Shire of Derby / West Kimberley

AGENDA

Audit, Risk and Improvement Committee Meeting

Thursday 20 August 2026

I hereby give notice that an Audit, Risk and Improvement Committee Meeting will be held on:

Date:	**Thursday 20 August 2026**
Time:	**4.30 PM**
Location:	**Council Chambers, 31 Clarendon Street, Derby**

Tamara Clarkson Chief Executive Officer

Order Of Business

1 DECLARATION OF OPENING

2 ACKNOWLEDGMENT OF COUNTRY

In the spirit of Reconciliation, the Shire of Derby/West Kimberley acknowledges the traditional custodians of country throughout the Shire and the continued connection to the land, waters and community.

The Shire would like to pay our respects to the people, the cultures and the Elders past and present and the continuation of cultural, spiritual and educational practices of Aboriginal people.

3 ATTENDANCE/APOLOGIES

4 ATTENDANCE VIA ELECTRONIC MEANS

A Council Member may attend Council or Committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in a 12 month period. Authorisation can only be provided if the location and the equipment to be used by the member are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

5 DISCLOSURE OF INTERESTS

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

5.1 Declaration of Financial Interests

5.2 Declaration of Proximity Interests

5.3 Declaration of Impartiality Interests

6 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Audit, Risk and Improvement Committee CONFIRM the Mintues of Audit, Risk and Improvement Committee Meeting held 21 May 2026 at the Council Chambers, 31 Clarendon Street, Derby.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9 REPORTS

9.1 COMMUNITY FUNDING SCHEME DISTRIBUTIONS - MAY TO JUNE 2026

File Number: **GS/010/0**

Author: **Santana Altham, Manager Community Development**

Responsible Officer: **Luke Lawrence, Director Community Planning**

Authority/Discretion: **Information**

SUMMARY

This report provides a quarterly update on allocations distributed to individuals, community groups and non-for-profit organisations under Shire of Derby/West Kimberley's Community Funding Scheme for the period 1 May to 30 June 2026.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

The Shire's Community Funding Scheme provides financial and in-kind assistance to individuals, community groups and not-for-profit organisations. The scheme supports the delivery of services, and initiatives that enhance community participation and wellbeing.

Funding is delivered through the following programs:

- Community Grants Program – Up to $5,000 (ex GST) to support events, projects and initiatives aligned with the Shire's Strategic Community Plan. Applications are assessed monthly by the Community Grants Review Group.
- Community Representative Grants – Funding for individuals or groups participating in representative events. Funding is capped at $1,500 (ex GST) per individual and $5 000 (ex GST) per group each financial year. Applications are assessed monthly.
- In-Kind Donations – Community organisations may request in-kind support from the Shire to assist with the delivery of events and projects. This support may include facility hire, equipment use or staff assistance. Requests are considered on an ad-hoc basis and approved under delegated authority.
- Council Decision - Requests that fall outside of the above guidelines are referred to Council for consideration.

Funding for the 2025/26 financial year is divided into two rounds. Round One operates from 1 July 2025 to 31 December 2025, and Round Two from 1 January 2026 to 30 June 2026. This structure ensures funding opportunities are available throughout the year and supports a balanced and timely distribution of community grants.

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 6 - Financial Management provides for the financial management of local governments, including provisions around the development of an annual budget. The amount of funding available for grants and donations to community groups is determined as part of the Shire of Derby/West Kimberley's annual operational budget.

POLICY IMPLICATIONS

Community Funding Scheme Policy.

FINANCIAL IMPLICATIONS

The funding allocated under 'Donations to Community Groups' supports the Shire's grant programs and forms part of the Shire's annual operational budget. For the 2025/26 financial year, an initial allocation of $45,000 (ex GST) was approved with a further $10,000 (ex GST) added during the annual budget review, increasing the total available funding to $55,000 (ex GST).

At the time of this report $54,998 (ex GST) has been allocated through the Community Grants Program and Community Representative Grants, with $2 (ex GST) remaining for the second funding round. The Community Funding Scheme closed on 30 June 2026.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs
2. Community	2.4 Sustainable Communities	2.4.1 Support and assist volunteer, community and sporting groups

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Poor management of the grant program may result in misuse of Shire funding.	Likely	Major	Medium	Ensure a process is established and implemented to allow good governance and compliance of grant funding allocation and use.
Reputation: Dissatisfaction within the community may result if the Shire does not support community organisations.	Possible	Moderate	Medium	Continue to support community organisations through the Community Funding Scheme in alignment with budgetary allowances. Ensure a process is implemented to allow good governance and compliance of grant funding allocation and use.

Organisation's Operations: Lack of processes relating to grant management may result in failures to meet compliance and audit requirements and result in misuse of Shire funds.	Likely	Minor	Medium	Ensure a process is implemented and followed to allow good governance and compliance of grant funding allocation and use.

CONSULTATION

Internal.

COMMENT

For the period May to June 2026, funding allocations were issued through the Community Funding Scheme. The Shire assessed community grant applications in accordance with the approved policy and assessment processes.

A total of $54,998 (ex GST) has been allocated towards the Community Grants Program from the 2025/26 budget, leaving $2 (ex GST) available. The Community Grants Program closed on 30 June 2026. The Community Funding Scheme for the 2025/26 financial year has been exhausted. The tables below detail allocations through the Community Funding Scheme during this period.

Community Grants Program:

Organisation Name	Project Description	Amount (ex GST)
Derby Rodeo and Horse riders Association	Facilitate the Derby Rodeo School to develop skills school focused on saddle bronc riding, bull riding, and roping for interested participants.	$5,000
	Total	$5,000

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council NOTE the financial support provided to local community organisations by the Shire through the Community Funding Scheme.

9.2 UPDATE ON EXTERNAL GRANTS AND FUNDING - MAY TO JUNE 2026

File Number: **GS/055**

Author: **Christie Mildenhall, Community Planning Advisor**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

This report is to inform the Audit, Risk and Improvement Committee of the funding support the Shire receives for a range of community services and infrastructure projects, and to outline how funding risks are being managed by Officers. The report also provides a regular update on grant funding opportunities investigated and pursued by Officers, and seeks Council's support for the proposed projects. This report covers grant activity undertaken during the period from 1 May to 30 June 2026.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

The Shire relies heavily on grants and other funding opportunities to support the delivery of projects, programs, services and events. This report provides an overview of the funding which has been applied for (pending outcome), confirmed or acquitted during the period 1 May to 30 June 2026.

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 6 – Financial Management provides for the financial management of local governments, including provisions around the development of an annual budget which grant funding must be incorporated into.

POLICY IMPLICATIONS

Risk and Opportunity Management Policy.

Significant Accounting Policy.

FINANCIAL IMPLICATIONS

This report outlines funding which has been sought, has been obtained or has been acquitted, to support the delivery of projects, programs, services and events of the Shire. At the time the annual budget being developed, grants were only included if the funding had been confirmed and an agreement had been executed. Where grants have been obtained after the endorsement of the budget these will be incorporated either as part of the budget review process (for grants under $10,000), or as a separate report to Council requesting a budget adjustment (for grants $10,000 or over).

The funding received from grants must be used for the express purpose outlined in the grant application and subsequent agreement. Some grants will cover the full cost of the related project, while others require a co-contribution from the Shire. The co-contributions are usually either in the form of in-kind or cash. Projects which require cash contributions from the Shire that cannot be met within the operational budget and have not previously been identified in the budget will be brought to Council for budget allocations to be endorsed.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs
2. Community	2.4 Sustainable Communities	2.4.2 Collaborate with key agencies, groups and service providers to improve community services, programs and facilities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Lack of funding may result in the non-performance of functions.	Likely	Moderate	High	Ensure Shire activities are conducted efficiently to allow spread of funding. Apply for grants wherever possible to support Shire's activities. Delay commencement of activities until funding is confirmed.
Financial: Poor management of grant funding may impact the Shire's ability to get funding in the future.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.
Organisation's Operations: Lack of processes relating to grant management may result in failure to meet grant requirements and deliver funded programs.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.

CONSULTATION

Generally, only internal consultation has been undertaken in relation to the grants applied for. However, some specific projects may involve or have been informed by community consultation with relevant stakeholders and community groups or to seek external support for the project. This occurs on a case-by-case basis depending on the nature of the project and the grant.

COMMENT

To support the projects, programs and services of the Shire a number of funding arrangements are entered into with a variety of Government (State and Federal) agencies, not for profit organisations and philanthropic foundations. As at 30 June 2026, the Shire has;

- 24 grant funded projects or programs, valued at approximately $17.518 million, which are being currently delivered.
- 1 grant agreement being negotiated and executed.
- 4 funded projects which have been completed and final reporting is being undertaken.
- 3 applications pending assessment and outcome.

During the 2025/26 financial year the Shire has;

- Commenced 22 new grant funded projects, worth an estimated value of $4.83 million.
- Acquitted 33 grant funded projects, with a further four projects in the final stage of reporting.

The funding received enables the Shire to deliver necessary community services and community engagement support programs as part of ongoing operations. Other funding is used for ‘add on’ activities for which the community expects the Shire to provide. In many cases, if the Shire does not receive this funding the projects will not go ahead and the Shire will not be able to meet community expectations.

Below is a summary of the grants which have been applied for during this reporting period, the outcome of submitted funding applications and grants which have been acquitted.

Grants of larger sums often result in issuing bodies seeking confirmation that projects have been approved by Council prior to executing the funding agreements. Council is requested to provide their support for these projects.

Funding received during the period 1 May to 30 June 2026:

Grant Program and Funder	Project Description	Funding Received (Ex GST)	Funding Period
Bushfire Risk Mitigation Coordinator Grant – Department of Fire and Emergency Services	Employment of a Bushfire Risk Mitigation Coordinator across three Kimberley Shire’s. This position is employed by the Shire of Wyndham / East Kimberley on behalf of the Shire’s.	$205,996.00 (contribution to Shire’s cost is $51,499)	1 July 2026 to 30 June 2029
Community Giving Program - Rio Tinto	Sponsorship of the National Reconciliation Week Jetty Walk	$5,000.00	14 April to 17 July 2026
Recycling Modernisation Fund – Department of Water and Environmental Regulation*	Upgrade to Steel Street from Fitzroy Street to the entry of the Derby Waste Management Site to an all-weather road.	$576,308.00	1 July 2026 to 30 April 2027

Remote Access Roads 2026-27 – Main Roads WA	Gravel sheeting, drainage and crossing repairs on Camballin Road, Camballin Myroodah Road, Great Norther Highway – Gee Gully Road, Mount Anderson Road and Noonkanbah – Millijidee Road	$729,770	1 July to 30 June 2027
Youth at Risk Service Agreement – Department of Communities	Extension of the existing contract period, as well as an 15% 'uplift payment' to recognised increased service costs.	$225,567.70 (additional funding received)	Agreement extension. Now covers 1 July 2024 to 30 September 2027.
TOTAL FUNDING RECEIVED		**$1,206,203.70**	

Grants marked with an * have been awarded but Grant Agreement not executed.

Applications pending outcome:

A number of funding applications have been submitted and are still progressing through the relevant organisation's assessment process. The expected notification of outcome date is calculated based on information provided in program guidelines and is a rough estimate. The list below highlights all applications awaiting outcome, not just those submitted during the reporting period.

Grant Program and Funder	Project Description	Funding Requested (Ex GST)	Funding Period	Expected Notification of Outcome
Contiguous Local Authorities Group (CLAG) Mosquito Management 2026-27 – Department of Health	Mosquito management funding for 2026-27	$7,432.81	July 2026 to June 2027	July 2026
Local Government Grant Scheme (LGGS) Manual and Capital and Operating Grants – Department of Fire and Emergency Services	Contributions to the operating costs of the Derby State Emergency Service and Hamlet Grove Bush Fire Brigade.	$61,860.00	July 2026 to June 2027	July 2026
Mitigation Activity Fund Round 1 2026/27 – Department of Fire and Emergency Services	Funding to undertake bushfire mitigation activities on State Government land managed by the Shire.	$340,456.00	July 2026 to June 2027	July 2026
TOTAL AMOUNTS		**$5,009,292.81**		

Unsuccessful applications:

During the reporting period no grant applications were deemed unsuccessful.

Grant Program and Funder	Project Description	Funding Requested (Ex GST)	Implication of funding not being received
Community Partnership – Horizon Power	Purchase of equipment for the Kimberley Art and Photographic Prize	$10,000.00	Minimal. Equipment being sought was a non-critical enhancement rather than a core requirement of the event.

Regional Housing Support Fund - Department of Planning, Lands and Heritage	Construction of 6 units at 5 Delewarr Street, Derby	$4,940,000.00	Need to source alternative funding for project to be undertaken.
TOTAL AMOUNTS		**$4,950,000.00**	

Funding Acquitted

During the reporting period the following grant funded projects were completed and acquittal reporting requirements completed.

