



AGENDA

ORDINARY COUNCIL MEETING



21 September 2026

Commencing at 4pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Monday 21 September 2026 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

ORDER OF EVENTS

Monday, 21 September 2026

4:00pm Ordinary Meeting of Council followed by refreshments.

I have reviewed this agenda, I am aware of all recommendations made to Council, and I support each as presented.



Tom Kettle

CHIEF EXECUTIVE OFFICER

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on

written confirmation of Council's decisions, which will be provided within ten days of this meeting.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

As per the Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and Candidates for Election, and to maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest. Having disclosed the interest, you may declare your objectivity on the matter, and remain in the Chamber, and chair, or move/second, speak and vote on the matter.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting, or prior to consideration of the item in which an interest exists.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

2.2. Declaration of Public Question Time opened

2.3. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

3.2. Visitors

3.3. Apologies

3.4. Approved Leave of Absence

3.5. Applications for Leave of Absence

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

5.2. Deputations

5.3. Presentations

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Council Meeting – 20 August 2026

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday
20 August 2026. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of
Thursday 20 August 2026 (Attachment 7.1.1) be confirmed as a true and
correct record.*



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON**

20 August 2026

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:00pm

Closure: 4:24pm

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member.

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on the 27 August 2026.



Tom Kettle
Chief Executive Officer

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1. DECLARATION OF OPENING

The Presiding Member, Cr Petchell declared the meeting open at 4:00pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:01pm.

There were no public questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:01pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Christy Petchell

President and Presiding Member

Cr Mischa Stratford

Deputy President

Cr Christopher Loton

Cr Justin Begley

Cr Rod Lawson Kerr

Tom Kettle

Chief Executive Officer

Claire Trenorden

Manager Corporate Services

Aldo Lamas

Manager Works

3.2. Visitors

Jennie Gorham

3.3. Apologies

Cr Stephen Gamble

Cr Tracy Dickson

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

The President advised the following former resident of Wyalkatchem had recently passed away:

Mrs Wendy Jones-Diver

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Council Meeting – 16 July 2026

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday
16 July 2026. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(87/2026) Moved: Cr Stratford Seconded: Cr Lawson Kerr
That the minutes of the Shire of Wyalkatchem Ordinary Meeting of
Council of Thursday 16 July 2026 (Attachment 7.1.1) be confirmed as a
true and correct record.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

7.1.2. Special Council Meeting – 24 July 2026

Minutes of the Shire of Wyalkatchem Special Meeting held on Friday
24 July 2026. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(88/2026) Moved: Cr Begley Seconded: Cr Stratford
That the minutes of the Shire of Wyalkatchem Special Meeting of
Council of Friday 24 July 2026 (Attachment 7.1.2) be confirmed as a
true and correct record.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

7.2. Receipt of Minutes

7.2.1. Wyalkatchem Local Emergency Management Committee Meeting – 30 July 2026

Minutes of the Wyalkatchem Local Emergency Management Committee Meeting held on Thursday 30 July 2026. (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(89/2026) Moved: Cr Stratford Seconded: Cr Begley
That the minutes of the Wyalkatchem Local Emergency Management Committee Meeting of Thursday 30 July 2026 (Attachment 7.2.1) be received by the Council.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member extended her sincere congratulations to the Wyalkatchem Koorda District Hospital, particularly Rachelle and her dedicated staff, along with the members of the Local Hospital Advisory Group (LHAG), who have worked tirelessly to see Wallambin Lodge reopen.

Wallambin Lodge is a wonderful asset to our community, and it is fantastic to see the facility once again being utilised to support the needs of our residents. Thank you to everyone whose commitment, collaboration and perseverance made this possible.

Congratulations also to the Wyalkatchem Golf Club on hosting its Centenary Celebration. It was wonderful to see the event so well supported, bringing together past and present members, visitors and the wider community to celebrate such a significant milestone. Community events like these are a great reminder of the strong connections that make Wyalkatchem such a special place to live, and everyone involved should be incredibly proud of a successful and memorable weekend.

On behalf of the Shire of Wyalkatchem, we would also like to warmly welcome our new doctor, Dr Yiyang (Christine) Tang, to our community. We are delighted to have you here and we hope you enjoy your time in Wyalkatchem.

It was disappointing to learn that the Shire of Wyalkatchem, in conjunction with NEWROC, was unsuccessful in the recent grant funding announcement for key worker housing. Access to suitable housing continues to be an important issue for our community, particularly when it comes to attracting and retaining essential workers.

While this was not the outcome we had hoped for, it certainly hasn't deterred us. Council and staff will continue to work hard to strengthen our position and ensure we are even better prepared when future funding opportunities arise. We remain committed to exploring every opportunity available to support housing and the long-term growth and sustainability of our community.

Whilst, speaking of housing, Sunday lunchtime it was officially announced that CEACA was successful for grant funding for 54, two-bedroom social homes that will be built across 17 central and eastern wheatbelt towns. The Shire of Wyalkatchem is set to benefit from this major housing project with four homes being built in Wyalkatchem. This project allows seniors, people living with disabilities and low-income residents remain connected to our local community. The Shire of Wyalkatchem would like to thank; CEACA, the Federal Government's Housing Australia Future Fund Facility and the Western Australian Government for supporting stronger Wheatbelt communities. At a community level, this project has been ongoing for many years with many past CEO's, Shire Presidents and Council's helping play a part in the success of this project, so thank you for all your hard work and advocacy around this project.

After the tragic truck accident on the Wyalkatchem–Goomalling Road this week, we would like to extend my sincere condolences to all those affected, particularly the family and loved ones of those involved. This incident reinforces the importance of continuing to advocate for improvements to this road to ensure it is as safe as possible for everyone who travels this route.

Congratulations to Wyalkatchem District High School on a very successful Quiz Night in support of their Canberra fundraising efforts. It was wonderful to see the community getting behind the students and supporting their fundraising journey.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JULY 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 August 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – July 2026

SUMMARY

To provide the Council with a list of accounts paid by the Chief Executive Officer in accordance with delegated authority and for the Council to endorse the payments made for the prior month.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

The council has delegated to the CEO (delegation number 1.2.25) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for July 2026 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal and Trust	EFT	EFT5491	EFT5405
Reserves	EFT	EFT	No Payments
DD	DD	DD4387.1	DD4351.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, s.13.1

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2026/27 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(90/2026) Moved: Cr Begley Seconded: Cr Lawson Kerr
That Council endorse the total payments for the month of July 2026 being \$512,472.50 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$473,156.11 and***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$39,316.39.***

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JUNE 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 August 2026
Reporting Officer:	Glenn Bradly, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – June 2026

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the 2025/26 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(91/2026) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That Council endorse credit card payments for the period 29 May 2026 to 29 June 2026, totalling \$6,425.15 (refer to attachment 10.1.2).

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

10.1.3. MONTHLY FINANCIAL REPORTS – JULY 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 August 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report July 2026

BACKGROUND

The *Local Government (Financial Management) Regulation 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports include:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

July 2026

Total Cash Available as at 31 July 2026 is \$5,942,161;

- cash available is made up of unrestricted cash \$2,187,790 (36.82%) and
- restricted cash \$3,754,371 (63.18%).

Rates Debtors balance as at 31 July 2026 is \$1,974,974 and Rates Notices for 2026-27 were issued in July 2026.

July 2026:

Operating Revenue – Operating revenue of \$2,040,793 is made up of Rates - 83%, Grants - 9%, and Fees and Charges - 8%.

Operating Expenses – Operating expenses of \$537,896 is made of Employee Costs – 36%, Materials and Contracts – 40%, Insurance – 23%, and Utility – 1%.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(92/2026) Moved: Cr Stratford

Seconded: Cr Begley

That Council accepts the Statements of Financial Activity for the month ending 31 July 2026 (refer attachment 10.1.3).

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

10.1.4. FEES AND CHARGES – WAIVER OF FEES WYALKATCHEM SENIOR LEISURE GROUP

Applicant:	Senior Leisure Group
Location:	Shire of Wyalkatchem
Date:	13 August 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment A – Letter from Wyalkatchem Senior Leisure Group Attachment B – Policy 9.7 Community Bus Hire

BACKGROUND

The Council approved a fee waiver for the Senior Leisure Group at the 15 May 2025 Ordinary Council Meeting that included bus hire and refill of the diesel fuel tank (on return) for a maximum of 6 hires in the regional and metropolitan area of Perth for a period of 12 months (54/2025).

The agreement was then extended by the A/CEO from May to June 2026.

The Shire has received a letter from the Senior Leisure Group requesting the Council consider an extension of the arrangement for a further 12 months (attachment 1).

COMMENT

The Wyalkatchem Senior Leisure Group is a casual group of Seniors who meet on a regular basis at the Community Resource Centre. There is no membership fee and a token \$2 is paid per outing.

Typically, the outings are to nearby Shires or Perth and include mystery tours e.g. Toodyay visiting the Emu Farm, meals at cafés, pubs and wineries. Recent participation numbers are between 14 and 22.

The fellowship provided by the group coupled with the outings has a positive affective on the mental health of the members. There is also an economic benefit to the neighbouring Shire businesses that the group attends.

The CEO originally advised the Senior Leisure Group that this request would be considered as part of the Community Assist Grant Scheme Policy in the 2026/27 Annual Budget. However, upon review it was clear that the Senior Leisure Group would not meet some of the requirements of the Policy (eg. Incorporated body and operated under an ABN). The CEO has liaised closely with the Senior Leisure Group to facilitate the request as a fee waiver, which is provided for under the Policy.

ESTIMATED FINANCIAL IMPACT

The distance from Perth to Wyalkatchem is approximately 205 kilometres, allowing an average of an extra 10 kilometres per trip for consequential travel a return trip would be approximately 420 kilometres per trip at \$0.97 per kilometres which equals \$407.40 per outing.

Should the Wyalkatchem Senior Leisure Group travel to Perth for each of their six hires the fees waived would be \$2,444.40 in fees and charges. There would be additional costs for refuelling of approximately \$147.00 per outing for six hires which equals \$882.00. The total estimated financial impact is approximately \$3,326.40.

The Wyalkatchem Senior Leisure Group have advised that it is unlikely that there will be six outings to Perth as they regularly visit neighbouring wheatbelt Shires.

The CEO's current Delegation 1.2.32 Reduction or Waiver of Fees is authorised up until a limit of \$500.00. This is insufficient for the request received and therefore presented to the Council for consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.12 – Power to defer, grant discounts, waive or write off debts;

Local Government (Financial Management) Regulations 1996, Regulation 26 – Discount, incentive, concession.

POLICY IMPLICATIONS

Council Policy 9.7 – Community Bus Hire.

Council Policy 9.8 – Community Assistance Grant Scheme

FINANCIAL IMPLICATIONS

The total estimated financial impact is \$3,326.40.

Additional costs of any damage or repairs to the Community Bus that are not able to be claimed via the Shire's insurance.

COMMUNITY & STRATEGIC OBJECTIVES

This report promotes the Strategic Community Plan objectives which underpin Pillar 2 - Community and Pillar 4 – Civic Leadership. The activities accord with the Shire's desired outcomes in the Shire of Wyalkatchem Strategic Community Plan 2024-2034.

Pillar 2 Community	Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
Goal 5	A safe and healthy community for all ages.
Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(93/2026) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

That Council waive the hire fee for the Wyalkatchem Senior Leisure Group including the refill of the diesel fuel tank (on return) for the Community Bus for a maximum of 6 hires in the regional and metropolitan area of Perth for a period of 12 months.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT – AUGUST 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 August 2026
Reporting Officer:	Aldo Lamas – Works Manager
Disclosure of Interest:	No interest to disclose
File Number:	13.05
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team for the month ending 10 August 2026.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

CAPITAL WORKS PROGRAM

The Capital Works Program is progressing well, with all Requests for Quotation (RFQs) prepared and released to the market.

The road infrastructure projects at Benjaberring South Road and Wyalkatchem North Road have been awarded and are progressing to the delivery phase. The drainage infrastructure project at the intersection of Railway Terrace and Thurstun Street has also been awarded.

In addition, the procurement process for the purchase of the new mulcher has been completed, supporting the Shire's ongoing vegetation management and maintenance activities.

ROAD & MAINTENANCE

- **Refuse Site**

Routine weekly maintenance continued throughout the month at the Refuse Site.

- **Maintenance Grading**

Maintenance grading is continuing throughout the Shire to improve and maintain road conditions.

The first grading round has now been completed, and the second round has commenced. Works are currently starting on Local Road Distributor 1 roads in accordance with the Shire's road hierarchy and maintenance program.

1. Old Nalkain Rd
2. Mitchell Rd
3. Minnivale North East Rd
4. Richter Rd
5. Sutherland Rd
6. Amery-Benjaberring Rd
7. Benjaberring-Hindmarsh Rd
8. Cottrell Rd
9. Carter Rd
10. Cemetery Rd
11. McKay Rd
12. White Dam Rd
13. Garn Rd
14. Wyalkatchem North Rd
15. Brooke Rd
16. Brennan Rd
17. Remnant Rd
18. Pulford Rd
19. McPherson Rd
20. Derdibin Rd
21. Flowery Patch Rd
22. Blakistans Rd
23. Boyle Rd
24. Rifle Range Rd
25. Theil Rd
26. McNee Rd
27. Wallambin Rd
28. Gamble Rd
29. Chilman Rd
30. Elsegood Rd

PARKS AND GARDENS

- **Railway Terrace Garden**

Native plants have been planted along Railway Terrace as part of ongoing efforts to enhance the streetscape and promote local biodiversity. The plants were sourced from Wheatbelt Native Gardens in Kellerberrin, supporting the use of species well suited to the local environment and conditions.

- **Admin Park**

The existing fence at Administration Park has been removed and replaced as part of ongoing asset maintenance and improvement works. The new fence enhances the

appearance, safety, and functionality of the area while ensuring the asset remains fit for purpose.

- **Admin Office**

The existing concrete ramp at the Administration Building entrance has been refurbished and re-levelled to improve accessibility and safety. An epoxy flake flooring system has also been applied, providing a durable, slip-resistant surface while enhancing the overall appearance and functionality of the entrance area. The upgrade ensures the asset remains safe, attractive, and fit for purpose.

- **Airport**

A new windsock has been installed to replace the existing one, which had become damaged and deteriorated over time. The replacement ensures the continued safe and effective operation of the airstrip by providing clear and reliable wind direction information for aircraft movements.

[Refer to Photographs in Attachment A](#)

STATUTORY ENVIRONMENT

There are no statutory environment implications in relation to this item.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item and they are reflected in the report.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 1 Economy	Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile.
Goal No.	GOAL 1. Our transport network responds to the accessibility and connectivity needs of all
1.2	Deliver the Wheatbelt Secondary Freight Network Program
1.3	Participate in the Regional Road Group
Pillar 2 Community	Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
Goal No.	GOAL 5. A safe and healthy community for all ages
5.9	Upgrade facilities and equipment at the Wyalkatchem Swimming Pool

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(94/2026) Moved: Cr Begley Seconded: Cr Lawson Kerr
That Council receives the Works Manager's report.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

Attachment A



Photo: Railway Terrace Garden



Photo: Admin Park

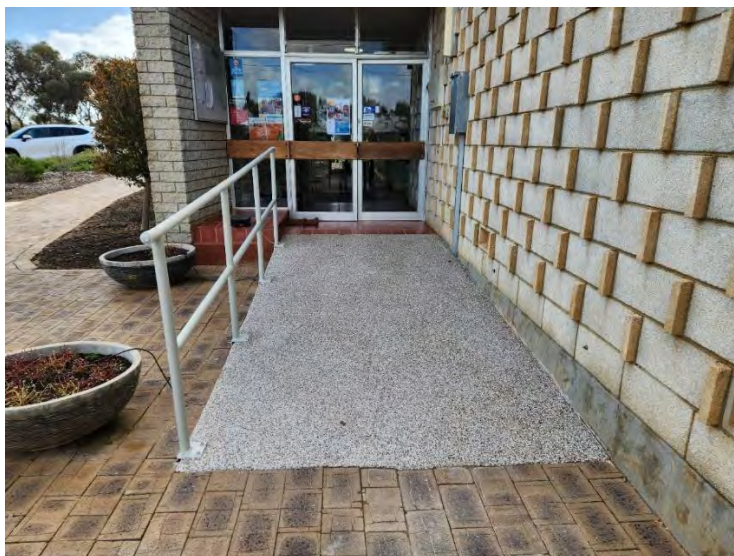


Photo: Admin Office Building

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST 2026

Applicant:	Not Applicable
Location:	Whole of District
Date:	13 August 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	13.05.01
Attachment Reference:	NIL

BACKGROUND

This report is prepared by the CEO to inform Council and the community about CEO activities and responsibilities, including progress against published plans and agreed performance criteria from 11 July to 14 August 2026.

COMMENT

The reporting period has continued to focus on governance, strategic planning, community development, emergency management, housing initiatives and regional advocacy. Engagement activities have included representation of the Shire through regional local government forums, collaboration with key stakeholders and continued implementation of Council's strategic priorities.

A highlight of the reporting period was Council's support for the Wyalkatchem Golf Club's centenary celebrations. Following stakeholder engagement and a Special Council Meeting on 24 July, Council was pleased to assist with the Club's 100-year anniversary event. The celebrations were well attended and reflected the important role the Golf Club has played in the community over many years. Congratulations are extended to the Club, its volunteers and organisers for delivering a successful event and recognising this significant milestone.

Another significant achievement during the reporting period was the reopening of Wallambin Lodge. This positive outcome reflects the commitment of Council, residents, WACHS and stakeholders to maintaining local aged care services, and recognised the collective effort that has supported the facility's return to operation and its ongoing contribution to community wellbeing.

Housing and land development initiatives remain a key priority for the Shire. Following Council's July Ordinary Council Meeting, progress has continued on the CEACA housing project. Council approved the Development Application for the project and endorsed the transfer of land required to facilitate the development. Project updates are expected to be provided soon and highlight the important progress towards increasing housing availability within the Shire.

Emergency management and community resilience activities were progressed through the Local Emergency Management Committee (LEMC) meeting and subsequent desktop exercise, which brought together emergency services, local government officers and community stakeholders to review local emergency management arrangements and strengthen preparedness and response capabilities.

Strategic planning work has also continued during the reporting period, including engagement activities associated with the development of Council's Public Health Plan and Council Plan. Community engagement has provided valuable feedback to inform Council's future priorities, initiatives and service delivery outcomes. The engagement results and a draft Council Plan will be provided to the community for feedback in September.

The CEO's six-month probation period is nearing completion, and work has continued to support the CEO performance review process, including the appointment of an independent consultant. The CEO Performance Review Committee is expected to meet shortly to finalise the review and make a recommendation to Council regarding the completion of the probationary period.

The Shire has continued to maintain a strong regional presence through participation in the NEWROC and the WALGA Great Eastern Country Zone. These forums enable advocacy for local priorities, contribution to regional initiatives and collaboration with neighbouring local governments on matters including infrastructure investment, housing, workforce attraction, economic development and legislative reform. Continued participation in these regional bodies ensures the interests of the Wyalkatchem community are represented at both regional and State levels.

Key Meetings 13 July to 14 August 2026

13 July Staff Interviews
13 July Stakeholder Meeting Council Plan
16 July Ordinary Council Meeting
21 July Stakeholder meeting at Golf Club
22 July Stakeholder meeting with WALGA
24 July Special Council Meeting
27 July Wallambin Lodge Reopening
28 July Public Health Plan Engagement Session
28 July Council Plan Workshop
30 July LEMC Meeting
31 July Communication Plan Stakeholder Meeting
4 August NEWROC Executive Meeting
6 August Stakeholder Meeting
7 August CEO Forum
13 August WALGA Great Eastern Country Zone Meeting
14 August Wheatbelt North East Sub Regional Road Group Meeting

STATUTORY ENVIRONMENT

Section 5.41 Role of the Chief Executive Officer.

Section 5.56 Planning for the future.

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this report. The CEO seeks to add value to Council Decisions and maximise community benefit of operations and project outcomes.

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

All areas of the Strategic Community Plan are relevant to this report. The CEO is actively examining opportunities for progress against the Plan.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(95/2026) Moved: Cr Stratford

Seconded: Cr Begley

That Council accept the Chief Executive Officer's report as presented.

