



Agenda

Ordinary Council Meeting
Wednesday 16 September 2026

Date	Wednesday 16 September 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	11 September 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 16 September 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
11 September 2026

Disclaimer

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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 14I 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
L Corke	Councillor
J Mearns	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

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

4.3 Requests for Leave of Absence

[Requests for leaves of absence]

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 –

Chief Executive Officer has declared a Financial Interest in Item 14.1 as it relates to his Total Rewards Package.

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 19 August 2026

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 19 August 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 Central Country Zone Meeting held Friday, 14 August 2026

Officer Recommendation

That Council receives the minutes of the Central Country Zone Meeting held Friday, 14 August 2026, as included in Attachment 9.1.1.

9.2 Minutes of the Bush Fire Advisory Committee Meeting held Tuesday, 25 August 2026

Officer Recommendation

That Council receives the minutes of the Bush Fire Advisory Committee Meeting held Tuesday, 25 August 2026, as included in Attachment 9.2.1.

10 Report by the President

Presented at Council Meeting

11 Report by the Chief Executive Officer

14 th August 2026	CCZ Workshop/Meeting – Kulin
17 th August 2026	Telephone Meeting with Yealering School for Sports Carnival – discussion on requirements and request for President or CEO to be available 18 th September for presentation
17 th August 2026	Discussion with President
18 th August 2026	LGIS Golf Tournament Meeting
21 st August 2026	Meeting with Clint from Contract Aquatics – start of 26/27 pool season
25 th August 2026	BFB Meeting
1 st September 2026	Golf Tournament Meeting
3-4 th Sept 2026	LGIS Golf Tournament
9 th September 2026	Brian Shipley – Bowling Club Patio and other items.

Delegations exercised –

No.	Delegation Name		Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation		CEO			CEO, DCEO MWS
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			CEO
A12	Liquor Consumption on Shire Owned Property		CEO	Alcohol Consumption Approval – Wickepin Community Centre - Wickepin Netball Club, Netball Dinner 9 September 2026- Wickepin Netball Club Alcohol Consumption Approval -Wickepin Community Centre-Facey Group Meeting and AGM 12 October 2026- Facey Group Alcohol Consumption Approval -Wickepin Community Centre-Wickepin CRC 25 th Anniversary 31 October 2026- Wickepin CRC Alcohol Consumption Approval -Wickepin Community Centre-Wickepin Football Club Wind Up 10 September 2026- Wickepin Football Club Alcohol Consumption Approval -Wickepin Community Centre-Wickepin Football Club Awards Ceremony 12 September 2026- Wickepin Football Club	20/08/2026 25/08/2026 31/08/2026 01/09/2026 01/09/2026	CEO
A13	Hire of Community Halls / Community Centre		CEO	Approval Fee Waiver-Wickepin Community Centre- Junior Hockey Wind Up 4 September 2026- J Priest	01/09/2026	CEO

A14	The Food Act 2008 and the Food Regulations 2009		CEO			
A15	The Public Health Act 2016		CEO			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 – August 2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement, Deputy Chief Executive Officer
File Reference	FM.FR.1212
Author	E Clement, Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	9 September 2026
Attachments	Attachment 13.1.1 – Monthly Schedule of Accounts Paid – August 2026 Attachment 13.1.2 – Monthly Schedule of Accounts Paid Amended - July 2026

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 August 2026.
- Amended Creditor Accounts Paid for July 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. and 13.1.2**

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 –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	EFT 16381-16418,16421-16449	\$598,315.47
Cheques	16072-16076	\$11,022.34
Direct Deductions	August 2026	\$238.00
Superannuation	August 2026	\$11,940.61
Credit Card	August 2026	\$4,076.09
BPay Payments	August 2026	\$1,760.17
Payroll	August 2026	\$95,585.00
Licensing	August 2026	\$28,088.35
Municipal Fund Total		\$751,026.03
Trust Fund		
Electronic Funds Transfer		\$120.00
Cheques		\$0
Trust Fund Total		\$120.00
Total		\$751,146.03

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 \$751,026.03 and Trust \$120.00 for August 2026, as included in **Attachment 13.1.1.** and **Attachment 13.1.2** amended List of Accounts for July 2026.*

13.2 Statement of Financial Activity – August 2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement, Deputy Chief Executive Officer
File Reference	FM.FR.1212
Author	E Clement, Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	9 September 2026
Attachments	Attachment 13.2.1 - Statement of Financial Activity – August 2026 Attachment 13.2.2 – Statement of Financial Activity – Represented – July 2026

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 August 2026 and Statement of Financial Activity for July 2026 – Represented with budgeted figures.

