



# Agenda

Ordinary Council Meeting  
Wednesday 20 May 2026

Date	Wednesday 20 May 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	15 May 2026



## Notice of Meeting

Please be advised that an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 20 May 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "David Burton".

David Burton  
Chief Executive Officer  
15 May 2026

### Disclaimer

*No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

*In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.*

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## 1 Declaration of Opening

The Presiding Member declared the meeting open at [time].

The Presiding Member announced that the meeting is being recorded in accordance with section 141 of the Local Government Administrations Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

While section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of council proceedings, this does not extend to elected members or employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	President
T Miller	Deputy President
F Allan	Councillor
W Astbury	Councillor
J Mearns	Councillor
L Corke	Councillor
D Gaul	Councillor

#### Employees

D Burton	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Cross	Manager Works & Services
E Gee	Executive Support Officer

#### Apologies

## 3 Public Question Time

### 3.1 Responses to Previous Public Questions Taken on Notice

### 3.2 Public Question Time

[Public Question Time]



## **4 Apologies and Leave of Absence**

### **4.1 Apologies**

### **4.2 Previously Approved Leave of Absence**

Cr Allan requested a leave of absence for the Ordinary Council Meeting on 20 May 2026

### **4.3 Requests for Leave of Absence**

[Requests for leaves of absences]

## **5 Petitions, Memorials and Deputations**

### **5.1 Petitions**

### **5.2 Memorials**

### **5.3 Deputations**

## **6 Declarations of Councillors and Officers Interest**

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

## **7 Confirmation of Minutes of Previous Meetings**

### **7.1 Minutes of the Ordinary Council Meeting held Wednesday 15 April 2026**

#### **Officer Recommendation**

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 15 April 2026, as included in Attachment 7.1.1, as a true and accurate record.*

## **8 Motions of Which Notice Has Been Given**

## **9 Receipt of Committee Minutes or Reports and Consideration of Recommendations**

### **9.1 Minutes of the RoeROC Ordinary meeting held on Thursday 9 April 2026**

#### **Officer Recommendation**

*That Council receives the minutes of the RoeROC Ordinary Meeting held on Thursday 9 April 2026, as included in Attachment 9.1 and Attachment 9.1a*

### **9.2 Minutes of the Central Country Zone meeting held on Friday 17 April 2026**

#### **Officer Recommendation**

*That Council receives the minutes of the Central Country Zone's Meeting held on Friday 17 April 2026, as included in Attachment 9.2*

## **10 Report by the President**

Welcome is extended from Council to Kylie Bozanich and Emma Gee who have joined the Shire of Wickepin administration team.

On Friday April 17<sup>th</sup> CEO David and Myself attended the Central Country Zone of WALGA meeting hosted by Shire of Cuballing.

The annual Shire of Wickepin Commemorative ANZAC Day Service was held on Saturday 25<sup>th</sup> April to remember the sacrifices of the original ANZAC's, to pay respect, and give thanks, to our Service Men, Women and Animals who have served, and continue to serve our nation; and to remember those who are no longer with us.

Tributes were paid to the mateship of the Australian and New Zealand Defence Forces of the Army; the Navy and the Air Force who have served with distinction, side-by-side for over a century, in conflict and in peace around the world in battles within WW1, WW2, Korea, Vietnam and all other wars.

We were reminded of The ANZAC Spirit that was forged 111 years ago when the British Allied Invasion of the Gallipoli Peninsula happened at dawn on 25<sup>th</sup> April 1915. For Australia and New Zealand it has great significance, as the Gallipoli Campaign helped to foster a developing sense of national identity which has carried on for more than a century with the Australian and New Zealand Defence Forces serving side by side in countries around the world.

This ANZAC Day we commemorate this mate ship as we reflect on the many different meanings of WAR.

Special Thanks go to Tom and Chris who helped setting up chairs and power cords before the ceremony, Irene Moore who read "ANZAC Reflection" followed by The Prayer of Remembrance, David Koppers who sounded the "Last Post", Freeman of the Shire Murray Lang who read "The Ode" and Cr Gaull who took charge of the Flag protocol.

Wreaths were laid by the local school children Vinny Martin & Mason Edwards, Shire Cr Allan and CEO David Burton and Community Members.

The Shire Staff assisted in setting up the previous day and the Shire Gardeners had the lawns and gardens surrounding the War Memorial looking fantastic. In the Town Hall, community donations saw a wonderful spread of morning tea and the Wickepin History Group once again had a wonderful District Historical photographic display and Memorabilia set up.