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

10.3.2. WALGA CONVENTION DELEGATES AND ATTENDEES

Applicant:	Not Applicable
Location:	Not applicable
Date:	20 August 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	14.09.08
Attachment Reference:	Nil

BACKGROUND

The Shire of Wyalkatchem is a member of WALGA and as such is entitled to vote on matters before the AGM. As a member of WALGA there is an opportunity for elected members and the CEO if so decided to attend the conference.

COMMENT

The Shire of Wyalkatchem is a member of WALGA and is entitled to vote on matters before the Annual General Meeting. The Shire may appoint up to two voting delegates to represent the local government on constitutional matters and substantive issues affecting the local government sector.

As a WALGA member, elected members and senior officers are also eligible to attend the annual convention. As the premier professional development event for the Western Australian local government sector, the convention offers valuable opportunities to enhance knowledge, develop professional networks and build skills relevant to local government leadership and governance.

The 2026 convention will be held from 16 to 18 September under the theme "Tomorrow's World", reflecting the rapidly changing environment facing local governments. Emerging technologies, evolving community expectations, economic pressures and increasing complexity continue to shape the challenges and opportunities confronting the sector. The convention enables delegates to explore emerging issues, share ideas with peers and learn from successful initiatives being implemented across Western Australia. These insights can help inform local decision-making and support positive outcomes for the Wyalkatchem community.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7 Role of Council

- (2) The council's governing role includes the following —
 - (c) planning strategically for the future of the district;

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

Attendance of the conference is subject to subscription and costs of accommodation (where required). Professional development is budgeted within the Approved Budget 2026 / 27.

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

Attendance of elected members at local government professional development assists councillors in their role. This is relevant to all areas of the Strategic Community Plan.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

*(96/2026) Moved: Cr Stratford Seconded: Cr Begley
That Council:*

- 1. Nominate the following two delegates to represent the Shire of Wyalkatchem at the 2026 West Australian Local Government Association (WALGA) AGM:*

*Cr Petchell, and
Cr Lawson Kerr.*

- 2. Invite the following councillors to attend the 2026 WALGA Conference:*

*Cr Stratford
Cr Dickson
Cr Loton*

- 3. Request the Chief Executive Officer to attend the 2026 WALGA Conference*

CARRIED 5/0

Voted for: Cr Petchell, Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 4:24pm.

7.1.2. Special Council Meeting – 3 September 2026

Minutes of the Shire of Wyalkatchem Special Meeting held on Thursday
3 September 2026. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

*That the minutes of the Shire of Wyalkatchem Special Meeting of Council of
Thursday 3 September 2026 (Attachment 7.1.2) be confirmed as a true and
correct record.*



**MINUTES
OF THE
SPECIAL MEETING
OF COUNCIL
HELD ON**

3 September 2026

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 3:30pm

Closure: 3:39pm

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member.

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on the 8 September 2026.

A handwritten signature in black ink, appearing to be 'Tom Kettle', written over a horizontal line.

Tom Kettle

Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

As per the Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and Candidates for Election, and to maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest. Having disclosed the interest, you may declare your objectivity on the matter, and remain in the Chamber, and chair, or move/second, speak and vote on the matter.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting, or prior to consideration of the item in which an interest exists.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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1. DECLARATION OF OPENING

The Presiding Member, Cr Stratford declared the meeting open at 3:30pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 3:31pm.

There were no public questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 3:31pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Mischa Stratford	Deputy President and Presiding Member
Cr Christopher Loton	
Cr Justin Begley	
Cr Rod Lawson Kerr	
Cr Tracy Dickson	

Tom Kettle	Chief Executive Officer
Claire Trenorden	Manager Corporate Services

3.2. Visitors

Nil

3.3. Apologies

Cr Christy Petchell	President
Cr Stephen Gamble	

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Tom Kettle declared a financial interest in item 13.1.1.

6.2. Impartiality Interests

Nil

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member acknowledged that today is the funeral for Max Trenorden. Today for their family is a day of reflection and sadness but also a celebration of Mr Trenorden's life. He served in Parliament for 30 years, not only for Wyalkatchem but the whole Wheatbelt. Council send their thoughts and condolences to Mr Trenorden's family.

The Presiding Member congratulated the students from Wyalkatchem District High School that braved the weather for the Faction Athletics Carnival and well done to the staff for persevering through the day.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.1.1 CEO Performance Review Committee – CEO Probation and KPI Setting

9. REPORTS

9.1. CORPORATE AND COMMUNITY SERVICES

9.1.1. 17 SEPTEMBER 2026 ORDINARY COUNCIL MEETING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	

BACKGROUND

Council has approved meeting dates for 2026. The September meeting is currently set for Thursday 17 September. The West Australian Local Government Association (WALGA) convention and AGM is scheduled from 16-18 September 2026.

COMMENT

The Shire of Wyalkatchem Council resolved to send five Councillors and the CEO to the WALGA Convention at the August 2026 Ordinary Council Meeting (96/2026). Accordingly, the Council will not have the required quorum to meeting on the 17 September 2026.

The Wyalkatchem Rodeo is scheduled for the 26 September 2026; therefore, it is prudent to reschedule the Ordinary Council Meeting to Monday 21 September 2026 to deal with council business early that week.

The CEO will provide local public notice of this decision as required under the Local Government Act 1995.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 1.7 Local Public Notice

Local Government (Administration) Regulations 1996

Regulation 12 Publication of meeting details

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(97/2026) Moved: Cr Dickson

Seconded: Cr Loton

That Council:

- 1. Approve that the September 2026 Ordinary Council Meeting occur at 4pm Monday 21 September 2026; and*
- 2. Request the CEO to provide local public notice as required by section 1.7 of the Local Government Act 1995.*

CARRIED 5/0

Voted for: Cr Stratford, Cr Lawson Kerr, Cr Loton, Cr Begley, Cr Dickson

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

13. MATTERS BEHIND CLOSED DOORS

Tom Kettle declared a financial interest in item 13.1.1 and left the meeting at 3:35pm.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(98/2026) Moved: Cr Begley

Seconded: Cr Dickson

That Council moves behind closed doors in accordance with s. 5.23 (2)(b) of the Local Government Act 1995, to deal with matters relating to the personal affairs of a person.

CARRIED 5/0

Voted for: Cr Stratford, Cr Begley, Cr Loton, Cr Lawson Kerr, Cr Dickson

13.1.1. CEO PERFORMANCE REVIEW COMMITTEE – CEO PROBATION AND KPI SETTING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	Impartiality Interest
File Number:	07.02
Attachment Reference:	9.1.2 CEO Probationary Period Report (Confidential)
Attachment 7.1. 2 – CEO KPI's	(Confidential)
Section 5.23(2)(b) a matter relating to the recruitment or employment of the CEO	

VOTING REQUIREMENTS:

Absolute majority

COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION:

(99/2026) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That Council:

- 1. Notes the outcomes of the Chief Executive Officer's (CEO) probationary performance outcomes undertaken in August 2026 with the CEO being assessed at 'Meets Expectations' in this probationary period appraisal.***
- 2. Notes on accepting recommendation 1, that the CEO is no longer deemed on probation as he has successfully completed his probationary period.***

- 3. Adopts the Performance Criteria per attachment 2 as amended by the CEO Performance Review Committee Workshop and issues a variation letter to include the adopted KPIs in Schedule 3 of the Employment Contract.**
- 4. Schedules the annual review of the CEO's performance and total remuneration package (TRP) for consideration by Council.**
- 5. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the CEO of results of this probationary performance review.**

CARRIED 5/0

Voted for: Cr Stratford, Cr Begley, Cr Loton, Cr Lawson Kerr, Cr Dickson

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(100/2026) Moved: Cr Begley

Seconded: Cr Dickson

That Council moves from behind closed doors and returns the meeting to being open to the public.

CARRIED 5/0

Voted for: Cr Stratford, Cr Begley, Cr Loton, Cr Lawson Kerr, Cr Dickson

Tom Kettle re-entered the meeting at 3:38pm.

14. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 3:39pm.

7.2. Receipt of Minutes

7.2.1. Audit, Risk and Improvement Committee Meeting – 10 September 2026

Minutes of the Shire of Wyalkatchem Audit, Risk and Improvement Committee Meeting held on Thursday 10 September 2026. (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Audit, Risk and Improvement Committee Meeting of Thursday 10 September 2026 (Attachment 7.2.1) be received by the Council.



Shire of Wyalkatchem Audit, Risk and Improvement Committee (ARIC)

Minutes –

**held on Thursday 10 September 2026,
commencing at 3.00pm in the Council Chambers,
Honour Avenue, Wyalkatchem**

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“An audit committee —

- a) is to provide guidance and assistance to the local government —
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and**
- b) may provide guidance and assistance to the local government as to —
 - i. matters to be audited; and*
 - ii. the scope of audits; and*
 - iii. its functions under Part 6 of the Act; and*
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and**
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
 - i. report to the council the results of that review; and*
 - ii. give a copy of the CEO’s report to the council.”**

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member.

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on the 16 September 2026.

A handwritten signature in black ink, appearing to be 'Tom Kettle', written in a cursive style.

Tom Kettle
Chief Executive Officer

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1. DECLARATION OF OPENING

The Presiding Member, Renata Paliskis declared the meeting open at 3:05pm.

2. PUBLIC QUESTION TIME

Public question time opened at 3:01pm.

There were no members of the public.

Public question time closed at 3:01pm

3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

3.1 Attendance

Renata Paliskis

Independent Presiding Member via teams

Cr Mischa Stratford

Cr Christopher Loton

Cr Rod Lawson Kerr

Cr Justin Begley

Tom Kettle

Chief Executive Officer

Claire Trenorden

Manager Corporate Services

3.2 Apologies

Nil

3.3 Leave of Absence

Nil

4. DECLARATIONS OF INTEREST

Nil

5. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSIONS

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. CONFIRMATION OF MINUTES

6.1.1. AUDIT AND RISK COMMITTEE MEETING – 18 JUNE 2026

Minutes of the Shire of Wyalkatchem Audit, Risk and Improvement Committee Meeting held on Thursday 18 June 2026. (Attachment 6.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RESOLUTION:

(05/2026) Moved: Cr Stratford Seconded: Cr Begley

That the minutes of the Shire of Wyalkatchem Audit, Risk and Improvement Committee Meeting held on Thursday 18 June 2026 (Attachment 6.1.1) be confirmed as a true and correct record.

CARRIED 5/0

***Voted for: Presiding Member Paliskis, Cr Stratford, Cr Begley, Cr Loton,
Cr Lawson Kerr***

7. MATTERS REQUIRING A COMMITTEE DECISION

7.1.CORPORATE SERVICES REPORTS

7.1.1. RISK MANAGEMENT POLICY AND FRAMEWORK

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	27.03
Attachment Reference:	Attachment 7.1.1 – 3.1 Risk Management Policy
(Revised)	
	Attachment 7.1.2 3.1 Risk Management Policy (2020)
	Attachment 7.1.3 Risk Management Framework
(Revised)	

PURPOSE:

The purpose of this report is to present a revised Risk Management Policy and Risk Management Framework for consideration by the Audit, Risk and Improvement Committee (ARIC) and to seek endorsement for adoption by Council.

The revised documents have been prepared as part of the Shire's broader governance improvement program and are intended to modernise the organisation's approach to risk management, strengthen governance arrangements, clarify accountability, and align the Shire's risk management practices with current legislative and better practice requirements.

DETAIL:

The Shire's current Risk Management Policy was adopted by Council on 18 February 2021 following a major review undertaken during 2020. The policy is based on AS/NZS ISO 31000:2009 and establishes the Shire's commitment to managing risks that may affect the organisation, its assets, operations, employees and community.

The existing policy has served the organisation well; however, several developments have occurred since its adoption, including:

- The release of AS/NZS ISO 31000:2018 Risk Management.
- Increased governance and assurance expectations across the local government sector.
- The establishment of Audit, Risk and Improvement Committees.
- Greater emphasis on organisational risk oversight.
- Increased focus on fraud and corruption control.
- Enhanced expectations regarding internal controls and legislative compliance reviews under Regulation 17 of the Local Government (Audit) Regulations 1996.

The review has also been undertaken as part of the Shire's broader governance reform program, which includes improvements to policy management, the Integrated Planning and Reporting Framework, internal controls, organisational performance reporting and risk oversight.

The CEO recommends a replacement of Shire Policy 3.1 Risk Management as a more expedient exercise than revising the current policy, which is provided as attachment 2 for reference. The existing Risk Management Framework has been revised to reflect the new policy.

Key Updates

1. Alignment with Contemporary Standards

The revised policy adopts and aligns with AS/NZS ISO 31000:2018 Risk Management, replacing the previous reliance on AS/NZS ISO 31000:2009.

This ensures the Shire's approach remains consistent with nationally recognised risk management principles and contemporary governance practice.

2. Clear Scope and Application

The revised policy includes a dedicated Policy Scope section. The scope now expressly applies to:

- Council,
- Employees,
- Contractors,
- Consultants, and
- Volunteers.

This establishes clear expectations across the organisation and ensures risk management remains an organisation-wide responsibility.

3. Stronger Governance Framework

The revised policy establishes a formal Risk Management Framework consisting of:

- Risk Appetite Statement,
- Risk Management Policy,
- Risk Registers, and
- Risk Management Procedures.

This creates a clear hierarchy between governance documents and operational processes and provides a structured approach for continual improvement.

4. Defined Roles and Responsibilities

The revised policy clearly assigns responsibilities to:

- Council,

- Audit, Risk and Improvement Committee,
- Chief Executive Officer,
- Manager Corporate Services,
- Managers as risk owners; and
- Employees and other personnel.

This represents an improvement on the current policy by clarifying accountabilities and strengthening lines of assurance.

5. Recognition of ARIC Oversight

The revised policy formally identifies the role of the Audit, Risk and Improvement Committee in monitoring and reviewing the Shire's risk management framework and associated practices.

6. Improved Regulation 17 Alignment

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to periodically review:

- Risk Management,
- Internal Controls, and
- Legislative Compliance.

Each of these matters must be reviewed at least once every four financial years and reported to the ARIC

7. Fraud and Corruption Risk Management

The revised policy introduces a dedicated section addressing fraud and corruption risk by recognising fraud risk as a key organisational risk area and linking management of those risks to both:

- The Risk Management Framework, and
- AS/NZS 8001:2021 Fraud and Corruption Control.

This enhancement reflects contemporary governance expectations and strengthens organisational resilience.

The proposed Risk Management Policy and accompanying Risk Management Framework represent an improvement in the maturity of the Shire's governance and assurance arrangements.

This positions the organisation for the redevelopment of a risk register for quarterly review by the ARIC and appointment of suitably qualified consultants to undertake the Regulation 17 Audit, per the ARIC Work Plan. It is expected that this will create further opportunity for improvement as aligned with risk management principles.

Accordingly, it is recommended that the Audit, Risk and Improvement Committee endorse the policy and framework and recommend their adoption by Council.

STATUTORY ENVIRONMENT:

Local Government Act 1995.
Local Government (Audit) Regulations 1996.
AS/NZS ISO 31000:2018 Risk Management.
AS/NZS 8001:2021 Fraud and Corruption Control.

POLICY IMPLICATIONS

The adoption of the revised Risk Management Policy will replace the current Policy 3.1 Risk Management adopted by Council on 18 February 2021.

The Risk Management Framework will become the primary organisational document supporting implementation of the policy.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of the policy and framework.

Implementation will be undertaken within existing operational resources.

Where future risk treatment actions identify additional resource requirements, these will be considered through the annual budget and long-term financial planning processes.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan 2024-2034.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION/COMMITTEE RESOLUTION:

(06/2026) Moved: Cr Stratford Seconded: Cr Begley

That the Audit, Risk and Improvement Committee:

- 1. Endorse the revised Policy 3.1 Risk Management.***
- 2. Endorse the revised Risk Management Framework.***
- 3. Recommend that Council adopt the revised Policy 3.1 Risk Management.***
- 4. Recommend that Council adopt the Risk Management Framework, with an amendment to the Framework review period changing it from 3 years to 4 years, as the Shire's principal risk management governance document.***
- 5. Request the Chief Executive Officer implement the Policy and Framework throughout the organisation and report periodically to the Audit, Risk and Improvement Committee on implementation progress and emerging strategic risks.***

CARRIED 5/0

***Voted for: Presiding Member Paliskis, Cr Stratford, Cr Begley, Cr Loton,
Cr Lawson Kerr***

7.1.2. COMPLIANCE AUDIT RETURN 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	4 September 2026
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interests to disclose
File Number:	12.19.01
Attachment:	Attachment 7.1.2.1 – 2025 Compliance Audit Return Attachment 7.1.2.2 – 2025 CAR Action Plan

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996*. The CAR must be submitted to the Department of Local Government, Industry Regulation and Safety (the Department).

The period examined by this audit is 1 January to 31 December 2025.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 14.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance Audits by Local Governments.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

This matter promotes the following Strategic Community Plan goal.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RESOLUTION:

(07/2026) Moved: Cr Stratford Seconded: Cr Begley

That the Audit, Risk and Improvement Committee:

- 1. Receives the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025 as per attachment 7.1.2.1.*
- 2. Notes the areas of non-compliance within the 2025 Compliance Audit Return and receives the 2025 Compliance Audit Return Management Action Plan.*
- 3. Recommends that Council:*
 - i. Adopts the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.*
 - ii. Notes the areas of non-compliance within the 2025 Compliance Audit Return and receives the 2025 Compliance Audit Return Management Action Plan.*
 - iii. Submit a certified copy of the 2025 Compliance Audit Return to the Local Government Inspector.*

CARRIED 5/0

***Voted for: Presiding Member Paliskis, Cr Stratford, Cr Begley, Cr Loton,
Cr Lawson Kerr***

8. CLOSURE OF THE MEETING

There being no further business the Presiding Member, Renata Paliskis closed the meeting at 3:20pm.

7.3. Receipt of Reports

7.3.1. CEACA Quarterly Report – September 2026

Quarterly report for September 2026 from the Central East Accommodation and Care Alliance Inc. (Attachment 7.3.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That the quarterly report for September from the Central East Accommodation and Care Alliance Inc. be received by the Council.

Quarterly Report

September 2026



The September quarter saw Central East Accommodation and Care Alliance Inc. maintain 100% occupancy across its housing portfolio, demonstrating the important role CEACA plays in supporting Wheatbelt communities. By providing quality housing for seniors, people living with disability, and those on low or very low incomes, CEACA continues to deliver on its commitment to strengthening community wellbeing. Ongoing preventative maintenance and property improvements remain a priority, ensuring residents enjoy high-quality, secure, and sustainable homes.

Occupancy & Property Management

Item	Notes
Occupancy for the Period	100%
Vacates	
- Break Lease/End Lease	1
- New Leases	3
- Terminations	0
Breaches	2
Court Cases/Debt Collection Cases	0
New Enquiries	14
Compliments, Feedback & Support	2
Complaints	0
Appeals	0
Insurance Claims	1



By working closely with the Managing Agent, Home Care Provider, Public Trustee and family, we were able to assist with transition of a tenant to high care, move one tenant closer to family and another close to medical services and provide housing to homeless seniors. This also ensured 100% occupancy and avoided loss of rent.

Maintenance

Electrical (all units)

Smoke alarms, RCD, switchboard, air-conditioning, solar, set top box, power points and lighting.

- **Status:** Completed – April 2026.

Backflow Testing (Bruce Rock, Kellerberrin, Merredin)

Water Corporation compliance.

- **Due:** October 2026
- **Status:** Progressing (RFQ)

Building Surveys

CHP Registration requirement that CEACA conducts building surveys every 3 years by a suitably qualified survey or contractor with relevant experience.

- **Due:** October 2027
- **Status:** Progressing (RFQ)

Plumbing Checks & Servicing (63 units)

Servicing of HWS and heat pumps, storm water drainage sump, sewer pump and pit checks, PLV checks, flexi hose and under bench hose checks.

- **Due:** October 2026
- **Status:** Progressing (RFQ)

Pest Control

General pest, termite inspection and rodent control.