Grant Program and Funder	Project Description	Amount Acquitted (ex GST)
National Volunteer Week Grants 2026 – Volunteering WA	Volunteer recognition function in Fitzroy Crossing during National Volunteer Week 2026.	$1,500.00
Black Spot Funding – Main Roads WA	Phase 2 upgrades to Fairbairn Street	$75,000.00
State Roads Grants – Main Roads WA (Acquittal dates from 1 May onwards)	Upgrades to Calwynyardah-Noonkanbah Road, Cherrabun Road, Fossil Downs Road, Russ Road, Forrest Road, Geikie Gorge Road	$729,770.00
Community Cohesion Grant – Australian Library and Information Association Ltd	Community programs delivered at the Derby Library – Information sessions, Our Kimberley Stories program, craft, , Mah-jong, library outreach at Juniper Numbala-Nunga and library outreach in conjunction with Orange Sky Laundry at Pandanus Park, Mowanjum and Derby.	$9,000.00
Community Giving Program – Rio Tinto Iron Ore	National Reconciliation Day 2026 event – Derby Jetty Walk	$5,000.00
Contiguous Local Authorities (CLAG) Funding 2025-26 – Department of Health	Funding for Mosquito Management program	$8,923.89
TOTAL AMOUNTS		**$829,193.89**

During this period the Shire also formally withdrew from the funding arrangement with the Department of Transport (DoT) for the Recreational Boating Facilities Scheme (RBFS) Round 29. Funding had been applied for and received to implement the design developed under a project for the Derby Recreational and Emergency Services Boat Ramps (funded under RBFS Round 28). However, due to delays in the finalisation of the design, time elapsed since receiving the funding and changes in the management of the port, DoT advised their preferred approach is for the Shire to withdraw from the funding arrangement and submit a new application in the future.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION

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

1. **NOTE the summary of grant and funding applications which have been submitted by Officers; and**
2. **PROVIDE in principle support for the outlined projects for which funding is being sought.**

9.3 COMPLIANCE AUDIT RETURN 2025

File Number: **4110**

Author: **Tamara Clarkson, Chief Executive Officer**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report presents the 2025 Compliance Audit Return (CAR) for review to the Audit, Risk and Improvement Committee.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Regulation 14 of the *Local Government (Audit) Regulations 1996* (Audit Regulations) requires that a Compliance Audit Return, applicable to the previous calendar year, be completed. The return must be reviewed by the Audit, Risk and Improvement Committee and adopted by Council.

Changes made to the regulations occurred due to the implementation of the Local Government Inspector role on 1 January 2026. Regulation 15 of the Audit Regulations requires the return be provided to the Inspector by 31 March each year. The Inspector extended the deadline for 2025 to 30 September 2026.

The aim of the Compliance Audit Return is to evaluate and report on the organisations adherence to prescribed legal, statutory and regulatory frameworks over a calendar year. This formal governance tool ensures transparency, accountability and proper internal controls.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 7.13 (1)(i) provides instruction on regulations which may provide for local governments to carry out annual statutory compliance audits.

Local Government (Audit) Regulations 1996, Regulation 14 requires a local government to carry out an audit (a compliance audit) of the local government’s compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.

Local Government (Audit) Regulations 1996, Regulation 15 requires the signed Compliance Audit Return and other Information must be submitted to the Inspector no later than 31 March each year unless the Inspector extends the deadline.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: If the Compliance Audit Return was not to be endorsed by Council, it would result in a regulatory noncompliance.	Unlikely	Minor	Low	Adopt the return, with or without additional conditions.

CONSULTATION

Internal

COMMENT

The aim of the CAR is to monitor governance by promoting and enforcing compliance. Any identified non-compliance areas provide an opportunity to review and improve current processes.

A copy of the 2025 Compliance Audit Return, inclusive of the Shire's responses is attached to this report. The responses will be uploaded to the online portal following confirmation of Council's decision.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **DRAFT Compliance Audit Return 2025** ⇩

RECOMMENDATION

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

1. **ACCEPT the draft completed Compliance Audit Return 2025; and**
2. **PRESENT Compliance Audit Return 2025 to the Ordinary Council Meeting to be held Thursday 27 August 2026 for adoption.**

Local Government
Inspector

GOVERNMENT OF
WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The Shire of Derby-West Kimberley

Local Government Act 1995

s. 2.29

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

Response: Yes

s. 3.16

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

Response: No

Comments: Cost to review of local laws was cost prohibitive in 2025. Review will occur in 2026.

s.3.57

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

Response: Yes

s. 3.58(3)

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

Response: Yes

s. 3.58(4)

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

Response: Yes

s. 3.59(2)(a)

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

Response: N/A

s. 3.59(2)(b)

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

Response: N/A

s. 3.59(2)(c)

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

Response: N/A

s. 3.59(4)

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

Response: N/A

s. 3.59(5)

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

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

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

Response: Yes

s. 5.18

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

Response: Yes

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

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

Response: N/A

s. 5.37(2)

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

Response: N/A

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

Response: N/A

s. 5.39B

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

Response: Yes

s. 5.42

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

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

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

Response: Yes

s. 5.44(2)

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

Response: Yes

s. 5.45(1)(b)

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

Response: N/A

s. 5.46

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

Response: Yes

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

Response: Yes

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

Response: Yes

s. 5.50

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

Response: N/A

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

Response: N/A

s. 5.51A

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

Response: Yes

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

Response: Yes

s. 5.67

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

Response: Yes

s. 5.68(2)

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

Response: Yes

s. 5.69(5)

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

Response: Yes

s. 5.70

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

Response: Yes

s. 5.71B(5) and (7)

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

Response: N/A

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

Response: N/A

s. 5.73

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

Response: Yes

s. 5.75

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

Response: Yes

s. 5.76

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

Response: Yes

s. 5.77

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

Response: Yes

s. 5.88

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

Response: Yes

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

Response: Yes

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

Response: Yes

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

Response: Yes

s. 5.89A

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

Response: Yes

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

Response: Yes

s. 5.90A

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

Response: Yes

s. 5.94

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

Response: Yes

s. 5.96

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

Response: Yes

s. 5.96A

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

Response: Yes

s. 5.104

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

Response: Yes

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

Response: No

Comments: Model code was adopted.

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

Response: Yes

s. 5.128

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

Response: Yes

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

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

Response: Yes

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

Response: Yes

Was a copy of the report given to the Minister within three months of the audit report being received by the local government?

Response: Yes

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

Response: Yes

Local Government (Administration) Regulations 1996

r. 18F

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

Response: Yes

r. 19AB

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

Response: Yes

r. 19AC

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

Response: Yes

r. 19AE

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

Response: Yes

r. 19B

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

Response: Yes

r. 19C

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

Response: No

Comments: A complete review was undertaken in 25/26 with adoption anticipated in 2026.

r. 19DA

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

Response: No

Comments: Corporate Business Plan has been prepared as part of the Council Plan in anticipation of the new requirements. This document will be adopted in August 2026.

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

Response: Yes

r. 22

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

r. 23

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

r. 28

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

r. 28A

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

r. 29

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

r. 29C

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

Response: Yes

r. 35

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

Response: N/A

Comments: Council Election held 2025.

r. 36

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

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

Response: N/A

Local Government (Audit) Regulations 1996

r. 10

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

Response: Yes

r. 17

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

Response: No

Comments: Review conducted December 2025. Audit, Risk and Improvement Committee accepted the report 19 February 2026. Council endorsed 26 February 2026.

Local Government (Constitution) Regulations 1998

r. 11FA

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

Response: Yes

r. 13

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

Response: Yes

Local Government (Elections) Regulations 1997

r. 30G

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

Response: Yes

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

Response: No

Comments: no gifts declared.

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

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

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

Response: Yes

r. 6

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

Response: Yes

r. 7

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

Response: Yes

r. 8

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

Response: Yes

r. 9

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

Response: N/A

r. 11

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

Response: Yes

r. 12

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

Response: Yes

r. 13

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

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

Response: Yes

r. 13A

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

Response: Yes

r. 19

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

Response: Yes

r. 19C

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

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

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

r. 9

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

r. 10

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

r. 11A

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

Response: Yes

r. 11

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

r. 12

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

Response: Yes

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

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

Response: Yes

r. 15

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

Response: Yes

r. 16

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

r. 17

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

Response: Yes

r. 18(1) and (4)

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

Response: N/A

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

Response: N/A

r. 19

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

Response: Yes

r. 21

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

Response: Yes

r. 22

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

r. 23

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

Response: N/A

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

Response: N/A

r. 24

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

Response: N/A

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

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

Response: Yes

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

Response: Yes

r. 24AE

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

r. 24AF

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

r. 24AG

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

Response: Yes

r. 24AH(1) and (3)

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

Response: N/A

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

Response: N/A

r. 24AI

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

Response: Yes

r. 24E

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

Response: Yes

r. 24F

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

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

CEO	Date
Mayor or President	Date

9.4 INTERIM AUDIT REPORT 2025/26

File Number: **4105**

Author: **Jill Brazil, Director Corporate Services**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Administrative**

SUMMARY

This report is to inform the Audit, Risk and Improvement Committee of the outcome of the 2025/26 Interim Financial Audit and Information Systems Audit which was conducted by RSM Australia (RSM), on behalf of the Office of the Auditor General (OAG) between 30 March 2026 and 25 May 2026.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

The WA Auditor General gained the mandate to audit local governments through the *Local Government Amendment (Auditing) Act 2017*. This mandate gave the OAG immediate power to conduct performance audits, while financial audits transitioned progressively over four years. By the 2020/21 financial year, the OAG took over auditing all 139 local government entities across the state. OAG have appointed RSM to conduct the Annual Financial Audit and Information Systems Audit for the Shire on their behalf.

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 7 establishes a framework for financial accountability, transparency, and continuous improvement within all local governments.

Local Government (Financial Management) Regulations 1996 Regulation 5 requires the Chief Executive Officer to ensure efficient systems and procedures for financial management and reporting.

Local Government (Audit) Regulations 1996 Regulation 7 sets out the statutory audit responsibilities for local government.

Local Government Amendment (Auditing) Act 2017 provides for the auditing of local governments by the Auditor General and for related purposes.

Australian Accounting Standards require local governments to prepare financial statements in accordance with Australian Accounting Standards.

POLICY IMPLICATIONS

Significant Accounting Policy

Outstanding Rates Collection

Rating Administration

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Not addressing auditor recommendations could lead to poor financial management and IT controls	Possible	Moderate	Medium	Address auditor recommendations by 2026/2027 Interim Audit.

CONSULTATION

Nil.

COMMENT

Management accept the audit findings and will implement the recommendations as noted within the management's response.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Interim Audit Management Letter - Financial Audit 2025/26 - Confidential**
2. **Interim Audit Managment Letter - Information Systems Audit 2025/26 - Confidential**

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council RECEIVE the Interim Audit Management Letters for Financial Audit 2025/26 and Information Systems Audit 2025/26.

9.5 COUNCIL MEMBER MEETING ATTENDANCE - AUGUST 2026

File Number: **GV/CM/2**

Author: **Ryan Boldison, Executive Assistant**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

This report provides an overview of council members attendance at meetings for monitoring by the Audit, Risk and Improvement Committee. The purpose is to ensure compliance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

In accordance with regulation 14D of *the Local Government (Administration) Regulations 1996*, Council may approve Ordinary and Special Council meetings to be held by electronic means. The regulations limit electronic meetings to no more than 50 per cent of all meetings held within a twelve-month period.

Council Members may also be individually authorised to attend meetings electronically, up to 50 per cent of the in-person meetings they attended in the preceding twelve months. Approval is contingent on the member's location and equipment being suitable to support effective participation and, where required, confidentiality.

The Audit, Risk and Improvement Committee is responsible for monitoring compliance with these requirements. This report provides the Committee with an up-to-date attendance register to support oversight of Council Members' attendance and ensure conformity with the *Local Government Act 1995* and the *Local Government (Administration) Amendment Regulations 2022*.

Each year, following the October Local Government elections, Council adopts the schedule of meeting dates, times and locations for the forthcoming calendar year. Members may elect to attend meetings electronically within the limits prescribed by the regulations.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA) – Part 2 (Constitution of Local Government), Division 5 (Qualifications for Holding Office on the Council), Section 2.25 (Disqualification for failure to attend meetings) provides that a Council Member who is absent without approved leave from three consecutive ordinary meetings of Council is disqualified from continuing as a member, unless those meetings occur within a two-month period. The Council may grant leave of absence but not for more than six consecutive ordinary meetings without Ministerial approval. Certain circumstances (such as no quorum, suspension, disputed election proceedings, or parental leave) are excluded from counting as an absence.

Local Government Act 1995 (WA) – Part 5 (Administration) Section 5.23 (Meetings of Council) establishes that Council meetings are to be conducted in accordance with the Act and regulations, including rules relevant to attendance, quorum and procedure. Specific attendance-related matters are prescribed in regulations made under this section (e.g. electronic attendance).

Local Government Act 1995 (WA) – Section 5.25 (Procedure and business at meetings) requires that meetings of Council comply with prescribed procedural rules, including quorum requirements and voting. Attendance rules, including authorisation of attendance by electronic means, are enabled by this section and given effect through the Administration Regulations.

