action for republishing defamatory remarks (the person may be invited to rephrase their question).
 - b) Contain offensive language
 - c) Question the competency of Council members, employees, or associated persons.
 - d) Relate to the personal affairs or actions of Council members or employees.
 - e) Relate to confidential matters, legal advice or legal proceedings; or
 - f) Have been answered by earlier questions, or questions at a previous meeting.

17. Record of the Question and Answer

- 17.1 There is a statutory requirement for a summary of both the question and the response given during Public Question Time to be recorded in the minutes. Where questions are taken on notice, the question will be recorded, and a written response provided to the questioner as soon as possible.
- 17.2 Where a question is taken on notice, the question will be included in the Minutes of the Meeting at which the question was asked.
- 17.3 For reasons of clarity, the question will also be repeated in the Minutes of the Meeting in which the response is recorded. The name of the person who asked the question will also be included in the summary.

Accountability

18. Council is accountable for ensuring that Public Question Time is conducted in accordance with the *Local Government Act 1995*, associated regulations, and this policy. Council must maintain a transparent and inclusive forum for community participation while ensuring that meeting proceedings remain orderly, respectful, and effective.
19. The Presiding Member is responsible for managing and facilitating Public Question Time in a manner consistent with legislative requirements and meeting procedures. This includes ensuring questions are addressed appropriately, determining whether questions are in order, maintaining respectful conduct during the meeting, and exercising discretion in applying reasonable time limits to ensure fair access for participants.
20. Elected Members are responsible for responding to questions in a respectful, accurate, and responsible manner consistent with their governance role. In doing so, Elected Members must maintain the distinction between strategic oversight and operational matters managed by the Chief Executive Officer and the administration. Elected Members are also required to uphold the standards of conduct set out in the applicable Code of Conduct.
21. The Chief Executive Officer is responsible for ensuring that appropriate administrative processes support Public Question Time, including the coordination of written questions, preparation of responses where required, and maintenance of accurate records in accordance with legislative and recordkeeping requirements. Operational matters raised during Public Question Time are to be managed through established administrative processes.
22. Members of the public participating in Public Question Time are responsible for complying with meeting procedures and directions of the Presiding Member. Questions must be asked respectfully and relate to matters within the Shire's functions and responsibilities.
23. This shared accountability framework supports transparent governance, structured community participation, and the integrity of Council meeting processes.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. <i>Local Government Act 1995 (WA)</i> <i>Local Government (Administration) Regulations 1996 (WA)</i> b. <i>Local Government (Rules of Conduct) Regulations 2007 (WA)</i> c. <i>Freedom of Information Act 1992 (WA)</i> d. <i>State Records Act 2000 (WA)</i>	a. EMP-GOV-001 - Code of Conduct for Council Members, Committee Members and Candidates b. Records Management Policy c. EMP-GOV-013 – Behaviour Complaints Management Policy - d.

Policy Review

24. This policy will be reviewed every two (2) years, or earlier if required due to legislative change, audit findings or a resolution of Council.



Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	TBA	Resolution	XX
Previous Title	G6 Council Meetings – Public Question Time		
Reviewed	13 December 2012 (Resolution no. 2012/195) 17 April 2014 (Resolution no. 2014/014) 15 June 2017 (Resolution no. 2017/058) 17 June 2021 (Resolution no. 2021/066) 28 July 2022 (Resolution no. 2022/071) 27 July 2023 (Resolution no. 2023/___)		
Next review due	TBA		

EMP-GOV-012 | Online Meeting Attendance or Attending Meetings Electronically

Strategic Context

Strategic Link	Policy Objective
☒ United ☒ Safe & Healthy ☒ Beautiful & Respected ☒ Prosperous & Equitable	The objective of this policy is to establish the governance arrangements for Council Members attending the Council and Committee meetings by electronic means. , Ensuring participation is lawful, transparent, and consistent with legislative requirements of the <i>Local Government Act 1995</i> (The Act) and the <i>Local Government (Administration) Regulations 1996</i>.

Introduction

1. The Shire of Halls Creek Council (the Shire) understands that from time to time that Council Members or Committee Members recognises that attending meeting by electronic means modern communication technologies provides the opportunity to support flexible participation in Council and Committee meetings. Given the geographic scale of the Shire and the practical realities of travel in remote regions, the ability for Elected Members to attend meetings by electronic means can assist in maintaining quorum, supporting continuity of governance, and enabling informed decision-making.
2. While in-person attendance remains the preferred method of participation to promote effective discussion and community engagement, Council acknowledges that circumstances may arise where physical attendance is impractical. Online meeting attendance provides a mechanism to support participation in a lawful and structured manner, consistent with legislative requirements and good governance principles.
3. This policy establishes a clear framework for the approval, conduct, and management of online attendance at Council and Committee meetings. It ensures that participation by electronic means maintains meeting integrity, transparency, accountability, and compliance with the *Local Government Act 1995* and associated regulations.

Purpose

4. The purpose of this policy is to establish a clear and consistent framework for the attendance and participation of Elected Members in Council and Committee meetings by electronic means.
5. This policy supports Council's commitment to effective governance by enabling participation where physical attendance is impractical, while ensuring compliance with the *Local Government Act 1995* and associated regulations. It provides clarity regarding the circumstances in which online attendance may be approved, the expectations for participation, and the safeguards required to maintain meeting integrity.
6. The Policy aims to balance flexibility with accountability by ensuring that online attendance does not compromise transparency, quorum requirements, deliberative processes, or community confidence in Council's decision-making.

Policy Scope

7. This policy applies to all Elected Members of the Shire of Halls Creek and governs attendance at Ordinary and Special Council Meetings, and Committee Meetings, by electronic means were permitted under the *Local Government Act 1995* and associated regulations.
8. The Policy establishes the circumstances under which online attendance may be requested and approved and outlines the expectations for participation to ensure meetings are conducted in a lawful, transparent, and orderly manner.
9. This policy applies only to formal meeting attendance and does not extend to informal briefings, workshops, training sessions, or other non-decision-making forums unless otherwise determined by Council.
10. Online attendance under this policy must comply with legislative requirements relating to quorum, voting, public access, confidentiality, and meeting procedures. Where inconsistencies arise between this policy and applicable legislation or local laws, the legislation prevails.