- **Due:** October 2026
- **Status:** Progressing (RFQ)

Preventative Maintenance, Defect Rectification & Refurbishments

Pre-Winter Gutter & Downpipe Flush (All Units)

Yearly flushing reduces the risk of blockages/flooding/damage due to poor design.

- **Due:** March 2026
- **Status:** Complete

Barge Board & Veranda Rectification (27 Units Merredin)

Green wood was used in the original build resulting in premature paint peeling and exposure of wood.

- **Due:** November 2026
- **Status:** Progressing (13 units complete and 14 to be completed in Spring 2026).

Defect Rectification

Total funds held by CEACA Inc for defect rectification at the completion of Project 1 = **\$158,327.97**.

Defect rectification expenditure for the 2025-6 period = \$92,876.57.

Funds remaining for defect rectification = \$65,451.40.

The major cost in 2025-6 year was for the laying of asphalt to the two internal roads in Merredin.

Workplace Health & Safety

- CEACA Inc Community Housing Provider Registration - Compliance Assessment – Progressing.
- WHS Incidents: NIL
- Supply Chain Vulnerabilities:
 - Challenges experienced with securing Contractors to undertake yearly clearing of gutters/downpipes or not having access to appropriate equipment, means we must utilise a larger contractors from Perth.
 - The Pest Control company used by CEACA is no longer operating. This results in less competition and prices may rise. In addition to this, the contractor in Northam will not travel to all CEACA sites.
 - The closest vertical blind manufacturing facility is in Northam. This means that quotations for replacements for all units will have to be sought from that one business and Perth metro.

Governance

The following documents were created or updated in this quarter:

- CEACA-PP-036 Inter-Entity Conflict of Interest Policy
- CEACA-PP-011 Conflict of Interest Policy
- CEACA-PP-037 Leave Entitlement Policy
- CEACA-PP-035 Sustaining Tenancies Policy
- CEACA-FRM-041 Tenant Handbook

Management Committee Meetings:

- 17 August 2026 in Kellerberrin
- 5 October 2026 via Teams

Wheatbelt Expansion Project – delivering 54 new homes across 17 sites

- Formal Ministerial announcement on 16 August by Hon. John Carey MLA at Modular WA, Wangara, with widespread media coverage.
- Secured and executed a \$17 million grant funding agreement with the Housing Authority WA. All compliance requirements were submitted by 31 March 2026, with Conditions Precedent satisfied on 4 August 2026.
- Secured and executed an \$11 million Housing Australia Future Fund (HAFF) grant agreement with Housing Australia. All compliance requirements were submitted by 31 March 2026, with Conditions Precedent satisfied on 3 August 2026. Treasurer Jim Chalmers and dr Anne Aly visited Modular WA on 25 August for announcement on social media.
- Facilitated the transfer of 15 land titles (Tranche 1) to CEACA Limited, with Bruce Rock and Mukinbudin (Tranche 2) remaining outstanding. This process required extensive engagement with Revenue WA, Landgate and, in the case of the former WAPOL site in Wyalkatchem, close liaison with the Department of Planning, Lands and Heritage.
- Achieved submission of all Development Applications by member Shires by 17 July 2026.
- Engaged an Independent Certifier (RLB) and completed verification of all Development Applications to Housing Australia by 31 July 2026.
- Site Plans and House design templates approved with Modular WA.
- Finalisation of Member Shire financial contributions, excluding Development Application costs.
- Finalisation of CEACA Inc financial contribution and associated costs.
- Modular WA to submit Building Permit Applications directly to Local Governments and charged directly to Modular WA.
- Deed of Priority and Security executed by all parties.
- Communications Plan will be circulated to provide Local Governments and tenants notification of demolition and commencement of construction works.
- Commencement Date for the Design and Contract Building Contract is 9 September 2026.



8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – August 2026

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the total payments for the month of August 2026 being \$296,011.69 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$235,802.99 and*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$60,208.70.*

SUMMARY

To provide the Council with a list of accounts paid by the Chief Executive Officer in accordance with delegated authority and for the Council to endorse the payments made for the prior month.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

The council has delegated to the CEO (delegation number 1.2.25) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for July 2026 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal and Trust	EFT	EFT5549	EFT5492
Reserves	EFT	EFT	No Payments
DD	DD	DD4425.1	DD4394.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, s.13.1

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2026/27 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

Payment Listing August 2026

Chq/EFT	Date	Name	Amount	Bank	Type
EFT5492	10/08/2026	Skye Gibbs	-1521.72	1	CSH
EFT5493	12/08/2026	Perfect Computer Solutions Pty Ltd	-255.00	1	CSH
EFT5494	12/08/2026	Wyalkatchem General Store	-405.47	1	CSH
EFT5495	12/08/2026	LG Best Practices	-5890.50	1	CSH
EFT5496	12/08/2026	Shire of Wongan-Ballidu	-10083.34	1	CSH
EFT5497	12/08/2026	Wyalkatchem Tyres & Traders	-218.31	1	CSH
EFT5498	12/08/2026	CORSIGN WA PTY LTD	-138.60	1	CSH
EFT5499	12/08/2026	CSSTECH	-96.25	1	CSH
EFT5500	12/08/2026	Australia Day Council of WA	-836.00	1	CSH
EFT5501	12/08/2026	Australia Post	-532.91	1	CSH
EFT5502	12/08/2026	Team Global Express Pty Ltd	-38.01	1	CSH
EFT5503	12/08/2026	Eastern Hills Saws & Mowers	-105.00	1	CSH
EFT5504	12/08/2026	Elders	-127.50	1	CSH
EFT5505	12/08/2026	Landgate	-2788.91	1	CSH
EFT5506	12/08/2026	Nutrien Ag Solutions Ltd	-974.53	1	CSH
EFT5507	12/08/2026	Petchell Mechanical	-4366.64	1	CSH
EFT5508	12/08/2026	Westrac	-210.14	1	CSH
EFT5509	12/08/2026	Wheatbelt Office & Business Machines	-297.54	1	CSH
EFT5510	12/08/2026	Wyalkatchem Community Resource Centre	-2538.62	1	CSH
EFT5511	14/08/2026	Lo-Go Appointments(Helene Pty Ltd)	-641.45	1	CSH
EFT5512	14/08/2026	Officeworks	-767.95	1	CSH
EFT5513	14/08/2026	Rylan Pty Ltd Atf The Moorcroft Family Trust	-6367.90	1	CSH
EFT5514	14/08/2026	GPW Group Pty Ltd	-25664.10	1	CSH
EFT5515	14/08/2026	Aldo Lamas	-143.80	1	CSH
EFT5516	14/08/2026	Avon Waste	-5896.17	1	CSH
EFT5517	14/08/2026	Bunnings Midland	-561.83	1	CSH
EFT5518	14/08/2026	Team Global Express Pty Ltd	-128.25	1	CSH
EFT5519	14/08/2026	Dunnings	-2200.47	1	CSH
EFT5520	14/08/2026	Eastern Hills Saws & Mowers	-1970.15	1	CSH
EFT5521	14/08/2026	Elders	-187.00	1	CSH
EFT5522	14/08/2026	LGIS Liability	-2419.15	1	CSH
EFT5523	14/08/2026	Mcleods Lawyers	-1728.10	1	CSH
EFT5524	14/08/2026	Petchell Mechanical	-151.25	1	CSH
EFT5525	14/08/2026	WA Contract Ranger Services	-759.00	1	CSH
EFT5526	20/08/2026	Perfect Computer Solutions Pty Ltd	-170.00	1	CSH
EFT5527	20/08/2026	Officeworks	-614.95	1	CSH
EFT5528	20/08/2026	Wyalkatchem Hotel (SL Tyler and TJ Tyler)	-330.00	1	CSH
EFT5529	20/08/2026	CSSTECH	-145.75	1	CSH
EFT5530	20/08/2026	Localise Pty Ltd	-6426.38	1	CSH
EFT5531	20/08/2026	Tom Rhys Kettle	-558.90	1	CSH
EFT5532	20/08/2026	Avon-Midland Country Zone of WALGA	-260.00	1	CSH
EFT5533	20/08/2026	Dunnings	-17212.97	1	CSH
EFT5534	20/08/2026	Eastern Hills Saws & Mowers	-74.25	1	CSH
EFT5535	20/08/2026	Landgate	-132.20	1	CSH
EFT5536	24/08/2026	Australian Taxation Office	-21435.00	1	CSH
EFT5537	27/08/2026	Infinitum Technologies Pty LTD	-27.47	1	CSH
EFT5538	27/08/2026	Belinda Jonas	-52.25	1	CSH
EFT5539	27/08/2026	Dec Contracting Pty Ltd	-12570.79	1	CSH
EFT5540	27/08/2026	Asset Valuation Advisory	-20240.00	1	CSH
EFT5541	27/08/2026	Perth Iveco	-4156.30	1	CSH
EFT5542	27/08/2026	Strategic Leadership Consulting	-5720.00	1	CSH
EFT5543	27/08/2026	Fuse Technology Western Australia Pty Ltd	-359.36	1	CSH
EFT5544	27/08/2026	Burgess Rawson (wa) Pty Ltd	-175.60	1	CSH

Chq/EFT	Date	Name	Amount	Bank	Type
EFT5545	27/08/2026	D & D Transport	-2782.50	1	CSH
EFT5546	27/08/2026	DFES	-55637.76	1	CSH
EFT5547	27/08/2026	WA Contract Ranger Services	-759.00	1	CSH
EFT5548	27/08/2026	Ward MA & CT	-3850.00	1	CSH
EFT5549	27/08/2026	Wyalkatchem Community Resource Centre	-1100.00	1	CSH
Total EFT			-235,802.99		
804	01/06/2026	NAB	-49.00	1	FEE
806	31/08/2026	NAB	-47.73	1	FEE
806	31/08/2026	NAB	-2350.67	1	FEE
DD4394.1	03/08/2026	Crisp Wireless	-625.90	1	CSH
DD4394.2	14/08/2026	Synergy	-7588.65	1	CSH
DD4394.3	10/08/2026	Telstra	-103.94	1	CSH
DD4394.4	17/08/2026	Synergy	-570.53	1	CSH
DD4394.5	19/08/2026	Synergy	-61.68	1	CSH
DD4394.6	25/08/2026	Synergy	-423.39	1	CSH
DD4394.7	26/08/2026	Synergy	-3141.38	1	CSH
DD4394.8	10/08/2026	Synergy	-563.22	1	CSH
DD4394.9	25/08/2026	Water Corporation.	-415.66	1	CSH
DD4395.1	05/08/2026	Shire Rates	-14348.00	1	CSH
DD4396.1	03/08/2026	NAB	-4553.88	1	CSH
DD4399.1	24/08/2026	Water Corporation.	-4755.79	1	CSH
DD4399.2	27/08/2026	Water Corporation.	-869.16	1	CSH
DD4399.3	28/08/2026	Water Corporation.	-2638.77	1	CSH
DD4401.1	11/08/2026	Suncorp Superannuation	-7712.07	1	CSH
DD4406.1	14/08/2026	Synergy	-0.03	1	CSH
DD4411.1	21/08/2026	Telstra	-322.60	1	CSH
DD4414.1	24/08/2026	Water Corporation.	0.01	1	CSH
DD4417.1	25/08/2026	Suncorp Superannuation	-7538.81	1	CSH
DD4420.1	28/08/2026	Water Corporation.	-33.13	1	CSH
DD4422.1	28/08/2026	Synergy	-356.21	1	CSH
DD4425.1	31/08/2026	Water Corporation.	-1138.51	1	CSH
Total DD			-60,208.70		
Total Payments August 2026			-296,011.69		

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JULY 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Glenn Bradly, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – July 2026

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse credit card payments for the period 30 June 2026 to 28 July 2026, totalling \$4,553.88 (refer to attachment 10.1.2).

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the 2026/27 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management



**SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 June 2026 to 28 July 2026**

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-0623			
01-Jul-26	SMSBroadcast	COMMUNICATIONS SMS Broadcast Recharge	\$ 361.08
03-Jul-26	WYALKATCHEM GARDEN CAFÉ	MEMBERS Refreshments for Council Meeting	\$ 95.00
10-Jul-26	SPOT-X	INFORMATION TECHNOLOGY SPOT-X Subscription (1 of 2)	\$ 319.88
13-Jul-26	ADOBE	INFORMATION TECHNOLOGY Adobe Subscription	\$ 971.78
13-Jul-26	DEPARTMENT OF TRANSPORT	WM5769 Registration 24/07/2026 - 23/07/2027	\$ 449.55
13-Jul-26	SPOT-X	INFORMATION TECHNOLOGY SPOT-X Subscription (2 of 2)	\$ 319.88
13-Jul-26	KMART ONLINE	DEPOT Faulty Microwave returned for refund	-\$ 99.00
20-Jul-26	JAMF SOFTWARE	INFORMATION TECHNOLOGY JAMF Subscription	\$ 35.49
24-Jul-26	COLES NORTHAM	MEMBERS Refreshments for Council Meeting	\$ 68.59
27-Jul-26	WYALKATCHEM GARDEN CAFÉ	MEMBERS Refreshments for Council Meeting	\$ 60.00
27-Jul-26	ATO	FBT July 2027	\$ 333.23
28-Jul-26	NAB BANK	CREDIT CARD Fee July 2026	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 2,924.48

I, Glenn Bradly, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Glenn Bradly



**SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 June 2026 to 28 July 2026**

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-6261			
13-Jul-26	KMART ONLINE	RAILWAY BARRACKS Blankets	\$ 114.00
15-Jul-26	LGWA	TRAINING Works Conference for Manager of Works	\$ 1,430.00
17-Jul-26	DUNNINGS WYALKATCHEM	MEMBERS Refreshments for Council Meeting	\$ 56.00
20-Jul-26	WYALKATCHEM POST OFFICE	POSTAGE to send CEACA documents to Avon Legal	\$ 20.40
28-Jul-26	NAB BANK	CREDIT CARD Fee July 2026	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 1,629.40

I, Glenn Bradly, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Glenn Bradly

10.1.3. MONTHLY FINANCIAL REPORTS – AUGUST 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report August 2026

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 31 August 2026 (refer attachment 10.1.3).

BACKGROUND

The *Local Government (Financial Management) Regulation 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports include:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

August 2026

Total Cash Available as at 31 August 2026 is \$7,284,247;

- cash available is made up of unrestricted cash \$3,529,876 (48.46%) and
- restricted cash \$3,754,371 (51.54%).

Rates Debtors balance as at 31 August 2026 is \$672,859 and Rates Notices for 2026-27 were issued in July 2026. Rates collected as at end of August were \$996,861 - 58%.

August 2026:

Operating Revenue – Operating revenue of \$2,137,516 is made up of Rates - 77%, Grants - 15%, and Fees and Charges - 8%.

Operating Expenses – Operating expenses of \$631,660 is made of Employee Costs – 27%, Materials and Contracts – 49%, Insurance – 19%, and Utility – 5%.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

SHIRE OF WYALKATCHEM

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 August 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 3 Explanation of variances	6

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

			YTD			
	Budget	YTD	YTD	Variance*	Variance*	
Note	Estimates	Estimates	Actual	\$	%	Var.
	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	1,640,171	1,640,171	1,646,902	6,731	0.41%	
Rates excluding general rates	11,021	0	0	0	0.00%	
Grants, subsidies and contributions	574,804	259,395	316,455	57,060	22.00%	▲
Fees and charges	252,059	156,030	166,597	10,567	6.77%	
Interest revenue	127,500	4,625	6,072	1,447	31.29%	
Other revenue	12,430	430	1,490	1,060	246.51%	
Profit on asset disposals	233,910	0	0	0	0.00%	
	2,851,895	2,060,651	2,137,516	76,865	3.73%	
Expenditure from operating activities						
Employee costs	(2,025,219)	(337,537)	(171,921)	165,616	49.07%	▲
Materials and contracts	(1,943,546)	(323,924)	(305,286)	18,638	5.75%	
Utility charges	(201,632)	(33,605)	(32,349)	1,256	3.74%	
Depreciation	(2,719,151)	(453,192)	0	453,192	100.00%	▲
Finance costs	(12,485)	0	0	0	0.00%	
Insurance	(158,242)	(79,121)	(122,104)	(42,983)	(54.33%)	▼
Other expenditure	(60,377)	0	0	0	0.00%	
	(7,120,652)	(1,227,379)	(631,660)	595,719	48.54%	
Non cash amounts excluded from operating activities	2(c) 2,624,605	453,192	0	(453,192)	(100.00%)	▼
Amount attributable to operating activities	(1,644,152)	1,286,464	1,505,856	219,392	17.05%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,369,460	164,000	166,704	2,704	1.65%	
Proceeds from disposal of assets	320,000	0	0	0	0.00%	
	1,689,460	164,000	166,704	2,704	1.65%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(1,153,100)	0	(3,211)	(3,211)	0.00%	
Acquisition of infrastructure	(1,576,610)	(19,000)	(36,189)	(17,189)	(90.47%)	▼
	(2,729,710)	(19,000)	(39,400)	(20,400)	(107.37%)	
Amount attributable to investing activities	(1,040,250)	145,000	127,304	(17,696)	(12.20%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	409,088	0	0	0	0.00%	
	409,088	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(79,680)	0	0	0	0.00%	
Transfer to reserves	(131,454)	0	0	0	0.00%	
	(211,134)	0	0	0	0.00%	
Amount attributable to financing activities	197,954	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 2,625,175	2,625,175	2,541,057	(84,118)	(3.20%)	
Amount attributable to operating activities	(1,644,152)	1,286,464	1,505,856	219,392	17.05%	▲
Amount attributable to investing activities	(1,040,250)	145,000	127,304	(17,696)	(12.20%)	▼
Amount attributable to financing activities	197,954	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	138,727	4,056,639	4,174,217	117,578	2.90%	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,697,672	3,529,876
Trade and other receivables	113,903	751,721
Other financial assets	3,754,372	3,754,372
Inventories	9,526	24,858
TOTAL CURRENT ASSETS	6,575,473	8,060,827
NON-CURRENT ASSETS		
Trade and other receivables	37,537	37,537
Other financial assets	116,383	116,383
Property, plant and equipment	19,657,458	19,660,669
Infrastructure	58,793,234	58,829,423
TOTAL NON-CURRENT ASSETS	78,604,612	78,644,012
TOTAL ASSETS	85,180,085	86,704,839
CURRENT LIABILITIES		
Trade and other payables	191,760	43,954
Employee related provisions	88,285	88,285
TOTAL CURRENT LIABILITIES	280,045	132,239
NON-CURRENT LIABILITIES		
Borrowings	338,154	338,154
Employee related provisions	55,123	55,123
TOTAL NON-CURRENT LIABILITIES	393,277	393,277
TOTAL LIABILITIES	673,322	525,516
NET ASSETS	84,506,763	86,179,323
EQUITY		
Retained surplus	25,387,600	27,060,160
Reserve accounts	3,754,371	3,754,371
Revaluation surplus	55,364,792	55,364,792
TOTAL EQUITY	84,506,763	86,179,323

This statement is to be read in conjunction with the accompanying notes.