Local Government Act 1995 (WA) – Section 5.98 (Fees, reimbursements and allowances for council members) outlines that a councillor is only entitled to receive a meeting attendance fee if they attend a Council or committee meeting (including meetings attended electronically where authorised). Attendance therefore has a direct financial implication.

Local Government (Administration) Regulations 1996 (WA) – Regulation 8 (No quorum, procedure if) outlines that where a quorum is not present, the meeting cannot proceed. For attendance purposes, a councillor's non-attendance does not count as an absence if no meeting with a quorum is actually held.

Local Government (Administration) Regulations 1996 (WA) – Regulation 11 (Minutes, content of) requires that the minutes of a Council meeting record the attendance and absences of members, including whether leave of absence was granted. This forms the official record for determining attendance and potential disqualification under the Act.

Local Government (Administration) Regulations 1996 (WA) – Regulation 14C (Attendance at meetings by electronic means may be authorised) allows a Council Member to attend a Council or committee meeting by electronic means (e.g. telephone or video conference) if authorised by the Mayor, President or Council. Attendance may be authorised in emergencies or other circumstances but generally cannot exceed more than half of the meetings in a 12-month period unless the member has a disability.

Local Government (Administration) Regulations 1996 (WA) – Regulation 14CA (Provisions relating to attendance at meetings by electronic means) provides that a Council Member attending by authorised electronic means is deemed to be present for the purposes of the Act and regulations. It also sets confidentiality requirements where meetings (or parts of meetings) are closed to the public, including mandatory declarations recorded in the minutes.

Local Government (Administration) Regulations 1996 (WA) – Regulation 14D (Meetings held by electronic means) allows entire Council or committee meetings to be conducted by electronic means where authorised, and modifies the application of the Act to ensure members attending electronically are treated as present.

POLICY IMPLICATIONS

Code of Conduct (Council Members, Committee Members and Candidates) Policy.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Council member payment not aligned with attendance to meetings.	Unlikely	Severe	Medium	Consistent reporting to the Committee for awareness and proceeding recommendation to Council where required.
Business Interruption: Inability to meet quorum due to poor Council Member attendance.	Unlikely	Severe	Medium	Consistent reporting to the Committee for awareness and recommendation to Council where required to mitigate insistences of Council not reaching quorum.
Organisation's Operations: Council Member attendance (or potential lack of) affecting operations by way of delayed Council decision making.	Unlikely	Major	Medium	Consistent reporting to the Committee for awareness and recommendation to Council where required to mitigate insistences of Council not reaching quorum.
Reputation: Council Member attendance (or potential lack of) affecting reputation.	Unlikely	Moderate	Medium	Consistent reporting to the Committee for awareness and proceeding recommendation to Council where required.

CONSULTATION

Internal.

COMMENT

At the time of this report, all Council Members meet attendance requirements. All 2026 meetings of Council have been scheduled to be held in person whereby Council Members may attend electronically with the exception of the August Ordinary Council Meeting which is being held On Country at Pandanus Park.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Council Members' meeting attendance - 20 August 2026 ⇩

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council NOTE the information in the Council Member meeting attendance - August 2026 report.

Shire of Derby / West Kimberley

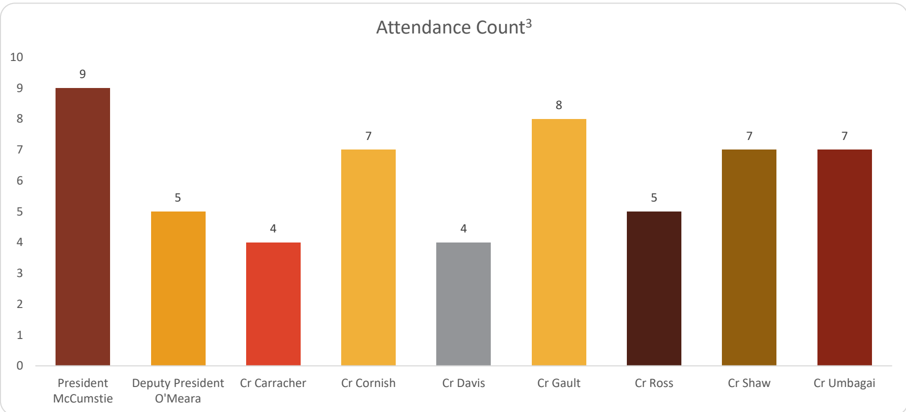
Council Member Meeting Attendance Register

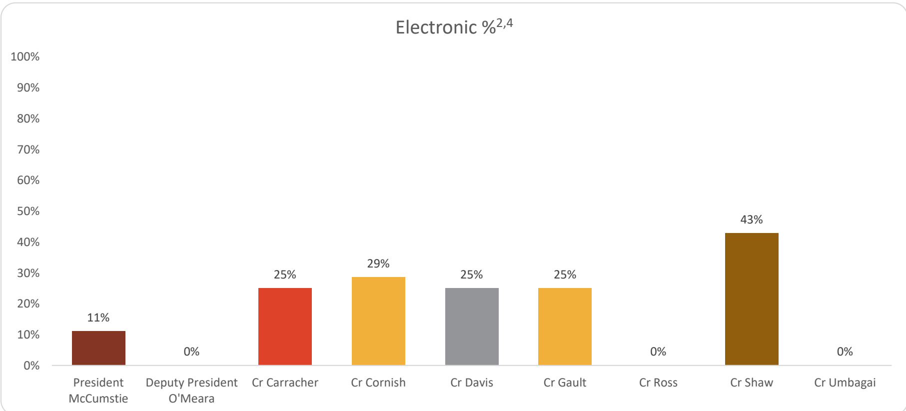
Attendance Key | **P**: IN-PERSON | **E**: ELECTRONIC | **ABS**: ABSENT | **A**: APOLOGY | **LOA**: LEAVE OF ABSENCE | **C**: MEETING CANCELLED

Meeting Date	Meeting Type	Location	President McCumstie	Deputy President O'Meara	Cr Carracher[1]	Cr Cornish	Cr Davis	Cr Gault	Cr Ross	Cr Shaw	Cr Umbagai
19-Feb-26	ARIC	DBY	E	P	-	-	-	A	P	-	-
26-Feb-26	OCM	DBY	P	P	-	E	E	P	P	P	P
26-Mar-26	OCM	FX	P	ABS	-	E	A	E	P	P	P
23-Apr-26	OCM	DBY	P	P	-	P	P	E	P	P	P
21-May-26	ARIC	DBY	P	ABS	-	-	-	P	LOA	-	-
21-May-26	OCM	FX	P	LOA	P	P	P	P	LOA	P	P
11-Jun-26	Special	DBY	P	ABS	E	P	ABS	P	LOA	E	P
25-Jun-26	OCM	DBY	P	P	P	P	ABS	P	LOA	E	P
23-Jul-26	OCM	DBY	P	P	P	P	P	P	P	E	P
		In-Person Count	8	5	3	5	3	6	5	4	7
		Electronic Count	1	0	1	2	1	2	0	3	0
		Leave Count2	0	1	0	0	0	0	4	0	0
		Apology Count2	0	0	0	0	1	1	0	0	0
		Absent Count	0	3	0	0	2	0	0	0	0
		Total Attendance Count	9	5	4	7	4	8	5	7	7
		Total Absent Count	0	4	0	0	3	1	4	0	0
		Total Attendance %3	100%	56%	100%	100%	57%	89%	56%	100%	100%
		Electronic %4	11%	0%	25%	29%	25%	25%	0%	43%	0%

1. Cr Charracher commenced Council on 5 May 2026.
2. Recorded Leave of Absences and Apologies are not not included in calculating Electronic %'s
3. Total attendance includes both in-person and approved electronic attendance.
4. *Local Government (Administration) Regulations 1996* reg.14C, Electronic attendance requires authorisation and is capped at 50% of meetings in a 12 month period.

Note: *Local Government Act 1995 (WA)* s.2.25; Councillor disqualified if absent without leave from 3 consecutive ordinary meetings (subject to statutory exceptions).





9.6 COUNCIL MINUTE MANAGEMENT - AUGUST 2026

File Number: **0040**

Author: **Ryan Boldison, Executive Assistant**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

This report provides the Audit, Risk and Improvement Committee with an update on required actions by the Administration relating to new and existing Council resolutions.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

Officers are required to provide an accurate update on items to inform the Council on the progress, or any delays or the completion of each recommendation adopted by Council at the Ordinary Council Meetings.

The report assists the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.41 (Functions of the CEO) establishes the Chief Executive Officer as the principal administrative officer of the local government and assigns responsibility for the day-to-day management and administration of the organisation, including implementing Council decisions and lawful directions of the President, providing accurate and timely advice and information to Council, ensuring the efficient and effective use of resources, exercising delegated powers and performing any other functions imposed under the Act or other written laws.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Financial, Legal and Compliance, Organisational Operations and Reputation if Council decisions are not implemented.	Unlikely	Severe	High	Quarterly reporting to the Committee for awareness and direction where required.

CONSULTATION

Internal.

COMMENT

Council resolutions requiring action by the Administration are routinely prioritised. A number of resolutions remain on the Minute Actions Report. Outstanding items are predominantly related to the complexity of the actions required to be undertaken and the varying necessary timeframes to complete the resolution in addition to the unforeseen impacting circumstances outside of the Administration's control. The number of outstanding actions has reduced.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Council Meeting Minute Actions Report - 20 August 2026** ⇩

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council NOTE the information contained in the Council Minute Management - May 2026 report.

Meeting	Meeting date	Officer	Director	Section	Subject	Resolution	Status	Initial target	Revised target	Update
Council	25/08/2022	Neate, Wayne	Neate, Wayne	Technical Services	Request to close Holland Street, Derby and to amalgamate with adjoining land	RESOLUTION 110/22 Moved: Cr Andrew Twaddle Seconded: Cr Rowena Mouda That with respect to request to close Holland Street, Derby and to amalgamate with adjoining land, Council: 1. Pursuant to Section 58 of the Land Administration Act 1997, support the permanent closure of Holland Street, Derby as outlined in this Report and expresses its preference that the closed portion be offered to adjoining land owners to acquire those portions of the closed road that abut their land; 2. Give notice of the proposed road closure in accordance with Land Administration Act 1978 allowing a minimum period of 35 days for people to lodge submissions from the date of the notice; 3. At the conclusion of the submission period, that the Chief Executive Officer be requested to provide a further report addressing whether to proceed or not to proceed with the proposed road closure in light of any submissions; and 4. Instruct the Chief Executive Officer to write to all of the owners requesting that they indemnify the Shire and the State of Western Australia of any and all third party costs that may be triggered by this process and only proceed with points 1, 2 and 3 when all letters are received from all property owners that adjoin the Holland Street road reserve. In Favour: Crs Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Linda Evans and Peter McCumstie Against: Nil CARRIED 6/0	Outstanding	8/09/2022	1/12/2026	24 March 2026 - Awaiting DPLH process
Council	29/02/2024	Neate, Wayne	Neate, Wayne	Development Services	Proposed Dedication of Portion of Sandford Road, Fitzroy Crossing	RESOLUTION 17/24 Moved: Cr Andrew Twaddle Seconded: Cr Brian Ellison That Council initiate the process required to dedicate a previously constructed portion of Sandford Road, Fitzroy Crossing through Lot 126 on DP215485 (Reserve 36669) and portion Lot 402 on DP77614 (Reserve 36669) as a public road pursuant to section 56 of the Land Administration Act 1997 and associated regulations and direct the Shire Chief Executive Officer to progress the proposal accordingly. In Favour: Mr Peter McCumstie and Crs Brett Angwin, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle Against: Nil CARRIED 7/0	Outstanding	14/03/2024	1/12/2026	24 March 2026 - Awaiting DPLH process
Council	28/03/2024	Neate, Wayne	Neate, Wayne	Confidential	Waste Facility Site Identification Derby and Fitzroy Crossing 2024	RESOLUTION 42/24 Moved: Cr Geoff Davis Seconded: Cr Geoff Haerewa That Council: 1. Receives the report Waste Facility Site Identification Derby and Fitzroy Crossing prepared by ASK Waste Management Consulting; 2. Directs the CEO to ensure the potential waste facility sites remain confidential until land tenure agreements are secured. 3. Directs the CEO to complete the following; (a) Identify potential waste facility sites and seek land tenure agreements; (b) Investigate potential waste facility sites in parallel for Derby and Fitzroy Crossing; (c) Complete basic soil test assessments of potential waste facility sites; (d) Conduct a survey to confirm projected operational lifespan of the Derby waste facility site; (e) Engage a suitably qualified and experienced project manager for the two waste facility projects; and (f) Define specific lots for each potential waste facility site where tenure is required and detailed investigations can take place. 4. Considers the full costs of site investigations and construction for inclusion in the long-term financial plan for the waste facility sites in Derby and Fitzroy Crossing; and 5. Directs the CEO to prepare revaluation of future waste facility closure costs for Derby and Fitzroy Crossing and to bring back a report to Council for its consideration in the subsequent budget. In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara Against: Nil CARRIED 8/0	Outstanding	11/04/2024	30/12/2027	23 March 2026 - Extension to process was granted by DFES in line with Cat D Funding
Council	30/05/2024	Lawrence, Luke	Lawrence, Luke	Community Services	Ngunga Early Years - Lease of Land and Proposed Transfer of Reserve - Commercial in Confidence	RESOLUTION 77/24 Moved: Cr Geoff Davis Seconded: Cr Kerrissa O'Meara That Council: 1. Endorses the establishment of a 21-year lease (on a peppercorn style basis) to Ngunga Women's Group for a 1,300sqm parcel of land from Reserve Number; 24904 (part of 28 Ashley Street) vested in the Shire of Derby/West Kimberley for Recreation and Community Purposes, for the establishment of the Early Years Centre, inclusive of a day care centre with a 30 children capacity; 2. Authorises the CEO to progress the lease to its conclusion; 3. Authorises the CEO (once the initial lease has been executed) to apply to the Minister for Lands, for a further 21-year lease as above; 4. Approves the CEO to progress the formal transfer of the leased area of land (approximately 1,300sqm) to Ngunga Women's Group (Aboriginal Corporation) through the Department of Planning, Lands and Heritage, under the authority of the Minister for Lands; and 5. Authorises the CEO to undertake all necessary actions to facilitate the above transfer. In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle Against: Nil CARRIED 9/0 BY ABSOLUTE MAJORITY	Outstanding	13/06/2024	30/06/2026	30 April 2026 - Currently in review for surity of full completion.
Council (Commissioner)	22/05/2025	Lawrence, Luke	Lawrence, Luke	Community Services	Draft Local Heritage Survey 2025 and Draft Heritage List 2025	RESOLUTION That Council (Commissioner): 1. Endorses the draft Local Heritage Survey 2025 and draft Heritage List 2025 , attached, for the purpose of advertising for 28 days; 2. Directs the Chief Executive Officer to prepare a report at the conclusion of the advertisement period for Council to consider the adoption of the draft Local Heritage Survey 2025 and draft Heritage List 2025, including feedback and any recommended amendments. RESOLUTION CCO28/25 Moved: Mr Jeff Gooding In Favour: Mr Jeff Gooding Against: Nil CARRIED 1/0	Outstanding	5/06/2025	1/06/2026	23 March 2026 - Works on progressing the Heritage Survey continue.