Policy Statement

11. The Shire of Halls Creek is committed to maintaining effective, transparent, and accountable governance. Council recognises that, due to the geographic scale of the region and the practical realities of travel in remote areas, circumstances may arise where an Elected Member is unable to attend a Council or Committee meeting in person.
12. Online attendance may be permitted in accordance with legislative requirements and this policy, if participation by electronic means does not compromise the integrity of meeting proceedings, quorum requirements, or the transparency of Council decision-making.
13. Council affirms that in-person attendance remains the preferred method of participation, as it supports effective deliberation, community engagement, and meeting conduct. However, where approved, online participation must ensure that the Elected Member is able to hear and be heard clearly, engage in discussion, and participate in voting in a manner consistent with legislative obligations and meeting procedures.
14. Online attendance must be managed in a way that preserves confidentiality where required, maintains public access to meetings as prescribed by legislation, and upholds the standards of conduct expected of Elected Members.

Principles Underpinning the Policy

Principle Name	Principle Definition
Good Governance	Online meeting attendance must support effective governance and not diminish the quality of deliberation, decision-making, or accountability of Council.
Legislative Compliance	Participation by electronic means must comply with the <i>Local Government Act 1995</i> and associated regulations, including requirements relating to quorum, voting, confidentiality, and public access.
Meeting Integrity	The integrity of meeting proceedings must be maintained at all times. Online attendance must not disrupt orderly conduct, debate, or procedural fairness.
Transparency and Public Confidence	Online participation must preserve transparency and ensure that public access to meetings, where required, is not compromised.

	Council decision-making processes must remain visible and accountable.
Role Clarity	Elected Members attending online remain bound by the same obligations, responsibilities, and standards of conduct as those attending in person.
Security and Confidentiality	Appropriate safeguards must be in place to protect confidential information and ensure that participation occurs in a secure environment, particularly during closed sessions.
Equity and Fair Access	Online attendance should provide a reasonable and fair opportunity for participation while recognising that in-person attendance remains the preferred method.
Operational Sustainability	The use of online attendance should be managed in a way that supports continuity of governance, particularly in remote or emergency circumstances, without creating undue administrative burden or technical risk.

Definitions

Term	Meaning
Chief Executive Officer (CEO)	The person appointed by Council under section 5.36 of the <i>Local Government Act 1995</i> who is responsible for the day-to-day administration of the Shire.
Committee Meeting	A meeting of a committee established by Council under the <i>Local Government Act 1995</i> .
Council Meeting	An Ordinary or Special Meeting of Council convened in accordance with the <i>Local Government Act 1995</i> .
Electronic Means	Technology that enables real-time audio or audio-visual communication, including video conferencing platforms or teleconferencing systems, allowing an Elected Member to participate remotely in a meeting.
Elected Member	A Councillor or the Shire President elected or appointed to the Council of the Shire of Halls Creek.
Meeting Procedures	The Council Meeting Procedures Local Law or adopted Meeting Procedures Policy governing the conduct of Council and Committee meetings.
Online Attendance	Participation in a Council or Committee meeting by an Elected Member via electronic means, where the Member is not physically present at the meeting venue.
Presiding Member	The Shire President or other person authorised to preside over a Council or Committee meeting in accordance with the <i>Local Government Act 1995</i> and meeting procedures.
Quorum	The minimum number of Elected Members required to be present, whether physically or by approved electronic means where permitted, for a meeting to be legally constituted.

Policy Details

15. Approval for Online Attendance

15.1 An Elected Member seeking to attend a Council or Committee meeting by electronic means must notify the Chief Executive Officer as soon as practicable prior to the meeting. Approval for online attendance will be granted in accordance with the *Local Government Act 1995*, associated regulations, and any limitations prescribed under meeting procedures.

15.2 Online attendance is not intended to replace physical attendance as the standard practice. In-person participation remains the preferred method of attendance. Online participation is to be utilised where circumstances such as travel constraints, illness, weather events, or other reasonable factors prevent physical attendance.

16. Legislative Compliance

16.1 Online attendance must comply with all legislative requirements relating to quorum, voting, confidentiality, and public access. An Elected Member attending online is considered present for the purposes of quorum and voting only where participation complies with statutory requirements.

16.2 Where legislative conditions for electronic participation cannot be satisfied, the Member will not be deemed present for quorum or voting purposes.

17. Technical Requirements

17.1 An Elected Member attending online must ensure they have access to reliable audio or audio-visual technology that allows them to hear proceedings clearly and be heard by all other participants. The technology used must enable full participation in debate and voting.

17.2 The Shire will make reasonable efforts to facilitate electronic attendance; however, the responsibility for maintaining a suitable internet connection and environment rests with the Elected Member.

17.3 Where technical failure prevents meaningful participation, the Presiding Member may determine that the Elected Member is no longer able to participate for the purposes of quorum or voting.

18. Conduct and Participation

18.1 Elected Members attending online are bound by the same standards of conduct, meeting procedures, and governance obligations as those attending in person. Participation must be active and continuous throughout the meeting unless the Member formally withdraws.

18.2 An Elected Member attending online must participate from an appropriate location that preserves meeting integrity and, where applicable, confidentiality.

19. Confidential Sessions

19.1 Where a meeting moves behind closed doors to consider confidential matters, an Elected Member attending online must ensure they are in a private and secure setting. The Presiding Member may require confirmation that no unauthorised persons are present.

19.2 If confidentiality cannot be assured, the Elected Member may be excluded from that portion of the meeting.

20. Voting

20.1 Voting by an Elected Member attending online must occur in a manner that clearly records the Member's vote in accordance with legislative requirements and meeting procedures. The Presiding Member must be satisfied that the vote has been accurately captured.

21. Record of Attendance

21.1 The minutes of the meeting will record whether an Elected Member attended in person or by electronic means, consistent with legislative and reporting requirements.