Thank You to All for making this day very Special.

On April 29<sup>th</sup> saw the Shire's Local Emergency Management Committee (LEMC) Meeting held in order to finalise the Shire of Wickepin's risk assessment analysis document.

Early May saw a mass influx to Wickepin of Western Power Contractors who set up a compound of infrastructure at the saleyards in Richter Street, and proceeded to undertake the huge task within Wickepin townsite of replacing 45 power poles, 3.6km of overhead power wiring and equipment upgrades including crossarms and insulators, in order to strengthen to local network and increase the resilience to weather events to ensure a more reliable supply to homes and businesses.

Contractors set up 4 large portable generators around the town to minimise disruption to supply, and whilst the power was disabled at times for a few days throughout this time, the disruption was essential and will be well worth the inconvenience. Thank you to them for their consideration and great work.

Meetings and events that I have attended are:

- April 17 CCZ of WALGA at Cuballing with CEO
- April 25 ANZAC Ceremony at Wickepin
- April 29 LEMC Meeting at Wickepin

## 11 Report by the Chief Executive Officer

13 April 2026	Meeting with Shire President
14 April 2026	Discussion with Ranger
15 April 2026	Meeting with Shire President
17 April 2026	CCZ – Shire of Cuballing
23 April 2026	Discussion with Ranger
	Meeting with the Shire President and Deputy President
24 April 2026	ROAC Meeting – Attend via video
	WALGA Webinar – Economic Brief
25 April 2026	ANZAC Day Event
29 April 2026	Meeting – Consultant for Housing Project funding.
01 May 2026	Meeting with WSM and Gardener for Oval Retic.
04 May 2026	Discussion with Pool Contractor – possible leak in pool.
05 May 2026	Visit local businesses for a letter of support for the Housing Project.
05 - 06 May 2026	Attend AGO Meeting - Westonia (Annual Leave)
07 May 2026	LGIS Golf Tournament Meeting
	Discussion with Shire President
12 May 2026	Discussion with Local Police – CCTV Grant application

**Delegations exercised –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			CEO, DCEO
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Alcohol Consumption Approval – Yealering Hall – T. Dyer	01/05/2026	CEO
A13	Hire of Community Halls / Community Centre	CEO			
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			
A17	Prohibited and Restricted Burning Times – Vary	CEO			
A18	Disposal of Property	CEO			
A19	Native Flora – Seed Collection	CEO			

**12 Notices of Motions for the Following Meeting****13 Reports and Information**

### 13.1 Monthly Schedule of Accounts Paid – April 2026

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	E Clement, Deputy Chief Executive Officer
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement, Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	13 May 2026
<b>Attachments</b>	<b>Attachment 13.1.1 – Monthly Schedule of Accounts Paid – April 2026</b>

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#### Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for April 2026.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

#### Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

#### Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and is contained in **Attachment 13.1.1**.

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

For the month under review the following summarised details are presented –

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT 16111 - 16165	\$369,176.69
Cheques	16051- 16054	\$ 21,267.49
Direct Deductions	April 2026	\$0
Superannuation	April 2026	\$24,799.82
Credit Card	April 2026	\$0
BPay Payments	April 2026	\$0
Payroll	April 2026	\$152,103.63
Licensing	April 2026	\$17,839.9
<b>Municipal Fund Total</b>		<b>\$585,187.53</b>
<b>Trust Fund</b>		
Electronic Funds Transfer		\$0
Cheques		\$0
<b>Trust Fund Total</b>		<b>\$0</b>
<b>Total</b>		<b>\$585,187.53</b>

### Statutory Environment

*Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

### Policy Implications

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

### Financial Implications

#### Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

#### Future Financial Years

Nil

### Strategic Implications

#### Goal - Governance

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

### Voting Requirement

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$585,187.53 for April 2026, as included in **Attachment 13.1.1.***

## 13.2 Statement of Financial Activity – April 2026

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	E Clement, Deputy Chief Executive Officer
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement, Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	13 May 2026
<b>Attachments</b>	<b>Attachment 13.2.1</b> - Statement of Financial Activity – April 2026

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### Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended February 2026.

Council is requested to accept the Statement of Financial Activity.

### Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 13.2.1**.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

*Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)*

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

## **Financial Implications**

### Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

### Future Financial Years

Nil

## **Strategic Implications**

### **Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

## **Voting Requirement**

Simple Majority

## **Officer Recommendation**

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending April 2026, as included in **Attachment 13.2.1**.*

### 13.3 Dual Fire Control Officers

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	ES.MEE.904
<b>Author/s</b>	David Burton – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	8 April 2026
<b>Attachments</b>	<b>Attachment 13.3.1</b> - Letter – Dual Fire Control Officers, Shire of Corrigin

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#### Summary

The Shire of Corrigin has requested Council to formally approve the appointment of two (2) of their Fire Control Officers as Dual Fire Control Officers for the 2026/2027 Fire Season.

#### Background

Section 40 of the Bush Fires Act 1954 states the following in respect to Dual Bush Fire Control Officers:-

Local governments may join in appointing and employing bush fire control officers

- (1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.
- (2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

#### Comments

The Shire of Corrigin has requested that the following people be appointed as Dual Fire Control Officers:-

Mr Craig Jespersen and Mr Joel Bell

#### Statutory Environment

Bush Fires Act 1954

#### Policy Implications

Nil.

#### Financial Implications

Nil

#### Strategic Implications

Nil

#### Voting Requirement

Simple Majority

#### Officer Recommendation

*That Council appoints the following Shire of Corrigin Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season:-  
Mr Craig Jespersen and Mr Joel Bell.*

### 13.4 Review – Delegation Register

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole of Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	GO.AUT.1320
<b>Author</b>	David Burton, Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	8 April 2026
<b>Attachments</b>	<b>Attachment 13.4.1</b> - Reviewed Delegation Register

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#### Summary

The Council to consider a review of the Delegations Register.

#### Background

In accordance with section 5.46 of the Local Government Act 1995, Council must review its delegations at least once each financial year.

The last significant review was conducted on 17 August 2023

Delegations are most commonly used in organisations where:

1. A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation.
2. That person or officer has either:
  - A multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
  - Many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties.
3. The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties.
4. Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

#### Comments

The Delegation Register has not been reviewed in the current financial year. Some changes have been made to delegations for clarity. Changes to the Delegations Register are noted for Council to approve or change.

In order to ensure the Shire is compliant with Section 5.45 (2) of the Local Government Act 1995, a complete review has been done for the Delegation Register.

It needs to be noted that some delegations are in a different format. The Shire will be further reviewing the Delegations to ensure that all delegations are listed in the same format, however this is likely to commence in the new financial year.

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil.

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

**Voting Requirement**

Absolute Majority

**Officer/Committee Recommendation**

*That Council adopts Shire of Wickepin Delegations Register as reviewed at its Audit, Risk and Improvement Committee meeting on 20 May 2026.*

### 13.5 Internal Audit – Risk Assessment

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	FM.AUD.1225
<b>Author</b>	David Burton, Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	8 April 2026
<b>Attachments</b>	<b>13.5.1</b> - Risk Assessment Dashboard Report

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#### Summary

For the Audit Risk and Improvement Committee to consider an internal audit report on Risk Assessment items for the Shire of Wickepin.

#### Background

As part of the Key Performance Indicators (KPI's) for the CEO, it is required that 2 internal audits be performed each year on Shire operations.

One of the audits will be looking at a Risk Assessment (internal) as a comparison to the Financial Management Review and Regulation 17 audits completed externally.

#### Comments

The template adopted by the Administration is fairly comprehensive and looks at the Shire's operations in various areas and assesses the risk of items/actions going wrong and also the likelihood of these events taking place. Areas covered by the Risk assessment include:

- Asset Sustainability Practices
- Business and Community Disruption
- Compliance
- Document Management
- Employment Practices
- Engagement Practices
- Environmental Management
- Errors, Omissions, and delays
- External Theft and Fraud
- Management of Facilities/Venues/Events
- It and Communications Infrastructure
- Misconduct
- Project / Change Management
- Safety and Security Practices
- Supplier and Contract Management

The information is based on the staff's confidence in our current operating systems and practices, with a consideration of what could go wrong and what the impact would be to the Shire, whether for reputational damage, financial loss, or downtime for the Shire.