Council (Commissioner)	22/05/2025	Altham, Santana	Lawrence, Luke	Development Services	Review of the Child Safe Organisation Action Plan 2023	RESOLUTION That Council (Commissioner); 1. Notes the findings of the review of the Child Safe Organisation Action Plan 2023 as provided in attachment 2. 2. Directs the Chief Executive Officer to develop a new Child Safe Organisation Action Plan to guide future implementation of the National Principles of Child Safe Organisations at the Shire of Derby/West Kimberley. RESOLUTION CCO31/25 Moved: Mr Jeff Gooding In Favour: Mr Jeff Gooding Against: Nil CARRIED 1/0	Outstanding	5/06/2025	30/06/2026	30 April 2026 - Review of the Child Safe Organisation Action Plan 2023 is in progress.
Council (Commissioner)	20/08/2025	Neate, Wayne	Neate, Wayne	Infrastructure	Fitzroy Crossing Cemetery maintenance - Expression of Interest	RESOLUTION CCO83/25 Moved: Mr Jeff Gooding That Council (Commissioner): 1. Authorises the Chief Executive Officer to undertake an Expressions of Interest process for the provision of maintenance services of the Fitzroy Crossing Cemetery. 2. Notes that if no suitable service provider is identified through the Expression of Interest process, the Shire will continue to deliver maintenance services of the Fitzroy Crossing Cemetery. 3. Notes that the operational component of sinking graves and management of grave allocation remains with the Shire as per current operations. In Favour: Mr Jeff Gooding Against: Nil CARRIED 1/0	Outstanding	4/09/2025	30/09/2026	24 March 2026 - EOI soon to be released to allow works to commence following the wet season.
Council	30/10/2025	Tamara Clarkson	Tamara Clarkson	Executive Services	Review of Local Laws	RESOLUTION 32/25 Moved: Cr Kerrissa O'Meara Seconded: Cr Geoff Davis That Council: 1. DIRECTS the Chief Executive Officer to provide public notice stating that; a. The Shire proposes to review the below local laws: Bush Fire Brigades 2001; Cemeteries 2001; Dogs 2001; Extractive Industries 2001; Local Government Property 2001; Health 1999; Standing Orders 2001; Activities on Thoroughfares and Trading in Thoroughfares and Public Places 2001; and Parking 2023 b. A copy of the local laws may be inspected or obtained at the Shire offices or from its website; and c. Submissions about the local laws may be made to the Shire before a day to be specified in the notice, being a day that is not less than six weeks after the notice is given. 2. NOTES that the Chief Executive Officer will present a report to Council following the consultation period. In Favour: Mr Peter McCumstie and Crs Kerrissa O'Meara, Adam Cornish, Geoff Davis, Trish Gault, Eliot Money Val Ross, Laurie Shaw, Leah Umbagai Against: Nil CARRIED 9/0	Outstanding	13/11/2025	30/12/2026	24 March 2026 - Local Laws have been adverstised for review with one response to date. The project will be completed by December 2026
Council	27/11/2025	Neate, Wayne	Neate, Wayne	Infrastructure	Endorsement of Local Planning Strategy	RESOLUTION 49/25 Moved: Cr Trish Gault Seconded: Cr Eliot Money That Council: 1. ACCEPTS the draft Local Planning Strategy for the Shire of Derby/West Kimberley, as prepared in accordance with the Planning and Development (Local Planning Schemes) Regulation 2015; 2. DIRECTS the Chief Executive Officer to provide a copy of the draft Local Planning Strategy to the Western Australian Planning Commission; 3. ENDORSES the draft Local Planning Strategy for the purpose of community consultation and public advertising; 4. AUTHORISES the Chief Executive Officer to make any minor modifications to the draft Local Planning Strategy as required by the Commission prior to advertising; 5. Upon receipt of certification from the Western Australian Planning Commission; DIRECTS the Chief Executive Officer to advertise the draft Local Planning Strategy in accordance with legislative requirements for a period of not less than 21 days; and 6. DIRECTS the Chief Executive Officer to present the outcomes of the consultation to Council for consideration prior to final adoption. 7. DIRECTS the CEO to facilitate a workshop with Council. In Favour: Mr Peter McCumstie and Crs Adam Cornish, Trish Gault, Kerrissa, O'Meara, Eliot Money, Val Ross, Laurie Shaw, Leah Umbagai. Against: Cr Geoff Davis CARRIED 8/1	Outstanding	11/12/2025	11/12/2026	24 March 2026 - Complete process through DPLH taking time should have consent to advertise for comment by the end of April. 10 August 2026 - DPLH consent to advertise has been provided and public advertisement is currently in progress.
ouncil	23/04/2026 0:00	Gloor, Aaron	Brazil, Jill	Corporate Services	Rates Exemption - A103204 15 Guildford Street Derby	RESOLUTION 42/26 Moved: Laurie Shaw Seconded: Geoff Davis That Council by ABSOLUTE MAJORITY REFUSES to grant the 2025/26 rates exemption request for 15 Guildford Street, Derby, WA 62728. In Favour: Peter McCumstie, Kerrissa O'Meara, Adam Cornish, Geoff Davis, Trish Gault, Val Ross and Laurie Shaw. Against: Nil. CARRIED 7/0 BY ABSOLUTE MAJORITY	Outstanding	7/05/2026	7/05/2026	
ouncil	23/04/2026 0:00	Gloor, Aaron	Brazil, Jill	Corporate Services	Annual Review of Delegations	RESOLUTION 36/26 Moved: Val Ross Seconded: Adam Cornish That Council by ABSOLUTE MAJORITY 1. ADOPTS the attached Shire of Derby/West Kimberley Delegated Authority Register 2026/2027; and 2. DIRECTS the Chief Executive Officer to publish the Delegated Authority Register on the Shire's website. In Favour: Peter McCumstie, Kerrissa O'Meara, Adam Cornish, Geoff Davis, Trish Gault, Val Ross, Laurie Shaw and Leah Umbagai. Against: Nil. CARRIED 8/0 BY ABSOLUTE MAJORITY	Outstanding	7/05/2026	7/05/2026	

ouncil	21/05/2026 0:00	Neate, Wayne	Neate, Wayne	Infrastructure	Un-sealed Road Service Level Plan 2026	RESOLUTION 53/26 Moved: President Peter McCumstie Seconded: Geoff Davis That Council: 1. Endorse the Un-Sealed Road Service Level Plan 2026; and 2. Direct the Chief Executive Officer to present a report to Council within twelve months that includes a cost benefit analysis and any feedback received from community. In Favour: Peter McCumstie, Lachie Carracher, Adam Cornish, Geoff Davis, Trish Gault, Laurie Shaw and Leah Umbagai. Against: Nil. CARRIED 7/0	Outstanding	4/06/2026	28/08/2026	4 June 2026 - Notice has been given to Contractors and Pastoralists about the changes - have to do further consulation with Aboriginal comminities and service providers about the changes
ouncil	25/06/2026 0:00	Kennaugh, Jesse	Wayne Neate	Infrastructure	Award of Tender T7-25/26 Provision of Cleaning Services for Buildings and Facilities in Derby	RESOLUTION 78/26 Moved: Trish Gault Seconded: Adam Cornish That Council by ABSOLUTE MAJORITY: 1. AWARD Tender T7-25/26 Provision of Cleaning Services for Buildings and Facilities in Derby to the Trustee for Schipper Family Trust; and 2. AUTHORISE the Chief Executive Officer to execute the contract in accordance with the scope of works within the tender. In Favour: Peter McCumstie, Kerrissa O'Meara, Lachie Carracher, Adam Cornish, Trish Gault, Laurie Shaw and Leah Umbagai. Against: Nil. CARRIED 7/0 BY ABSOLUTE MAJORITY	Outstanding	9/07/2026	9/07/2026	To be completed
ouncil	25/06/2026 0:00	Kennaugh, Jesse	Wayne Neate	Infrastructure	Award of Tender T6-25/26 Provision of Cleaning Services for Buildings and Facilitites in Fitzroy Crossing	RESOLUTION 77/26 Moved: Adam Cornish Seconded: Trish Gault That Council by ABSOLUTE MAJORITY: 1. AWARD Tender T6-25/26 Provision of Cleaning Services for Buildings and Facilities in Fitzroy Crossing to Cleaning Gardening and Tree Services; and 2. AUTHORISE the Chief Executive Officer to execute the contract in accordance with the scope of works within the tender. In Favour: Peter McCumstie, Kerrissa O'Meara, Lachie Carracher, Adam Cornish, Trish Gault, Laurie Shaw and Leah Umbagai. Against: Nil. CARRIED 7/0 BY ABSOLUTE MAJORITY	Outstanding	9/07/2026	9/07/2026	To be completed
ouncil	23/07/2026 0:00	Neate, Wayne	Neate, Wayne	Infrastructure	Application to install a grid on Tablelands Road by Australian Wildlife Conservancy	RESOLUTION 89/26 Moved: Kerrissa O'Meara Seconded: Adam Cornish That Council: 1. APPROVE the installation of a new grid on Tablelands Road; and 2. DIRECT the Chief Executive Officer to write to Australian Wildlife Conservancy with advice of the approval noting that all costs of the installation, ongoing maintenance and future replacement be the sole responsibility of Australian Wildlife Conservancy. In Favour: Peter McCumstie, Kerrissa O'Meara, Lachie Carracher, Adam Cornish, Geoff Davis, Trish Gault, Val Ross, Laurie Shaw and Leah Umbagai. Against: Nil. CARRIED 9/0	Outstanding	6/08/2026	6/08/2026	To be completed

9.7 GOVERNANCE AND COMPLIANCE - AUDIT LOG

File Number: **5476**

Author: **Tamara Clarkson, Chief Executive Officer**

Responsible Officer: **Tamara Clarkson, Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report presents an update on controls developed and implemented in ensuring effective risk management.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

The Audit, Risk and Improvement Committee provides guidance and assistance to Council. The Committee assumes a key role in assisting the Shire fulfil its governance and oversight obligations related to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability and internal and external functions.

There are a number of audits that local governments are required to complete to address these obligations, and the reports from these audits are presented for endorsement at the time. Managing risk requires all Council Members and Officers to use an interactive process consisting of steps that, when undertaken in sequence, enable a sound basis for decision-making and facilitates continuous improvement in performance.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 7.1A requires a local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Local Government (Audit) Regulations 1996 Regulation 17 requires the Chief Executive Officer to review certain systems and procedures.

Local Government (Financial Management) Regulations 1996 Part 2 Section 6.10 provides requirements for general financial management of the local government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Non-compliance with legislation	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to build employees knowledge on legislative compliance

CONSULTATION

Internal.

COMMENT

The below table highlights the current status of the Shire's Audit Log.

STATUS	NUMBER
Completed (Since 23 May 2024)	152
TOTAL OUTSTANDING	20

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Audit Log - August 2026** ⇩

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council NOTE the information contained in the attached Audit Log – August 2026.