Accountability

22. Council is accountable for ensuring that online attendance at Council and Committee meetings is permitted and managed in accordance with the *Local Government Act 1995*, associated regulations, and this policy. Council must ensure that the use of electronic participation supports effective governance while maintaining the integrity, transparency, and lawful conduct of meetings.
23. The Presiding Member is responsible for overseeing the conduct of meetings where one or more Elected Members attend by electronic means. This includes ensuring that quorum requirements are met, participation is meaningful, voting is clearly recorded, and meeting procedures are applied consistently. The Presiding Member also retains discretion to determine whether technical or procedural issues prevent effective participation.
24. Elected Members are responsible for seeking approval for online attendance in accordance with this policy and for ensuring that their participation complies with legislative requirements and meeting procedures. Elected Members must ensure they participate from a secure and appropriate environment, particularly during confidential sessions, and must maintain continuous and active engagement throughout the meeting.
25. The Chief Executive Officer is responsible for facilitating administrative and technical arrangements necessary to support online attendance, maintaining accurate records of attendance, and ensuring that governance and compliance requirements are upheld. The Chief Executive Officer must also ensure that appropriate procedures are in place to manage confidentiality, technical reliability, and recordkeeping.
26. This shared accountability framework ensures that online attendance enhances governance continuity without compromising legislative compliance, meeting integrity, or public confidence in Council decision-making.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. <i>Local Government Act 1995 (WA)</i> b. <i>Local Government (Administration) Regulations 1996 (WA)</i> c. <i>Local Government (Rules of Conduct) Regulations 2007 (WA)</i> d. <i>State Records Act 2000 (WA)</i>	a. EMP-GOV-001 - Code of Conduct for Council Members, Committee Members and Candidates

Policy Review

27. This policy will be reviewed every two (2) years, or earlier if required due to legislative change, audit findings or a resolution of Council.



Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	TBA	Resolution	XX
Reviewed	TBA		
Next review due	TBA		



EMP-GOV-015 | Internal Control Policy

Strategic Context

Strategic Link	Objective
✓ United ✓ Safe & Healthy ✓ Beautiful & Respected ✓ Prosperous & Equitable	To establish a consistent and effective internal control framework that safeguards the Shire's assets and public resources, supports accurate and reliable financial and operational reporting, promotes compliance with legislative and organisational requirements, and reduces the risk of fraud, error, misconduct and financial loss.

Introduction

1. The Shire of Halls Creek is committed to maintaining effective internal controls that support good governance, protect public resources, manage risk and ensure legislative compliance. This Policy establishes the Shire's overarching approach to internal control and reinforces that maintaining effective controls is a shared responsibility across the organisation.

Purpose

2. The purpose of this Policy is to establish clear principles and responsibilities for implementing, maintaining and monitoring effective internal controls across the Shire of Halls Creek. These controls support accountable decision-making. Protect Shire resources and help prevent and detect errors, fraud, misconduct and non-compliance.

Policy Scope

3. This Policy applies to all Council Members, committee members, employees, contractors and volunteers involved in the Shire of Halls Creeks operations, decision-making or management of resources. It applies to all financial, administrative, operational, information technology, asset management, procurement, records management and compliance activities undertaken by or on behalf of the Shire.

Policy Statement

4. The Shire of Halls Creek will establish, maintain and regular review an effective system of internal control that is proportionate to its risks, operating environment and legislative obligations. Internal controls will be embedded across al financial, administrative and operational activities to safeguard Shire resources, support accurate and reliable information,

ensure appropriate authorisation and accountability, and prevent or detect fraud, error, misconduct and non-compliance.

5. The Chief Executive Officer is responsible for implementing and monitoring the internal control framework, with all employees and relevant persons required to comply with approved controls and promptly report identified weaknesses or breaches. The Audit, Risk and Improvement Committee will provide oversight and assurance to Council regarding the effectiveness of the Shires internal control arrangements.

Principles Underpinning the Policy

Principle Name	Principle Definition
Accountability	Responsibilities and approval authorities must be clearly assigned and understood.
Authorisation	Transactions and decisions must be approved by an appropriately authorised person.
Integrity	Council Members, employees and other relevant persons must act honestly, ethically and in the Shire's best interests.
Legislative Compliance	Controls must support compliance with legislation, Council policies, delegations and organisational requirements.
Monitoring and Improvement	Controls must be regularly reviewed, tested and improved where weaknesses or changing risks are identified.
Protection of Resources	Financial, physical, information and human resources must be protected from loss, misuse, damage and unauthorised access.
Segregation of Duties	Incompatible duties must be separated wherever practicable to reduce the risk of fraud and error.
Transparency and Evidence	Activities must be accurately documented, supported by evidence and retained in accordance with recordkeeping requirements.

Definitions

Term	Meaning
Audit, Risk and Improvement Committee (ARIC)	The committee established by Council to provide oversight of audit, risk management, internal control, legislative compliance and organisational improvement.
Control Owner	The employee responsible for implementing, maintaining and providing evidence of a specific internal control.
Control Weakness	A deficiency in the design or operation of a control that may prevent it from effectively managing the relevant risk.
Corrective Action	An action taken to address an identified control weakness, non-compliance, audit finding or process deficiency.

Fraud	Dishonest activity intended to obtain a benefit or cause a loss through deception or other improper means.
Internal Control	Any policy, process, procedure, system or activity designed to manage risk, safeguard resources, ensure reliable information and support compliance.
Internal Control Framework	The coordinated structure through which the Shire established, operates, monitors and improves its internal controls.
Risk	The effect of uncertainty on the achievement of the Shires objectives.
Segregation of Duties	The separation of incompatible responsibilities so that no individual controls all key stages of a transaction or decision.

Policy Details

6. Internal Control Framework

6.1 The Chief Executive Officer will establish and maintain an internal control framework that is appropriate to the Shire's size, functions, resources and risk profile. Internal controls must be integrated into financial, administrative, operational and information management processes.

7. Control Environment

7.1 The Shire will maintain a control environment that promotes integrity, accountability, appropriate oversight and compliance. Responsibilities, delegations, authorisations and reporting lines must be clearly documented and communicated.

8. Risk-Based Controls

8.1 Internal controls must address identified strategic, operational, financial, compliance, fraud, information security and reputational risks. The level of control applied must be proportionate to the likelihood and potential consequence of the risk.

9. Segregation of Duties

9.1 Incompatible duties must be separated wherever practicable, particularly for procurement, payments, payroll, revenue collection, banking, system administration and asset management.

9.2 Where staffing limitations prevent full segregation, the responsible Director must implement and document compensating controls, such as independent review, additional approval, exception reporting or periodic.

10. Authorisation and Approval

10.1 Transactions, commitments and decisions must only be undertaken by persons with appropriate delegated authority or written authorisation. Employees must operate within approved financial limits, budgets, delegations, policies and procedures.

10.2 An employee must not approve a transaction that directly benefits themselves unless independently reviewed and authorised.