While controls are listed as adequate, several of the categories came up with a "High" risk assessment. A recurring comment was that concerns may be due to changes at an executive level for the Shire over the last few years. While numerous changes have been implemented over the last 12 months, some of the changes are yet to be fully embedded into the culture of the organisation, which increases the possibility of wrongdoing or failure of systems. Several items have been raised as actions to embed these processes and reduce the risk to the Shire. These action items are listed in the Dashboard

report presented to Council. Stability in the executive staff of the Shire will greatly assist this improvement.

While staff will be referring to this document on a regular basis to complete the actions listed, it is also recommended that this assessment be repeated in 2-3 years to ensure that improvements are being made for the Shire.

### **Statutory Environment**

Nil

### **Policy Implications**

The report does not have any policy implications, but the actions of the attached risk report may cause changes to some policies to reduce the risk exposure for the Shire.

### **Financial Implications**

The report does not have any financial implications, but actions taken as a result of the report may need to be included in forward budgets.

### **Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

### **Voting Requirement**

Simple Majority

### **Officer/Committee Recommendation**

*That the Council accepts the Internal Audit for risk assessment for the Shire of Wickepin, with the Chief Executive Officer to implement actions from the report.*

## 13.6 Internal Audit – Cash Handling

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	FM.AUD.1225
<b>Author</b>	David Burton, Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 April 2026
<b>Attachments</b>	<b>13.6.1</b> - Assessment Checklist

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### Summary

For the Audit Risk and Improvement Committee to consider an internal audit report on Cash Handling items for the Shire of Wickepin.

### Background

As part of the Key Performance Indicators (KPI's) for the CEO, it is required that 2 internal audits be performed each year on Shire operations.

The second internal audit for the Shire was for Cash Handling.

### Comments

The CEO and DCEO completed a desktop assessment of the Shire of Wickepin's cash handling processes against a checklist created to ensure adequate controls and separation of duties was maintained.

The assessment covered:

- General Cash Management
- Cash Receipts
- Cash Disbursement / Petty Cash
- Bank Reconciliation
- Physical Cash Controls
- Reporting and Compliance

Due to the small size of the Administration Staff, separation of duties is always a concern. This is required to ensure that no single person can control a process without oversight from a third party to ensure processes are followed. Given the staffing level that the Shire has, we believe that the controls are adequate, given staffing limitations.

It was also noted through the Audit that actual cash being used for the Shire is limited, as most payments are through EFTPOS or bank transfer. This again limits the risk for the Shire for cash handling.

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

## **Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

## **Voting Requirement**

Simple Majority

## **Officer/Committee Recommendation**

*That the Council accepts the Internal Audit for Cash Handling for the Shire of Wickepin, with the Chief Executive Officer to implement actions from the report.*

## 13.7 Financial Management Review/Regulation 17 Review

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	CM.PLA.401
<b>Author</b>	David Burton, Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 April 2026
<b>Attachments</b>	<b>13.7.1-</b> FMSR Report – <b>13.7.2-</b> Regulation 17 Report

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### Summary

For the Audit Risk and Improvement Committee to consider external Financial Management Review and Regulation 17 Review for the Shire of Wickepin.

### Background

Under Regulations, a Financial Management review and Regulation 17 Review is required to be undertaken by the Shire at least every 3 years.

Due to changes in the Executive area, these Reviews were undertaken by an external auditor to provide the information for the Council to consider.

### Local Government (Financial Management) Regulations 1996

5. CEO's duties as to financial management

(2) The CEO is to —

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

### Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

### Comments

The Financial Management review and Regulation 17 Review was undertaken by AMD Auditors as the previous auditor for the Shire of Wickepin, as they were aware of the Shire's operations.

Tim Partridge – Director AMD – advised that there were very few recommendations on either report overall in comparison to other Reviews that they have conducted.

### Financial Management Systems Review

The Table of concerns raised through this report is as follows:

<b>2. Collection of money</b>		
	We have no findings to report relating to the collection of money.	
<b>3. Custody and security of money</b>		
	We have no findings to report relating to the custody and security of money.	
<b>4. Maintenance and security of financial records and assets</b>		
4.2.1	<b>Plans, Policies and Registers</b>	<b>High</b>
	The Shire has not developed a Risk Management Plan, has an untested Business Continuity Plan, does not include ICT policy in staff induction, and does not maintain an IT Risk Register. The Shire does not have a key management policy or documented procedure in place in respect to the security and issuing of property, plant and equipment keys.	
<b>5. Accounting for municipal or trust transactions</b>		
	We have no findings to report relating to the accounting for municipal or trust transactions.	
<b>6. Authorisation for incurring liabilities and making payments</b>		
6.2.1	Fuel card reconciliations not supported by invoices for all transactions incurred, as required by stated Policy.	<b>Low</b>
<b>7. Maintenance of payroll, stock control and costing records</b>		
	<b>Employee Off-Boarding</b>	<b>Medium</b>
7.2.1	Building access codes are not changed or deactivated when employees leave the Shire, and termination checklists or exit interviews are not being completed.	
	<b>Operational Policy Enhancements</b>	<b>Medium</b>
7.2.2	The Shire does not have a Disciplinary/Resolution Policy in place, and furthermore operational procedures do not specify a required review date.	
<b>8. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations</b>		
	We have no findings to report relating to the preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations.	