Shire of Derby / West Kimberley Audit Log
August 2026

	Category	System or Procedure	Description	Suggested Actions	Risk Rating	Date Due	Progress Update	Status
ivic Legal - Regulation 17 Review - December 2022								
1	**Claims and Litigation**	5.1 Dealing with claims and litigation (Risk Management)	The Shire does not have a formal internal process for dealing with claims and litigation. However, we understand from officers that it is well understood that engagement of legal advisors requires approval of the CEO.	Draft a CEO directive to provide guidelines for how to manage a claim in a manner that minimises risk. This should include consulting with the Shire's insurers and guidance on how to appropriately communicate to the claimant (if at all).	**Medium**	Ongoing	**June 2026 - 60% completed.** The directive in in draft format and will be finalised by October 2026. **April 2026** Additional support has been requested from LGIS on how best to establish these guidelines which will provide a basis for the CEO directive. **October 2025** A CEO Directive is being developed to include claims and litigation against the Shire. Liaison is ongoing with the Local Government Insurance Scheme	**Progressing**
2	**Assets and Records**	5.2 Restricting access to physical assets and records (Internal Control)	Physical archived documents are restricted by key access. Only three officers have keys to access the strong room and safe which stores leases, contracts and other important items. Property records in Coleman Centre can be accessed by anyone in the building. The records are not permitted to leave the building. A member of the public may access property records by submitting an application and fee. The Records Officer or administrative officers will access records on their behalf. The IT server room is only accessible by key. Executive officers and the Manager Administration have a key to access this room. There is a sign-in sheet for all external visitors to the IT server room. Mobile phones, laptops and other assets are also kept in the IT server room. The Manager Administration can distribute these items at the request of the People and Culture business unit or a director. This procedure is not captured in a written document. Officers are issued with keys to the administration building during their induction. People and Culture records indicate which officers have been issued with certain keys. Alarm codes for the administration building are issued to employees during their induction. Alarm codes are also provided to access the Council Chamber. These codes are limited to allow access within set access times. Keys to access Shire buildings can be issued to officers and contractors. This must be recorded on the Key Register. The Shire maintains procedural documents to support the hiring of facilities and the dispersion of keys accordingly. These documents include procedures to be followed should keys not be returned.	1. Implement a written procedure for accessing records in Coleman Centre to ensure documents are suitably protected. This may include using lockable compactors or relocating the records to a room that can be locked. 2. Draft a written procedure for the issuing of phones, laptops and other assets stored in the server room. Ensure that the Server Room Access Log is located in the vicinity of the server room. 3. Implement a written procedure for the management of the Key Register. Noting that both of the above could be included in the ProMapp initiative. 4. Ensure procedural documents are dated and include review periods, including the Facility Hire Procedure. 5. Review the Employee Exit Checklist to ensure it captures the need to return access keys and other shire equipment like phones, computers, and vehicles, etc. on departure from the Shire.	**Medium**	Ongoing	**July 2026 - 95% Completed.** Development of Asset Key Register is continuing. Other items resolved. **April 2026 - 90% Completed.** 1. Physical records will now be stored through Grace Records Management 2. Access Log has been developed and is located at the server room entrance. 3. Work is continuing on the development of an asset key register 4. Process documents are dated with review periods set up in the compliance calendar 5. Employee checklist now includes this information. **January 2026** 1. Work is continuing. Awaiting a quote to be able to lock the compactus effectively 2. Process in development 3. Work is continuing on the development of an asset key register 4. Process review currently occurring 5. Process review currently occurring **December 2025** 1. Locking compactus has been investigated. Will require substantial changes to the area 2. Process in development 3. Asset keys are stored at Administration Centre. Can be issued to hires and trades as required. There is a folder to record the movements. This is reflected in the facility hire process 4. This is being reviewed to ensure compliance 5. Process review currently occurring	**Progressing**
3	**Local Laws**	5.3 Local Laws	A task is set in the Compliance Calendar to remind the relevant officers to conduct a review of all local laws in accordance with statutory requirements. The Shire's procedure for reviewing local laws will follow the guidelines issued by the Department of Local Government, Sport and Cultural Industries. The local law review (for all local laws) is currently overdue.	Prioritise the review of the local laws (currently overdue). CEO to review the reasons for the Shire's failure to undertake the reviews of local laws in a timely manner and address those issues in a report to the Audit Committee.	**Extreme**	7/12/2026	**July 2026 - 80% Completed.** Process is being finalised within Local Laws Review deadline of 7 December 2026. **April 2026 - 50% Completed** Public consultation period has closed. Officers are now working on producing a final report with recommendations which will be presented to Council. **January 2026** The public consultation period is currently in progress and will close on the 16 March 2026 **October 2025** Consultant has been engaged and at the Ordinary Council Meeting dated 30 October 2025, Council approved the initiation of the public consultation period	**Progressing**
SM - IT Audit - 22/23 Financial Year								
4	**IT Management**	4. IT Governance and Strategy	**Finding:** Appropriate and defined IT governance structures and processes enable alignment with business strategies and help to efficiently manage/monitor outsourced IT systems. We identified that the Shire does not have an up-to-date IT strategic plan which aligns to the overall business strategy in place. This finding was first identified in 2021-22. **Implication:** Without appropriate and defined IT strategic plan, the Shire may not be able to effectively align IT with business strategies, increasing the risk of sub-optimal achievement in relation to business plans and initiatives.	**Recommendation:** The Shire should develop an IT strategic plan to ensure alignment of IT strategy to overall business strategy. **Management Comment:** Progress on the development of a strategy has occurred and will continue in 2024. **Rating:** Moderate (2021-22) Moderate	**High**	30/06/2024	**July 2026 - 50% Completed.** IT Strategy under development with Managed IT. **April 2026 - 50% Completed.** Officers met with Managed IT Network and Security Manager who is in the process of working with the Shire to finalise this plan. Completion target has been set for 30 June 2026 **January 2026** Staff are currently in consultation with Managed IT to develop an IT strategic plan	**Progressing**
egulation 5 Review - November 2023								
5	**Financial Risk**	5.6 Audit Finding - Financial Risk	**Finding:** The financial risks identified and assessed by the Shire were requested, but only the risk management framework was received, not specific documented risks. A financial task calendar to identify required activity during the financial year is kept, however there are no responsible employees for the tasks and there is also an absence of deadlines recorded. **Implication:** - Financial risks may not be appropriately identified, assessed and managed. - Financial processes may not be performed completely and timely.	**Recommendation:** 5.6.1 A plan should be developed to make the risk management framework operational. 5.7.2 Within the task calendar it should clearly define responsibility and the timeframe. **Management Comment and Action:** Management agrees with this recommendation and a full review of the Risk Framework is scheduled for 2024 **Risk Rating:** Medium Risk	**High**	1/12/2024	**July 2026 - 30% Completed.** Paxon have been engaged to development the Shire's Risk Management Plan and associated Risk Management Framework. This will be addressed in 2026/27. **April 2026 - 30% Completed** Paxon have been engaged to development the Shire's Risk Management Plan and associated Risk Management Framework. This is expected to be completed before 30 June 2026	**Progressing**

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Shire of Derby / West Kimberley Audit Log
August 2026

	Category	System or Procedure	Description	Suggested Actions	Risk Rating	Date Due	Progress Update	Status
GIS - WHS 2025 Audit								
6	**Management Commitment**	Element 1.3	Senior WHS Officer monitors relevant H&S legislation and standards via WorkSafe WA, LGIS, etc. Legislation referenced in policy/procedure templates. Legislation referenced in policy/procedure templates.	**Insufficient:** - Develop process to ensure SWMS, SWPs, and related documents identify relevant legislative requirements. - Ensure this information is clearly understood by management and workers.	**Medium**	1/06/2026	**June 2026 -85% completed.** Review process has commenced and due for completion by end of August 2026. **April 2026 - 75% Completed** LGIS have provided templates that have been updated to suit Shire requirements. **March 2026 - 50% Completed** SWMS/JSAs are not updated. **December 2025 – 50% Completed** Discussions held with relevant Officers regarding updates to SWMS and JSAs **November 2025** All WHS documents reviewed and aligned with legislation. Only SWMS and JSAs require further updates	**Progressing**
7	**Planning**	Element 2.3	Use plans or records to ensure relevant parties are informed and supportive. Training tailored for literacy concerns. Ergonomic assessments and fitness-for-work policy applied. Management of special needs workers not formally documented unless via workers compensation.	**Insufficient:** - Develop a documented process for managing workers with diverse needs. - Use plans or records to ensure relevant parties are informed and supportive.	**Medium**	1/03/2026	**July 2026 - 70% completed.** Draft plan has been reviewed and is under further development to ensure all findings have been considered. **April 2026 - 60% Completed** Draft plan developed to consolidate existing processes and documentation and identify responsibilities. **December 2025 – 50% Completed** Process exists but requires further consultation with Officers **November 2025** Work ongoing to create a documented process for managing workers with diverse needs	**Progressing**
8	**Planning**	Element 2.4	Draft WHS Contractor Management Procedure exists. Tender/RFQ processes for large projects in place. Contractor inductions are inconsistent. Accountability for contractor WHS performance is not defined.	**Unsatisfactory:** - Finalise WHS Contractor Management Procedure. - Develop contractor induction (organisational + onsite). - Define WHS performance accountability for contractors. - Use LGIS Contractor Management Toolkit.	**Extreme**	1/03/2026	**June 2026 - 90% completed.** The procedure has been approved and is currently being tested to identify and gaps that need addressing before final roll out. **April 2026 - 80% Completed** Contractor management procedure has been developed to be presented to the executive team for final review by the end of May 2026. This plan also defines WHS performance accountability. Contractor Induction is in development and is close to completion. LGIS Contractor Management Toolkit has been developed and is in place. **March 2026 - 50% Completed** A/Manager P&C is reviewing the draft, awaiting feedback. **December 2025 – 50% Completed** Feedback from internal review received; changes to be incorporated and presented to Managers after WHS Committee in February. **November 2025** Contractor management procedure draft completed; PC2 WHS Policy updated to include contractor management.	**Progressing**
9	**Planning**	Element 2.5	Contractor info (insurance, training) is collected. Other records (consultations, inspections) not clearly maintained.	**Insufficient:** - Develop process for maintaining contractor management records (consultation, assessment, inspections, reviews). - Use LGIS Contractor Management Toolkit.	**Extreme**	1/06/2026	**July 2026 - 55% Completed.** A suitable process for management of contractor records has been identified and is due to be implemented by October 2026. **April 2026 - 50% Completed** Record storage process is in place. Documented process for the specific management of Contractor records is in development. **March 2026 - 25% Completed** Waiting on the procedure to finalise **December 2025 – 25% Completed** Vendor Panel stores contractors' insurance and certificates. These can be extracted after contractor management procedure implementation **November 2025** Draft process for maintaining contractor management records under review	**Progressing**
10	**Consultation and Reporting**	Element 3.3	WHS, DMT, and OMT meetings involve worker input. Training opportunities discussed annually and as needed. Contractors' involvement in hazard management is unclear.	**Insufficient:** Train and involve contractors in consultation and hazard management processes.	**Medium**	1/06/2026	**June 2026 - 90% completed.** The procedure has been approved and includes the hazard management process and is currently being tested to identify and gaps that need addressing before final roll out. **April 2026 - 80% Completed** The developed draft contractor management procedure contains a provision for the involvement of contractors in hazard management processes through a feedback form. March 2026 **- 25% Completed** Waiting on the new procedure to finalise **December 2025 – 25% Completed** Contractor induction not yet developed; will be completed once procedure is finalised **November 2025** Contractor consultation procedure under development; reviewed by Manager Assets & Works.	**Progressing**