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.** and **Attachment 13.2.2**

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 August 2026, as included in **Attachment 13.2.1.** and **Attachment 13.2.2 – July 2026 represented.***

13.3 Dual Fire Control Officers

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	ES.APN.901
Author	Emma Gee – Executive Support Officer
Interest Disclosures	-
Report Written Date	8 September 2026
Attachments	Attachment 13.3.1- Letter – Dual Fire Control Officers, Shire of Narrogin

Summary

The Shire of Narrogin has requested Council to formally approve the appointment of one (1) of their Fire Control Officers as a Dual Fire Control Officer 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 Narrogin has requested that the following person be appointed as a Dual Fire Control Officer for the Shire of Wickepin:- Mr Troy Smith

Statutory Environment

Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal:- Community

Objective:	9	Our communities are engaged, have a healthy lifestyle and are safe
Strategy	9.8	Emergency service planning is coordinated and articulated
	9.9	Recruiting volunteers is a partnership approach between the Shire and emergency services

Voting Requirement

Simple Majority

Original Officer Recommendation

That Council appoints the following Shire of Narrogin Fire Control Officer as a Dual Fire Control Officer for the Shire of Wickepin for the 2026/2027 Fire Season:- Mr Troy Smith

13.4 Citizen of the Year Consolidation

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	CR.MEE.202
Author	Ellie Stanyer – Community Economic Development Officer
Interest Disclosures	-
Report Written Date	8 September 2026
Attachments	Nil

Summary

For the Council to consider consolidating Citizen of The Year, Young Citizen of The Year, Senior Citizen of The Year and Community Group of The Year, to the one award of 'Citizen of The Year'.

Background

There are currently 4 awards on the Wickepin Honour Board- Citizen of The Year, Young Citizen of The Year, Senior Citizen of The Year and Community Group of The Year.

The declining population and limited establishment of new community groups have, in recent years, resulted in fewer nominations for the various Citizen of the Year awards, with some categories regularly receiving no nominations. To address this, the categories would be consolidated into a single '**Citizen of the Year**' award, which is open to both individuals and community groups, regardless of age.

Comments

The current Honour Board is now full, so prior to ordering a new board, this presents a timely opportunity to consider whether the Citizen of the Year Awards should be reduced to a single award.

Having one award may encourage more nominations, making the selection process more competitive and ultimately making the recognition of the recipient an even greater achievement.

Statutory Environment

Nil

Policy Implications

Nil.

Financial Implications

The cost of ordering a new honour board.

Strategic Implications

Goal - Community

Objective:	9	Our communities are engaged, have a healthy lifestyle and are safe
Strategy	9.1	Advocate for quality health and community services
	9.12	Engage the community (including specific business groups, community organisations and the overall community) in a meaningful and timely way using appropriate communication and consultation/engagement channels

Voting Requirement

Simple Majority

Officer Recommendation

That Council agrees to the one 'Citizen of the Year' award that can be won by both individuals and community groups, regardless of age.

13.5 Corporate Business Plan – Quarterly Report

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	CM.PLA.401
Author	David Burton, Chief Executive Officer
Interest Disclosures	
Report Written Date	7 September 2026
Attachments	Nil

Summary

As part of the Strategic Planning and Reporting, it was considered 'best practice' for a quarterly report to be presented as part of the Corporate Business Plan (CBP) process to advise Council of the project and its status.

Since the Corporate Business Plan was adopted towards the end of the Financial year, this is the first quarterly report.

Background

The CBP was adopted in May 2026 at the Ordinary Meeting of Council held on 20th May 2026. The Plan was fairly ambitious, with projects dependent on outside funding sources to supplement Council funds.

Listed for the 2026/27 Financial year was the following projects:

Project	General Area	Comment	Grant Funding	Shire of Wickepin Contribution	
				26/27	26/27
Wickepin Tip - Monitor rate of closure	Waste	Waste Services		XX	
Additional Rental Units in Wickepin - Yarl	Accomm Building			XX	30,000
Regional Development Assistance Progra	Land Development	In-Kind assistance with road works		XX	200,000
Bowling club Erosion	Recreation	repair back area		XX	50,000
status of Community Bus replacement	Recreation	Funding being sought	\$100,000	XX	70,000
24hr stop over Yealering	Recreation			XX	80,000
Wickepin CRC Building	Community Building	Repairs and Maintenance		XX	50,000
Lights at skate park	Recreation			XX	5,000
Gravel Sheet Program 5 - 7kms Annually	Roads			XX	480,000
Astro tourism	Tourism	ongoing		XX	5,000
Footpath Program	Roads	\$50,000 per town per annum		XX	50,000
Roadside Spraying program	Roads	Rd Maintenance		XX	30,000
Playgrounds Maintained	Recreation			XX	50,000
Electric Vehicle Charging Station	Tourism	was a funding program for this.	\$20,000	XX	30,000
Pest Weed Control	Roads	normally just a maintenance item		XX	10,000
Toolibin Lake Promote	Tourism	Part of Promotions Funding		XX	5,000
Storm Water Harvesting	Recreation			XX	10,000
Water Tank for Harrismith - Fire	Emergency Services		25,000	XX	30,000
Total Costing for Year			\$3,785,000		\$1,185,000

Comments

As the CBP was adopted before the 2026/27 Budget was finalised, there were several changes to the projects in the CBP due to budget commitments to other projects and to keep the rate increase to a minimum. Updates to the projects are:

Additional Rental Units – This funding was for the business case to seek funding as part of the RoeROC Housing Project. This business plan is currently being finalised but may need amendment when considering the level of funding and the number of houses we are seeking. This will be presented to Council when the conditions of funding are known.

Regional Development Assistance Program – Advice has been received from Development WA that our project is moving to the next phase, which is a business case for the development. Currently, Development WA are examining options which may include just the properties that are already facing Whyte Street. If this is done, then the Shire allocated funds may not be required or may be transferred to assistance for the extension of the sewerage scheme.