11. Financial Controls

11.1 Financial controls must provide reasonable assurance that:

- a) Revenue is correctly assessed, collected, recorded and reconciled.
- b) Expenditure is authorised, valid, accurately recorded and supported by appropriate evidence.
- c) Bank accounts and financial records are regularly reconciled.
- d) Payroll changes and payments are independently reviewed.
- e) Purchasing and payment functions are appropriately separated.
- f) Assets, cash, credit cards, fuel cards and inventory are safeguarded.
- g) Financial reports are accurate, complete and produced within required timeframes.
- h) Suspected duplicate, unusual or unauthorised transactions are identified and investigated.

12. Procurement and Contract Controls

12.1 Procurement activities must comply with legislation, Council policy, approved purchasing thresholds and delegated authority. Controls must address quotation and tender requirements, conflicts of interest, supplier selection, cumulative expenditure, purchase orders, receipt of goods and services, invoice approval, contract variations and supplier performance.

13. Asset Controls

13.1 The Shires physical and intangible assets must be appropriately recorded, secured, maintained and periodically verified. The acquisition, allocation, transfer and disposal of assets must be authorised and supported by appropriate records.

14. Documentation and Recordkeeping

14.1 Internal control activities must be supported by sufficient evidence to demonstrate that the control was performed. Records must be accurate, accessible, protected and retained in accordance with the Shires Recordkeeping Plan and applicable retention requirements.

15. Monitoring and Assurance

15.1 Directors and managers must regularly monitor controls within their areas of responsibility. Monitoring may include reconciliations, management reviews, control self-assessments, exception reports, spot checks, audits and performance reporting.

15.2 The CEO will ensure that the appropriateness and effectiveness of relevant systems and procedures are reviewed in accordance with legislative requirements, including the review required under regulation 17 of the *Local Government (Audit) Regulations 1996*.

16. Control Weaknesses and Breaches

16.1 Identified control weaknesses, suspected fraud, unauthorised transactions, significant errors and non-compliance must be recorded promptly to the relevant manager and escalated to the CEO where material.

16.2 Corrective actions must be recorded, assigned to a responsible officer, given an appropriate completed date and monitored until satisfactory completed.

17. Reporting

17.1 Material control weaknesses, significant incidents, overdue corrective actions and relevant audit findings must be reported to the CEO, Executive Leadership Team and Audit, Risk and Improvement Committee as appropriate.

17.2 The ARIC will provide oversight and make recommendations to Council regarding improvements to Shires internal control arrangements.

18. Continuous Improvement

18.1 Internal controls must be reviewed when there are changes to legislation, systems, staffing, organisational structure, service delivery, identified risks or audit findings. Controls that are ineffective, duplicated or no longer appropriate must be amended or replaced.

19. Compliance

19.1 All persons covered by this Policy must comply with the Shires internal controls. Deliberate circumvention or unauthorised override of a control may constitute misconduct and may result in disciplinary or other action.

Accountability

20. Council is responsible for adopting this Policy and providing oversight of the Shire's internal control environment.

21. The Audit, Risk and Improvement Committee is responsible for reviewing the effectiveness of internal controls and recommending improvements to Council.

22. The Chief Executive Officer is accountable for establishing, implementing and monitoring the Shires internal control framework and ensuring identified weaknesses are appropriately addressed.

23. Directors and managers are responsible for maintaining effective controls within their areas, monitoring compliance and implementing corrective actions.
24. All employees, contractors and volunteers must comply with applicable controls, maintain appropriate records and promptly report control weaknesses, errors, suspected fraud or non-compliance.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. <i>Local Government Act 1995 (WA)</i>	a. Shire of Halls Creek Delegations Register
b. <i>Local Government (Financial Management) Regulations 1996</i>	b. Shire of Halls Creek Risk Management Policy and Framework
c. <i>Local Government (Audit) Regulations 1996</i>	c. Shire of Halls Creek Financial Management Procedures

Policy Review

25. This policy will be reviewed every two (2) years, or earlier if required due to legislative change, audit findings or a resolution of Council.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Low		
Council adoption	TBA	Resolution	TBA
Next review due	TBA		



EMP-GOV-016 | Whistleblower Policy

Strategic Context

Strategic Link	Objective
✓ United ✓ Safe & Healthy ✓ Beautiful & Respected ✓ Prosperous & Equitable	To promote integrity, transparency and accountability by providing a safe and confidential framework for reporting suspected misconduct, corruption, fraud, maladministration or other improper conduct, and to protect persons who make genuine disclosures from victimisation, reprisal or detrimental action.

Introduction

1. The Shire of Halls Creek is committed to maintaining the highest standards of integrity, ethical conduct and accountability. The Shire recognises the important role whistleblowers play in identifying suspected misconduct, corruption, fraud, maladministration and other improper conduct.
2. The Shire will provide appropriate reporting pathways, manage disclosures fairly and confidentially, and support and protect persons who raise genuine concerns in accordance with applicable legislation.

Purpose

3. The purpose of this Policy is to establish clear and accessible processes for reporting, receiving, assessing and responding to suspected improper conduct. It ensures disclosures are managed appropriately, impartially and confidentially, and that persons who make genuine reports are supported and protected from victimisation, reprisal or detrimental action.

Policy Scope

4. This Policy applies to all Council Members, committee members, employees, contractors, consultants, volunteers, suppliers and any other person who performs work for, or provide services to, the Shire of Halls Creek.
5. It applies to disclosures concerning suspected misconduct, corruption, fraud, maladministration, substantial misuse of public resources, breaches of legislation or other improper conduct involving the Shire, its activities or persons acting on its behalf.

Policy Statement

6. The Shire of Halls Creek encourages the reporting of suspected misconduct, corruption, fraud, maladministration, substantial misuse of public resources and other improper conduct. The Shire will provide accessible reporting pathways and ensure disclosures are assessed and managed promptly, fairly, impartially and confidentially in accordance with applicable legislation.
7. The Shire will take reasonable steps to protect persons who make genuine disclosures from victimisation, reprisal or detrimental action. All reports will be treated seriously; however, knowingly false, misleading or malicious reports may result in disciplinary or other appropriate action.