Shire of Derby / West Kimberley Audit Log
August 2026

	Category	System or Procedure	Description	Suggested Actions	Risk Rating	Date Due	Progress Update	Status
11	**Hazard Management**	Element 4.3	SWMS/SWP developed but not fully compliant with WHS legislation Legislative references are missing.	**Insufficient:** Identify high-risk tasks and ensure SWMS comply with WHS legislation. Create JSAs/SWPs for other regular tasks. Add legislative references section to SWMS templates.	**High**	1/12/2026	**July 2026 - -85% Completed.** Review process has commenced and due for completion by end of August 2026. **April 2026 - 75% Completed** SWMS updated and under review for compliance and understanding. **March 2026 - 25% Completed** Waiting on the SWMS/JSA to be updated. **December 2025 - 25% Completed** The action plan has been discussed with Manager Assets and Works, and as SMWS and JSAs are developed, staff will be trained on using them **November 2025** Discussions have been held with the Manager Assets and Works and the Works Supervisor to develop new SWMS and JSAs and to review the existing documents. These will be progressively integrated into the daily pre-start meetings	**Progressing**
12	**Hazard Management**	Element 4.4	SWMS are rewritten before each task in consultation with workers.	**Satisfactory:** Consider reviewing existing SWMS for recurring tasks instead of rewriting each time.	**Low**	1/06/2026	**July 2026 - 40% Completed.** Reviewing current draft SWMS for relevant task as required. **April 2026 - 30% Completed** Progressing through draft SWMS created for recurring tasks to be reviewed by responsible departments for confirmation of relevance and adherence to current process. **March 2026 - 25% Completed** Waiting on the SWMS/JSA to be updated. **December 2025 - 25% Completed** Action Plan has been discussed and as SMWS and JSAs are developed, staff will be trained on using them **November 2025** SWMS and JSA are to be reviewed by the Manager Assets and Works, and Works Supervisor	**Progressing**
13	**Training and Supervision**	Element 5.6	Training is evaluated individually through performance reviews, but not against program objectives.	**Insufficient:** Develop a formal review process involving senior management/WHS Committee to evaluate the training program against objectives. Maintain records.	**Medium**	1/12/2026	**June 2026 - 90% Completed.** Training Observations template is finalised and has been loaded to HRIS Platform ELMO. Senior management/WHS Committee to review. **April 2026 - 75% Completed** Training observations template has been developed and is currently being implemented with staff. These observations will be recorded in the HRIS platform ELMO. **December 2025 - 25% Completed** Template being developed to document training observations **November 2025** Training is the agenda of discussion for the WHS Committee. training objectives and relevance are discussed during these meetings	**Progressing**
14	**Volunteer Management**	Element 6	**6.1** - Develop a process to document job observations to confirm learning transfer. - Bushfire volunteers managed solely by DFES. - Inductions only conducted for non-bushfire volunteers. **6.2** - Bushfire volunteer records held by DFES, not accessible to the organisation. - Records for other volunteers are maintained in ELMO. **6.3** - Other volunteers use paid staff work instructions. - Unclear if bushfire volunteers get compliant work instructions. **6.4** - Cannot confirm whether bushfire volunteers have proper training or licences to operate equipment. **6.5** - Unclear if ongoing training and VOCs for bushfire volunteers are conducted. **6.6** - Cannot confirm if PPE is provided to bushfire volunteers or if equipment maintenance responsibilities are defined. **6.7** - No formal consultation/communication with bushfire volunteers. - Communication with other volunteers is informal and undocumented. **6.8** - No evidence that bushfire volunteers are involved in planning or risk assessments. **6.9** - Draft Fitness to Work Policy includes volunteers, but fatigue management isn't confirmed.	**6.1** - Develop a Volunteer Management Policy and Procedure. - Engage with and induct bushfire volunteers directly. **6.2** - Establish data sharing with DFES for bushfire volunteer records (e.g. personal data, assessments, consultations). **6.3** - Confirm DFES-issued instructions align with current legislation, standards, and codes of practice. **6.4** - Develop processes to confirm and record licences, training, and qualifications of bushfire volunteers. **6.5** - Establish processes for ongoing training and verification of competency (VOC) for all volunteers. **6.6** - Provide suitable PPE and training. - Define responsibilities and keep maintenance records volunteer equipment. **6.7** - Create a documented consultation and communication process for all volunteers. **6.8** - Include bushfire volunteers in task planning and risk assessment processes. **6.9** - Implement a fatigue management process specifically for bushfire volunteers.	**Extreme**	1/06/2027	**July 2026 - 40% Completed.** In progress. **April 2026 - 40% Completed** Officers met with LGIS in April to establish the precise roles and responsibilities of the Shire in bushfire volunteer management. This will be subject to ongoing consultation with LGIS who are providing support to address each element raised in the audit. **March 2026 - 25% Completed** Reached out to DFES again, awaiting response. **February 2026 - 25% Completed** Response received from DFES that a large number of Shires are currently seeking this information regarding volunteer management. They expect to have a response back end of Feb where they will then seek guidance from their legal team and will organise to meet with CEOs with final clarity and direction to all **December 2025 - 25% Completed** Awaiting communication from DFES. Officers will follow-up in January 2026 **November 2025** Volunteer management is covered under the Shire's existing WHS Policy, and no separate policy has been developed. Volunteer information from DFES has been requested and the Shire is awaiting for this information. An MOU between the Shire and DFES states that DFES will assist the Shire in managing volunteers. Nonetheless, this arrangement does not remove the Shire's responsibilities or obligations towards the volunteers	**Progressing**
15	**IT Governance - Standards, policies and procedures**	IT General Controls Audit	**Finding** This finding was first raised in 2022-23. We identified that the following CEO directives, policies, or procedures have not yet been approved: - Information security committee policy - Security incident response policy - Cyber security protection policy - Data classification policy - Human resources security policy - Service provider security policy - Facility Security Policy - Information Security Risk Assessment Policy - IT acceptable use CEO Directive - Operational security CEO Directive - IT Asset Management CEO Directive - Use of Cookies CEO Directive - HR corrective action procedure We acknowledge that four of the 17 documents raised last year have been remediated. We have been advised that the remaining documents have been added to the ICT risk register for remediation. We further identified that there are no policies or procedures in place for the following: - IT strategy / strategic plan - Network access management - SynergySoft access management	**Rating: Moderate (2024: Moderate)** **Implication** There is a risk that missing or out-of-date policies, procedures, guidelines and governance documents may not support the Shire's needs, and staff may not fulfil management and council expectations. **Recommendation** The Shire should: - Review, approve, endorse and publish the above policies, procedures, guidelines, and governance documents to enhance the Shire's IT governance risk and management. **Management Comment** Shire policy review is underway and scheduled for adoption at November 2025 Ordinary Council Meeting. CEO Directives are under development.	**Moderate**	1/06/2026	**June 2026 - 95% Completed** Patch Management Completed. **April 2026 - 90% Completed** All policies referenced in this finding are now CEO directives which are subject to annual review. The referenced CEO directives have been finalised and put in place. For the following documents we have; IT strategy / strategic plan: In development due for completion 01 June 2026. Network access management: CEO Directive implemented SynergySoft access management: CEO Directive implemented Patch management: In development in consultation with Managed IT	**Progressing**

Shire of Derby / West Kimberley Audit Log
August 2026

	Category	System or Procedure	Description	Suggested Actions	Risk Rating	Date Due	Progress Update	Status
axon - Regulation 17 Review - December 2025								
16	**Risk Management**	Risk Management	**Finding** A Risk and Opportunity Management Policy is in place, but no underlying risk framework documents were provided to Paxon. There is no formal risk management framework in place at the Shire and consequently there are no strategic, operational or fraud risk registers in place or reporting of risk management to ARIC and Council. Current reporting to ARIC on risk appears to be focussed upon the implementation of remedial activity on risks arising from audits, which is an element of risk management, but reactive rather than proactive. This is known within the Shire as the Risk Register but would be more widely called the Audit Log. In addition, there does not appear to be a documented plan to implement risk management at the Shire. This should be developed with consideration given to the level of maturity that the Shire wishes to achieve and that can be practically embedded going forward. **Rating: High Risk** **Implication** Risks may be may not be identified and managed effectively impacting on the Shire's ability to meet objectives.	**Recommendation** The Shire should develop and implement a risk management plan aligned with ISO 31000:2018 which should define the required elements of a risk management framework to meet the Town's desired level of maturity, which should include: • Risk Management Framework • Risk appetite • Risk registers, including treatment plans, ownership and implementation dates • Reporting of risk within the administration to ARIC and Council, including a definition of the level of detail to be provided and the frequency. **Management Comment** Management acknowledges this finding. Corrective actions for this are being prioritised and are underway. The Shire is engaging a consultant to assist with the development of a formal risk management framework and associated documents.	**High Risk**	1/12/2026	**July 2026 - 30% Completed.** Paxon have been engaged to development the Shire's Risk Management Plan and associated Risk Management Framework. This will be addressed in 2026/27. **March 2026 - 30% Completed** Paxon have been engaged to development the Shire's Risk Management Plan and associated Risk Management Framework. This is expected to be completed before 30 June 2026.	**Progressing**
17	**Risk Management**	Business Continuity Plan	**Finding** There is no overall BCP in place for the Shire. This is an expected practice for all organisations to coordinate activity and priorities in the occurrence of an event to minimise the impact or recommence operations on a timely basis. The BCP should also include plans to test the effectiveness of the BCP and other supporting plans to ensure they are effective and to enable continuous improvement through lessons learned. It was noted that an ICT BCP documented in February 2025 is in place, but there is no Disaster Recovery Plan, though it is referenced within the ICT BCP. **Rating: Medium Risk** **Implication** The Shire may not be able to operate in the occurrence of an adverse event.	**Recommendation** A BCP should be documented for the Shire as a whole, or referenced to other documents such as the ICT BCP. This should include test/simulation activity expectations. The BCP should be communicated to staff so that they are aware of it in the event of it being activated. **Management Comment** Management acknowledges this finding, and that a single, consolidated Business Continuity Plan document is currently not in place. Prioritisation will be given to undertaking a Business Impact Analysis by July 2026, and a resulting Business Continuity Plan by December 2026	**Medium**	1/12/2026	**June 2026 - 40% Completed.** BCP will be completed in 2026/27**.** **April 2026 - 40% Completed.** A provision for the creation of a comprehensive organisational BCP is in place for the 2026/27 Annual Budget. ICT BCP has been developed and testing is being conducted by Managed IT.	**Progressing**
18	**Legislative Compliance**	Compliance Framework	**Finding** There is no documented compliance framework in place within the Shire. The approach to compliance within the Shire is unclear, including how compliance requirements should be met and who the responsibility for meeting compliance requirements resides with. Determining how compliance requirements are identified and when required updated should also be documented. It was noted that there is a Compliance Calendar in place, which is reported to ARIC. **Risk Rating: Medium Risk** **Implication** Legislative requirements may not be complied with due to a lack of awareness of their existence, identifying updates and the responsibility for these actions	**Recommendation** A compliance framework document should be developed which identifies the approach to compliance and the responsibilities. **Management Comment** Management acknowledges this finding and agrees with the recommendation which will be actioned.	**Medium**	1/07/2026	**July 2026 - 80% Completed.** The compliance software Attain used by the Shire, is a common tool used by Local Governments to monitor compliance requirements. The Compliance Framework will be developed in 2026/27. **April 2026 - 50% Completed** As noted in this finding by Paxon the Shire currently has a compliance calendar in place that captures and monitors compliance requirements for the organisation. Further clarification has been sought from Paxon as to what further measures are required.	**Progressing**
' General Controls Audit 2026								
19	**IT Management**	1. IT Governance	**Finding** The Physical and Environmental Security Policy lacked version control, and evidence was not available to confirm that the policy has been formally adopted or enforced across the Shire. **Risk Rating:** Minor **Implication:** The absence of version control and evidence of formal endorsement across IT governance policies, procedures, and frameworks reduces clarity over document currency, ownership, and applicability. Without clear versioning and confirmation of organisation-wide adoption, there is a risk that staff may rely on outdated or inconsistent guidance when implementing physical and environmental security controls.	**Recommendation** The Shire should: • Update IT Governance documents to include complete version control information, including approval date, version number, and scheduled review date • Formally endorse the policy and confirming its applicability across the Shire • Communicating the policy to relevant stakeholders and ensuring accessibility • Embedding the policy within the broader governance and document control framework to support ongoing maintenance and compliance. **Management Comment** Version Control Table will be added and document communicated across the Shire workplace.	**Minor**	30/09/2026	**July 2026 - 80% Completed.** The Version Control Table has been added and document will be communicated to employees.	**Progressing**
20	**Network User Access Reviews**	2. Network User Access Reviews	**Finding** User roles and access levels are not included within the scope of the User Access Review process. It is acknowledged that a new process has since been documented to include user roles and access levels within the Shire's periodic user access review process. **Rating:** Minor **Implication** Excluding user roles and access levels from the scope of periodic network user access reviews limits assurance that access assignments remain appropriate and aligned with users' job responsibilities. Without reviewing role-based permissions, users may retain unnecessary or excessive access through inherited roles, increasing the risk of inappropriate system access remaining undetected.	Recommendation The Shire should: • Expand the scope of periodic reviews to include user roles and access levels • Ensure reviewers assess the appropriateness of role assignments against current job functions and business requirements • Document review outcomes and retain evidence of approvals and remediation actions • Periodically review the access review methodology to ensure it remains aligned with system configuration and security best practices. **Management Comment** New process documented and a review will be completed and documented on a regular basis.	**Minor**	30/09/2026	**July 2026 - 50% Completed.** New process has been developed. Review to be completed.	**Progressing**

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Shire of Derby / West Kimberley Audit Log
August 2026

Items Completed since Previous Audit, Risk and Improvement Committee Meeting held 21 May 2026

