



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Audit Committee Meeting

# AGENDA

Thursday 20 March 2025



## NOTICE OF AN AUDIT COMMITTEE MEETING

Dear Council Member,

The next Audit Committee Meeting of the Shire of Perenjori will be held on Thursday 20 March 2025 at the Latham Community Centre, Latham, WA 6616, commencing at 2.30 pm.

A handwritten signature in black ink, appearing to be 'Paul Anderson', is located below the meeting details.

Paul Anderson

**CHIEF EXECUTIVE OFFICER**

Date: 14 March 2025

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## Council Roles

### **Advocacy:**

When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.

### **Executive/Strategic:**

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### **Legislative:**

Includes adopting local laws, town planning schemes and policies.

### **Review:**

When Council reviews decisions made by Officers.

### **Quasi-Judicial:**

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

## Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

## Shire of Perenjori

Agenda for the Shire of Perenjori Audit Committee Meeting to be held on Thursday 20 March 2025, at the Latham Community Centre, Latham, WA 6616, commencing at 2.30 pm.

### **1. Declaration of Opening/Announcement of Visitors:**

The Shire President to declare the meeting open and welcome those in attendance.

#### **Acknowledgement of Traditional Custodians: -**

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

*The Shire of Perenjori would like to respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.*

#### **Acknowledgement of Pioneers: -**

*The Shire of Perenjori acknowledges the pioneers who settled this country, developed the land and turned it into the productive country that we know today.*

### **2. Opening Prayer:**

The Shire President to read.

### **3. Disclaimer Reading:**

As printed.

### **4. Record of Attendance/Apologies/Leave of Absence:**

#### **4.1 ATTENDANCE:**

Members:

Staff:

Distinguished Visitors:

Members of The Public:

Leave of Absence:

Apologies:

**5. Confirmation of Minutes of Previous Meetings:**

**5.1 AUDIT COMMITTEE MEETING HELD ON 19 DECEMBER 2024**

**OFFICER RECOMMENDATION**

**Audit Committee Resolution Number:**

**Moved:**

**Seconded:**

**That the Minutes of the Audit Committee Meeting held on 19 December 2024, be confirmed as true and correct subject to no / the following corrections.**

**Motion put and carried / lost**

**For:**

**Against:**

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**6. Declaration of Interest:**

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Audit Committee Meeting

# MINUTES

Thursday 19 December 2024



## **NOTICE OF AN AUDIT COMMITTEE MEETING**

Dear Council Member,

The next Audit Committee Meeting of the Shire of Perenjori will be held on Thursday 19 December 2024 at the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 2.00 pm.

A handwritten signature in black ink, appearing to be 'Paul Anderson', is positioned above the typed name.

Paul Anderson  
CHIEF EXECUTIVE OFFICER  
Date: 13 December 2024



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## Council Roles

### **Advocacy:**

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

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The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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Includes adopting local laws, town planning schemes and policies.

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Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

## Shire of Perenjori

Minutes for the Shire of Perenjori Audit Committee Meeting held on Thursday 19 December 2024, at the Shire of Perenjori Council Chambers, Perenjori WA 6620.

### 1. Declaration of Opening/Announcement of Visitors:

The Shire President declared the meeting open and welcomed those in attendance at 2.01 pm.

#### **Acknowledgement of Traditional Custodians: -**

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

*The Shire of Perenjori would like to respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.*

### 2. Opening Prayer:

The Shire President read the opening prayer.

#### **Acknowledgement of Pioneers: -**

*The Shire of Perenjori acknowledges the pioneers who settled this country, developed the land and turned it into the productive country that we know today.*

### 3. Record of Attendance/Apologies/Leave of Absence:

#### **3.1 Attendance:**

Members:	Cr Jude Sutherland (President) Cr Les Hepworth (Deputy President) Cr Daniel Bradford Cr Andrew Fraser Cr Colin Bryant Cr Brian Campbell Cr Dael Sparkman
Staff:	Paul Anderson (Chief Executive Officer) Nola Comerford (Manager Corporate Community Services) Ally Bryant (Finance Manager)
Distinguished Visitors:	Nil
Members of The Public:	Nil
Leave of Absence:	Nil
Apologies:	Nil