Principles Underpinning the Policy

Principle Name	Principle Definition
Integrity and Accountability	Suspected improper conduct will be taken seriously and addressed appropriately.
Accessible Reporting	Clear and practical pathways will be available for raising concerns internally or with an appropriate external authority.
Confidentiality	Information relating to a disclosure will be protected and shared only where authorised, legally required or necessary for proper assessment or investigation.
Protection from Reprisal	Reasonable steps will be taken to protect persons making genuine disclosures from victimisation, retaliation or detrimental action.
Procedural Fairness	Disclosures will be managed impartially, and persons affected by allegations will be afforded procedural fairness.
Timely Response	Reports will be acknowledged, assessed, referred and investigated as promptly as reasonably practicable.
Independence	Actual, potential or perceived conflicts of interest will be identified and managed throughout the disclosure process.
Need-to-know Information	Access to disclosure information will be limited to persons who require it to perform an authorised function.
Appropriate Referral	Matters will be referred to the Public Interest Disclosure Officer, Chief Executive Officer or relevant external authority as required.
Support and Wellbeing	Appropriate support will be offered to disclosers, witnesses and other persons affected by the process.
Good-faith Reporting	Persons are expected to make disclosures honestly and on reasonable grounds; knowingly false or malicious reports will not be accepted.
Recordkeeping and Oversight	Disclosures, decisions and actions will be securely documented, monitored and retained in accordance with legal requirements.

Definitions

Term	Meaning
Confidentiality	The protection of information concerning a disclosure, including the identity of the discloser and persons named in the report.
Detrimental Action	Harm, disadvantage or adverse treatment taken or threatened because a person made, intended to make or was believed to have made a disclosure.
Disclosure	Information provided about actual, suspected or anticipated improper conduct. A disclosure is not automatically a protected disclosure under legislation.
Discloser	A person who makes or attempts to make a disclosure under this Policy.
External Authority	A public body authorised to receive, assess or investigate matters, including the Public Sector Commission, Corruption and Crime Commission, Ombudsman Western Australia, Auditor General or Western Australia Police Force.
Fraud	Dishonest activity involving deception that causes, or is intended to cause, financial or non-financial loss or an improper benefit.
Good Faith	Acting honestly and without knowingly providing false, misleading or malicious information.
Improper Conduct	Conduct that may involve misconduct, corruption, fraud, maladministration, an offence, a substantial misuse of public resources, a substantial and specific risk to public, public health or safety, or another serious breach of legal or ethical obligations.
Maladministration	Conduct involving unreasonable, unjust, oppressive or improperly discriminatory administrative action, or action based wholly or partly on improper motives.
Misconduct	Conduct by a public officer that may constitute serious or minor misconduct under the <i>Corruption, Crime and Misconduct Act 2003</i> .
Procedural Fairness	A fair process that provides an affected person with appropriate notice of allegations and a reasonable opportunity to respond before adverse findings are made.
Public Interest Disclosure	A disclosure of public interest information made in accordance with the <i>Public Interest Disclosure Act 2003</i> .
Public Interest Disclosure Officer	A person appointed by the Shire to receive and manage public interest disclosures in accordance with the <i>Public Interest Disclosure Act 2003</i> .

Victimisation or Reprisal	Any act or omission that causes detriment to a person because of their involvement in making, supporting or investigating a disclosure.
Whistleblower	A person who reports suspected improper conduct involving the Shire, its activities or a person acting on its behalf.

Policy Details

8. Commitment to Speaking Up

8.1 The Shire encourages persons covered by this Policy to report suspected misconduct, corruption, fraud, maladministration or other improper conduct.

8.2 A person does not need to prove the allegation before reporting it but should have reasonable grounds for their concern and provide information honestly. A genuine report will be taken seriously even where it is not substantiated.

9. Matters That May Be Reported

9.1 Reportable matters may include suspected:

- Corrupt or dishonest conduct.
- Fraud, theft, bribery or misuse of Shire funds or assets.
- Serious or minor misconduct by a public officer.
- Maladministration or abuse of authority.
- Substantial or unauthorised misuse of public resources.
- Breach of legislation, policy, delegation or contractual obligations.
- Undisclosed conflicts of interest.
- Improper procurement, tendering or contracting practices.
- Falsification, concealment or destruction of official records.
- Conduct creating a substantial and specific risk to public health, safety or the environment.
- Victimisation, reprisal or concealment of reportable conduct.

10. Matters Managed Under Other Processes

10.1 Personal employment grievances, interpersonal disputes, performance concerns and routine customer complaints will generally be managed under the Shire's grievance, human resources or complaints procedures unless they involve broader improper conduct or significant public interest issues.

10.2 Code of conduct complaints, workplace safety incidents, child-related concerns, privacy breaches and criminal conduct may be managed or referred under the specific legislative or procedural framework applying to the matter.

11. Reporting Pathways

11.1 A concern may be reported to:

- The Shire's Public Interest Disclosure Officer.
- The Chief Executive Officer.

- c) A Director or manager.
- d) The Shire President, where the concern involves the Chief Executive Officer.
- e) Another employee designated to receive reports.
- f) An appropriate external authority.

11.2 Employees and Council Members who receive a report must promptly refer it to an authorised person and must not investigate the matter themselves unless directed to do so.

12. Public Interest Disclosures

12.1 A person wishing to obtain protection under the Public Interest Disclosure Act 2003 should make the disclosure to a proper authority in accordance with that Act.

12.2 The Shire's Public Interest Disclosure Officer will provide information about:

- a) Whether the matter may be suitable for a public interest disclosure.
- b) The proper authority to receive the disclosure.
- c) How the disclosure should be made.
- d) The statutory protections and obligations that may apply.

12.3 A report made under this Policy does not automatically qualify as a public interest disclosure or attract statutory protection. Public interest disclosures must be managed under the Act and the Shire's approved Public Interest Disclosure Procedures.

13. Anonymous Reports

13.1 Anonymous reports may be accepted and assessed. However, anonymity may limit the Shire's ability to:

- a) Clarify the allegations.
- b) Obtain further evidence.
- c) Provide feedback or support.
- d) Investigate the matter fully.
- e) Apply particular statutory protections.

13.2 Anonymous disclosers should provide sufficient detail and supporting information to enable an appropriate assessment.

14. Information To Be Provided

14.1 Where possible, a report should include:

- a) A clear description of the suspected conduct.
- b) The names and positions of persons involved.
- c) Relevant dates, locations and events.
- d) Details of any witnesses.
- e) Supporting records or evidence.
- f) Whether the matter has previously been reported.
- g) Any immediate risks or concerns about reprisal.