Bowling Club Erosion – a scope of works and quotes are being sought for this.

Community Bus Replacement – This item was removed from the 2026/27 budget.

24Hr Stop Over Yealering – This item was removed from the 2026/27 budget.

Wickepin CRC Building – This item was reduced to \$25,000. Works are to be considered for funding.

Lights at Skate Park – project not started.

Gravel Sheetting – to be considered as part of the works program.

Astro Tourism – CEDO is chasing this up as there was consideration of an event to be held in the district soon.

Footpath Program – CEDO is chasing grant funding with application due at the end of this month. We are currently looking at widening the footpath near the golf course and if possible, the footpath from the Caravan Park to the Historical area. A condition of the funding is that it must relate to road use.

Roadside Spraying – Staff have done works in town; we are currently looking at a contractor for the Wickepin-Pingelly Road.

Playgrounds Maintained – Project not started. Playgrounds are to be inspected first. We may need to train another staff member for this.

Electric Vehicle Charging Station – Project removed from budget.

Pest Weed Control – Ongoing

Toolibin Lake Promotion – Ongoing

Stormwater harvesting – this work will be done towards the middle and end of the financial year to catch next year's rains.

Water Tank – Harrismith Fire – Funding not received as part of LGGS funding scheme.

Items that have been marked as not included in the Annual Budget can be pushed into a future year project as determined by Council. This will be done at the Annual Review of the CBP, which will be more toward the end of the Financial Year.

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Implications

Nil

Financial Implications

This report has no cost to Council, but the projects included in the CBP will have a cost and have been included in the Annual Budget where applicable.

Strategic Implications

Goal - Infrastructure

Objective:	4	Maintain Shire owned facilities in a strategic manner and also to meet community needs
Strategy	4.2	Support the improvement and maintenance of assets in a strategic manner

Voting Requirement

Absolute Majority

Officer Recommendation

That Council notes the quarterly report on the Corporate Business Plan items for 2026/27, with alterations to be considered in the Annual Review.

13.6 Customer Service Charter

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	CM.PLA.401
Author	David Burton – Chief Executive Officer
Interest Disclosures	
Report Written Date	7 September 2026
Attachments	Attachment 13.6.1- Customer Service Charter

Summary

For Council to receive and adopt the Customer Service Charter for the Shire of Wickepin.

Background

As part of the Key Performance Indicators for the CEO, the development of a Customer Services Charter has been at the forefront. The main importance of this document is that staff have a guide for handling customer service to ensure that the level of service given reflects well on the Shire as a whole and meets the customer needs of our ratepayers.

Comments

The Customer Service Charter has been developed with staff to ensure that all are aware of the requirements in the Charter and what is the expected level of service to our Customers.

As the document has only just been adopted, it will be raised at staff meetings over the next 6 months or so, to ensure the requirements of the charter are ingrained into normal daily processes and staff remain aware of the Charter.

As this is a new charter, any changes will be considered and will likely come back to Council after 12 months if there are any items that need to be adjusted.

The Charter will also allow staff to 'measure' how they stack up to the requirements to ensure service delivery is meeting the expectations of the community.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal - Governance

Objective:	12	Our communities are informed via multiple channels at regular intervals
Strategy	12.1	Provide meaningful communications that deliver information regularly and succinctly
	12.3	Continue to review our service standards by reviewing community feedback

Voting Requirement

Simple Majority

Officer Recommendation

That Council reviews and adopts the Customer Service Charter for the Shire of Wickepin.

13.7 Members Motion – Reserve Accounts

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Cr Mearns
File Reference	GO.CME.1307
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	7 September 2026
Attachments	Nil

Summary

For Council to consider a Member's Motion for the possible change to Reserve Accounts, their categories and purposes, to meet the needs of the Shire.

Background

A Member's Motion has been received for Council to consider changes to the current purpose and categories of Reserves to allow funds being held to be used for remedial action in the community.

As part of the Legislation, changes to Reserve Accounts can be done as part of the Budget process or as per Section 6.11 of the *Local Government Act 1995* which states:

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
 - (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose,**it must give one month's local public notice of the proposed change of purpose or proposed use.*
- * Absolute majority required.*
- (3) *A local government is not required to give local public notice under subsection (2) —*
 - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
 - (b) *in such other circumstances as are prescribed.*
 - (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
 - (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

Local Government (Financial Management) Regulations 1996 also adds:

18. When local public notice not required for change of use of money in reserve account (Act s. 6.11(3)(b))

A local government is not required to give local public notice of a proposed change of use of money in a reserve account —

- (a) where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or
- (b) where the total amount to be so used does not exceed \$5 000 in a financial year; or
- (c) where each of the following conditions is satisfied —
 - (i) a decision to change the use of the money is made while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;
 - (ii) the local government considers that the change of use is required to address a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates;
 - (iii) the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.

[(d) deleted]

[Regulation 18 amended: SL 2020/35 r. 5; SL 2022/177 r. 7 and 10.]