Civic Legal - Regulation 17 Review - December 2022								
	Category	**System or Procedure**	**Description**	**Suggested Actions**	**Risk Rating**	**Date Due**	**Progress Update**	**Status**
ivic Legal - Regulation 17 Review - December 2022								
9	**Assets**	5.2 Asset management plan (Internal Control)	The Shire has drafted Asset Management Plans for buildings, roads, the plant, land and other assets. The Shire also has an Asset Management Policy (June 2021). The Asset Management Plan is a part of the Integrated Planning Process and identifies when replacements, refurbishments and maintenance are required. Reference is made to the draft Asset Management Plans when formulating the annual budget. Expenditure outside of the draft Asset Management Plans requires justification. A gap may at times exist between what is required in the draft Asset Management Plan and the expenditure provided in the budget. We understand from officers that the Shire maintains a working document of assets and an Assets Register. The Assets Register does not include any items valued under $5,000, in accordance with relevant accounting standards. Physical inspections of large assets are undertaken for insurance purposes. We understand from officers that smaller items such as phones and laptops may not be captured on the Assets Register or the Asset Management Plans. Similarly, crew gear are mostly unaccounted items. These items are managed using a Small Plant Register and are replaced at end of their useful life. We understand from the officers that the Shire's IT service provider keeps track of the Shire's IT equipment needs and will contact the Shire when items require updates or replacing.	Prioritise endorsing the draft Asset Management Plans. Ensure relevant budgeting reports to council identify the long-term consequences of not meeting the requirements of the Asset Management Plan. Asset management training may also be appropriate if this is a concern of the Shire.	**Medium**	Ongoing	**June 2026 - 100%** Draft asset management plan has been completed with final plan to be present to Council with Council Plan and supporting strategic documents. **April 2026 - 90% Completed** Draft asset management plan has been completed with final plan to be present to Council for adoption in June along with supporting strategic documents	**Completed**
nancial Audit 2024/25								
14	**ARGN**	AGRN Claims	AGRN Claims may not be fully paid to the Shire. Current claim response success is approx. 65%.	The Shire will continue to work with DFES to progress claims	**High**	30/06/2025	**June 2026 - 100% Complete.** Ineligible claim data has been review with supplementary claims submitted to DRFAWA for consideration. **April 2026- 90% Completed** Ineligible claims data has been provided and is currently under final internal review **09/03/26** DFES have been asked to provide a comprehensive breakdown of all claims specifically the costs that have been deemed ineligible. The purpose of this is to allow Shire officers to account for instances where budgeted income has not met actual income due to ineligible AGRN 1044 claims. **20/01/26** New claim to be submitted for waste site identification project costs. Currently investigating with the department whether this falls under an existing claim or if a completely new claim is required. No other unclaimed expenditure has occurred for this program in 25/26. Have requested final figures from DFES for any claims still un der review **31/10/25** Claims are progressing. $395,309.45 is currently under review with the Disaster Recovery Funding Arrangements 26/11/2025 - A/MCS met with DFES team, final claims are underway and close to finalisation	**Completed**

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Shire of Derby / West Kimberley Audit Log
August 2026

	Category	System or Procedure	Description	Suggested Actions	Risk Rating	Date Due	Progress Update	Status
GIS - WHS 2025 Audit								
24	**Planning**	Element 3.1	WHS Handbook (2023) outlines communication methods for health and safety. WHS is an agenda item in DMT, OMT, and WHS Committee meetings. Toolbox and pre-start meetings occur, but minutes are not consistently maintained. WHS Committee has a Terms of Reference.	**Insufficient:** - Finalise updated WHS Handbook. - Ensure health and safety is included in all staff meeting agendas and minutes are kept. - Train team leaders on conducting and recording toolbox/pre-start meetings.	**Medium**	1/03/2026	**July 2026 - 100% Completed.** WHS handbook is complete and in use. **April 2026 - 90% Completed** WHS handbook has been finalised. Work continues in refining specific elements of the handbook to improve accessibility. Managers are now required to record WHS topics discussed in every team meeting **12/03/2026 - 75% Completed** A/Manager P&C reviewing the draft WHS Handbook. Once reviewed, it will be implemented. **18/12/25 – 25% Completed** WHS Handbook finalisation pending contractor management procedure completion **13/11/25** WHS Handbook to be finalised after Contractor Management Procedure. Toolbox meeting template circulated to departments	**Completed**
28	**Hazard Management**	Element 4.2	Control measures are in place and monitored through a hazard action register. Reports are increasing. Workers are not fully completing controls section in documents.	**Insufficient:** Train workers on using SWMS/JSA/SWP and the importance of recording appropriate controls.	**Medium**	1/12/2026	**July 2026 100% completed.** The training is provided during tool box meeting and pre assessment of high risk task. **April 2026 - 75% Completed** Workers have been provided all updated SWMS/JSA/SWP documents. Training on their use has been provided to managers for implementation. Managers will be required to report on the completion of this training. **12/03/2026 - 25% Completed** Waiting on the SWMS/JSA to be updated. **18/12/25 - 25% Completed** Action Plan has been discussed and as SMWS and JSAs are developed, Officers will be trained on using them **13/11/25** The Manager Assets and Works and the Works Supervisor have discussed the review and development of safe work procedures. The aim is to update existing procedures and create any that are missing, ensuring they align with current work practices. Implementation will be phased in through regular pre-start discussions and toolbox meetings	**Completed**
32	**Training and Supervision**	Element 5.7	Most training is provided by RTOs. Non-RTO trainer materials are collected. Job observations are conducted but not recorded.	**Insufficient:** Develop a process to document job observations to confirm learning transfer.	**Medium**	1/12/2026	**June 2026 - 100% Complete.** Training Observations template is finalised and has been loaded to HRIS platform ELMO. **April 2026 - 75% Completed** Training observations template has been developed and is currently being implemented with staff. These observations will be recorded in the HRIS platform ELMO. **12/03/2026 - 50% Completed** Task observation checklist is developed. It will be shared with works supervisor and other teams to record post-training job observations. **18/12/25 - 25% Completed** Template for job observation documentation being prepared. **13/11/25** During discussions with the Works Supervisor, it was noted that job observations are currently conducted visually but are not formally recorded. A process for documenting these observations will be developed	**Completed**
axon - Regulation 17 Review - December 2025								
52	**Internal Control**	Fraud Framework	**Finding** The Shire has the policy Fraud, Misconduct Control and Resilience which was last reviewed on 29 Feb 2024 and is focussed on processes for Public Interest Disclosure and reporting of fraud to the Public Sector Commission or Corruption and Crime Commission. However, there is no underlying formal fraud framework document in place that sets out the Shire's approach to managing or preventing fraud and as noted within 5.1 there is no fraud risk register. **Rating: Medium Risk** **Implication** Without a formal fraud framework to prevent, identify or address fraud, and the responsibility for them, required actions may not be applied appropriately across the organisation.	**Recommendation** Develop and implement a comprehensive fraud and corruption control framework, leveraging guidance from the OAG and PSC that outlines the Shire's approach to preventing, detecting, and responding to fraud. **Management Comment** Management acknowledges this finding. While internal fraud controls exist, it is recognised that there is no centralised Fraud Framework. The Shire will develop a Fraud Framework, a Fraud and Corruption Incident Register and a summary of the fraud log will be provided to the Audit, Risk and Improvement Committee at their meetings to ensure appropriate oversight. Training will be undertaken with Officers instructing how to report incidents into the fraud log.	**Medium**	1/09/2026	**July 2026 - 100% Complete.** Fraud and Misconduct Register established. **April 2026 - 50% Completed** Fraud and Misconduct register has been created with no reportable items at present. Advice on the creation of the Fraud Framework has been sought from the OAG as suggested.	**Completed**
nancial Audit (Interim) 2026								
58	**Asset Disposal**	Non Compliance	**Finding** Jetty Road, which forms part of the Shire's infrastructure asset, with a net book value of $0.985 million as at 1 July 2025, was transferred to Main Roads Western Australia as of that date. In accordance with Section 3.58 of the Local Government Act 1995 (WA), disposals of local government property are required to be formally approved by Council. While we understand that discussions regarding the transfer of the asset had occurred at various Council meetings between July 2022 and the date of disposal, we could not sight the formal Council decision recorded within the minutes for the disposal/transfer. Cconfirmation was received from Main Roads Western Australia that they have assumed ownership and management of Jetty Road from 1 July 2025. **Implication:** The disposal of the asset without formally documented Council decision represents a breach of Section 3.58 of the Local Government Act 1995.	**Recommendation** That management strengthen compliance controls over asset disposals by ensuring that Council decisions are formally recorded within the minutes. Management must also consider formalising the decision for the disposal of the above asset retrospectively. **Management comment** Management believe this item did seek Council approval prior to July 2022 however were unable to locate the agenda item. Staff will be reminded of that all disposals of assets must be presented to Council in the Annual Budget or a separate report.	**Moderate**	30/06/2026	**June 2026 - 100% Completed.**	**Completed**

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9.8 OUTSTANDING DEBT - JULY 2026

File Number: **5174 & 5112**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Jill Brazil, Director Corporate Services**

Authority/Discretion: **Information**

SUMMARY

This report seeks Audit, Risk and Improvement Committee to receive the outstanding rates and outstanding sundry debtors reports quarterly.

DISCLOSURE OF ANY INTEREST

Nil by Author and Nil by Responsible Officer.

BACKGROUND

The Audit, Risk and Improvement Committee will ensure compliance with the Shire's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management to meet statutory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 4 — Payment of rates and service charges

6.43. Rates and service charges are a charge on land

6.44. Liability for rates or service charges

6.50. Rates or service charges due and payable

6.53. Land becoming or ceasing to be rateable land

Subdivision 5 — Recovery of unpaid rates and service charges

6.55. Recovery of rates and service charges

6.56. Rates or service charges recoverable in court

6.16. Imposition of fees and charges

POLICY IMPLICATIONS

Sundry Debtors Collection Policy
Outstanding Rates Collection Policy
Financial Hardship Policy

FINANCIAL IMPLICATIONS

Outstanding Rates and Service Charges totalling 12,718,145

Outstanding Sundry Debtors (non-rates) totalling $1,233,210

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	4.3 Sustainability	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Non-recovery of debts will impact the type and level of services provided to the town.	Almost Certain	Severe	Extreme	Continue to proactively approach collection process and recovering outstanding debt

CONSULTATION

Internal.

CS Legal.

COMMENT

Attached to this report is an aged breakdown of outstanding rates and service charges by rating category as well a depiction of rates debt by month. The report contains a breakdown of outstanding sundry debtor (non-rates) charges by age as well as the movement of this debt over a rolling five-month period.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Debt Summary Report July 2026 ⇩

RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend that Council RECEIVE the information contained in the report detailing outstanding rates and sundry debtors as at 31 July 2026.

Shire of Derby / West Kimberley

Rates Debt Summary Report - 2026/2027

Total Rates & Service Charges in arrears at rates levy date 26/27	$1,321,267.68
Total Rates & Service Charges Levied for FY 2026/27	$13,805,046.26
Total Collected YTD From Outstanding Rates & Service charges	$2,408,168.94
Total Rates & Service Charges Outstanding as at 31 July 2026	**$12,718,145.00**

Total Balance of Debt Currently Referred to CS Legal (100 Debtors)
$1,741,281.88

	Total Debt					
	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Debt Movement (Apr - July)
GRV (Residential, Commercial & Industrial)	$ 1,413,890.62	$ 1,077,370.78	$ 1,077,370.78	$ 962,910.62	$ 8,526,317.65	$ 7,448,946.87
Mining UV (Mining Tenements)	$ 145,025.28	$ 140,538.97	$ 140,538.97	$ 135,614.91	$ 767,558.06	$ 627,019.09
Rural UV (Pastoral properties)	$ 95,097.80	$ 51,114.25	$ 51,114.25	$ 40,681.37	$ 2,914,031.57	$ 2,862,917.32
Non-Rateable	$ 769.84	$ (3,504.31)	$ (3,504.31)	$ (2,096.68)	$ (1,531.03)	$ 1,973.28
Non-Rateable UV Exempt	$ (3,134.54)	$ (9,859.70)	$ (9,859.70)	$ (4,384.00)	$ 52,925.75	$ 62,785.45
Non-Rateable GRV Exempt (Waste & ESL Charges)	$ 75,398.56	$ 118,970.96	$ 118,970.96	$ 119,766.38	$ 458,843.00	$ 339,872.04
Total	$ 1,727,047.56	$ 1,374,630.95	$ 1,374,630.95	$ 1,252,492.60	$ 12,718,145.00	$ 11,343,514.05

Comments
26/27 Rates issued on 15/07/2026 - Full payment due date and first instalment due date is 19/08/2026