14.2 A discloser must not unlawfully obtain information or interfere with evidence when preparing a report.

15. Receipt and Initial Assessment

- 15.1 The receiving officer will ensure the report is documented, secured and referred for preliminary assessment.
- 15.2 The assessment will consider:
 - a) The nature and seriousness of the allegation.
 - b) Whether the matter falls within the Shire's authority.
 - c) Whether immediate action is required to protect people, evidence or public resources.
 - d) Whether the matter may constitute a public interest disclosure.
 - e) Whether notification or referral to an external authority is required.
 - f) Whether a conflict of interest exists.
 - g) The most appropriate investigation or management process.
- 15.3 The discloser should be acknowledged as soon as reasonably practicable, unless the report is anonymous or contact is inappropriate.

16. Conflicts of Interest and Independence

- 16.1 A person must not assess, investigate or determine a matter where they have an actual, potential or perceived conflict of interest.
- 16.2 Where a concern involves the Chief Executive Officer, Shire President, a Council Member or another senior officer, the matter must be referred to a person or authority capable of managing it independently.
- 16.3 The Shire may appoint an external investigator where this is necessary to maintain independence, expertise or public confidence.

17. External Notification and Referral

- 17.1 The Shire will notify or refer matters to the appropriate authority where required or permitted by law. This may include:
 - a) Corruption and Crime Commission.
 - b) Public Sector Commission.
 - c) Ombudsman Western Australia.
 - d) Office of the Auditor General.
 - e) Western Australia Police Force.
 - f) WorkSafe Western Australia.
 - g) Department of Local Government, Industry Regulation and Safety.
 - h) Another regulator or oversight body with relevant jurisdiction.
- 17.2 Suspected serious misconduct may be reported directly to the Corruption and Crime Commission by any person.
- 17.3 A referral does not prevent the Shire from taking reasonable action to protect people, preserve evidence or address immediate organisational risks, subject to the directions of the external authority.

18. Investigation

- 18.1 Where an investigation is required, it must be:
- a) Appropriately authorised.
 - b) Conducted impartially and confidentially.
 - c) Proportionate to the nature and seriousness of the allegation.
 - d) Undertaken by a suitably qualified and independent person.
 - e) Properly documented.
 - f) Consistent with procedural fairness.
 - g) Completed as promptly as reasonably practicable.
- 18.2 The investigation terms of reference should define the allegations, scope, authority, reporting arrangements and expected timeframe.

19. Procedural Fairness

- 19.1 A person who is the subject of an allegation will be treated fairly and must not be presumed to have engaged in improper conduct.
- 19.2 Before an adverse finding is made, the person will ordinarily be:
- a) Informed of the substance of the allegation.
 - b) Given a reasonable opportunity to respond.
 - c) Permitted to provide relevant information or evidence.
 - d) Advised of any proposed adverse findings materially affecting them.
- 19.3 Procedural fairness may be adjusted or delayed where necessary to protect the discloser, preserve evidence or comply with an external investigation or legal requirement.

20. Confidentiality

- 20.1 Information relating to a disclosure will be restricted to persons who require access for an authorised purpose.
- 20.2 The Shire will take reasonable steps to protect:
- a) The identity of the discloser.
 - b) The identity of witnesses.
 - c) Information capable of identifying those persons.
 - d) Investigation records and evidence.
 - e) Information concerning persons who are the subject of allegations.
- 20.3 Confidentiality cannot be guaranteed absolutely where disclosure is required by law, necessary for procedural fairness or required to investigate or respond to the matter. Any disclosure of information will be limited as far as reasonably practicable.

21. Protection From Victimisation and Reprisal

- 21.1 Victimisation, retaliation or detrimental action against a person because they made, intended to make, assisted with or were believed to have made a genuine disclosure is prohibited.
- 21.2 Examples may include:

- a) Dismissal, demotion or disadvantage.
- b) Harassment, bullying or intimidation.
- c) Threats or adverse treatment.
- d) Unreasonable changes to duties or working arrangements.
- e) Denial of legitimate employment or development opportunities.
- f) Damage to reputation.
- g) Discrimination or social exclusion.

21.3 Suspected reprisal must be reported immediately and will be assessed as a separate serious matter.

22. Support and Risk Management

22.1 The Shire will assess risks to the discloser, witnesses and persons who are the subject of allegations and implement reasonable protective measures.

22.2 Support may include:

- a) A nominated contact person.
- b) Access to the Employee Assistance Program.
- c) Adjustments to reporting lines or work arrangements.
- d) Workplace safety measures.
- e) Regular communication about the process.
- f) Referral to external support or advisory services.

22.3 Protective measures must not unfairly disadvantage another person or compromise procedural fairness.

23. Outcome and Corrective Action

23.1 Where allegations are substantiated, the Shire may take appropriate action, including:

- a) Improving policies, systems or controls.
- b) Recovering funds or property.
- c) Providing training, counselling or supervision.
- d) Taking performance management or disciplinary action.
- e) Referring the matter to an external authority.
- f) Commencing civil or other legal proceedings.
- g) Addressing identified risks or control weaknesses.

23.2 Actions must be proportionate, lawful and within the authority of the decision-maker.

24. Communication With the Disclosure

24.1 Where lawful and practicable, the discloser will be informed of:

- a) Receipt of the report.
- b) The general process to be followed.
- c) Significant delays.
- d) Completion of the matter.
- e) Whether action has been taken.

- 24.2 The Shire may limit information provided to protect confidentiality, privacy, procedural fairness, legal privilege or an investigation.

25. Knowingly False or Misleading Reports

- 25.1 A person who makes a report honestly and on reasonable grounds will not be penalised merely because it is not substantiated.
- 25.2 Knowingly making a false, misleading, vexatious or malicious report may constitute misconduct and may result in disciplinary or other appropriate action.

26. Recordkeeping and Information Security

- 26.1 All reports, assessments, referrals, investigation records, decisions and resulting actions must be securely retained in the Shire's approved recordkeeping system.
- 26.2 Access must be restricted according to the sensitivity of the information and applicable legislative requirements. Disclosure records must not be placed on a general personnel file unless authorised and appropriate.