The Shire's Reserve Accounts opening balance as at 1st July 2026 are:

Note 7: Cash Backed Reserve

2026-27	
Name	Opening Balance
	\$
Land Development Reserve	267,416
Waste Management Reserve	143,613
Leave Reserve	74,937
Plant Replacement Reserve	726,058
Building Reserve	255,493
Cottage Homes Reserve	71,821
Information Technology	35,281
Young Singles Accommodation Reserve	107,170
Saleyards Reserve	47,358
Sewerage Reserve	336,740
Swimming Pool Reserve	14,136
Albert Facey Homestead Reserve	10,696
Fuel Facility	185,953
Caravan Park & Accommodation Reserve	363,213
WANDRA events & Emergency Repairs Reserve	243,872
Wickepin Bowling Greens - Replacement	184,518
Yealering Bowling Green - Replacement	95,533
Future Projects Reserve	74,651
	3,238,457

The purpose of the Reserves is:

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by legislation		
Restricted by council		
(a) Leave Reserve	Ongoing	to be used to fund annual and long service leave requirements
(b) Waste Management Reserve	Ongoing	additional income over expenditure held for the future creation or maintenance of the refuse site
(c) Land Development Reserve	Ongoing	income received from the sale of the English House held for future development of the English Land
(d) Plant Reserve	Ongoing	to be used for the purpose of road plant, machinery and equipment
(e) Building reserves	Ongoing	to be used for the construction and major maintenance of buildings
(f) Cottage Homes Reserve	Ongoing	to be used for the future maintenance and construction of Cottage Homes units
(g) Technology Reserve	Ongoing	purchase, upgrade or replacement of hardware as necessary
(h) Young Singles Accommodation Reserve	Ongoing	additional income over expenditure held for future repairs or improvements
(i) Saleyards Reserve	Ongoing	additional income over expenditure held for future repairs or improvements
(j) Sewerage Reserve	Ongoing	additional income over expenditure held for future repairs or improvements
(k) Swimming Pool Reserve	Ongoing	to be used to fund major repairs or improvements at the Wickepin Swimming Pool
(l) Albert Facey Homestead Reserve	Ongoing	to be used for the refurbishment and future maintenance requirement of the Albert Facey Homestead
(m) Fuel Facility	Ongoing	to be used for future maintenance and upgrade of Wickepin Fuel Facility
(n) Caravan Park & Accommodation Reserve	Ongoing	to be used for the upgrade of caravan parks and accommodation units in the Wickepin Shire
(o) WANDRA events & Emergency Repairs Res	Ongoing	to be used in the event of emergency road repairs
(p) Wickepin Bowling Green Asset Replacement	Ongoing	to be used for the replacement of the Wickepin District Sports club bowling greens
(q) Yealering Bowling Green Asset Replacement	Ongoing	to be used for the replacement of the Yealering Bowling Club bowling greens
(r) Future Project Reserve	Ongoing	to be used for future projects
(s) Software Reserve	Ongoing	to be used for future Software upgrades

Comments

Some of the Reserve Accounts need to be separated out and maintained for financial reporting, as per agreements held by the Shire or for Asset purposes. There is little scope for changing these Reserves as they are part of funding arrangements or are required to be maintained by the Shire. These Reserves include:

Leave Reserve – Required for Audit purposes for staff accumulated leave.

Waste Management Reserve – Needs to be maintained to ensure the Shire can close the tips and rehabilitate the area – for audit purposes.

Cottage Homes Reserves – Maintained separately due to the funding requirements

Young Singles Accommodation – Maintained due to funding requirements

Sewerage Reserve – Maintained for Audit purposes.

Wickepin Bowling Green Reserve – Funds from Club held for future replacement of greens

Yealering Bowling Green Reserve – Funds from Club held for future replacement of greens.

Other Reserves are more discretionary, but Council may want to maintain them for specific purposes to ensure that the facilities or items that they are for can be suitably maintained over the years and keep providing a service to the community. Some of these items are known to have a large cost association with them, so having a separate Reserve account ensures that funds are available when required, rather than having a significant impact on the budget when the items are required.

The current Land Development Reserve is only for the Development of the “English” land parcel or lot 9001. This is restrictive and does not allow these funds to be used to develop Rintel Street. A change to the purpose of this account may be considered to allow for development of other land, including in other towns.

Some Reserves may need better clarity. As an example, the Building Reserve is for ‘construction and major maintenance’, but the level of maintenance is not determined. Is this for works in excess of \$75,000 or \$100,000, or just determined by Council on the day?

If the purpose of the Reserves are too open, there is a possibility that funds may be frittered away on smaller projects and then, when funds are required for a larger purpose, the funds may not be there. This can be seen as a possibility with the Building Reserve, which has a purpose of “to be used for the construction and major maintenance of buildings”, but the requirement of major maintenance is not specified. The reserve is also open in that it is just for buildings, which could include housing or Recreation Centres or the Administration Centre.

Staff are currently looking at developing a building maintenance plan which will look at the required maintenance of various buildings over a 10-year period. Once the maintenance is programmed, if the task is not able to be completed, then the funds can be shifted to the Reserve Account and held for when the works can be done. As an example, a house may need a kitchen refurbishment, but the current tenant does not want to be inconvenienced with the works, so the funds are held in the Reserve Account and when the tenant leaves, the works are completed. This work could be determined as pre-programmed works. The possible change to the Building Reserve could include “to be used for the construction and major maintenance (\$75,000+) and pre-programmed works for buildings”

Another Reserve that is fairly open is the Caravan Park Reserve. Its current purpose is “to be used for the upgrade of caravan parks and accommodation units in the Wickepin Shire”. If this is used for the smaller upgrades first, then it is likely that the additional accommodation units of the Caravan Parks will never come to fruition, and the funds would be constantly used for minor projects. If the Shire looks at the larger projects (accommodation) first, then it will take longer for the smaller projects, but at least the larger projects have a better chance of being completed.