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 September 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories

Less: current liabilities

Trade and other payables
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Updated Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
	\$	\$	\$
	2,599,336	2,697,672	3,529,876
	135,497	113,903	751,721
	3,754,373	3,754,372	3,754,372
	17,858	9,526	24,858
	6,507,064	6,575,473	8,060,827
	(39,233)	(191,760)	(43,954)
	(79,680)	0	0
	(88,285)	(88,285)	(88,285)
	(207,198)	(280,045)	(132,239)
	6,299,866	6,295,428	7,928,588
2(b)	(3,674,691)	(3,754,371)	(3,754,371)
	2,625,175	2,541,057	4,174,217

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of borrowings

Total adjustments to net current assets

	(3,754,371)	(3,754,371)	(3,754,371)
	79,680	0	0
2(a)	(3,674,691)	(3,754,371)	(3,754,371)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Add: Depreciation

Total non-cash amounts excluded from operating activities

Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
\$	\$	\$
(94,546)	0	0
2,719,151	453,192	0
2,624,605	453,192	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2026-27 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	57,060	22.00%	▲
Final figures for Financial Assistance Grants were released in September 2026 and the Shire is going to receive \$168,678 higher than budgeted.		Permanent	
Expenditure from operating activities			
Employee costs	165,616	49.07%	▲
Budget is just averaged whereas currently staff are exclusively working on operating activities, this will average out once the capital works program commences.		Timing	
Depreciation	453,192	100.00%	▲
Depreciation won't be run until after the Annual Financials and asset revaluations occur.		Timing	
Insurance	(42,983)	(54.33%)	▼
Workers compensation insurance has been coded to insurance when it should have been employee costs, this will be corrected.		Timing	
Non cash amounts excluded from operating activities	(453,192)	(100.00%)	▼
Depreciation won't be run until after the Annual Financials and asset revaluations occur.		Timing	

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.63 M	\$2.63 M	\$2.54 M	(\$0.08 M)
Closing	\$0.14 M	\$4.06 M	\$4.17 M	\$0.12 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.28 M	% of total
Unrestricted Cash	\$3.53 M	48.5%
Restricted Cash	\$3.75 M	51.5%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.04 M
	% Outstanding
Trade Payables	(\$0.02 M)
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.08 M	% Collected
Rates Receivable	\$0.67 M	57.5%
Trade Receivable	\$0.08 M	% Outstanding
Over 30 Days		28.3%
Over 90 Days		24.9%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.64 M)	\$1.29 M	\$1.51 M	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.65 M	% Variance
YTD Budget	\$1.64 M	0.4%

Grants and Contributions		
YTD Actual	\$0.32 M	% Variance
YTD Budget	\$0.26 M	22.0%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.16 M	6.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.04 M)	\$0.15 M	\$0.13 M	(\$0.02 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.32 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.04 M	% Spent
Adopted Budget	\$1.58 M	(97.7%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.17 M	% Received
Adopted Budget	\$1.37 M	(87.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.20 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.34 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$3.75 M
Net Movement	\$0.00 M

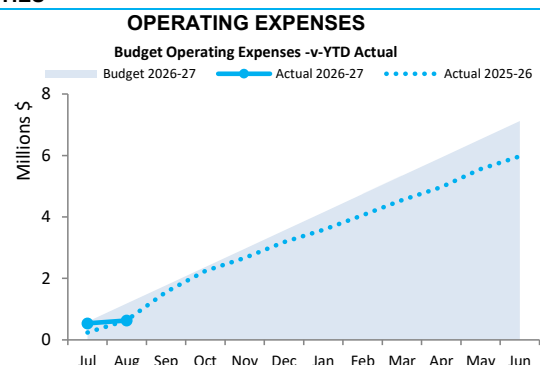
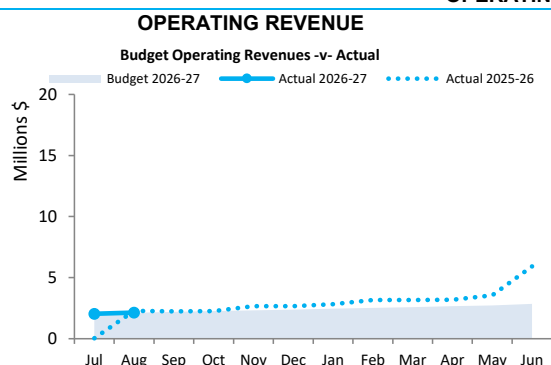
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

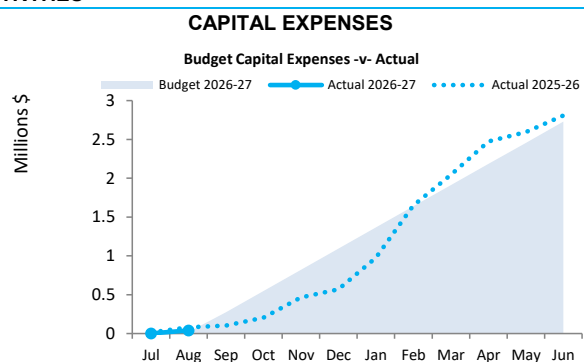
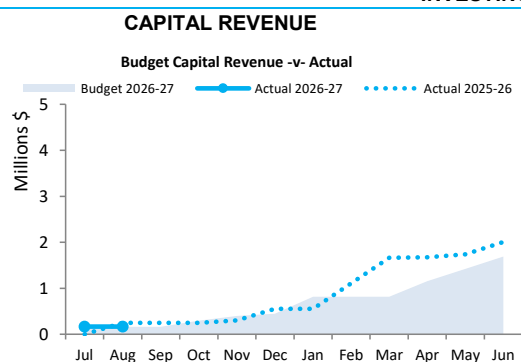
SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

2 KEY INFORMATION - GRAPHICAL

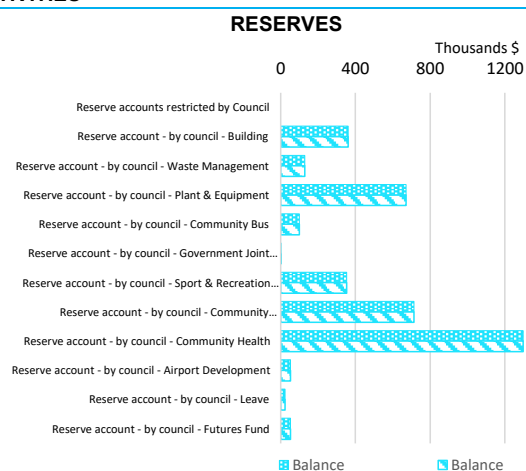
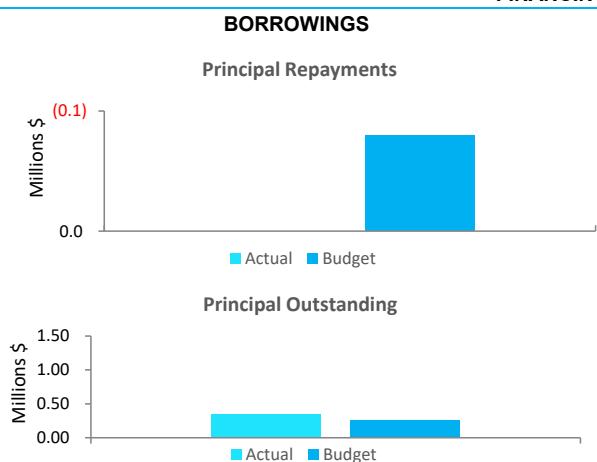
OPERATING ACTIVITIES



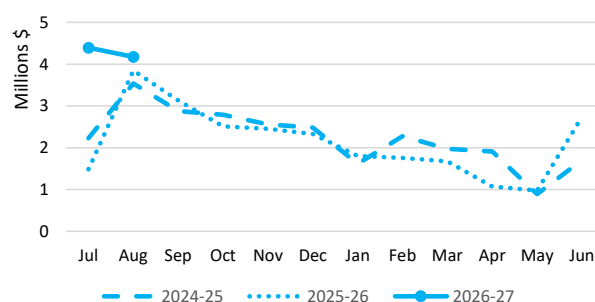
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	3,529,676	0	3,529,676	0			At call
Reserve Investment Account	Financial assets at amortised cost	0	3,754,371	3,754,371	0	BOQ	5.20%	Jan-27
Petty Cash		200	0	200	0			
Total		3,529,876	3,754,371	7,284,247	0			
Comprising								
Cash and cash equivalents		3,529,876	0	3,529,876	0			
Financial assets at amortised cost - Term Deposits		0	3,754,371	3,754,371	0			
		3,529,876	3,754,371	7,284,247	0			

KEY INFORMATION

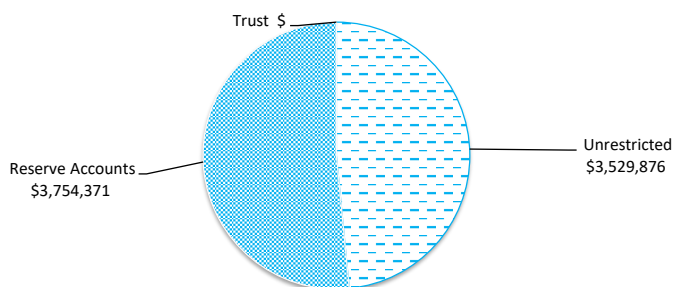
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Reserve account - by council - Building	360,825	9,611	(90,000)	280,436	360,825	0	0	360,825
Reserve account - by council - Waste Management	129,063	3,438	0	132,501	129,063	0	0	129,063
Reserve account - by council - Plant & Equipment	671,822	17,894	(120,000)	569,716	671,822	0	0	671,822
Reserve account - by council - Community Bus	99,439	2,649	(102,088)	0	99,439	0	0	99,439
Reserve account - by council - Government Joint Venture Housing	13	0	0	13	13	0	0	13
Reserve account - by council - Sport & Recreation Facilities	353,554	40,871	0	394,425	353,554	0	0	353,554
Reserve account - by council - Community Development	713,722	19,011	(97,000)	635,733	713,722	0	0	713,722
Reserve account - by council - Community Health	1,297,844	34,570	0	1,332,414	1,297,844	0	0	1,297,844
Reserve account - by council - Airport Development	51,940	1,383	0	53,323	51,940	0	0	51,940
Reserve account - by council - Leave	23,914	637	0	24,551	23,914	0	0	23,914
Reserve account - by council - Futures Fund	52,235	1,390	0	53,625	52,235	0	0	52,235
	3,754,371	131,454	(409,088)	3,476,737	3,754,371	0	0	3,754,371

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	187,000	0	3,020	3,020
Plant and equipment	966,100	0	191	191
Acquisition of property, plant and equipment	1,153,100	0	3,211	3,211
Infrastructure - roads	1,120,000	19,000	11,428	(7,572)
Infrastructure - drainage	34,000	0	0	0
Infrastructure - footpaths	66,300	0	0	0
Infrastructure - other	356,310	0	24,761	24,761
Acquisition of infrastructure	1,576,610	19,000	36,189	17,189
Total capital acquisitions	2,729,710	19,000	39,400	20,400
Capital Acquisitions Funded By:				
Capital grants and contributions	1,369,460	164,000	166,704	2,704
Other (disposals & C/Fwd)	320,000	0	0	0
Reserve accounts				
Reserve account - by council - Building	90,000		0	0
Reserve account - by council - Plant & Equipment	120,000		0	0
Reserve account - by council - Community Bus	102,088		0	0
Reserve account - by council - Community Development	97,000		0	0
Contribution - operations	631,162	(145,000)	(127,304)	17,696
Capital funding total	2,729,710	19,000	39,400	20,400

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

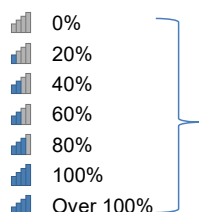
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

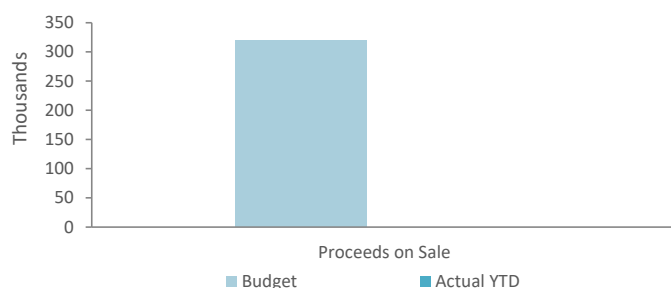


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Updated		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
Land & Buildings					0
	Housing and Accommodation Project	97,000	0	3,020	(3,020)
	Town Hall guttering	45,000	0	0	0
	53 Piesse St fence	35,000	0	0	0
	Administration Office door	10,000	0	0	0
Plant & Equipment					0
	Works Manager Ute	65,100	0	0	0
	WM00 CEO Vehicle	86,000	0	0	0
	WM017 grader	500,000	0	0	0
	Skid steer mounted mulcher	60,000	0	191	(191)
	Community Bus	255,000	0	0	0
Infrastructure - Roads					0
	R2R Benjaberring South Rd	285,000	19,000	11,428	7,572
	R2R Tilbrook Rd	100,000	0	0	0
	R2R Access Rd between Wilson St and Railway Tce (from Gamble St to Riches St)	120,000	0	0	0
	Wyalkatchem North Rd	615,000	0	0	0
Infrastructure - Drainage					0
	Drainage - intersection Railway Tce and Thurston St	34,000	0	0	0
Infrastructure - Footpaths					0
	Footpath - Aquatic Access Rd (Riches St to Swimming Pool)	66,300	0	0	0
Infrastructure - Other					0
	Swimming Pool	30,000	0	0	0
	Recreation Centre - install 280,000L tank	100,000	0	0	0
	Depot - install 280,000L tank	50,000	0	0	0
	Mobile water tanker	100,000	0	0	0
	Wheatbelt Way Rail Trail	76,310	0	1,430	(1,430)
	Rubbish tip CCTV (insurance claim)	0	0	23,331	(23,331)
					0
		2,729,710	19,000	39,400	(20,400)

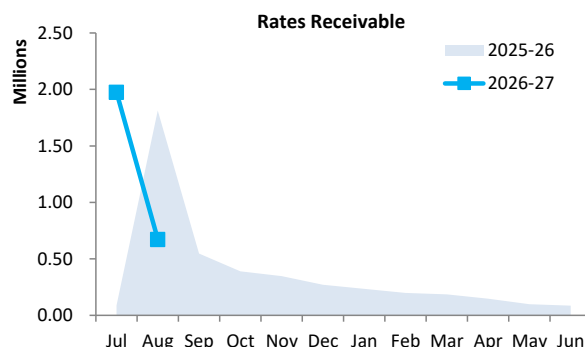
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Community Bus	0	15,000	15,000	0	0	0	0	0
	WM000 Ford Ranger	34,484	40,000	5,516	0	0	0	0	0
	WM00 Ford Everest	51,606	65,000	13,394	0	0	0	0	0
	WM017 Caterpillar Grader	0	200,000	200,000	0	0	0	0	0
		86,090	320,000	233,910	0	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	\$	\$
Opening arrears previous year	88,517	86,092
Levied this year	1,571,447	1,646,902
Less - collections to date	(1,516,489)	(996,861)
Gross rates collectable	143,475	736,133
Allowance for impairment of rates receivable	(57,383)	(63,274)
Net rates collectable	86,092	672,859
% Collected	91.4%	57.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,640)	25,943	1,120	0	8,118	32,541
Percentage	(8.1%)	79.7%	3.4%	0.0%	24.9%	
Balance per trial balance						
Trade receivables	(2,640)	25,943	1,120	0	8,118	32,541
GST receivable		46,321				46,321
Total receivables general outstanding						78,862

Amounts shown above include GST (where applicable)

KEY INFORMATION

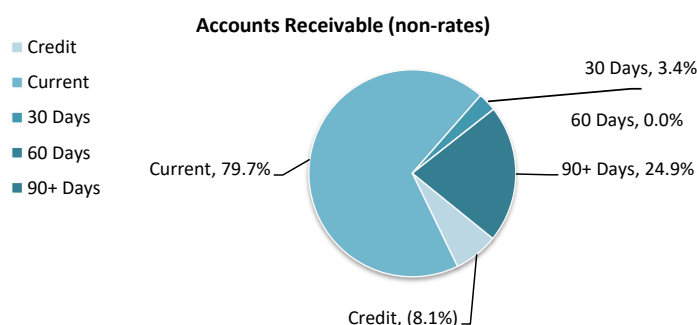
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 August 2026
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	3,754,372	0	0	3,754,372
Inventory				
Fuel	9,526	15,648	(316)	24,858
Total other current assets	3,763,898	15,648	(316)	3,779,230
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

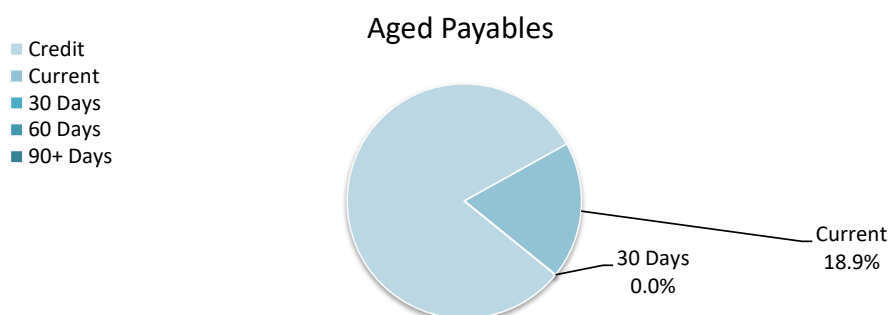
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(28,555)	6,664	0	0	0	(21,891)
Percentage	130.4%	-30.4%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	(28,555)	0	0	0	0	(21,891)
Other payables	0	65,845	0	0	0	65,845
Total payables general outstanding						43,954

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2026	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Grader purchase	75	338,154	0	0	0	(79,680)	338,154	258,474	0	(12,485)
Total		338,154	0	0	0	(79,680)	338,154	258,474	0	(12,485)
Current borrowings		79,680					0			
Non-current borrowings		258,474					338,154			
		338,154					338,154			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2026 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 August 2026 \$
Other current liabilities						
Employee Related Provisions						
Provision for annual leave		92,086	0	0	0	92,086
Provision for long service leave		(3,801)	0	0	0	(3,801)
Total Provisions		88,285	0	0	0	88,285
Total other current liabilities		88,285	0	0	0	88,285

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	287,724	71,931	104,261
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	58,260	14,565	24,405
ESL BFB - Operating Grant	0	0	0	0	0	42,173	10,543	10,800
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	0	0
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	160,647	160,647	173,698
OTH CUL - Grants - Other Culture	0	0	0	0	0	0	0	2,273
	0	0	0	0	0	552,804	257,686	315,436
Contributions								
RATES - Reimbursement of Debt Collection Costs				0		1,500	0	0
POC - Fuel Tax Credits Grant Scheme				0		20,500	1,708	1,019
LIBRARY - Other Grants				0		0	0	0
	0	0	0	0	0	22,000	1,708	1,019
TOTALS	0	0	0	0	0	574,804	259,395	316,455

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2026		(As revenue)	31 Aug 2026	31 Aug 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
GEN PUR - Other Grants	0	0	0	0	0	420,460	0	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	410,000	164,000	166,704
ROADC - Roads to Recovery Grant	0	0	0	0	0	539,000	0	0
	0	0	0	0	0	1,369,460	164,000	166,704

10.1.4. COMPLIANCE AUDIT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.4.1 – 2025 Compliance Audit Return Attachment 10.1.4.2 – 2025 Compliance Audit Return Action Plan

VOTING REQUIREMENT

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION

That Council:

- 1. Adopts the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.*
- 2. Notes the areas of non-compliance within the 2025 Compliance Audit Return and accepts the 2025 Compliance Audit return Management Action Plan.*
- 3. Submit a certified copy of the 2025 Compliance Audit Return to the Local Government Inspector.*

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations). The CAR must be submitted to the Department of Local Government, Industry Regulation and Safety (Department) by 30 September 2026. The period examined by this audit is 1 January to 31 December 2025.

The completed return is required to be:

- Reviewed by the Audit Risk and Improvement Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 14 of the Regulations in detail. The audit findings must be recorded in the supplied pro forma which has been completed and is provided as Attachment 10.1.4.1

COMMENT

The Compliance Audit Return has been carried out by the Manager of Corporate Services. The Compliance Audit Return comprises of questions in the following areas of activities.