Staff are currently working through the issues listed and updating documentation for compliance. The Business Continuity Plan was recently tested as part of the fuel concerns for the Shire.

Fuel Receipts missing is an item for when the machine is unable to produce a report. WE have requested that staff take a photo of the transaction and send to the admin for reference.

Changing the building access codes can be difficult as noted with the recent change. This matter will be considered and implemented if required.

Policies are currently being reviewed, and the Disciplinary/Resolution Policy will be included.

### Regulation 17 Review

The Table of concerns raised through this report is as follows:

Issue	Risk Rating
<b>Risk management</b>	
	<b>Risk Management Policies, Procedures and Plan</b>
2.2.1	The Shire does not have various policies, procedures and plans in place to address key risk areas. Risk Reports are not prepared and tabled periodically with the Audit, Risk and Improvement Committee. In addition, a number of policies, procedures and plans require updating.
	<b>Testing of Business Continuity Plan and Local Emergency Management Arrangement</b>
2.2.2	The Business Continuity Plan and Local Emergency Management Arrangement has not been tested.
	<b>Lease Register</b>
	The Shire's lease register does not include key information in respect to lessee obligations.
<b>Internal controls</b>	
	<b>Whistle-Blower Policy</b>
3.2.1	The Shire does not have a formal Whistle-Blower Policy in place.
	<b>Grant Register</b>
3.2.2	While the Shire does maintain a grant register, it does not summarise all grants received/receivable by the Shire annually and tracking related obligations.

Issue	Risk Rating
<b>Legislative compliance</b>	
<b>Audit Committee Charter and Meetings</b> 4.2.1 No Audit Committee charter in place. Enhancements identified regarding Audit Committee meetings, and changes to Audit, Risk and Improvement Committee requirements effective 1 January 2026.	<b>Medium</b>

Staff are currently working through the issues listed and updating documentation for compliance. The Business Continuity Plan was recently tested as part of the fuel concerns for the Shire. The LEMA documentation should be finalised in the next few months.

The Shire Lease Register is being updated.

The Shire covers Whistleblower protection in other policies, but a separate policy will be drafted for this provision.

The Shire has a current Grant Register, but the recommendation was to include grants such as FAG, RTR and RRG, which are regular grants managed by the Shire. This is considered to be managed through other items rather than the Grants Register.

The Audit Committee charter has changed due to the recent changes in legislation. This will be updated to ensure compliance.

### Actions

Items listed as high priorities in both reports are currently being addressed by staff, and several items have been implemented or are currently being reviewed to address these items.

Shire staff are currently reviewing all Policies, which will also correct several issues identified in the reports.

### **Statutory Environment**

Nil

### **Policy Implications**

Some changes will be required to Policies as a result of actions taken for this report.

### **Financial Implications**

Most items can be done in-house, so financial impact should be limited.

### **Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

### **Voting Requirement**

Simple Majority

### **Officer/Committee Recommendation**

*That the Council accepts the Financial Management Review and Regulations 17 Review for the Shire of Wickepin, with the Chief Executive Officer to implement actions from the report.*

### 13.8 Town Hall Airconditioning – Member Motion

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Wickepin Townsite
<b>Name of Applicant</b>	Shire of Wickepin – Cr D Gaull
<b>File Reference</b>	CP.MAI.532
<b>Author</b>	David Burton, Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	11 April 2026
<b>Attachments</b>	Nil

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#### Summary

The Council to consider investigating the possibility of air conditioning for the Wickepin Town Hall

#### Background

A notice of Motion has been received from Cr Gaull for the shire to investigate the feasibility of air conditioning at Wickepin Town Hall.