Care also needs to be taken to ensure that the Reserves are also seen as a ‘shopping possibility’ for any items that may arise at any time. Again, with this approach, funds can be spent on small gains but will ensure that larger projects that require significant funds are unable to be funded, or the Shire will require loan funds to cover any shortfalls.

Given the current level of funding in the Reserve Accounts of the Shire of Wickepin and the major projects listed in the Corporate Business Plan, care needs to be taken that expenditure is not made for short term gains, making longer term projects unachievable without significant borrowings.

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Implications

Nil

Financial Implications

This report has no cost to Council, but the projects included in the CBP will have a cost and have been included in the Annual Budget where applicable.

Strategic Implications

Goal - Infrastructure

Objective:	2	Improve the amenities and aesthetics of townsites
Strategy	2.1	Provide attractive and well maintained parks, playgrounds and garden beds
Objective:	4	Maintain Shire owned facilities in a strategic manner and also to meet community needs
Strategy	4.2	Support the improvement and maintenance of assets in a strategic manner

Voting Requirement

Simple Majority

Members Motion

Moved: Cr Mearns

In accordance with section 6.11 of the Local Government Act 1995, that Council discuss and determine whether the purpose and categories of its reserve accounts can and should be amended to allow funds currently held to be used for works that have been identified needing remedial action in our community.

13.8 Central Country Zone Representation

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	GR.MEE.1414
Author	David Burton – Chief Executive Officer
Interest Disclosures	-
Report Written Date	7 September 2026
Attachments	Nil

Summary

For Council to consider members who can represent the Shire of Wickepin at Central Country Zone (CCZ) Meetings.

Background

At the recent CCZ Meeting, both the President and Deputy President (our current representatives) were not available to attend the meeting. Cr Corke volunteered to attend the meeting in their place. WALGA, who performs the Executive Role for the CCZ, were advised of this change in meeting attendance.

When the Minutes for the meeting were sent out, it was noted that Cr Corke had no voting rights for the meeting. The Executive Officer was questioned on this and advised that only the President and Deputy President were listed as voting members, and if the Shire wanted other members to be able to vote, then a resolution had to be passed including the other members.

Comments

While the President and Deputy President make every effort to attend meetings for the Shire of Wickepin, there are times when both are unable to attend and another member attends in their place to ensure the Shire has voting rights (CEO's generally do not have voting rights).

To ensure that any member attending a CCZ Meeting has voting rights, it is recommended that Council resolves that all Members of the Shire of Wickepin have voting rights at the meetings. With this resolution, any member attending the meeting can vote on behalf of the Shire, ensuring we have representation.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal - Governance

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.1	Participate in regional groupings where value to the Shire of Wickepin can be Demonstrated

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer advise the Central Country Zone Executive Officer that all Shire of Wickepin Members are to have voting rights for the Central Country Zone Meetings.

13.9 Local Laws Review

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	LE.LL.1814
Author	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	-
Report Written Date	9 September 2026
Attachments	Nil

Summary

The purpose of this report is for Council to initiate a review of its Local Laws.

The Shire of Wickepin is required under section 3.16 of the *Local Government Act 1995* (the Act) to regularly review its local laws. It is proposed that Council formally initiates a review and provides local public notice of the review, as required under section 3.16(2) of the Act.

The purpose of a review is to determine whether or not the laws should be repealed, amended or remain unchanged. The following local laws are proposed to be reviewed:

- Health Local Law 2008
- Bush Fire Brigades Local Law 2000
- Dogs Local Law 2000
- Local Government Property Local Law 2000
- Pest Plants Local Law 2000
- Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000
- Standing Orders 1998

Council resolved, at its July 2025 Ordinary Council Meeting, to commence a review of its Local Laws, but due to the inability to secure a consultant to do so, the review did not commence. A consultant has now been secured.

Background

The WA State Government has amended the *Local Government Act 1995* through the *Local Government Amendment Act 2024*. These amendments:

- Change local law review requirements
- Make minor changes to the process for making local laws
- Introduce a streamlined process for making local laws that adopt model local laws (prepared by the Governor and published in the Government Gazette)

The statutory requirement for a Local Government to review its local laws every 8 years has been extended to 15 years. Subject to the transitional provisions, local laws not reviewed within 15 years after they commenced, or after the last s.3.16 review, will be repealed.

This change came into effect on 7 December 2024. Local Governments have a period of

two years from this date to conduct any overdue local law reviews.

There are three types of local law that may be made:

Principal Local Law - A new local law that may include provisions that have the effect of repealing and replacing an existing principal local law (as amended).

Amendment Local Law - A local law that has the effect of amending a principal local law.

Repeal Local Law - A local law that repeals, and does not replace, a principal local law.