## 4. Confirmation of Minutes of Previous Meetings:

### 4.1 Audit Committee Meeting Held on 21 March 2024

#### COMMITTEE DECISION

**Audit Committee Resolution Number: 191224.1**

**Moved: Cr Hepworth**

**Seconded: Cr Bryant**

**That the Minutes of the Audit Committee Meeting held on the 21 March 2024, be confirmed as true and correct subject to no corrections.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Sparkman, Cr Bryant, Cr Bradford, Cr Fraser, Cr Campbell**

**Against: Nil**

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## 5. Declaration of Interest:

Nil

## 6. Reports:

### 6.1 AUDIT FOR THE YEAR ENDED 30 JUNE 2024 – OFFICE OF THE AUDITOR GENERAL

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0357
<b>Report Date:</b>	19 December 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Bianca Plug – Governance Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">6.1.1 – Findings Identified During the Final Audit 30 June 2024</a> <a href="#">6.1.2 – Closing Independent Auditor’s Report 2024</a> <a href="#">6.1.3 – Signed Financial Statements 30 June 2024</a> <a href="#">6.1.4 – OAG Letter CEO</a> <a href="#">6.1.5 – OAG Letter Shire President</a>

#### Summary

This report presents the closing Audit Reports for the 2023/24 financial year from the Office of the Auditor General.

#### Background

Audits are conducted annually and are presented to the Audit Committee prior to consideration by Council.

The Audit Committee plays an important role in advising Council on the conduct of the audit to ensure the proper financial management of the organisation.

The administration has the opportunity to highlight any corrective action proposed to be taken to address any identified shortcomings, with the requirements to report to the Audit Committee with a recommendation to Council to acknowledge the report and the action taken to correct the matters raised and report to the Auditor General the actions implemented.

#### Statutory Environment

Local Government Act 1995

7.12A. Duties of local government with respect to audits

(4) A local government must –

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

#### Financial Implications

Nil

#### Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community

4.1. The community is well-informed and engaged

4.6. The organisation, assets and finances of the Shire are managed responsibly

#### Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Auditor General’s Office

Nexia Australia

### **Officer Comment**

The Audit has been completed and the findings identified in the Auditor’s Management Letter.

The Auditor General’s Report highlights 4 finds that have been identified in the Auditor’s Management Letter.

The manner in which the administration plans to address the issues raised in the Auditor General’s Report and the Auditor’s Management Comment are in the attached Auditor’s Management Letter.

### **COMMITTEE DECISION**

#### **Audit Committee Resolution Number: 191224.2**

**Moved: Cr Hepworth**

**Seconded: Cr Fraser**

**The Audit Committee recommends that Council:**

- 1. Accepts the Auditor’s Financial Report for the financial year ending 30 June 2024.**
- 2. Notes the findings identified in the Auditor’s Management Letter and the Officers responses to the issues raised.**
- 3. Notes the opinions expressed in the Independent Auditor’s Report and the Officers responses to the issues raised.**
- 4. That a copy of the finalised Audit Committee Minutes be presented to the Minister and Auditor General.**

**Motion put and carried 7/0 by Absolute Majority**

**For: Cr Sutherland, Cr Hepworth, Cr Bryant, Cr Sparkman, Cr Bradford, Cr Fraser, Cr Campbell**

**Against: Nil**

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## 6.2 ACCEPTANCE AND ADOPTION OF ANNUAL REPORT – 2023/24

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0339
<b>Report Date:</b>	19 December 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Bianca Plug – Governance Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">6.2.1 – Annual Report 2023/24</a>

### Summary

The Annual Report 2023/24 is presented for review prior to being considered by Council.

### Background

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The Annual Report is prepared in accordance with Section 5.53 of the *Local Government Act 1995* and includes:

- A report from the Shire President;
- A report from the CEO;
- The Annual Financial Report;
- The Auditor's Report;
- Disability Report;
- Complaints Report;
- Information on payments to employees;
- Information on statistics and other payments (in relation to Councillors);
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year;
- *Freedom of Information Act 1992* – information as required;
- *State Records Act 2000* – information in relation to record keeping systems; and
- National Competition Policy Report.