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections

- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Service

Items of non-compliance have been reviewed and an action plan has been developed to address the areas of non-compliance.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance audits by local governments

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

2025 Compliance Audit Return

Local Government Authority: The Shire of Wyalkatchem

Local Government Act 1995

s. 2.29

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

Response: Yes

s. 3.16

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

Response: Yes

s.3.57

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

Response: N/A

s. 3.58(3)

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

Response: Yes

s. 3.58(4)

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

Response: Yes

s. 3.59(2)(a)

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

Response: N/A

s. 3.59(2)(b)

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

Response: N/A

s. 3.59(2)(c)

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

Response: N/A

s. 3.59(4)

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

Response: N/A

s. 3.59(5)

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

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

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

Response: Yes

s. 5.18

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

Response: Yes

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

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

Response: Yes

s. 5.37(2)

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

Response: Yes

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

Response: N/A

s. 5.39B

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

Response: Yes

s. 5.42

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

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

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

Response: Yes

s. 5.44(2)

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

Response: Yes

s. 5.45(1)(b)

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

Response: Yes

s. 5.46

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

Response: Yes

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

Response: Yes

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

Response: Yes

s. 5.50

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

Response: N/A

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

Response: N/A

s. 5.51A

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

Response: Yes

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

Response: Yes

s. 5.67

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

Response: Yes

s. 5.68(2)

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

Response: Yes

s. 5.69(5)

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

Response: Yes

s. 5.70

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

Response: Yes

s. 5.71B(5) and (7)

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

Response: N/A

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

Response: N/A

s. 5.73

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

Response: Yes

s. 5.75

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

Response: Yes

s. 5.76

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

Response: Yes

s. 5.77

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

Response: Yes

s. 5.88

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

Response: Yes

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

Response: Yes

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

Response: Yes

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

Response: Yes

s. 5.89A

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

Response: Yes

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

Response: Yes

s. 5.90A

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

Response: Yes

s. 5.94

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

Response: Yes

s. 5.96

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

Response: Yes

s. 5.96A

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

Response: Yes

s. 5.104

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

Response: Yes

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

Response: N/A

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

Response: Yes

s. 5.128

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

Response: Yes

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

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

Response: Yes

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

Response: Yes

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

Response: Yes

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

Response: Yes

Local Government (Administration) Regulations 1996

r. 18F

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

Response: Yes

r. 19AB

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

Response: Yes

r. 19AC

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

Response: Yes

r. 19AE

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

Response: Yes

r. 19B

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

Response: Yes

r. 19C

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

Response: Yes

Adoption date or the date of the most recent review: 21/08/2025

r. 19DA

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

Response: Yes

Date of review: 21/08/2025

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

Response: Yes

r. 22

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

r. 23

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

r. 28

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

r. 28A

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

r. 29

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

r. 29C

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

Response: Yes

r. 35

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

Response: Yes

r. 36

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

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

Response: N/A

Local Government (Audit) Regulations 1996

r. 10

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

Response: Yes

r. 17

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

Response: No

Comments: Did not occur due to a change in CEO's, current CEO has committed to doing by March 2027

Local Government (Constitution) Regulations 1998

r. 11FA

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

Response: Yes

r. 13

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

Response: Yes

Local Government (Elections) Regulations 1997

r. 30G

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

Response: Yes

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

Response: Yes

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

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

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

Response: Yes

r. 6

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

Response: Yes

r. 7

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

Response: Yes

r. 8

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

Response: Yes

r. 9

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

Response: N/A

r. 11

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

Response: Yes

r. 12

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

Response: Yes

r. 13

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

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

Response: Yes

r. 13A

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

Response: Yes

r. 19

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

Response: Yes

r. 19C

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

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

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

r. 9

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

r. 10

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

r. 11A

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

Response: Yes

r. 11

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

r. 12

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

Response: Yes

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

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

Response: N/A

r. 15

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

Response: N/A

r. 16

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

r. 17

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

Response: Yes

r. 18(1) and (4)

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

Response: N/A

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

Response: N/A

r. 19

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

Response: N/A

r. 21

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

Response: N/A

r. 22

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

r. 23

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

Response: N/A

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

Response: N/A

r. 24

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

Response: N/A

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

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

Response: N/A

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

Response: N/A

r. 24AE

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

r. 24AF

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

r. 24AG

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

Response: N/A

r. 24AH(1) and (3)

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

Response: N/A

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

Response: N/A

r. 24AI

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

Response: N/A

r. 24E

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

Response: N/A

r. 24F

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

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

CEO

Date

Mayor or President

Date

Question	Response	Action Plan
Local Government (Audit) Regulations 1996		
Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within three financial years prior to 31 December 2025?	No	This did not occur due to a change in CEO's, the current CEO has committed to doing by March 2027

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT – SEPTEMBER 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Aldo Lamas – Works Manager
Disclosure of Interest:	No interest to disclose
File Number:	13.05
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Works Manager's report.

BACKGROUND

To inform Council of the activities of the Works and Services team for the month ending 10 September 2026.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

CAPITAL WORKS PROGRAM

Overall, the Capital Works Program is progressing well and remains on track for this stage of the financial year. A number of key projects are advancing through the planning, design, procurement, and delivery phases.

Several grant-funded initiatives are also being developed and assessed to maximise external funding opportunities and reduce the financial burden on the Shire.

- Regional Road Group (RRG) 2027/28
- Commodity Route Fund 2027/28
- Active Transport Fund
- CBH Roots Grant
- Remote Airstrip upgrade program – round 12
- Community Water Supply (CWSP)
- Safer Local Roads and Infrastructure Program (SLRIP)

Staff continue to monitor project timelines, budgets, contractor performance, and resource availability to ensure works are delivered efficiently and in accordance with Council's adopted priorities.

At this stage, no significant issues have been identified that are expected to adversely impact the overall delivery of the Capital Works Program.

Staff will continue to pursue opportunities to improve the Shire's asset network and service delivery outcomes while ensuring prudent financial management and value for money for the community.

Current Status

Completed Projects

The following projects have been completed during the reporting period:

1. Benjaberring South Rd - SLK 0.00 to 2.70
 - Survey Pickup – Completed
 - Tree Pruning – Completed
 - Shoulder gravel to up – Completed
 - Drainage – Completed
2. Wyalkatchem North Rd - SLK 8.40 to 9.90
 - Survey Pickup – Completed
3. Scone Lane (From Gamble St to Riches St)
 - Survey Pickup – Completed

Upcoming Projects

1. Benjaberring S Rd - SLK 0.00 to 2.70
 - Stabilisation and Formation Works - Tuesday 29 September 2026 to Monday 5 October 2026
 - Sealing Works - Wednesday 07 October to Thursday 08 October
2. Wyalkatchem North Rd - SLK 8.40 to 9.90
 - Drainage box culvert installation works - Monday 21 September 2026 to Friday 25 September 2026
 - Road reconstruction – Stabilisation - Tuesday 6 October 2026 to Monday 12 October 2026
 - Sealing Works - Tuesday 13 October 2026 to Wednesday 14 October 2026

ROAD & MAINTENANCE

Routine operational works continue to support the maintenance, renewal, and improvement of the Shire's road network and associated infrastructure assets. These activities are focused on preserving asset condition, improving road safety, and ensuring the ongoing functionality of transport routes throughout the Shire.

- **Refuse Site**

Routine weekly maintenance continued throughout the month at the Refuse Site.

- **Maintenance Grading**

Maintenance grading is continuing throughout the Shire to improve and maintain road conditions, ensuring safe and reliable access for residents, agricultural operations, school bus services, and other road users. These works form part of the Shire's ongoing road maintenance program and assist in preserving the condition and serviceability of the unsealed road network.

The following roads were completed during this reporting period:

1. Elsegood Rd
2. Trenorden Rd
3. Parsons Rd
4. Maitland Rd
5. Hammond Rd
6. Hardwick Rd
7. Bruse Rd
8. Byrne Rd
9. Wyalkatchem North Rd
10. Goldfields Rd
11. Jackson Rd
12. Davies South Rd

[Refer to Photographs - Attachment A](#)

PARKS AND GARDENS

- **Weed Management**

We are currently undertaking the follow-up spraying program across the Shire. Unfortunately, weather conditions have not always been favourable for spraying operations, which has limited opportunities to undertake broadscale herbicide applications. As a result, we are also implementing physical weed control methods,

including manual removal (hand pulling), mowing, and slashing, to assist in reducing weed growth and spread throughout the townsite and other Shire-managed areas.

Staff continue to monitor weather conditions and will undertake herbicide application when suitable spraying conditions are available. Additional support is also being sought to accelerate weed control activities across priority areas.

- **Recreation Centre**

The male and female toilet facilities at the Recreation Centre have been repainted as part of the ongoing maintenance program. These works have improved the presentation and condition of the facility and contribute to providing a clean and welcoming environment for users.

- **Swinging Pool**

Maintenance works have been undertaken to the swimming pool pump room and fascia. These works form part of the Shire's ongoing asset maintenance program and will assist in preserving the condition and functionality of the facility ahead of the upcoming swimming season.

STATUTORY ENVIRONMENT

There are no statutory environment implications in relation to this item.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item and they are reflected in the report.

COMMUNITY AND STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 1 Economy	Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile.
Goal No.	GOAL 1. Our transport network responds to the accessibility and connectivity needs of all
1.2	Deliver the Wheatbelt Secondary Freight Network Program
1.3	Participate in the Regional Road Group
Pillar 2 Community	Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
Goal No.	GOAL 5. A safe and healthy community for all ages
5.9	Upgrade facilities and equipment at the Wyalkatchem Swimming Pool

Attachment A





Photo: Benjaberring South Rd

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT – SEPTEMBER 2026

Applicant:	Not Applicable
Location:	Whole of District
Date:	16 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	13.05.01
Attachment Reference:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Chief Executive Officer's report as presented.

BACKGROUND

This report is prepared by the CEO to inform Council and the community about CEO activities and responsibilities, including progress against published plans and agreed performance criteria from 14 August to 21 September 2026.

COMMENT

The reporting period focused on strategic planning, governance, regional advocacy, emergency management, housing and community engagement. Through participation in local, regional and State forums, the Shire continued to advance Council's priorities and strengthen organisational governance.

A key milestone was the progression of the draft Council Plan 2026–2036. Following extensive engagement with elected members, staff and community stakeholders, the draft Plan was considered by Council and released for public feedback. The Plan provides a clear strategic framework to guide future service delivery, projects and resource allocation and will be considered for adoption as a report to this Ordinary Council Meeting.

Governance and compliance initiatives also progressed, including consideration of the redeveloped Risk Management Framework and Annual Compliance Audit Return by the Audit, Risk and Improvement Committee. Reviews of policies, delegations and organisational controls continued to support improved accountability, legislative compliance and contemporary governance practices.

Housing and land activation remained a priority through the CEACA Management Committee, with ongoing work to support workforce attraction, retention and long-term community sustainability.

The Shire maintained a strong regional presence through the Regional Road Group, NEWROC Council, WALGA Avon Midland Branch Wheatbelt Forum and WALGA Convention, providing opportunities to advocate for local priorities and collaborate on regional infrastructure, housing, workforce and economic development initiatives.

Engagement with community members and stakeholder groups continued throughout the month, supporting open communication, project planning and a better understanding of local priorities and opportunities.

The CEO Performance Review Committee completed the CEO's six-month probation review and developed the 2026/27 CEO Key Performance Indicators. Following the Committee's recommendation, Council confirmed the successful completion of the probationary period and adopted the 2026/27 KPI framework at the Special Council Meeting held on 3 September 2026.

The completion of probation marks an important milestone and reflects a productive first six months focused on organisational improvement, strategic planning, governance reform, housing initiatives, regional advocacy and community engagement. I would like to thank Council, staff, community members and regional stakeholders for the support and warm welcome extended since my commencement with the Shire. The relationships established during this period have been invaluable in understanding local priorities and identifying opportunities to support the future of the Wyalkatchem community.

Key Meetings 14 August to 21 September 2026

14 August Regional Road Group Meeting
17 August CEACA Management Committee Meeting
20 August Ordinary Council Meeting
21 August Wheatbelt Forum – WALGA Avon Midland Branch
22 August Stakeholder meeting – Communications
25 August CEO Performance Review Committee Meeting
26 August Shire President and community stakeholders meeting
1 September NEWROC Council meeting
1 September Rodeo stakeholders meeting
2 September DFES Meeting
3 September Special Council Meeting and Council Workshop
7 September Meeting with community member
8 September DFES District Meeting
8 September Community stakeholder group meeting
10 September Meeting with community member
10 September Audit Risk and Improvement Committee Meeting
17-19 September WALGA Convention

STATUTORY ENVIRONMENT

Section 5.41 Role of the Chief Executive Officer.

Section 5.56 Planning for the future.

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this report. The CEO seeks to add value to Council Decisions and maximise community benefit of operations and project outcomes.

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

All areas of the Strategic Community Plan are relevant to this report.

10.3.2. RISK MANAGEMENT POLICY AND FRAMEWORK

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	27.03
Attachment Reference:	Attachment 10.3.2.1 – 3.1 Risk Management (Revised) Attachment 10.3.2.2 - Risk Management Framework (Revised)

VOTING REQUIREMENTS:

Simple majority

AUDIT RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That Council:

- 1. Endorse the revised Policy 3.1 Risk Management.*
- 2. Endorse the revised Risk Management Framework.*
- 3. Recommend that Council adopt the revised Policy 3.1 Risk Management.*
- 4. Recommend that Council adopt the Risk Management Framework as the Shire's principal risk management governance document.*
- 5. Request the Chief Executive Officer implement the Policy and Framework throughout the organisation and report periodically to the Audit, Risk and Improvement Committee on implementation progress and emerging strategic risks.*

PURPOSE:

The purpose of this report is to present a revised Risk Management Policy and Risk Management Framework for consideration by the Audit, Risk and Improvement Committee (ARIC) and to seek endorsement for adoption by Council.

The revised documents have been prepared as part of the Shire's broader governance improvement program and are intended to modernise the organisation's approach to risk management, strengthen governance arrangements, clarify accountability, and align the Shire's risk management practices with current legislative and better practice requirements.

DETAIL:

The Shire's current Risk Management Policy was adopted by Council on 18 February 2021 following a major review undertaken during 2020. The policy is based on AS/NZS ISO 31000:2009 and establishes the Shire's commitment to managing risks that may affect the organisation, its assets, operations, employees and community.

The existing policy has served the organisation well; however, several developments have occurred since its adoption, including:

- The release of AS/NZS ISO 31000:2018 Risk Management.
- Increased governance and assurance expectations across the local government sector.
- The establishment of Audit, Risk and Improvement Committees.
- Greater emphasis on organisational risk oversight.
- Increased focus on fraud and corruption control.
- Enhanced expectations regarding internal controls and legislative compliance reviews under Regulation 17 of the Local Government (Audit) Regulations 1996.

The review has also been undertaken as part of the Shire's broader governance reform program, which includes improvements to policy management, the Integrated Planning and Reporting Framework, internal controls, organisational performance reporting and risk oversight.

The CEO recommends a replacement of Shire Policy 3.1 Risk Management as a more expedient exercise than revising the current policy. The existing Risk Management Framework has been revised to reflect the new policy.

Key Updates

1. Alignment with Contemporary Standards

The revised policy adopts and aligns with AS/NZS ISO 31000:2018 Risk Management, replacing the previous reliance on AS/NZS ISO 31000:2009.

This ensures the Shire's approach remains consistent with nationally recognised risk management principles and contemporary governance practice.

2. Clear Scope and Application

The revised policy includes a dedicated Policy Scope section. The scope now expressly applies to:

- Council,
- Employees,
- Contractors,
- Consultants, and
- Volunteers.

This establishes clear expectations across the organisation and ensures risk management remains an organisation-wide responsibility.

3. Stronger Governance Framework

The revised policy establishes a formal Risk Management Framework consisting of:

- Risk Appetite Statement,
- Risk Management Policy,
- Risk Registers, and
- Risk Management Procedures.

This creates a clear hierarchy between governance documents and operational processes and provides a structured approach for continual improvement.

4. Defined Roles and Responsibilities

The revised policy clearly assigns responsibilities to:

- Council,
- Audit, Risk and Improvement Committee,
- Chief Executive Officer,
- Manager Corporate Services,
- Managers as risk owners; and
- Employees and other personnel.

This represents an improvement on the current policy by clarifying accountabilities and strengthening lines of assurance.

5. Recognition of ARIC Oversight

The revised policy formally identifies the role of the Audit, Risk and Improvement Committee in monitoring and reviewing the Shire's risk management framework and associated practices.

6. Improved Regulation 17 Alignment

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to periodically review:

- Risk Management,
- Internal Controls, and
- Legislative Compliance.

Each of these matters must be reviewed at least once every four financial years and reported to the ARIC

7. Fraud and Corruption Risk Management

The revised policy introduces a dedicated section addressing fraud and corruption risk by recognising fraud risk as a key organisational risk area and linking management of those risks to both:

- The Risk Management Framework, and
- AS/NZS 8001:2021 Fraud and Corruption Control.

This enhancement reflects contemporary governance expectations and strengthens organisational resilience.

The proposed Risk Management Policy and accompanying Risk Management Framework represent an improvement in the maturity of the Shire's governance and assurance arrangements.

This positions the organisation for the redevelopment of a risk register for quarterly review

by the ARIC and appointment of suitably qualified consultants to undertake the Regulation 17 Audit, per the ARIC Work Plan. It is expected that this will create further opportunity for improvement as aligned with risk management principles.

Accordingly, it is recommended that the Audit, Risk and Improvement Committee endorse the policy and framework and recommend their adoption by Council.

STATUTORY ENVIRONMENT:

- Local Government Act 1995.
- Local Government (Audit) Regulations 1996.
- AS/NZS ISO 31000:2018 Risk Management.
- AS/NZS 8001:2021 Fraud and Corruption Control.

POLICY IMPLICATIONS

The adoption of the revised Risk Management Policy will replace the current Policy 3.1 Risk Management adopted by Council on 18 February 2021.

The Risk Management Framework will become the primary organisational document supporting implementation of the policy.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of the policy and framework.

Implementation will be undertaken within existing operational resources.

Where future risk treatment actions identify additional resource requirements, these will be considered through the annual budget and long-term financial planning processes.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan 2024-2034.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

3.1 Risk Management Policy

Responsible Department	CEO
Former policy Reference	GP41 – Risk Management Policy First adopted 21 August 2014 2.1 Risk Management First adopted OMC 18 April 2019
Resolution Number	OMC 216/2021
Resolution Date	18 February 2021
Last Amendment Date	August 2026 – Major Review
Shire Related Documents	Risk Management Framework
Related Legislation	Local Government (Audit) Regulations 1996 AS/NZS ISO 31000:2018 – Risk Management

OBJECTIVE

The Shire of Wyalkatchem (the “Shire”) is committed to implementing organisation wide risk management principles, systems and processes to ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018.

POLICY SCOPE

It is the policy of the Shire that all departments implement the Risk Management Framework and associated procedures that provide a consistent process for the assessment and management of risk. A proactive and consistent approach to Risk Management will strengthen the Shire’s sustainability and safeguard its assets, infrastructure, people, finances and reputation.

The Shire has an expectation for all its Employees, Consultants, Contractors, and Volunteers to appropriately identify, manage and report risks in their business activities and areas of business.

POLICY STATEMENT

The Shire supports an organisation-wide approach to risk management to identify and manage risks associated with the performance of the Shire’s functions and the delivery of services to its community.

Risk Management Objectives

- The achievement of organisational goals and objectives.
- The ongoing health and safety of all employees at the workplace.
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council and the Shire of Wyalkatchem.
- Application of equal opportunity principles in the workforce and the community.
- Identify and address fraud risks before they materialise.

Risk Management Process

The Shire will manage risks continuously, in accordance with AS/NZS ISO 31000:2018, using a process as follows:

- Identification of risk,
- Analysis of risk,
- Evaluation of risk,
- Treatment of risk,
- Monitoring and review of risk, and
- Reporting of risk.

The Shire will ensure recorded risks are robustly reported in accordance with its Risk Management Framework and will regularly monitor the management of recorded risks to ensure timely closeout and identification of ongoing issues and trends.

Strategic and organisational risks will be reported to senior management and the ARIC in accordance with the Risk Management Framework

It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning,
- Expenditure,
- New strategies and procedures,
- Management of projects, tenders and proposals,
- Introducing significant change, and
- The management of sensitive areas.

The Shire will maintain systems and procedures to support periodic reviews of risk management, internal controls and legislative compliance in accordance with the Local Government (Audit) Regulations 1996.

Risk Management Framework

The Shire's Risk Management Framework is a set of components that provide the foundations and organisational arrangements for integrating, designing, implementing, monitoring, reviewing and continually improving risk management processes across the Shire's activities and functions.

The Shire is committed to maintaining an effective, efficient and tailored risk management framework that consists of and interconnects with:

- The Risk Appetite Statement,
- Policy 3.1 Risk Management,
- Risk Registers, and
- Risk Management Procedures.

The Shire's Risk Management Framework enables:

- A formal, structured approach to risk management that is appropriate to the Shire's activities and operating environment, and
- A risk management approach consistent with the principles of AS/NZS ISO 31000:2018.