In addition, Local Governments must publish on their website a Consolidated version of each local law. This is the Principal Local Law as amended, so that the text of the Principal Local Law is updated to include amendments from each relevant Amendment Local Law - s5.96A(1)(b).

A Local Government is required to undertake periodic reviews of their current local laws (as amended) in accordance with Section 3.16 of the Act.

Under Section 3.16 of the Act, the Local Government must conduct a review to consider whether a current local law should be repealed, amended, or remain unchanged.

A review must be conducted by:

- Providing local public notice (in accordance with section 1.7 of the Act, and regulation 3A of the Local Government (Administration) Regulations 1996 stating:
 - the Local Government's intention to review the local law;
 - that a copy of the local law may be inspected at a specified place; and
 - that submissions by the community may be made until a certain date. This date must be at least 6 weeks after the notice is given. [s.3.16(2)]
- Providing a report to Council after the submission period closes, that outlines the submissions, and recommends the local law be either repealed, amended, or remain unchanged. [s.3.16(3)]
- After considering the report and submissions Council must determine (by absolute majority) whether the local law be either repealed, amended, or remain unchanged. [s.3.16(4)]

If Council determines it is necessary to repeal or amend the local law, the Local Government must commence the process of making a new repeal or amendment local law (outlined in section 3.12 of the Act) to implement any changes. This includes the requirement to conduct another local public notice process under section 3.12(3).

Comments

The Act enables local governments to make local laws considered necessary for the good government of their districts. The Shire of Wickepin currently administers eight local laws:

- Parking & Parking Facilities Local Law 2024
- Health Local Law 2008
- Bush Fire Brigades Local Law 2000
- Dogs Local Law 2000
- Local Government Property Local Law 2000
- Pest Plants Local Law 2000

- Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000
- Standing Orders 1998

The Shire's newly gazetted Parking and Parking Facilities Local Law 2024 is currently with the WA Joint Standing Committee on Delegated Legislation, the final step in the lawmaking process, for review.

The Health Local Law has not been reviewed since it was gazetted in 2008, the Bush Fire Brigades Local Law, Dogs Local Law, Local Government Property Local Law, Pest Plants Local Law and Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law have not been reviewed since they were gazetted in 2000 and the Standing Orders have not been reviewed since 1998.

The statutory requirement for a Local Government to review its local laws every 8 years has been extended to 15 years. Subject to the transitional provisions, local laws not reviewed within 15 years after they commence, or after the last s.3.16 review, will be repealed.

Schedule 9.3 - Transitional Provisions in the Act sets out directions for the purpose of the transitioning former Local Government Act provisions to the amended provisions. Division 7, Subdivision 3, Clause 65 of the Transitional Provisions specifically addresses the amendments relevant to periodic review of local laws as part of the Local Government Amendment Act 2024.

[Clause 65(9)&(10)]

If a local law commenced before 7 December 2016, and the Local Government did not give local public notice of reviewing the local law between 7 December 2016 and 6 December 2024, then the local law must be reviewed before 6 December 2026.

If the review is not completed in this time, the local law will be revoked and no longer be applicable or enforceable.

Clause 65(10) of the Transitional Provisions has the effect of providing a 2-year grace period for overdue local law reviews. That is, any local laws which were due for review before 7 December 2024 but were not reviewed in accordance with Section 3.16 must be reviewed before 6 December 2026.

As the Shire's local laws commenced prior to 7 December 2016 and local public notice was not given to review the local laws between 7 December 2016 and 6 December 2024, Council now must complete a review of the local laws before 6 December 2026.

Moora Property Local Law and Dogs Local Law were actually gazetted 29 November 1999, potentially making the Wickepin ones invalid as gazettal reference is wrong. As the information in the Local Law is incorrect, any action taken to enforce the local law could be challenged and would likely be lost by the Shire. This will need to be something considered as part of the review process and will determine if an amendment is required, or if new Local Laws are required.

Statutory Environment

Local Government Act 1995

Section 3.16 Periodic review of local laws

- (1) Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.*

- (2) *The local government is to give local public notice stating that —*
- (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *After the report has been submitted to its council, the local government must determine* whether it considers that the local law should be repealed, be amended or remain unchanged.*
- * Absolute majority required.*

Policy Implications

There is no policy related to this item.

Financial Implications

There are costs associated with the review, amendment and/or making of existing or new local laws and their eventual Gazettal. The costs for the review process and potential additional local law making processes are included in the 2026/27 Annual Budget.

Strategic Implications

GOAL - Governance

Objective:	12	Our communities are informed via multiple channels at regular intervals
Strategy:	12.1	Provide meaningful communications that deliver information regularly and succinctly.

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

1. *Gives local public notice stating that the Shire proposes to review the following local laws under s3.16 of the Local Government Act 1995:*
 - *Health Local Law 2008*
 - *Bush Fire Brigades Local Law 2000*
 - *Dogs Local Law 2000*
 - *Local Government Property Local Law 2000*
 - *Pest Plants Local Law 2000*
 - *Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000*
 - *Standing Orders 1998*
2. *Notes that a copy of the local laws may be inspected or obtained at the Shire office or from its website;*
3. *Advises that 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 6 weeks after the notice is given; and*
4. *Notes that the results of the above advertising are to be presented to Council for consideration of any submissions received.*

13.10 Tender – Seal Works

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	FM.TEN.1220
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 September 2026
Attachments	Nil

Summary

For Council to consider the Tenders received for the Shires 2026/27 Seal Works Program including Fence Road, Lomos Road and Wickepin-Corrigin Road.