Advice has been received from the Financial Auditors advising that the Auditor's Report has been finalised.

### Statutory Environment

Local Government Act, 1995.

*Section 5.27(1) states: A general meeting of electors of a district is to be once every financial year.*

*Section 5.27(2) states: A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report for the previous financial year.*

*Section 5.29(1) states: The CEO is to convene an elector's meeting by giving –*

*(a) at least 14 days local public notice; and*

*(b) each council member at least 14 days' notice of the date, time, place and purpose of the meeting.*

Acceptance of annual reports 5.54.

*(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after the financial year.*

*(2) If the auditor's report is not available in time for the annual report to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.*

Notice of annual reports 5.55.

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

**Policy Implications**

Nil

**Consultation**

Paul Anderson – Chief Executive Officer  
Jude Sutherland - Shire President  
Ally Bryant - Finance Manager  
Nola Comerford – Manager Corporate and Community Services  
Marty Noordhof – Manager Infrastructure Services

**Financial Implications**

Nil

**Strategic Community Plan**

Goal 4: A strong and diverse Council working closely with the proactive and involved community  
4.1. The community is well-informed and engaged  
4.6. The organisation, assets and finances of the Shire are managed responsibly

**Officer Comment**

The Annual Report provides the opportunity for the Shire to summarise to the community the achievements of the Local Government and provide the community with an opportunity to review the outcome of the annual audit.

It is to be noted that the Annual Electors Meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report for the previous financial year.

**PROCEDURAL MOTION**

**Audit Committee Resolution Number: 191224.3**

**Moved: Cr Hepworth                      Seconded: Cr Bradford**

**That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 2.06 pm to allow for open discussion of Item 6.2.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bryant, Cr Sparkman, Cr Bradford, Cr Fraser, Cr Campbell**

**Against: Nil**

**PROCEDURAL MOTION**

**Audit Committee Resolution Number: 191224.4**

**Moved: Cr Sparkman                      Seconded: Cr Bradford**

**That Council reinstate Standing Orders at 2.08 pm.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bryant, Cr Sparkman, Cr Bradford, Cr Fraser, Cr Campbell**

**Against: Nil**



## **COMMITTEE DECISION**

**Audit Committee Resolution Number: 191224.5**

**Moved: Cr Bradford**

**Seconded: Cr Hepworth**

**The Audit Committee recommends that Council:**

- 1. Accepts the 2023/24 Annual Report containing the Annual Financial Report and Auditor's Report for the financial year ending 30 June 2024.**
- 2. Adopts the 2023/24 Annual Report, containing the Annual Financial Report and the Auditor's Report for the financial year ending 30 June 2024.**
- 3. Confirms the date for the Annual Electors Meeting to be held at 5.00 pm on Thursday 13 February 2025 at the Latham Community Centre and authorise the required statutory advertising.**

**Motion put and carried 7/0 by Absolute Majority**

**For: Cr Sutherland, Cr Hepworth, Cr Bryant, Cr Sparkman, Cr Bradford, Cr Fraser, Cr Campbell**

**Against: Nil**

## 7. Closure of Meeting:

The Shire President thanked those in attendance and declared the meeting closed at 2.10 pm.

**I certify that this copy of the Minutes is a true and correct record of the meeting held on 19 December 2024.**

**Signed:** \_\_\_\_\_

**Shire President**

**Date:** \_\_\_\_\_

## 7. Reports:

### 7.1 ADOPTION OF COMPLIANCE AUDIT RETURN 2024

Applicant:	Shire of Perenjori
File:	ADM 0540
Report Date:	20 March 2025
Disclosure of Interest:	
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	<a href="#">7.1.1 – Compliance Audit Return 2024</a>

#### Summary

This report presents the 2024 Compliance Audit Return (CAR) for review and adoption, in preparation of submission to the Department of Local Government.

#### Background

In accordance with section 7.13(1) of the *Local Government Act 1995* and regulation 14 of the *Local Government (Audit) Regulations 1996*, the Shire is required to carry out a compliance audit for the period 1 January 2024 to 31 December 2025 and prepare a Compliance Audit Return (CAR) in a form approved by the Minister.

The 2024 CAR is provided to the Shire by the Department of Local Government, Sport and Cultural Industries (the Department) and the areas of compliance are restricted to those considered high risk.