The CEO is responsible for maintaining the Framework and recommending major amendments through ARIC to Council. The CEO may approve administrative changes to the ARIC for adoption.

The Risk Management Framework will be reviewed by the CEO at least every four years, or earlier where significant organisational or legislative changes occur.

Fraud Risk Management

Fraud risk management is integral to the Shire's overall risk management strategy and is managed in accordance with both the Risk Management Framework and AS/NZS ISO 8001:2021 Fraud and Corruption Control. The Shire recognises fraud risk as a significant category of risk and is committed to a comprehensive approach to mitigate fraud risks across all operations and activities.

Roles and Responsibilities

A summary of roles and responsibilities is found below. Roles and responsibilities are clearly articulated in the Shire's Risk Management Framework. All employees, consultants, contractors and volunteers should follow the ARIC procedures with the oversight of the risk management framework and reviews reports relating to risk management, internal controls and legislative compliance.

- CEO – Ensures risk management is embedded and applied throughout the Shire.
- Council – Adopts and reviews the Risk Management Policy as required and provides adequate budgetary provision for risk management.
- Manager Corporate Services – Is responsible for developing and reviewing the Shire's risk management framework and associated policies and procedures.
- Employees, consultants, contractors and volunteers – Are responsible for understanding the Shire's risk appetite as it relates to their role.

- Shire Managers – Are risk owners and are accountable for the implementation of operational risk management within their department. They are also risk champions and promote a culture of risk awareness through open and effective communication.

Key Definitions	
Risk	The effect of uncertainty on objectives.
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.
Risk Management Framework	Set of components that provides the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management processes throughout the organisation.
Risk Appetite	The amount and type of risk that the Shire is willing to pursue, retain or accept in the pursuit of its objectives. Risk appetite provides guidance for decision-making and establishes the boundaries within which risks may be accepted without further escalation.
Risk Register	The Shire's central record of identified risks, including risk descriptions, causes, consequences, controls, risk ratings, treatment actions, risk owners and review dates.
Risk treatment	Any action or activity undertaken to modify a risk by reducing its likelihood, reducing its consequence, sharing the risk, avoiding the risk or accepting the risk.
Residual risk	The level of risk remaining after existing controls and mitigation measures have been considered and assessed for effectiveness. Residual risk represents the exposure that remains after current controls are operating.
Risk Acceptance	A formal decision to retain a risk after considering its rating, existing controls and alignment with the Shire's risk appetite and delegated authority levels
Control effectiveness	An assessment of the extent to which a control is suitably designed and operating as intended to prevent, detect or reduce the likelihood and/or consequence of a risk event occurring. Control effectiveness may be rated as Effective, Adequate or Inadequate.
Risk Owner	The person, position or business area with the responsibility and authority to manage, monitor, treat and report a particular risk. Risk owners are accountable for ensuring risks remain appropriately managed and within the Shire's approved risk appetite.



Shire of Wyalkatchem

Risk Management Framework

Adopted at the Ordinary Meeting of Council xxxx

Resolution No: xxxx

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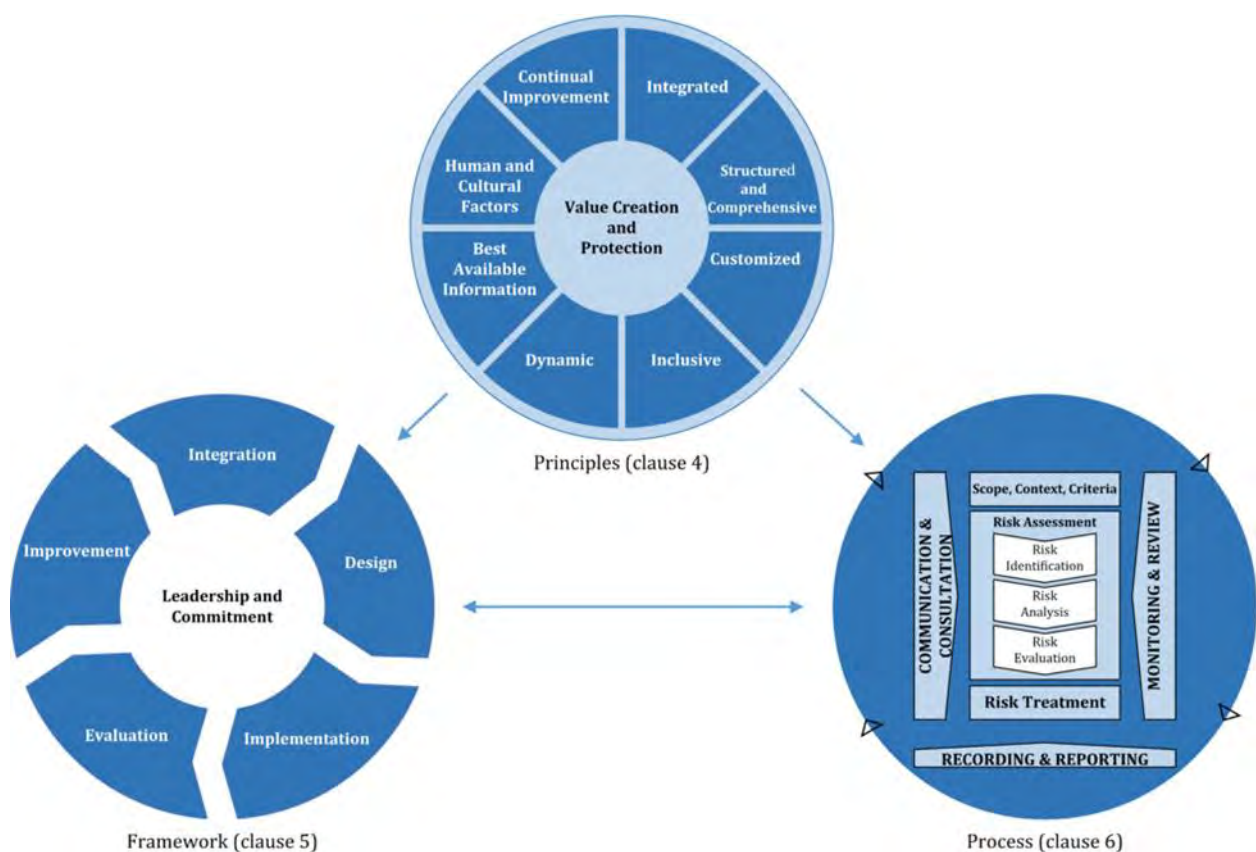
Introduction

The Shire of Wyalkatchem's ('Shire's') Risk Management Policy in conjunction with the components of this document encompasses the Shire's Risk Management Framework. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2018 Risk management - Guidelines. Fraud and corruption risks shall be assessed as part of the Shire's overall risk management process and be managed consistent with AS 8001:2021."

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.



**Figure 1: Relationship between the risk management principles, framework and process
(Source: ISO 31000:2018)**

Governance

Appropriate governance of risk management within the Shire provides:

- Transparency of decision-making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective governance structure to support the risk framework.

Framework Review

The CEO is responsible for maintaining the Framework and recommending major amendments through ARIC to Council. The CEO may approve administrative changes to the ARIC for adoption.

The Risk Management Framework will be reviewed by the CEO at least every four years, or earlier where significant organisational or legislative changes occur.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision-making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support delivery of the Shire’s Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include:

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the risk decision-making process.
- Prepare risk acceptance proposals where necessary, based on the level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Manager Corporate Services acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Senior Management Team and the Audit Risk and Improvement Committee (ARIC).

Third Line of Defence

Internal & External Audit are the third line of defence, providing independent assurance to the Council, ARIC and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the ARIC.

External Audit – Appointed by Council on the recommendation of the ARIC to report independently to the CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within Shire.

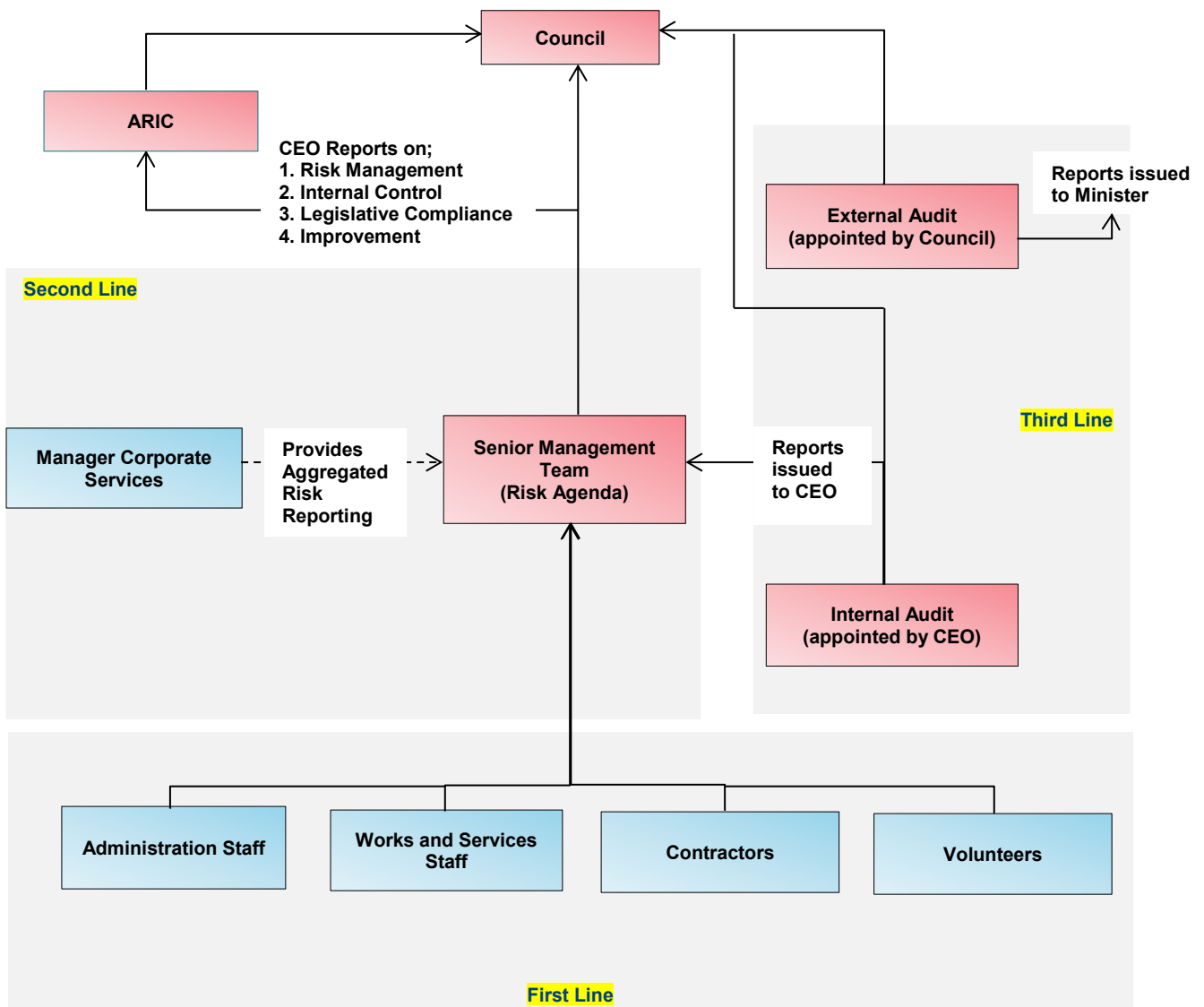


Figure 2: Operating Model

Roles & Responsibilities

Council

- Adopts and reviews the Risk Management Policy as required and provides adequate budgetary provision for risk management.
- Establish and maintain an Audit Risk and Improvement Committee in terms of the Local Government Act.

Audit Risk and Improvement Committee

- Regular review of the appropriateness and effectiveness of the Framework.
- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Independent, objective and autonomous in deliberations.

CEO / Senior Management Team

- Risk Champions – Lead with expectation and standard in relation to the organisations culture of risk management and awareness.
- Recommend appointment of Internal Auditors as required under Local Government (Audit) to the ARIC.
- Liaise with Council in relation to risk acceptance requirements.
- Review the appropriateness and effectiveness of the Risk Management Framework and make recommendations to the ARIC and Council.
- Are risk owners and are accountable for the implementation of operational risk management within their department. Document, analyse and discuss emerging risks, issues and trends.

Manager Corporate Services

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for risk-related matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the risk & control management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate risk management into meetings, by incorporating the following agenda items;
 - o New or emerging risks.
 - o Review existing risks.
 - o Control adequacy.
 - o Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the risk management Policy, Procedures and supporting documentation and reports.

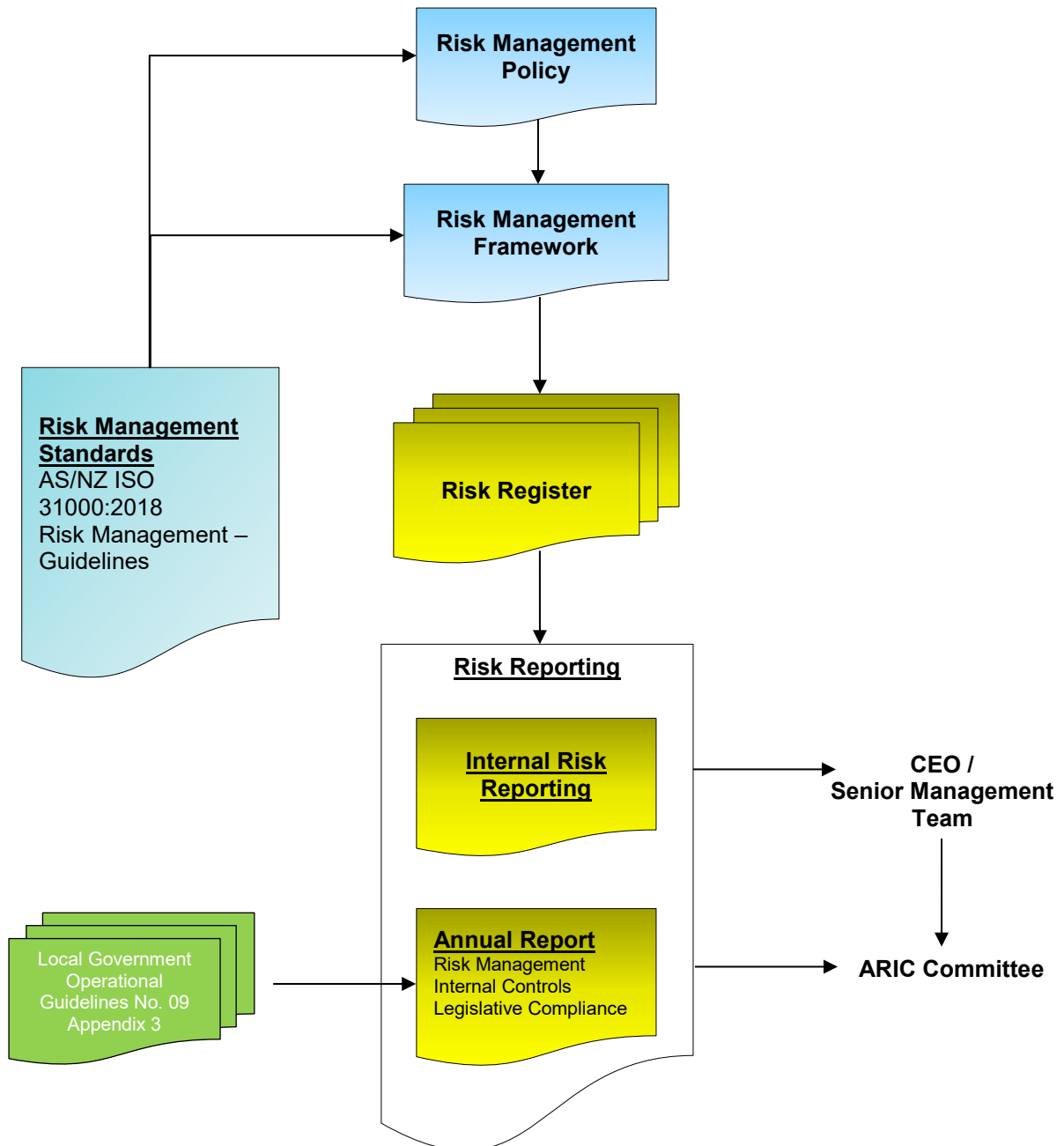


Figure 3: Document Structure

Risk Management Procedures

All work areas of the Shire are required to assess and manage risk on an ongoing basis.

Each manager, in conjunction with the Manager Corporate Services is accountable for ensuring that risk is:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a quarterly cycle, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

The risk management process is standardised across all areas of the Shire. The following diagram outlines that process with the following commentary providing broad descriptions of each step.

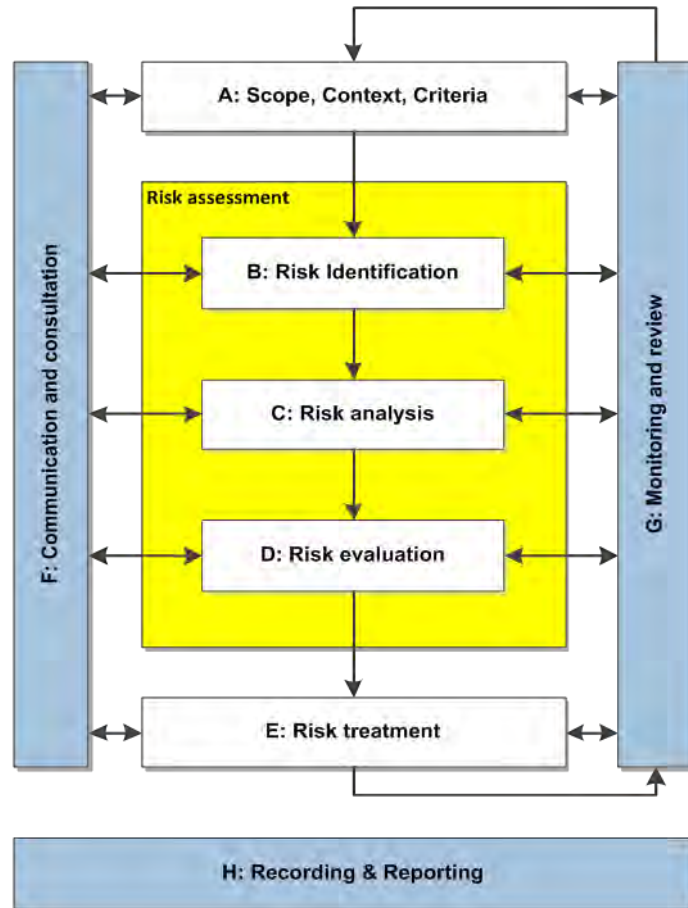


Figure 4: Risk Management Process ISO 31000:2018

A: Scope, Context, Criteria

The first step in the risk management process is to understand the context within which risks are to be assessed and what is being assessed, this forms two elements:

Organisational Criteria

Refer to the Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed.

All risk assessments are to utilise these matrixes to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Scope and Context

Risks are to be identified within 3 contexts:

Strategic Context

These risks are associated with achieving the organisation's long-term objectives and may include;

- Organisational Values / Vision
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Strategies / Objectives / Goals (Integrated Planning & Reporting)

Operational Context

The Shire's day to day activities, functions, infrastructure and services.

These risks are expected to change over time. In order to ensure consistency, the Senior Management Team must approve any amendments.

Project Context

Project Risk has two main components:

- Direct context refers to the risks that may arise because of project activity (i.e. impacting on process, resources or IT systems), which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks that threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B: Risk Identification

This is the process of finding, recognising and describing risks where control has been lost. An event sequence is shown below:

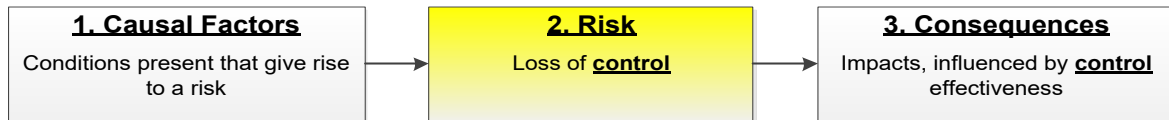


Figure 5: Event (risk) sequence

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, raise the questions listed below and then capture and review the information within each defined risk. The objective is to identify potential risks that could stop the Shire from achieving its goals. This step is also where opportunities for enhancement or gain across the organisation can be found.