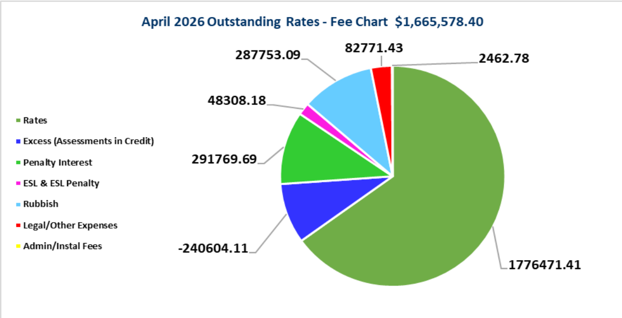
	Debt Older Than Three Years	24/25	25/26	26/27	Credit Balances	Total Outstanding
COMMERCIAL - GRV	$2,839.13	$44,282.58	$108,184.70	$1,740,021.42	$0.00	$1,895,327.83
INDUSTRIAL - GRV	$15,859.11	$15,335.63	$28,481.58	$348,874.46	-$6,819.93	$401,730.85
MINING - UV	$0.00	$10,340.38	$126,523.73	$632,024.89	-$1,330.94	$767,558.06
NON-RATEABLE	$2,225.04	$196.45	$845.18	$75.03	-$4,872.73	-$1,531.03
NON-RATEABLE/EXEMPT - GRV	$66,666.42	$25,737.23	$26,869.55	$339,569.80	$0.00	$458,843.00
NON-RATEABLE/EXEMPT - UV	$0.00	$190.86	$91.82	$56,934.81	-$4,291.74	$52,925.75
OTHER LOCATIONS - GRV	$0.00	$0.00	$0.00	$2.24	$0.00	$2.24
RESIDENTIAL - GRV	$289,573.85	$155,685.28	$340,256.34	$5,162,192.66	-$20,441.60	$6,172,851.48
RURAL - UV	$2,835.35	$44,085.90	$150,228.54	$2,722,128.11	-$5,246.33	$2,914,031.57
URBAN FARMLAND - GRV	$8,224.52	$6,207.85	$6,320.92	$35,651.96	$0.00	$56,405.25
Total	$388,223.42	$302,062.16	$787,802.36	$11,037,475.38	-$43,003.27	$12,718,145.00

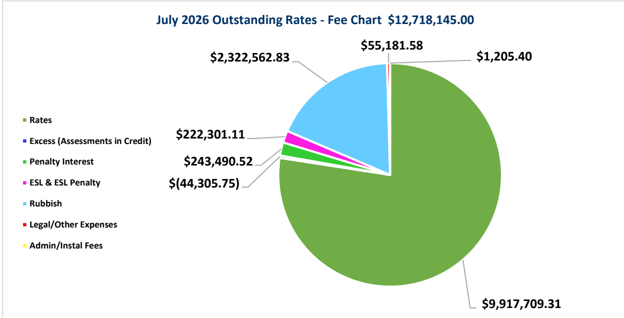
Comparison of Current FY to Previous FY		
	2025/26	2026/27
Total rates and charges outstanding and levied at commencement of rating year	$14,225,318.78	$15,126,313.94
Unpaid rates and charges 31 July	$13,134,952.30	$12,718,145.00
Percentage Outstanding	92.34%	84.08%

Shire of Derby / West Kimberley

Report to Audit Committee - Rates Debt Overview
July 2026

Total Rates Outstanding as at EOM July 2026 $ 12,718,145.00

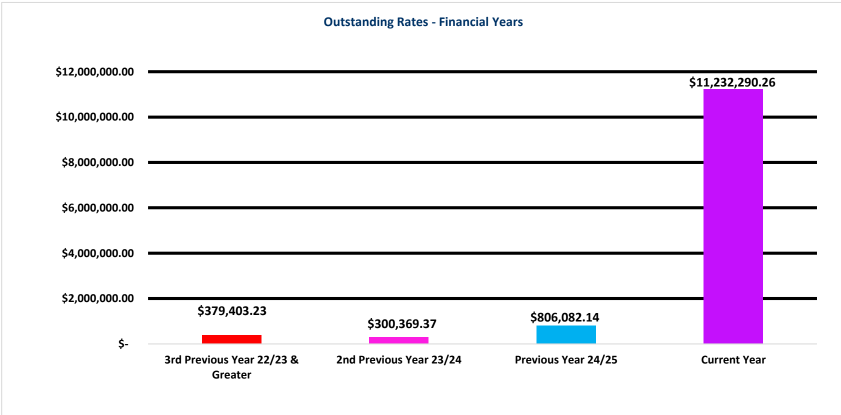




Rates and Service Charges Levied 2026/2027

Levied at 15th July 2026

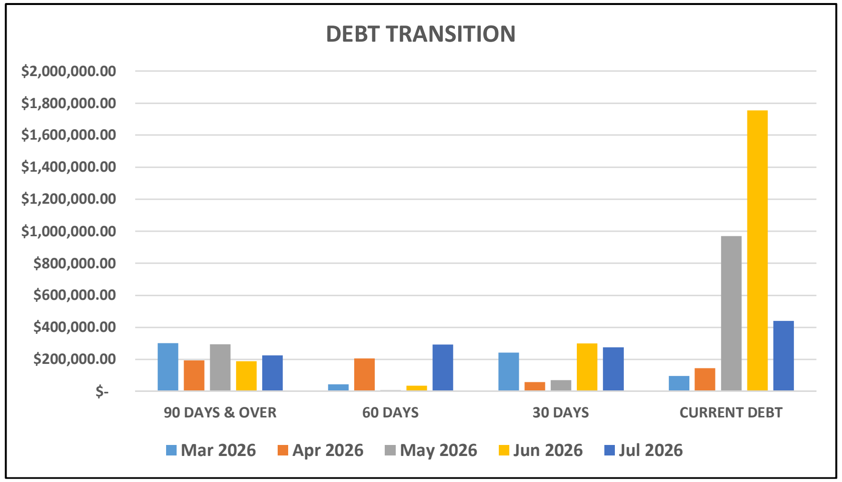
Rates	$ 10,779,887.35
Waste	$ 2,772,713.00
ESL	$ 252,445.91
Total Levied 26/27	$ 13,805,046.26
Arrears	$ 1,321,267.68
Total Outstanding (As at 15/07/2026)	$ 15,126,313.94

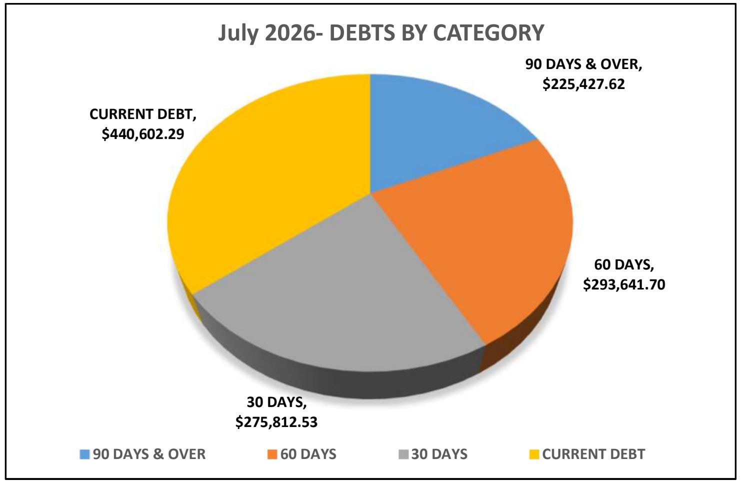


Shire of Derby / West Kimberley

NON-RATES DEBT SUMMARY REPORT - 2026/2027

	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Changes (Apr - Jul)
90 DAYS & OVER	$ 301,986.15	$ 193,672.18	$ 294,500.18	$ 188,566.88	$ 225,427.62	$ 31,755.44
60 DAYS	$ 44,916.71	$ 205,607.05	$ 8,155.29	$ 36,973.26	$ 293,641.70	$ 88,034.65
30 DAYS	$ 241,701.97	$ 58,299.64	$ 71,685.19	$ 300,760.00	$ 275,812.53	$ 217,512.89
CURRENT DEBT	$ 97,855.90	$ 145,996.01	$ 971,395.20	$ 1,755,170.98	$ 440,602.29	$ 294,606.28
CREDIT BALANCE	-$ 2,585.48	-$ 2,891.87	-$ 2,540.99	-$ 2,562.72	-$ 2,273.75	$ 618.12
TOTAL	$ 683,875.25	$ 600,683.01	$ 1,343,194.87	$ 2,278,908.40	$ 1,233,210.39	$ 632,527.38





90+ Days Debt Comparison by Year						
Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26
$358,323.33	$534,058.51	$384,168.65	$478,638.99	$155,300.52	$567,598.55	$225,427.62

90+ Days Outstanding Debt over $1000 31/07/2026			
DEBTOR	**TOTAL**	**COMMENTS**	**DEBTOR CODE**
Employee - 872	$ 2,299.14	Relocation cost reimbursement invoice for previous employee that did not complete 12 months of employment. The former employee had entered into a payment arrangement for $500 per month however this is not being adhered too. The matter is in the process of being referred to debt collection.	MS
Tristans Lawnmowing	$ 2,063.24	Multiple waste charges from 31/01/2023 to present. Statements and follow-up requests have been issued to this debtor without response. Due to the age of the debt and the continued operation of the business we may look to recommended revoking access to the waste site until these charges are cleared. A final letter of demand was sent in June 2026. The Shire is in the process of placing a hold on the waste facility commercial account which will remove debtors access to the Shire's waste sites for commercial waste processing.	TLW
Department of Communities	$ 1,595.04	Completion of Firebreaks 2023 - emails and statements have been sent to debtor without successfully securing payment. The accounts team have escalated this matter within the Department.	DOR
Act Eco Homer	$ 64,705.45	Multiple waste charges from 14/06/2024 to present. Debtor originally emailed requesting the Shire remove these invoices stating that they should be charged to other companies that Act Eco Homer was completing work on behalf of. Recent contact has been made with the debtor to clarify discrepancies in certain invoices, including the correct measurements that should have been applied. The debtor is currently working with the Shire to resolve this matter. Debtor has sent clarification of discepancies, the Shire are in the process of sending Cleanaway discepanies to seek advice.	AEH
Unreel Adventure Safaris	$ 5,269.03	May 2025 wharf usage charge and annual rent charge for Area 1 of the Derby Wharf. Finance and previous ports manager made several attempts via phone and email to secure payment for these outstanding invoices without success. Given the operator is likely to continue operation at the commencement of the next tourist season we will recommend that future wharf bookings are not granted until this debt is cleared. Debtor has made contact and the Shire has requested an email to be sent to explain the discrepancies in writing.	UNR
Mowanjum Aboriginal Corporation - Mowanjum Station & Knowsley Agricultural	$ 107,116.42	Mowanjum is currently responsible for the payment of rates on two pastoral properties in the Shire with the combined total of rates outstanding at $104,792.08. This debt is an accumulation of current debt as well as arrears back to 23/24. Mowanjum has previously communicated with the Shire and made payments towards the debt via an arrangement without ever achieving full clearance of the balance. In the 25/26 FY the Shire has not yet received communication from Mowanjum with regards to these assessments and the matter has now been referred to CS Legal.	A600190 and A500420
Mowanjum Aboriginal Corporation	$ 53,200.44	Waste charges that were raised in 2020. These charges relate to Mowanjum's use of the Debry waste facility for residential waste from 2016 through to 2020. The total payable in the original invoice was $158,371.30, these charges were disputed by Mowanjum at the time and subsequently reduced by 50% to $79,185.65 in October 2020 via Council Resolution 170/20. On the 18th of June 2021 Mowanjum made a payment of $26,395.21 via a payment arrangement. From this point no further payments were made by Mowanjum who then proceeded to take the matter to the Ombudsmen in 2022. The Ombudsmen made no ruling in Mowanjum's favour and at this point Mowanjum indicated they would be seeking legal advice. There has been no further communication from Mowanjum with regards to this debt nor has the Shire received any communication from Mowanjum's legal representatives. The Shire now believes that these charges may be recovered after expected administrative changes at Mowanjum.	MJU

Burrinunga Aboriginal Corporation	$ 69,527.30	This debt relates to residential bin charges dating back to 2018 for the group of houses at 18-32 Panton Street Derby. The matter has previously progressed through CS Legal who concluded that due to the nature of the houses, the enforcement of the debt through legal proceedings is difficult as the Shire does not realistically have the ability to exercise our power of sale. The director of the corporation has also previously stated they have no income and no ability to repay this debt. Following this conclusion the Shire wrote to the minister for Local Government's office but a response was not received. The Shire has also attempted to secure payment through the Department of Housing and Works, Aboriginal Housing & the section of the Department of Housing and works that deals specifically with remote area housing. All of these avenues have been unsuccessful to date with each area advising they were not responsible for the payment of these charges. The Shire has most recently been advised to communicate with the Derby office of the Department of Housing and Works however these contact attempts have not been responded to. At this stage the Shire may need to engage directly again with the minister's office or potentially cease collection of waste at this location. The latter option is problematic given the implications this would have from a health/waste recovery point of view.	A107124
Beyond Potential Group Pty Ltd	$ 4,243.72	Multiple Waste Charge invoices that company has disputed as they believe the charges are incorrect. Officers have requested that the business outline where the inaccuracies are on their invoices in order to investigate further. To date the business owner have not provided further detail. Once the business has confirmed what the invoice inaccuracies are, officers will be in a position to investigate further. A final letter of deman was sent in June 2026. The Shire is in the process of placing a hold on the waste facility commercial account which will remove debtors access to the Shire's waste sites for commercial waste processing.	BPG
Broome Cabinets	$ 1,280.34	Waste Charge Invoice from June 2025 & Interest Charges, emails and monthly statements have been sent to debtor. The Shire has received contact from debtor and is in the process of resolving this debt.	1000

10 URGENT BUSINESS

11 CLOSURE

11.1 Date of Next Meeting

The next meeting of Audit, Risk and Improvement Committee will be held Thursday 19 November 2026 in the Council Chambers, 31 Clarendon Street, Derby.

11.2 Closure of Meeting