The CAR is required to be reviewed by the Audit Committee then presented to Council for adoption. The CAR must be adopted, signed and provided to the Department by the 31 March of each year.

#### Statutory Environment

Section 7.13(1) of the *Local Government Act 1995*  
*Local Government (Audit) Regulations 1996* r. 14

#### Financial Implications

Nil

#### Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community  
4.6. The organisation, assets and finances of the Shire are managed responsibly.

#### Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Nexia Australia

#### Officer Comment

Following the internal review of the 2024 Compliance Audit Return, there were no non-compliance areas identified.

**OFFICER RECOMMENDATION**

**Audit Committee Resolution Number:**

**Moved:**

**Seconded:**

**The Audit Committee recommends that Council:**

1. **Adopts the Compliance Audit Return for the period 1 January 2024 to 31 December 2024, as attached.**
2. **Authorise the President and Chief Executive Officer to sign and submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.**

**Motion put and carried / lost by Absolute Majority**

**For:**

**Against:**



## COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	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 2024?	N/A	
4	s3.59(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?	Yes	Notice of Proposal to Lease Property for a Supermarket advertised in the West Australian, website, Bush Telegraph, notice boards and social media on 9 November 2024.
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Lease and Operation of a Supermarket endorsed by Council 19 December 2024. Council Decision – 191224.17.

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to Committees.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegations to Committees.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	No delegations to Committees.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to Committees.
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	No delegations to Committees.
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	



Department of  
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and Cultural Industries**

8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Delegations to employees were recorded on an Authorised Persons Register and individual personnel files.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	No delegations were amended or revoked in 2024.
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Register of Delegations adopted at the Ordinary Council Meeting held 21 November 2024. Council Decision 211124.9.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	As above.
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	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 <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



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and Cultural Industries**

6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	<a href="https://www.perenjori.wa.gov.au/annual-and-primary-returns.aspx">https://www.perenjori.wa.gov.au/annual-and-primary-returns.aspx</a>
8	s5.88(1) & (2)(b) Admin Reg 28	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 <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	<a href="https://www.perenjori.wa.gov.au/registers/declarations">https://www.perenjori.wa.gov.au/registers/declarations</a>
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> 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?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	<a href="https://www.perenjori.wa.gov.au/registers/gifts">https://www.perenjori.wa.gov.au/registers/gifts</a>
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	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?	Yes	



16	s5.71A & s5.71B(5)	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 <i>Local Government Act 1995</i> 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?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	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?	Yes	Adopted at the Ordinary Council Meeting held 22 September 2022. Council Decision 210922.19.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	
20	s5.104(7)	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?	Yes	<a href="https://www.perenjori.wa.gov.au/documents/95/code-of-conduct-for-council-members-committee-members-and-candidates">https://www.perenjori.wa.gov.au/documents/95/code-of-conduct-for-council-members-committee-members-and-candidates</a>
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	<a href="https://www.perenjori.wa.gov.au/documents/94/employee-code-of-conduct">https://www.perenjori.wa.gov.au/documents/94/employee-code-of-conduct</a>





Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(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 <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	N/A	There was no disposal of property in 2024 other than by public auction or tender.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , 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?	N/A	As above.

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	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 <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No elections were held during 2024.
2	Elect Regs 30G(3) & (4)	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 <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No elections were held during 2024.
3	Elect Regs 30G(5) & (6)	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 <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No elections were held during 2024.



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Appointed at the Special Meeting of Council held 26 October 2023. Council Decision 261023.1.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	No duties or powers were delegated.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Received 5 December 2024.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	The Auditor General's Report identified 4 findings. These findings were presented to Council at the Audit Committee Meeting and Ordinary Council Meetings held 19 December 2024. The manner in which the administration plans to address these issues were detailed in the Auditor's Management Letter.
5	s7.12A(4)(a) & (4)(b)	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? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant findings were identified.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	As above.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Received 5 December 2024.