These questions / considerations should be used only as a guide, as unidentified risks can cause major losses through missed opportunities or adverse events occurring. Additional analysis may be required.

Risks can also be identified through other business operations including policy and procedure development, internal and external audits, customer complaints, incidents and systems analysis.

'Brainstorming' will always produce a broad range of ideas and all things should be considered as potential risks. Relevant stakeholders are considered to be the subject experts when considering potential risks to the objectives of the work environment and should be included in all risk assessments being undertaken. Key risks can then be identified and captured within risk categories.

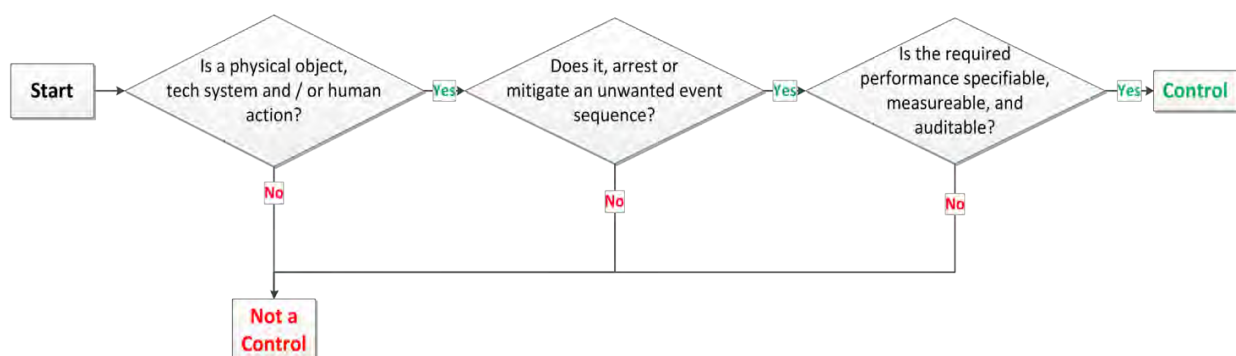
- What can go wrong? / What are areas of uncertainty? (**Risk Description**)
- How may this risk eventuate? (**Potential Causes**)
- What are the current measurable activities that mitigate this risk from eventuating? (**Controls**)
- What are the potential consequential outcomes of the risk eventuating? (**Consequences**)

Risk Description – describe what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event.

Potential Causes – are the conditions that may present or the failures that may lead to the event, or point in time when control is lost (risk).

Controls – are measures that modify risk. At this point in the process, only existing controls should be considered. They must meet the following three tests to be considered controls:

1. Is it an object, technological system and / or human action?
2. Does it, by itself, arrest or mitigate an unwanted sequence?
3. Is the required performance specifiable, measurable and auditable?



Consequences – need to be impacts to the Shire. These can be staff, visitor or contractor injuries; financial; interruption to services; non-compliance; damage to reputation or assets or the environment. There is no need to determine the level of impact at this stage.

C: Risk Analysis

To analyse identified risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is now applied.

Step 1 - Consider the effectiveness of key controls

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.

Design Effectiveness

This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any operating influences. Controls that have inadequate designs will never be effective, even if performed perfectly every time.

There are four components to be considered in reviewing existing controls or developing new ones:

1. **Completeness** – The ability to ensure the process is completed once. How does the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. **Accuracy** – The ability to ensure the process is completed accurately, that no errors are made or components of the process missed.
3. **Timeliness** – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. **Theft or Fraud** – The ability to protect against internal misconduct or external theft / fraudulent activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a risk category. It is imperative that all controls are considered so that the above components can be met across a number of controls.

Operating Effectiveness

This process reviews how well the control design is being applied. Similar to above, the best-designed control will have no impact if it is not applied correctly.

As this generally relates to the human element of control application, four main approaches can be employed by management or the risk function to assist in determining the operating effectiveness and / or performance management.

- **Re-perform** – this is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
- **Inspect** – review the outcome of the task or process to provide assurance that the desired outcome was achieved.
- **Observe** – physically watch the task or process being performed.
- **Inquire** – through discussions with individuals / groups determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

Overall Effectiveness

This is the value of the combined controls in mitigating the risk. All factors as detailed above are taken into account so that a considered qualitative value can be applied to the 'control' component of risk analysis.

The criterion for applying a value to the overall control is the same as for individual controls and can be found in Appendix A under 'Existing Control Ratings'.

Step 2 – Determine the Residual Risk rating

There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst-case scenario but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)
2. Determine how likely it is that the 'probable worst consequence' will eventuate with existing controls in place. (Likelihood)
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

D: Risk Evaluation

Risk evaluation takes the residual risk rating and applies it to the Shire's Risk Acceptance Criteria (Appendix A) to determine whether the risk is within acceptable levels to the Shire.

The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme.

It will also determine using the Risk Acceptance Criteria, what (if any) high-level actions or treatments need to be implemented.

Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or of a systemic nature.

E: Risk Treatment

There are generally two requirements following the evaluation of risks.

1. In all cases, regardless of the residual risk rating, controls rated 'Inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'Adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
 - a. Reduce the consequence of the risk materialising.
 - b. Reduce the likelihood of occurrence.

(Note: these should have the desired effect of reducing the risk rating to at least moderate)

- c. Improve the effectiveness of the overall controls to 'Effective' and obtain approval to accept the risk as per the Risk Acceptance Criteria.

Once a treatment has been fully implemented, the Manager Corporate Services is to review the risk information and acceptance decision with the treatment now noted as a control, and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire. Risk Acceptance is a management decision to accept, within authority levels, risks that fall within Shire's risk appetite (refer Appendix A – Risk Assessment & Acceptance Criteria).

For those identified risks that remain outside of appetite, the following process must be followed;

The Risk must be entered into the Shire's risk register for monitoring by the Shire's Management Team.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

F: Communication & Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment / action options are selected or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.

G: Monitoring & Review

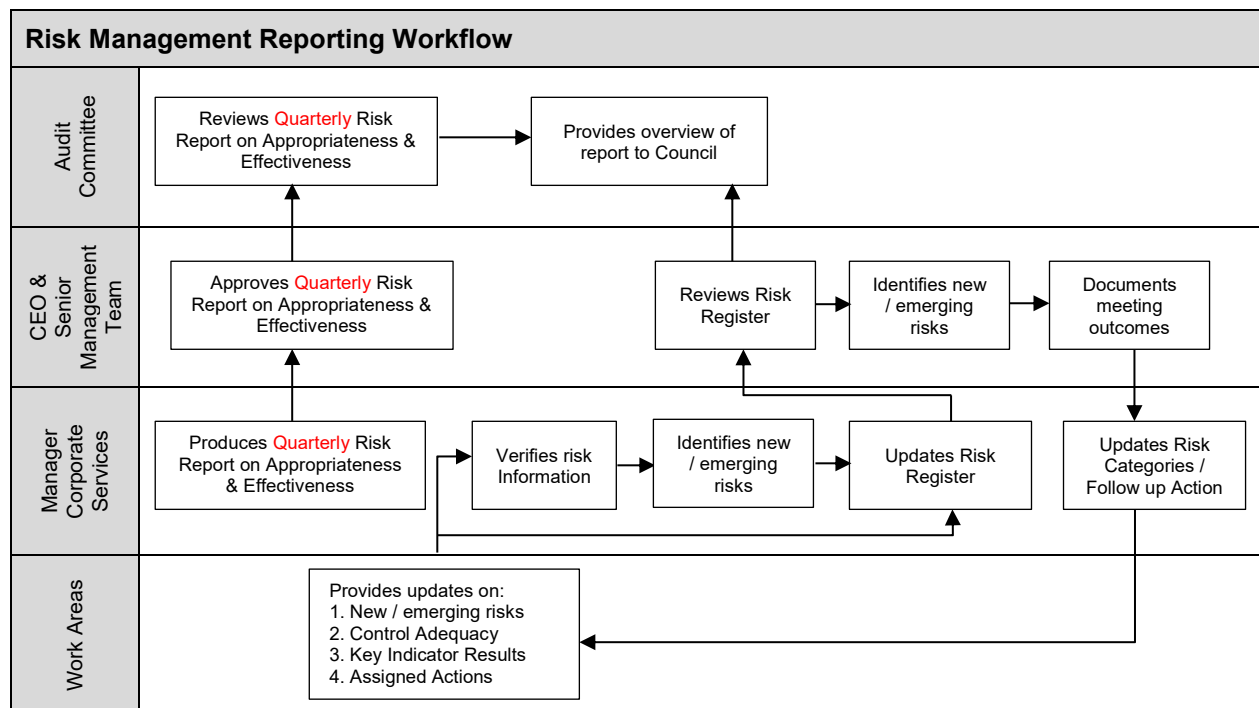
It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment / action options selected, we can determine if the organisation's resources are being put to the best use possible.

During the reporting process, management are required to review any risks within their area and follow up on controls, treatments, and actions mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also apply to any actions / treatments to originate from an internal audit. The audit report will provide recommendations that effectively are treatments for risks that have been tested during an internal review.

H: Recording & Reporting

The following diagram provides a high-level view of the ongoing reporting process for risk management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Manager Corporate Services.
- Work through assigned actions and provide relevant updates to the Manager Corporate Services.
- Risks / Issues reported to the CEO & Senior Management Team are reflective of the current risk and control environment.

The Manager Corporate Services is responsible for:

- Ensuring Shire risk categories are formally reviewed and updated, at least on a 12-month cycle or earlier when there has been a material restructure, change in risk ownership or change in the external environment.
- Annual risk reporting for the CEO & Senior Management Team is an overview of the risk summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of Key Indicators:

- a. Identification
- b. Validity of Source
- c. Tolerances
- d. Monitor & Review

a. Identification

The following represent the minimum standards when identifying appropriate Key Indicators:

- The risk description and casual factors are fully understood
- The Key Indicator is fully relevant to the risk or control
- Predictive Key Indicators are adopted wherever possible
- Key Indicators provide adequate coverage over monitoring key risks and controls

b. Validity of Source

In all cases, an assessment of the data quality, integrity and frequency must be completed to ensure that the Key Indicator data is relevant to the risk or control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Key Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Key Indicator, the data is required to be re-validated to ensure reporting of the Key Indicator against a consistent baseline.

c. Tolerances

Tolerances are based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – Within appetite, no action required.
- Amber – the Key Indicators must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – Outside of risk appetite, the Key Indicator must be escalated to the CEO & Management Team. Where appropriate, management actions are to be set and implemented to bring the measure back within appetite.

d. Monitor & Review

All active Key Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Key Indicators, the overall trend must be considered over a longer timeframe than that of individual data movements only. The trend of the Key Indicators is specifically used as an input to the risk and control assessment.

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Wyalkatchem Measures of Consequence									
Rating (Level)	Health / Safety	Financial Impact	Service Interruption	Compliance	Reputational	Fraud	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Isolated fraud event by one employee.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Isolated fraud event by more than one employee.	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$10,001 - \$100,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Multiple fraud events by one or more employees for a limited period	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$100,000 - \$1 Mil	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Multiple fraud events occurring for a sustained period by one or more employees.	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1 Mil	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Systemic fraud across parts of the organisation for a sustained period and involving collusion of senior staff.	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Service Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Leadership Team
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

10.3.3. PRIVACY AND RESPONSIBLE SHARING OF INFORMATION

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	19.09.01
Attachment Reference:	Attachment 10.3.3 – Proposed Privacy Management Policy

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Privacy Management Policy per attachment 1 subject to minor administrative and formatting amendments.

BACKGROUND

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) establishes a privacy and responsible information-sharing framework applying to Western Australian public entities, including local governments.

The draft policy has been prepared to establish the Shire's approach to collecting, using, storing, accessing, disclosing and protecting personal information. It also addresses information-sharing arrangements, privacy complaints, access and correction requests, and the management of actual or suspected information breaches.

COMMENT

The policy provides a clear governance framework for managing personal and sensitive information held by the Shire. It applies to employees, Elected Members, contractors, agency staff, volunteers and third-party service providers handling information on the Shire's behalf.

The policy:

- Establishes requirements for the collection, use, disclosure, storage and protection of personal information.
- Identifies permitted circumstances for information disclosure and sharing.
- Designates the Chief Executive Officer as Privacy Officer and the Manager Corporate Services as Information Sharing Officer.
- Provides for access, correction and privacy complaints.
- Requires suspected or actual information breaches to be reported, investigated and recorded.
- Supports implementation of the notifiable information breach requirements commencing on 1 January 2027.

Adoption of the policy will provide an accountable and transparent framework for the Shire’s management of personal information and support compliance with its legislative obligations.

STATUTORY ENVIRONMENT
Privacy and Responsible Information Sharing Act 2024
Information Commissioner Act 2024
Freedom of Information Act 1992
State Records Act 2000

POLICY IMPLICATIONS
Adoption will establish a new Council policy will be supported by relevant administrative procedures, collection notices, breach-response arrangements and staff awareness activities.

FINANCIAL IMPLICATIONS
Implementation will be managed within existing operational resources. Additional expenditure may arise from training, systems improvements or specialist advice where required.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan 2024-2034.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

PRIVACY MANAGEMENT POLICY - DRAFT

Responsible Department	CEO
Former policy Reference	New Policy
Resolution Number	OMC XXXX
Resolution Date	21 September 2026
Last Amendment Date	N/A
Shire Related Documents	Shire Recordkeeping Plan
Related Legislation	<i>Privacy and Responsible Sharing Act 2024 (PRIS Act)</i>

OBJECTIVE

The purpose of this policy is to facilitate lawful and appropriate information handling by the Shire of Wyalkatchem (the Shire). The policy defines how personal information is categorised, stored and disclosed. In addition to this, the policy also outlines the Shire's responsibility to manage and respond to information breaches.

POLICY SCOPE

This policy applies to all Shire employees and Elected Members and clearly outlines what personal information the Shire collects. Included is how the Shire uses this information and how it is kept safe. For the purpose of this policy, the term workers includes; employees, contractors, on hand temporary labour services (agency staff), volunteers and third party service providers who handle personal or sensitive information on behalf of the Shire.

Any personal information collected will be used for the sole purpose it was collected, the general provision of local government functions and services, as otherwise authorised by law, and for supporting the ongoing research and development of the Shire's functions and services.

POLICY STATEMENT

The Shire values the privacy of its residents and stakeholders and is committed to protecting the personal information it gathers, stores and discloses as required by the Privacy and Responsible Information Sharing Act 2024 (PRIS Act 2024).

Definitions

Terminology used in this document is defined as follows:

- **Data:** Images, sound recordings, text and numbers captured about someone or some matter (at times random and bare), which have not been analysed or processed in any matter.
- **Information:** data (or facts), about someone or some matter which have been analysed, and can be communication to provide a clear understanding, knowledge or insight about someone or some matter and which generate value in some form.
- **Information Sharing Agreement:** agreement or mechanism between entities to share information under the PRIS Act.
- **Information Breach:** unauthorised access, disclosure, loss or misuse of information.
- **Notifiable information breach:** an information breach likely to result in serious harm that requires notification under the PRIS Act.
- **'Personal information'** and **'sensitive personal information'** are defined and compared in the table below.

Personal Information	Sensitive Personal Information
(a) Information or an opinion, whether true or not, and whether recorded in a material from or not, that relates to an individual, whether living or dead, whose identity is apparent or can be reasonably be ascertained from the information or opinion, and (b) Includes of the following kinds to which paragraph (a) above applies – i. a name, date of birth or address ii. a unique identifier, online identifier, or pseudonym iii. contact information iv. information that relates to an individual's location v. technical or behavioural information in relation to an individual's activities, preferences, or identity vi. inferred information that relates to an individual's behaviour, including predictions in relation to an individual's behaviour generated from aggregated information vii. information that relates to 1 or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural, or social identity of an individual.	(a) Information that relates to an individual's – i. racial or ethnic origin; or ii. gender identity, in a case where the individual's gender identity does not correspond with their designated sex at birth; or iii. sexual orientation or practices; or iv. political opinions; or v. membership of a political association; or vi. religious beliefs or affiliations; or vii. philosophical beliefs; or viii. membership of a professional or trade association; or ix. membership of a trade union; or x. Criminal record; or (b) that is health information; or (c) that is genetic or genomic information (other than health information; or (d) that is biometric information; or (e) from which information of a kind referred to in any of paragraphs (a) to (d) above can be reasonably be inferred.
Source: <i>Privacy and Responsible Information Sharing Act 2024, section 4.</i>	

Collection of Information

The Shire collects personal information through various methods, these include but may not limited to:

- Personal information of the Shire's residents / stakeholders collected to carry out the Shire's functions and to provide services.
- Workers personal information collected through the processes and conditions of employment.

- Recordings of telephone conversations for the purpose of customer service training including monitoring employees' responses to customer enquiries.
- Collection of data via third party services, software providers and cloud-service providers.
- CCTV Surveillance cameras and automated analytics software installed for recording and monitoring various activities throughout the shire to improve safety.
- Social media monitoring which may include personal information from users that interact with the Shire through these channels.
- Smart devices which may collect location data (for marketing purposes) and hardware identifiers (for installation of Shire approved applications).
- Community surveys involving the collections of personal data.
- Data collected via Shire websites to personalise presented information.
- Collection of data through Shire procurement processes and systems.
- Information provided by other government agencies that work with the Shire to deliver services and/or programs.

Disclosure and Sharing Information – Permitted Disclosure

Information may be disclosed;

- With the individual's consent
- Where required or authorised by law
- Where necessary to prevent a serious threat to life, health, or safety
- Under a formal Information Sharing Agreement.

The Shire may disclose Personal information to third parties such as;

- Organisations or consultants who undertake community engagement and market research on behalf of the Shire.
- Contractors that deliver goods, works and services on behalf of the Shire.
- Other Local governments, and state and federal agencies that help the Shire to deliver its services or under an information sharing agreement.
- Western Australian Local Government Association (WALGA).

Secure Storage of Personal Information

The Shire has a duty to protect the personal information that it holds from misuse or loss and from unauthorised access, modification or disclosure.

To ensure this, the Shire:

- Manages its data and information within a number of business systems, with the Synergy suite being the Shire's system.

- Stores and retains the data and information it holds in compliance with the requirements of the State Records Act 2000.
- Has implemented controls that protect the information that it holds including multi-factor authentication, access controls, firewalls, endpoint detection and response (EDR), encryption of data at the rest and in transit, regular security patching and vulnerability management, a managed Security Information and Event Management (SIEM) service, and ongoing cybersecurity awareness training for employees.

Roles and Responsibilities

Council: Responsible for adopting and reviewing this Policy and ensuring adequate resources are allocated to support the Shire's privacy and information management obligations.

Privacy Officer: Responsible for promoting and assisting compliance, receiving and managing privacy complaints, maintaining internal guidance, and coordinating the Shire's response to any serious information breach. The CEO will act as the Shire's Privacy Officer.

Information Sharing Officer: Responsible for promoting and assisting compliance with the responsible information sharing requirements of the PRIS Act. The Manager Corporate Services will act as the Shire's Privacy Officer.

Access and Correction

The Shire will take reasonable steps to ensure the accuracy of personal information prior to use, having regard for the purpose it was collected, its proposed use, its relevance, whether it is up-to-date, complete, and not misleading.

You may request access to your personal information held by the Shire if you are not satisfied with the accuracy of that personal information.

Complaints and Breaches

All suspected or actual information breaches must be reported as soon as practicable to the Chief Executive Officer.

The Shire will:

- investigate and assess all information breaches,
- maintain a register of information breaches,
- take appropriate steps to mitigate harm, and
- notify affected individuals and relevant authorities where required.

From 1 January 2027, notifiable information breaches will be managed in accordance with the notification requirements of the PRIS Act.

Submitting a Complaint

You may make a complaint to the Shire about an alleged interference with your personal information.

To request access to, or request correction of personal information held by the Shire about you, or to make a complaint about an alleged interference with your personal information, you need to make a written submission to:



SHIRE OF WYALKATCHEM
REGISTER OF POLICIES

Chief Executive Officer
Shire of Wyalkatchem
Corner Flint and Honour Ave
PO Box 224 Wyalkatchem WA 6485
Or by emailing general@wyalkatchem.wa.gov.au

Requests for access to or correction of personal information, and any complaints about that information will be responded to in line with the Shire's Customer Service Charter.