Background

As part of the 2026/27 Budget process, seal works were identified for:

Fence Road – WSNF funded works

Lomos Road and Wickepin-Corrigin Road – 2 coat chip seal

The Shire has called for tenders for these works, with tenders closing Friday 11th September 2026.

Comments

As tenders are closing when the Agenda is being prepared, staff will assess the tenders and provide the information for Members on Monday 14th September with an addendum of any relevant information.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Tenders will require Budgeted funds to be processed. Provided the tenders are within the budgeted allocation, the tenders can proceed.

Strategic Implications

GOAL - Infrastructure

Objective:	1	Roads are a key economic driver across the Shire
Strategy:	1.1	Improve road safety and connectivity
	1.2	Develop and implement long-term (minimum 5 years) works construction programs
	1.4	Identification of road maintenance and improvements in the Asset Management Plan

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer be authorised to accept the tender for 2026/27 Seal Works program from _____ for the amount of \$ _____ as per the tendered works.

13.11 Tender – Stabilisation Works

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	FM.TEN.1220
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 Sep 2026
Attachments	Nil

Summary

For Council to consider the Tenders received for the Shires 2026/27 Stabilisation Works Program for Lomos Road and Wickepin-Corrigin Road.

Background

As part of the 2026/27 Budget process, seal works were identified for:

Lomos Road and Wickepin-Corrigin Road – stabilisation works prior to seal.

The Shire has called for tenders for these works, with tenders closing Friday 11th September 2026.

Comments

As tenders are closing when the Agenda is being prepared, staff will assess the tenders and provide the information for Members on Monday 14th September with an addendum of any relevant information.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Tenders will require Budgeted funds to be processed. Provided the tenders are within the budgeted allocation, the tenders can proceed.

Strategic Implications

GOAL - Infrastructure

Objective:	1	Roads are a key economic driver across the Shire
Strategy:	1.1	Improve road safety and connectivity
	1.2	Develop and implement long-term (minimum 5 years) works construction programs
	1.4	Identification of road maintenance and improvements in the Asset Management Plan

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer be authorised to accept the tender for the 2026/27 Stabilisation Works from _____ for the amount of \$ _____ as per the tendered works.

13.12 Tender – Plant Replacement - Grader

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	FM.TEN.1220
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 Sep 2026
Attachments	Nil

Summary

For Council to consider the Tenders received for the Shire's 2026/27 Plant Replacement Program for the replacement of the 2017 Cat 12H Grader as per the Plant Replacement Program.

Background

As part of the 2026/27 Budget process, the replacement of the Shires 2017 Cat 12H Grader was considered as part of the Plant Replacement Program.

The Shire has called for tenders for these works, with tenders closing Friday 11th September 2026.

Comments

As tenders are closing when the Agenda is being prepared, staff will assess the tenders and provide the information for Members on Monday 14th September with an addendum of any relevant information.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Tenders will require Budgeted funds to be processed. Provided the tenders are within the budgeted allocation, the tenders can proceed.

Strategic Implications

GOAL - Infrastructure

Objective:	1	Roads are a key economic driver across the Shire
Strategy:	1.3	Plant and equipment maintenance and replacement is planned

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer be authorised to accept the tender for the purchase of a Grader from _____ for the amount of \$_____ as per the Tender Document.

13.13 Terms of Reference

Submission to	Audit, Risk and Improvement Committee
Location / Address	-
Name of Applicant	David Burton Chief Executive Officer
File Reference	GO.AUT.1320
Author	David Burton Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	10 September 2026
Attachments	(Attachment 12.1.1 from ARIC Meeting – Terms of Reference)

Summary

The Council to consider the Terms of Reference for the Audit, Risk and Improvement Committee

Background

Due to changes to the function of the Audit Committee to the Audit, Risk and Improvement Committee, the Terms of Reference for the Group have also been updated to reflect the changes and requirements of the Committee.

Administration is now asking for the Terms of Reference to be adopted for the ARIC meetings.

Comments

As a result of the changes to the ARIC functions due to changes in legislation, the Terms of Reference for the Committee have been updated to reflect the changes.

Currently, there are no guidelines for the Terms of Reference for the ARIC, but staff have updated the previous Audit Committee Terms of Reference to reflect the changes in legislation.

Statutory Environment

Local Government Act 1995 – Section 5.46,

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal - Governance

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.3	Ensure integrated planning documents remain current via regular reviews

Voting Requirement

Simple Majority

Officer Recommendation

That the Council adopts the Terms of Reference for the Audit, Risk and Improvement Committee.

13.14 Annual Compliance Audit Return 2025

Submission to	Audit, Risk and Improvement Committee
Location / Address	-
Name of Applicant	-
File Reference	FM.AUD.1200
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 September 2026
Attachments	(Attachment 12.2.1 from ARIC Meeting– Compliance Audit Return 2025)

Summary

For each calendar year, Council is required to undertake a Compliance Audit Return to ascertain the Shire's level of adherence to legislatively required functions.