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	<p>The Strategic Community Plan and Corporate Business Plan (the Plan) 2022/23 – 2032/33 was adopted at the Ordinary Council Meeting held on 18 August 2022. Council Decision 180822.7.</p> <p>The 'Council Plan' was reviewed throughout 2024:</p> <ul style="list-style-type: none"> <li>- Quarterly Report January – March 2024 (OCM held 18 April 2024. Council Decision 180424.7)</li> <li>- Annual Report June 2023 – June 2024 (OCM held 25 July 2024. Council Decision 250724.8)</li> <li>- Quarterly Report July – September 2024 (OCM held 24 October 2024. Council Decision 241024.11)</li> <li>- Quarterly Report October – December 2024 (OCM held 19 December 2024. Council Decision 191224.9).</li> </ul>
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	As above.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	



Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	N/A	There were no CEO or senior employee vacancies during 2024.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	As above.
3	Admin Reg 18F	Was 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 <i>Local Government Act 1995</i> ?	N/A	As above.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	As above.
5	s5.37(2)	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?	N/A	No senior employees were employed or dismissed during 2024.

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The Chief Executive Officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	No complaints were received during 2024.
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	<a href="https://www.perenjori.wa.gov.au/registers/complaints">https://www.perenjori.wa.gov.au/registers/complaints</a>



Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	Reviewed at the Ordinary Council Meeting held 15 December 2022. Council Decision 151222.4.
2	Audit Reg 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 <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	As above.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	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?	Yes	Policy adopted at the Ordinary Council Meeting held 19 November 2020. Council Decision 16.3.2. Policy reviewed at the Special Meeting of Council held 2 May 2024. Council Decision 020524.2.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Policy adopted at the Ordinary Council Meeting held 19 November 2020. Council Decision 16.5.2. Policy reviewed at the Special Meeting of Council held 2 May 2024. Council Decision 020524.2.



7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	<a href="https://www.perenjori.wa.gov.au/registers/training">https://www.perenjori.wa.gov.au/registers/training</a>
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	26 September 2024.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

#### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , 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?	Yes	
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , 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?	Yes	<ul style="list-style-type: none"> <li>- RFT-MWSFN-01-23.24 – Midwest Secondary Freight Network (Joint Tender, Shire of Morawa)</li> <li>- RFT01-2024.25 – Design &amp; Construct 2x GROH Houses</li> <li>- RFT02-2024.25 – One Prime Mover</li> <li>- RFT03-2024.25 Pavement Repairs &amp; Asphalt Works</li> <li>- RFT04-2024.25 – Panel of Pre-Qualified Suppliers</li> <li>- RFT04-2024.25 – Supply &amp; Delivery of Supermarket Fit Out Items</li> </ul>



3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Copies of Statewide public notices are contained within each Tender Register.
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The Shire did not intend to enter into 2 or more contracts with the desire to avoid the requirements of regulation 11(1).
5	F&G Reg 14(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?	N/A	No tenders were varied during 2024.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	<a href="https://www.perenjori.wa.gov.au/business/tenders/past-tenders.aspx">https://www.perenjori.wa.gov.au/business/tenders/past-tenders.aspx</a>
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	One tenderer for RFT04-2024.25 was unsuccessful due to submitting after the deadline.
9	F&G Reg 18(4)	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?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	EOI 01-2024 – Lease and Operation of a Supermarket.
12	F&G Reg 23(1) & (2)	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?	No	



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13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions &amp; General) Regulations 1996</i> regulations 24AD(4) and 24AE?	Yes	RFT04-2024/25 - Advertised in the West Australian on Wednesday, 2 October 2024.
16	F&G Reg 24AD(6)	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?	N/A	No information supplied to the RFT04-2024/25 panel was varied.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	Yes	<a href="https://www.perenjori.wa.gov.au/documents/145/rft04-202425-panel-of-pre-qualified-suppliers-supply-of-plant-and-equipment-for-occasional-hire">https://www.perenjori.wa.gov.au/documents/145/rft04-202425-panel-of-pre-qualified-suppliers-supply-of-plant-and-equipment-for-occasional-hire</a>
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	One tenderer for RFT04-2024.25 was unsuccessful due to submitting after the deadline.
20	F&G Reg 24AH(3)	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?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	





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22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	Yes	
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\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date

**8. Closure of Meeting:**

The Shire President to declare the meeting closed and thank those in attendance.