Cr Gaull notes:

The Town Hall is a key community facility used for meetings, events, and gatherings. During periods of warm weather, the lack of adequate climate control can impact comfort, attendance, and usability of the space. As an example, I would like to reference the Wickepin Primary School Graduation Ceremony 2025.

Investigating the installation of air conditioning will allow Council to make an informed decision on improving the functionality and accessibility of this important asset.

#### Comments

Cr Gaull comments:

This motion does not commit Council to expenditure but seeks detailed information to support future decision-making.

Author comments:

The usage of the Town Hall in Wickepin is minimal, with approximately 3-4 events each year. This may be in part due to it being hot in the summer months and cold in the winter months.

The local Primary School is looking at using the Hall regularly for the end-of-year celebrations, which is normally held in December. The hot climate at that time of the year does make the hall uncomfortable for many attendees, and while fans have been used, they provide little relief from the hot weather.

While use of the facility may be minimal, by installing reverse cycle air conditioning, the Town Hall would be able to provide a more comfortable area for the users of the hall. This may prompt more people to use the facility throughout the year.

It should be noted that the installation of air conditioning may increase the cost of using the hall. Hire fees may need to be increased to cover this additional cost. Often, the cost of hire is waived for local events, so the Shire would be contributing more to the local event by waiving the fees.

As noted by Cr Gaull, this motion is only to investigate the possibility of air conditioning and does not pre-empt the installation, but for the information to be related back to Council for consideration.

Other Town Halls have installed air conditioning, such as Yealering and Cuballing, as an example. Often this is done where there are no other facilities. Wickepin still has the Community Centre, which is air-conditioned, as another facility.

If the Shire is to consider air conditioning for the Wickepin Town Hall, then a further request may be made for the Harrismith Town Hall.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil.

### **Financial Implications**

While the item itself does not require costs for the Shire, if the air conditioning installation goes ahead, it will have a cost. This may be included in the relevant budget.

### **Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

### **Voting Requirement**

Simple Majority

### **Members Motion**

Moved: Cr D Gaull

*That Council requests the Chief Executive Officer to investigate the installation of air conditioning in the Wickepin Town Hall, including:*

- 1. The feasibility of installation, including any structural or electrical requirements;*
- 2. Options available (e.g. split systems, ducted systems, or other suitable alternatives);*
- 3. Estimated capital and ongoing operational costs; and*
- 4. Potential funding sources and budget implications.*

*Further, that a report be presented to Council for consideration.*

## 13.9 Corporate Business Plan

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	CM.PLA.401
<b>Author/s</b>	David Burton – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	11 April 2026
<b>Attachments</b>	<b>13.9.1</b> - Draft Corporate Business Plan Submissions

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### Summary

The Council to consider adopting the Corporate Business Plan for the Shire of Wickepin for 2026-2030.

### Background

The Corporate Business Plan has been developed from the Strategic Community Plan to establish a timeline for the major works of the Shire to meet the community's expectations with the Plan. The Corporate Business Plan will establish projects as priorities over a 4-year period.

The Corporate Business Plan will focus on Shire works for the next four years as part of the Strategic Planning process for the Shire.

### Comments

The corporate Business Plan has been derived from the actions requested by Council Members from discussion with the general public and the longer-term plans of the Shire of Wickepin to deliver on outcomes. The main projects for consideration include:

- Land Development
- Housing
- Upgrades to Caravan Parks
- Gravel Re-sheeting
- Tourism items, including walk trails, etc.

The draft Corporate Business Plan was made available for public comment after the April Meeting. The Shire has received two responses to the draft, and the information and considerations have been included for Council. Council may alter the Corporate Business Plan to include the considerations from the submission.

### Statutory Environment

Local Government Act 1995 Section 5.56

Local Government (Administration) Regulations 1996 Section 19DA

### Policy Implications

Nil.

### Financial Implications

The adoption of the Corporate Business Plan will not have any costs other than administrative costs, but the projects contained in the Plan will have significant costs for the Shire and will need to be considered in future budgets.

**Strategic Implications**

*Shire of Wickepin – Strategic Community Plan 2022-2032*

4.2 We are a compliant and resourced Local Government

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council consider the submissions received and adopts the Corporate Business Plan with amendments to be included in the final document, and additional items be noted for future years' deliberation.*

## **14 Confidential Reports and Information**

## **15 Urgent Business**

## **16 Closure**

With no further business, the Presiding Member declared the meeting closed at (time).