The responses to the 2025 Compliance Audit Return are firstly required to be presented to the Audit, Risk and Improvement Committee for review before subsequently being submitted to Council.

Council is requested to adopt the 2025 Compliance Audit Return for submission to the Department of Local Government by 30 September 2026 (delayed this year due to the Local Government Inspector).

Background

Pursuant to legislation, local governments are required to carry out a compliance audit for each calendar year and to submit the audit findings to the Department of Local Government.

The compliance audit covers a range of matters requiring actions to be completed by local governments in performing their functions to maintain legislative compliance and focuses on areas considered to be high risk.

Each year the Compliance Audit Return covers various categories and for the 2025 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Other
- Tenders for Providing Goods and Services

Comments

Shire officers have responded to the questions in the 2025 Compliance Audit Return.

The 2025 Compliance Audit Return is being presented to the Audit, Risk and Improvement Committee meeting to be held prior to the ordinary council meeting on 16th September 2026. The officer recommendation below is the same as provided in the report to the Audit, Risk and Improvement Committee. In the event of the committee making an alternative recommendation, this will be submitted to council in lieu of the officer recommendation below.

Items of non-compliance:

The Compliance Audit Return consisted of 107 questions relevant to the Shire. Of these, there were 4 that were non-compliant, or the Shire had a compliance rate of 95%.

For 3 of the non-compliance issues, the process had been started to correct them but not completed by 31st December 2025.

Section 3.16 – Local Laws

The Local Laws have not been reviewed in the previous 8 years, but amendments to the Act allow the current local laws to be carried over until 31st December 2026. The Local Law review process is currently being undertaken.

Section 5.46 – Review of Delegations

For the 2024/25 financial year, there is no evidence of the Delegations Register being reviewed by Council as part of an Agenda; however, this may have been considered as part of the new CEO starting mid-June

Regulation 19DA – Corporate Business Plan

The Corporate Business Plan was adopted by Council on 20th May 2026, which was after the 2025 period.

Regulation 35 – Council Members Training

1 Member is non-compliant with all training units but is currently enrolled to complete them.

1 Member is also yet to complete 12 months service

Regulation 17 – Audit Regulations for risk, internal control and compliance.

The report was completed on 31st December 2025 but was not presented to Council until 20th May 2026.

Statutory Environment*Local Government (Audit) Regulations 1996***14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal - Governance

Objective: 11 We are proactive about collaboration and forward planning our future
success

Strategy 11.3 Ensure integrated planning documents remain current via regular reviews

Voting Requirement

Simple Majority

Officer Recommendation

That the Council accept the Compliance Audit Return for the 2025 calendar year as shown in the attachment and authorise the Shire President and Chief Executive Officer to sign and submit the return.

14 Confidential Reports and Information

Officer Recommendation

That the Council go behind closed doors to consider the confidential item.

14.1 Performance Review of CEO

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	Personal File
Author	David Burton, Chief Executive Officer
Interest Disclosures	David Burton – Chief Executive Officer – Financial Interest – Item refers to Rewards Package.
Report Written Date	10 September 2026
Attachments	Confidential Report circulated separately

Summary

For Council to consider the Performance Review of the Chief Executive Officer.

Background

As part of the Local Government Act 1995, the Shire is required to conduct a performance review annually for the Chief Executive Officer annually. To assist the Shire with this work, the Shire engaged Mr Darren Mollenoyux from 150Square.

A copy of the confidential Performance Review Report has been circulated to all members.

Comments

As part of the review process, the performance of the CEO was reviewed, and Key Performance Indicators (KPI's) were also established for the next 12 months. This has all been considered with the CEO to ensure indicators can be met.

As part of the process, the Total Reward Package of the CEO is to be considered as well. This will be determined by the Council Members

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Changes to the Total Reward Package will result in a change to wages for the CEO. A budget allocation has been made to include a possible wage increase.

Strategic Implications**GOAL - Infrastructure**

Objective: 10 Our organisation is well positioned and has capacity for the future
Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

- 1. Accepts the Chief Executive Officer's Annual Performance Review for the 2025/26 review period, as conducted in accordance with section 5.38 of the Local Government Act 1995 (WA) and the Shire's adopted CEO Performance Review Standards.*
- 2. Notes the overall performance outcome for the Chief Executive Officer for the 2025/26 review period as "Meets Expectation".*
- 3. Endorses the Chief Executive Officer's Contractual Performance Criteria and Annual Key Performance Indicators for the 2026/27 review period, as set out in this report and as agreed between the Review Panel and the Chief Executive Officer.*
- 4. Approves an increase of [2% / 2.5% / 3% / 3.5%] to the Chief Executive Officer's [cash component / Total Reward Package], effective from _____.*
- 5. Determines that a Regional/Isolation Allowance of [\$0 / \$2,500 / \$5,000] per annum be [not applied / applied] to the Chief Executive Officer's remuneration, to be paid as salary in addition to the Total Reward Package.*
- 6. Determines that [no / 6 / 12] Executive Days per year be included in the Chief Executive Officer's contract of employment, and where included, that the arrangement provide for days to be banked to a maximum of four days with additional days forfeited once that limit is reached.*

Officer Recommendation

That the Council emerge from behind closed doors for the remainder of the meeting.

15 Urgent Business

16 Closure

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