27. Monitoring and Reporting

- 27.1 The Chief Executive Officer will ensure the operation of this Policy is monitored. De-identified reporting may include:
- a) The number and general nature of reports received.
 - b) Referral and investigation outcomes.
 - c) Timeframes for finalisation.
 - d) Allegations of reprisal.
 - e) Identified systemic issues.
 - f) Completion of corrective actions.
- 27.2 Reporting must not identify a discloser, witness or subject person unless disclosure is authorised or required by law.

28. Awareness and Training

- 28.1 The Shire will ensure that employees and Council Members are informed about:
- a) Available reporting channels.
 - b) Public interest disclosure arrangements.
 - c) Confidentiality requirements.
 - d) Protection from victimisation and reprisal.
 - e) Responsibilities when receiving or managing a report.
- 28.2 Employees with specific responsibilities under this Policy must receive appropriate training for their role.

Accountability

29. Council is responsible for adopting this Policy and promoting a culture of integrity, accountability and lawful conduct.
30. The Shire President is responsible for ensuring disclosures concerning the Chief Executive Officer are referred to an appropriate independent person or external authority.
31. The Chief Executive Officer is accountable for implementing this Policy, maintaining appropriate reporting and protection arrangements, and ensuring suspected misconduct is assessed, investigated and reported as required.
32. Public Interest Disclosure Officers are responsible for receiving and managing public interest disclosures in accordance with the *Public Interest Disclosure Act 2003*, applicable guidelines and the Shire's Public Interest Disclosure Procedures.
33. Directors and managers are responsible for referring disclosures promptly, maintaining confidentiality, supporting affected persons and preventing victimisation or reprisal.
34. Governance and Human Resources are responsible for providing procedural advice, coordinating authorised investigations, maintaining secure records and monitoring corrective actions.
35. All Council Members, committee members and employees must report suspected improper conduct, cooperate with authorised investigations, maintain confidentiality and refrain from victimisation or interference.
36. Contractors, consultants, volunteers and suppliers are expected to report genuine concerns and cooperate with any lawful assessment or investigation.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. <i>Public Interest Disclosure Act 2003</i>	a. EMP-GOV-014- Public Interest Disclosure (PID) Policy
b. <i>Public Interest Disclosure Regulations 2003</i>	b. EMP-GOV-001- Code of Conduct Council Members, Committee Members and Candidates
c. <i>Corruption, Crime and Misconduct Act 2003</i>	c. EMP-GOV-015 – Internal Control Policy
d. <i>Local Government Act 1995</i>	

Policy Review

37. This policy will be reviewed every two (2) years, or earlier if required due to legislative change, audit findings or a resolution of Council.



Document Control

Relevant delegations	Nil		
Risk Evaluation	High		
Council adoption	TBA	Resolution	TBA
Next review due	TBA		

- 10.3 Health and Regulatory Reports [Nil]
- 10.4 Community Development Reports [Nil]
- 11.5 Infrastructure and Asset Reports [Nil]

11.6 Financial Services Reports

11.6.1 Accounts Paid by Authority (Summary) – August 2026

Author:	Travis Bate (RSM Australia)
Authorising Officers:	Susan Leonard, Chief Executive Officer
Voting Requirements:	Simple majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Account paid by authority for August 2026

Matters for Consideration

1. Accounts paid by authority for August 2026 to be received by Council.

Recommendation

That Council:

1. **receives** the list of accounts paid by authority totalling \$1,336,319.12 summarised on the Schedule of Payments – August 2026 as per Attachment 1

Background

2. Nil.

Comments

3. Creditor payments for the month of August 2026 as follows:

TOTAL	-\$1,336,319.12
--------------	------------------------

4. The attached schedule provides information for all payments made during the month under delegated authority. A detailed copy of the payments will be kept in the Finance Office.
5. The list of payments made by authority for 1 August 2026 to 31 August 2026 is hereby presented to Council.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.

Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy

Legislation:	Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> requires a list of all accounts paid be presented to Council and recorded in the minutes. This list must include all payments made since the list was last prepared and presented to Council and be included in the minutes. Regulation 13A of the <i>Local Government (Financial Management) Regulations 1996</i> requires a list of all payments made using a credit, debit or other purchasing card by an authorised employee to be presented to Council and recorded in the minutes. Note, this list is provided in a separate report.
Policy:	Nil

Financial Implications

- Out-flow of cash totalling \$1,336,319.12.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Further information

- Nil

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2026

Chq/EFT	Date	Name	Amount
EFT33730	04/08/2026	JUDITH BUTTERS	-\$482.00
EFT33731	04/08/2026	RAYMOND JOHN SIMPSON	-\$1,575.50
EFT33732	04/08/2026	BRENDA JEAN GARSTONE	-\$735.00
EFT33733	04/08/2026	PAUL LAWRENCE ROBSON	-\$482.00
EFT33770	11/08/2026	WIRRIMANU ABORIGINAL CORPORATION	-\$660.00
EFT33771	11/08/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$17,104.23
EFT33772	11/08/2026	KUNUNURRA MITRE 10	-\$191.45
EFT33773	11/08/2026	SPINIFEX CONTRACTING	-\$4,004.00
EFT33774	11/08/2026	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS)	-\$737,527.96
EFT33775	11/08/2026	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS) JLT	-\$2,203.74
EFT33776	11/08/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$2,087.00
EFT33777	11/08/2026	FOURIER TECHNOLOGIES PTY LTD	-\$22,967.49
EFT33778	11/08/2026	VISION POWER PTY LTD	-\$2,136.75
EFT33779	11/08/2026	WURTH AUST. PTY LTD	-\$2,004.85
EFT33780	11/08/2026	MCINTOSH RESOURCES PTY LTD	-\$876.05
EFT33781	11/08/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$63,875.05
EFT33782	11/08/2026	AVANTGARDE TECHNOLOGIES PTY LTD	-\$5,088.96
EFT33783	11/08/2026	INLOGIK PTY LTD	-\$547.38
EFT33784	11/08/2026	NEIL MANSELL TRANSPORT PTY LTD	-\$522.10
EFT33785	11/08/2026	ELITE COMPLIANCE PTY LTD	-\$1,210.00
EFT33786	11/08/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$25,823.67
EFT33787	11/08/2026	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN	-\$1,600.00
EFT33788	11/08/2026	THEM EARTHMIVING PTY LTD	-\$88,242.25
EFT33789	11/08/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK/ TA	-\$493.11
EFT33790	11/08/2026	MORAY & AGNEW PERTH	-\$6,050.00
EFT33791	11/08/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$759.00
EFT33792	11/08/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$8,400.00
EFT33793	11/08/2026	PAYWISE PTY LTD	-\$628.75
EFT33794	11/08/2026	LINE VISION AUSTRALIA	-\$599.28
EFT33795	11/08/2026	RUTHLES CONTRACTING	-\$3,656.80
EFT33796	11/08/2026	WATNOW PLUMBING & GAS	-\$6,941.00
EFT33797	11/08/2026	LAUREN YEEDA	-\$420.00
EFT33798	11/08/2026	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	-\$11.87
EFT33799	11/08/2026	BROOME TOYOTA (NORTHWEST MOTOR GROUP)	-\$1,196.63
EFT33800	11/08/2026	CHILD SUPPORT AGENCY	-\$743.71
EFT33801	11/08/2026	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	-\$460.00
EFT33802	11/08/2026	IT VISION/READYTECH	-\$5,912.50
EFT33803	11/08/2026	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	-\$28,661.78
EFT33804	11/08/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$6,952.70
EFT33805	11/08/2026	IXOM OPERATIONS PTY LTD	-\$517.38
24977	19/08/2026	WATER CORPORATION (OSBORNE PARK)	-\$32,128.42
DD21895.1	19/08/2026	TELSTRA	-\$16,341.71
EFT33806	21/08/2026	PEOPLE ASSIGNMENT PTY LTD	-\$6,292.00
EFT33807	21/08/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$16,987.88
EFT33808	21/08/2026	LEISURE INSTITUTE OF WA AQUATICS INC. (LIWA)	-\$935.00
EFT33809	21/08/2026	LANDGATE	-\$38.20
EFT33810	21/08/2026	SPINIFEX CONTRACTING	-\$10,373.00
EFT33811	21/08/2026	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	-\$644.95
EFT33812	21/08/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$3,070.90
EFT33813	21/08/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	-\$20,723.01
EFT33814	21/08/2026	DATACOM SOLUTIONS (AU) PTY LTD	-\$1,781.07
EFT33815	21/08/2026	NEIL MANSELL TRANSPORT PTY LTD	-\$62.57
EFT33816	21/08/2026	SEARLE HOLDINGS (WA) PTY LTD T/A AUTOPRO KUNUNURRA	-\$54.99
EFT33817	21/08/2026	ALLGEAR MOTORCYCLES & SMALL ENGINES	-\$392.65
EFT33818	21/08/2026	EVERYWHERE TRAVEL	-\$5,878.32
EFT33819	21/08/2026	MORAY & AGNEW PERTH	-\$4,171.99

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2026

Chq/EFT	Date	Name	Amount
EFT33820	21/08/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$2,191.20
EFT33821	21/08/2026	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	-\$593.40
EFT33822	21/08/2026	EAST KIMBERLEY CHAMBER OF COMMERCE AND INDUSTRY	-\$5,516.50
EFT33823	21/08/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$35,303.43
EFT33824	21/08/2026	LATERAL ASPECT	-\$31,762.50
EFT33825	21/08/2026	PAYWISE PTY LTD	-\$628.75
EFT33826	21/08/2026	JVE CONTRACTING PTY LTD	-\$8,439.75
EFT33827	21/08/2026	ASIT (WA) LTD	-\$7,326.00
EFT33828	21/08/2026	WATNOW PLUMBING & GAS	-\$4,367.00
EFT33829	21/08/2026	BRAVEANDCURIOUS PTY LTD	-\$4,400.00
EFT33830	21/08/2026	SARIMAH MALAY	-\$3,458.70
EFT33832	21/08/2026	WESTRAC PTY LTD	-\$493.37
EFT33833	21/08/2026	WA HINO SALES & SERVICE	-\$1,615.66
EFT33834	21/08/2026	FREEMAN LOCKSMITHS (FREEMAN NOMINEES PTY LTD)	-\$4,675.00
EFT33835	21/08/2026	CHILD SUPPORT AGENCY	-\$846.44
EFT33836	21/08/2026	HOTEL KUNUNURRA	-\$211.00
EFT33837	21/08/2026	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	-\$860.00
EFT33838	21/08/2026	THINKWATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY	-\$275.05
DD21900.1	31/08/2026	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION	-\$34,049.57
DD21901.1	31/08/2026	CBA - OTHER DIRECT DEBITS ONLY	-\$494.50
DD21902.1	31/08/2026	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	-\$14,258.70
Payment processed on 26/08/2026 and posted in August 2026.			
Transaction date shows 09/09/2026 in SynergySoft			
DD21915.1	09/09/2026	PIVOTEL SATELLITE PTY LTD	-\$324.00
TOTAL			-\$1,336,319.12

11. New Business of an Urgent Nature (Late Items)

- 11.1 Budget FY 26/27
- 11.2 Statements of Financial Activities (July and August 2026)
- 11.3 Confidential Report 13.2: Tender Outcomes – Building Maintenance Services

12. Motions of Which Previous Notice has been given

Nil

13. Matters for Which Meeting May be Closed (Confidential Matter)

Reason for Confidentiality:

In accordance with section 5.23(2)(f)(ii) of the Local Government Act 1995, Item 13.1 and its attachments are confidential as they contain audit findings concerning the Shire's systems, internal controls and security arrangements, the disclosure of which could expose vulnerabilities and compromise the security of Shire information and property.

- 13.1 Audit Risk and Improvement Committee [Confidential Minutes]

In accordance with section 5.23(2)(e)(iii) of the Local Government Act 1995, Item 13.2 and its attachments are confidential as they contain financial and commercial information relating to tenderers, the disclosure of which could prejudice their business interests and the integrity of the procurement process.

- 13.2 Late Report: Tender Outcomes – Building Maintenance Services

14. Closure

14.1 Date of Next Meeting

The next **Agenda Briefing** of Council will be held on Wednesday 14 October 2026 commencing at 3.00 pm.

The next **Ordinary Meeting** of Council will be held on Thursday 22 October 2026 commencing at 4.30 pm.

14.2 Closure

Presiding Member declared the meeting closed.

In accordance with clause 3.1 of the [Shire of Halls Creek Standing Orders Local Law 2015](#), only business specified in the published agenda may be considered, unless otherwise approved by the Presiding Member a decision of the Council. Members wishing to raise another matter should submit it by email to the Chief Executive Officer and Shire President for consideration and appropriate action.