Contacting the Information Commissioner

If you believe there has been an interference with the privacy of your personal information held by the Shire, complaints can also be made to the Information Commissioner and Privacy Deputy Commissioner.

10.3.4. COUNCIL PLAN 2026-2036

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	04.04.20
Attachment Reference:	Attachment 10.3.4 – Proposed Council Plan

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes the submissions received during the public consultation period from 7 September to 18 September 2026, as detailed in the consultation summary attached to this report;*
- 2. Adopts the Shire of Wyalkatchem Council Plan 2026–2036, incorporating the Strategic Community Plan, Corporate Business Plan and Local Public Health Plan;*
- 3. Authorises the Chief Executive Officer to make minor administrative, formatting, grammatical and design amendments that do not materially alter the intent of the adopted Council Plan prior to its publication; and*
- 4. Requests that the adopted Council Plan be published on the Shire's website and promoted through the Shire's usual communication channels.*

BACKGROUND

The Shire commenced a minor review of its Integrated Planning and Reporting framework in 2026, supported by a project plan prepared with Localise.

The review process included an inception meeting, Council and Administration workshops, a desktop review of existing plans and priorities, preparation of a services matrix, community and public health engagement, preparation and review of the draft Council Plan, and formal public consultation.

The draft Council Plan was subsequently released for community feedback from 7 September to 18 September 2026. No public feedback was received at the time of publishing, however, will be provided to the Council at the close of the consultation period and provided as a late attachment.

Following consideration of the feedback received and any resulting amendments, the final Council Plan is now presented to Council for adoption.

COMMENT

The Council Plan 2026–2036 consolidates the Shire's Strategic Community Plan, Corporate Business Plan and Public Health Plan into a single integrated document. This approach aligns with the State Government's ongoing Local Government Reform to strategic planning.

The Plan maintains the community's long-term vision while establishing Council's strategic priorities, service commitments and key actions for the next four years.

The review process was informed through a combination of Council workshops, Administration input, engagement with local health stakeholders and community consultation. Two community drop-in sessions were undertaken with 31 participants, while targeted engagement was also undertaken with members of the Local Health Advisory Group and local health service representatives. Public consultation on the draft Council Plan was undertaken from 7 to 18 September 2026.

The engagement process confirmed ongoing community priorities including housing, health services, local roads, main street improvements, youth leadership and community wellbeing. These themes are reflected throughout the proposed Council Plan and Public Health Plan.

The Strategic Community Plan component establishes the Shire's vision, strategic outcomes and goals under four pillars: Economy, Community, Environment and Civic Leadership. The Corporate Business Plan translates these objectives into measurable four-year priorities, service levels and actions. The incorporated Public Health Plan identifies local public health priorities and outlines actions that contribute to improved health and wellbeing outcomes across the community.

The Plan will provide the strategic framework for future budgeting, service delivery, advocacy, grant applications and the development of supporting informing strategies, including the Long Term Financial Plan, Asset Management Plans and Workforce Plan. Progress against the Plan will be reported to Council and the community through regular monitoring and Council reporting processes.

This revised Council Plan represents an evolution of the Shire's existing strategic direction, informed by community feedback and stakeholder input, while balancing community aspirations with the resources available to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

19DA. Corporate business plans, requirements for (Act s. 5.56)

Public Health Act 2016

45. Local Public Health Plans

45(3) Local public health plan may be prepared in conjunction with a plan for the future of the local government district prepared under section 5.56 of the Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The preparation of the Council Plan was \$26,000 (ex gst) as provided for in the 2026/27 Annual Budget.

Adoption of the Council Plan does not, of itself, authorise expenditure. Projects and actions included in the plan are indicative and remain subject to:

- annual budget deliberations,
- the Shire’s long-term financial capacity,
- external grants and funding,
- partnership contributions,
- detailed project planning, and
- further Council approval where required.
-

The Long-Term Financial Plan will assist Council to assess affordability and prioritise expenditure over the life of the Council Plan.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council will replace the Shire of Wyalkatchem Strategic Community Plan 2024-2034 and support all areas of strategic planning.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management



Shire of
Wyalkatchem

DRAFT FOR COMMUNITY CONSULTATION

COUNCIL PLAN 2026-2036

*Incorporating the
Strategic Community Plan,
Corporate Business Plan,
and Public Health Plan*

Acknowledgement of Country

We acknowledge the Traditional Owners in the Wyalkatchem region, the Ballardong Noongar people. We acknowledge the wisdom of Elders past, present and emerging and recognise the positive contribution of First Nations people to the health and wellbeing of our communities through care for Country, cultural heritage, values and beliefs.

Appreciation

The Shire of Wyalkatchem thanks everyone who contributed to this plan. We look forward to working together as we continue to pursue the community’s vision.

Prepared with the assistance of Localise.

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MESSAGE FROM THE PRESIDENT



On behalf of Council, I am pleased to present the Shire of Wyalkatchem Council Plan. It brings together our Strategic Community Plan and Corporate Business Plan into one clear document, setting out where we are heading as a Shire.

We took the opportunity to check in with our community and make sure our priorities continue to reflect the needs and aspirations of the people who live, work and invest in Wyalkatchem.

The priorities that continue to stand out include housing, health, industrial development, town centre revitalisation, emergency management, supporting social activities and community groups, opportunities for our young people, and improving waste management. For the first time, our Council Plan also incorporates a Public Health Plan, recognising the Shire's key role in that area.

We also need to be realistic about what our community can afford. Keeping rates and costs manageable is important, particularly for a small community such as ours. Many of the priorities over the next four years will rely on grants, partnerships and working alongside other organisations. Council will continue its strong advocacy for Wyalkatchem to help turn these priorities into reality.

We will continue work on our Long-Term Financial Plan, Asset Management Plans and Workforce Plan. They help ensure that the services and assets our community relies on today remain sustainable well into the future.

There is some exciting work ahead. Council will continue to explore opportunities for industrial development and the revitalisation of our town centre, while working on a regional approach to waste management.

In 2028, Council will undertake a major strategic review. This will provide another opportunity to have meaningful conversations about the future of Wyalkatchem. This work will help shape our next Council Plan, ensuring our vision and priorities continue to reflect where our community wants to go.

I am proud of the way Council continues to work together, with healthy and respectful discussion informing our decisions, and a shared commitment to achieving the best possible outcomes for Wyalkatchem. We also value the strong working relationship between Council and our Administration, which allows us to focus on delivering positive outcomes for our community.

Thank you to everyone who has contributed to the development of this Plan. A Council Plan is not simply a document; it is a commitment to our community and a guide for the work ahead.

There is plenty to do. No doubt there will be challenges along the way, but also opportunities. I look forward to continuing to work alongside our Councillors, staff, community, local organisations, regional partners and agencies to make Wyalkatchem an even better place to live, work, visit and call home.

Councillor Christy Petchell
Shire President

PART A: STRATEGIC COMMUNITY PLAN

Introduction

What is the Council Plan?

This plan is the centre piece of the Western Australian Integrated Planning and Reporting (IPR) framework. Under the framework, the community's vision and priorities are key inputs into the Council's plans. The Council is responsible for delivering the best results possible within available resources.

The Council Plan (this document) incorporates the Strategic Community Plan and the Corporate Business Plan. Part A, the Strategic Community Plan, outlines the big picture, showing the long-term vision and goals, and the medium term priorities.

Part B, the Corporate Business Plan, shows the informing strategies, services, key actions, and measures for each goal for the first four years of the plan.

This is followed by a section on managing and resourcing the plan. Each Annual Budget follows the plan.

While this is a ten-year plan, it is not static. Rather, it is a "rolling" plan. Part A is reviewed every two years. The reviews alternate between a minor review (desktop) and a major review, which involves re-engaging with the community on the vision. Part B is reviewed annually.

The Council Plan was adopted at an Ordinary Council Meeting on XX XXXX 2026. It was a minor review, focusing mostly on Part B. There will be a major strategic review of the whole plan in 2027/28.

Community engagement

The Shire undertook extensive community engagement in the development of the previous Strategic Community Plan during 2024. For this review, the community was invited to participated in two opportunities to drop-in and give feedback on priorities for the updated Council Plan. In addition, the draft plan was released for public comment 7 – 18 September 2026.

How will the Council Plan be used?

The plan will be used to:

- ensure our strategies and plans give effect to the community's vision and priorities
- align our annual work programs and budgets
- underpin our partnerships, advocacy and grant applications
- provide the basis for regular monitoring and reporting

Community Profile

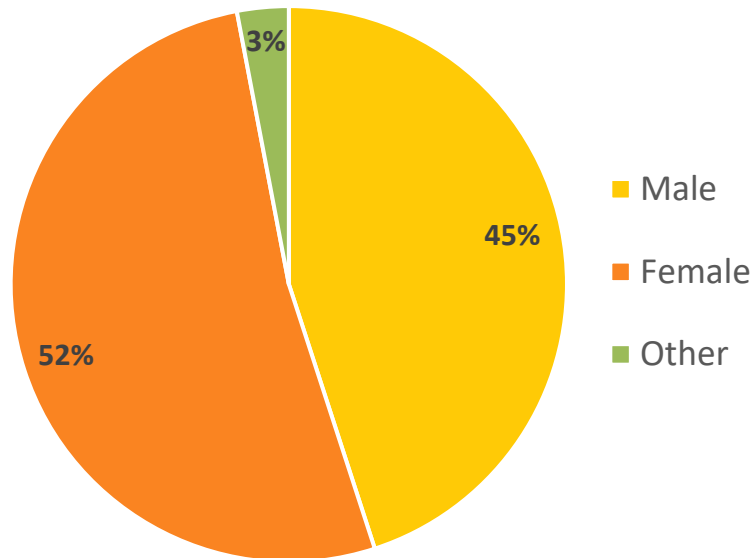
	2016	2021	Change	2036 (forecast)*	Change
 Population	516	470	-9%	490	4%
 Median age	53	54	2%		
 Families	116	106	-9%		
 Indigenous	2.5%	6.2%	3.7%		
 Median weekly household income	746	916	23%		
 District High School	1	1	nil		
 Employed full time	58%	60%	2%		
 Employed part time	30%	25%	-5%		
 Unemployed	9%	5%	-4%		
 Main industries by employment	Agriculture, Education, Health Care	Agriculture, Education, Public Administration	—		
 Volunteering	34%	33%	-1%		
 1 or more long term health conditions	—	39%	—		

*WA Tomorrow Population Forecast

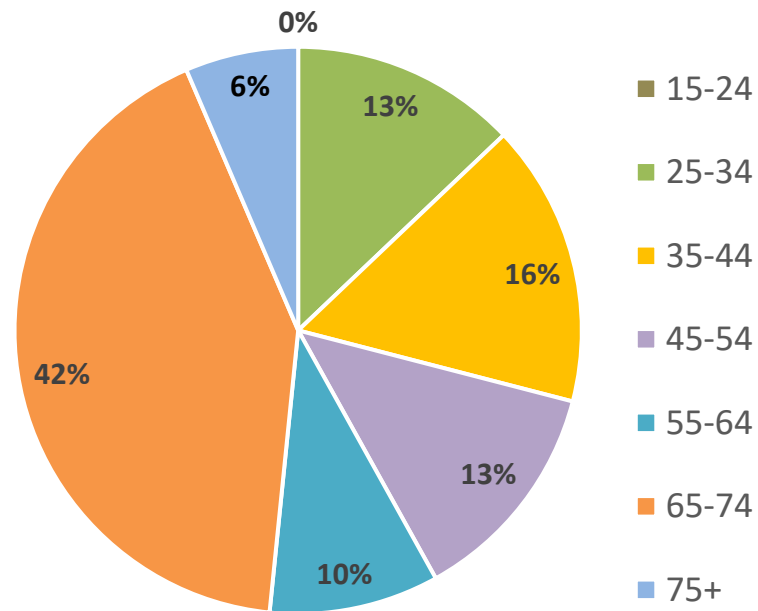
Community Engagement Results

31 community members took up the invitation to drop in to one of two sessions. The demographic profile of the participants is as follows:

Gender



Age Groups



The participants were asked to indicate their priorities for the coming years, from a checklist. Participants were also shown a list of priority areas already being implemented or planned.

The results showed a clear pattern. In the graph on the next page, the highest ranked community priorities are shown in green: allied health services hub (where the Shire has a facilitation role), local roads, mainstreet improvements, and youth leadership and engagement. These four all had support from over a third of the participants. The majority of additional comments provided also featured health services.

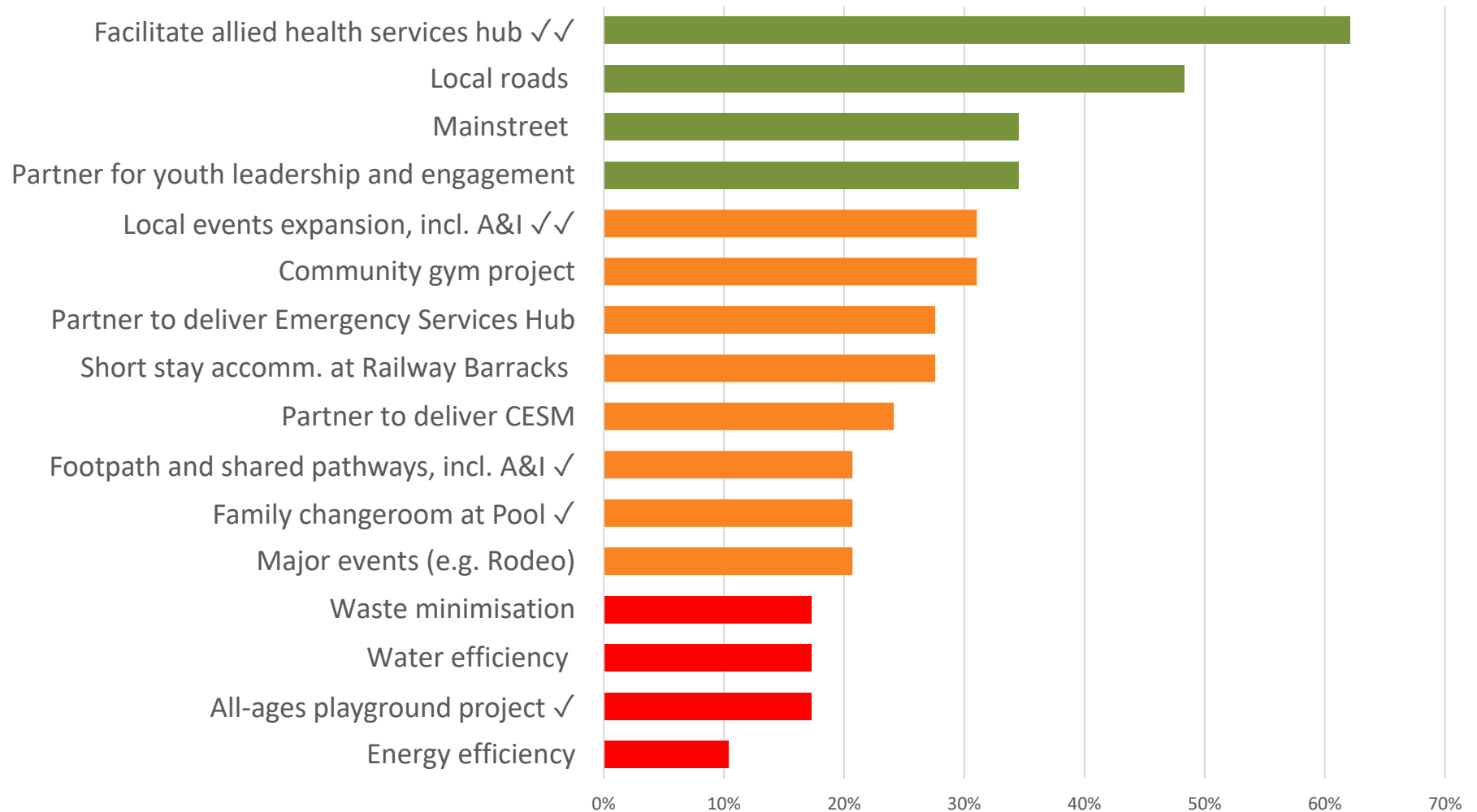
The areas already earmarked by the Shire also prominently featured health and wellbeing services.

These included the expansion of CEACA independent living units, maintenance of Medical Centre and GP services, upgraded community bus, disability upgrade of the pool, continued provision of community facilities and environmental health services.

The medium ranked priorities are shown in orange. These had the support of between 20% and 31% of participants. The lowest ranked priorities are shown in red.



Community* Priorities



* Note that one tick denotes that the item is also included in the Disability Access and Inclusion (A&I) Plan and a second tick denotes that the item is also included in the Public Health Plan (see next section).

Public Health Engagement

This Council Plan encompasses the Shire's Public Health Plan. The Plan is shown on pages 24 – 26. Two engagement processes shaped the public health component of this plan:

- Community engagement on this Council Plan (identifying public health items specifically – see previous section)
- Engagement with local health professionals: members of the Local Health Advisory Group, Health Services Manager/Director of Nursing at the Wyalkatchem Hospital, and a senior volunteer with St John WA.

Community public health priorities

Community engagement on Council Plan

- Maintenance of Medical Centre and GP services
- Allied health services hub
- Local events expansion, including disability access and inclusion
- Expansion of CEACA independent living units
- Upgraded community bus
- Accessibility upgrade of the pool
- Continued provision of community facilities and environmental health services

Local health professionals' priorities

- Promote active seniors
- Social activities/groups
- Falls prevention program
- Food education
- Advocacy
 - affordable, available, fresh food
 - reduce wait time for drug and alcohol services
 - police presence



Strategic Direction

Our Vision

A well serviced and growing community; with high quality of life, opportunity and a strong sense of belonging.

Our Principles

- Completing our work with pride and maintaining a high level of consistency in all our efforts.
- Maintaining what we already have and continually striving to improve our community.
- Doing our best with the resources we have, being collaborative, proactive and positive.
- Encouraging everyone to get involved and be part of something greater within our community.
- Having open and transparent communication, ensuring it flows both ways for better understanding and trust.
- Acting with integrity, honesty and accountability.
- Employing local people, building their confidence and capacity.
- Recognising our history.



Our Outcomes and Goals

Economy	Community	Environment	Civic leadership
Outcomes			
Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile.	Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.	Our environment is protected and enhanced	We have inspirational, dynamic leaders providing well managed, transparent governance
Goals			
1. Our transport network responds to the accessibility and connectivity needs of all. 2. Essential services and infrastructure enable local economic growth. 3. Support entrepreneurship. 4. The length of stay for visitors and tourists in Wyalkatchem is extended.	1. A safe and healthy community for all ages. 2. Retain young people in Wyalkatchem. 3. Minimise risk and impact of natural disasters.	1. High standard of environmental health and ranger services. 2. Resource efficiency.	1. Consult and engage with our community and strategic partners. 2. High standard of governance.

PART B: CORPORATE BUSINESS PLAN

Roles

Like all local governments, the Shire does more than provide services. It also advocates, facilitates, funds, partners and regulates.

These roles are described in the table below.

In the sections that follow, the roles are shown beside the priorities and indicative projects/key actions, so it is clear where the Shire is directly responsible, and where the responsibility sits partly or entirely with others.

Role	Description	Directly Responsible?
Provider	Directly delivering a range of services and facilities to meet community interests and needs	Yes
Funder	Directly supporting local groups to further the aspirations of the community	Yes
Regulator	Upholding high community standards in relation to planning, building and public health and safety	Yes
Advocate	Acting as the leadership voice, promoting our community's priorities to government, seeking grants/funding	No
Facilitator	Encouraging and enabling others to respond to community priorities	No
Partner	Forming strategic alliances and collaborative partnerships to achieve more	No



Focus

The Shire will focus on the four-year priorities identified in the next section. However, these are not to the detriment of 'business-as-usual' activities, especially responsible maintenance and renewals of our infrastructure assets and facilities, and delivery of local services.

The following sections show the organisation structure and staffing that deliver for the community, and the Shire's services.

The commitments for the next four years are then shown for each pillar, including:

- Outcome
- Goals
- Four-year priorities
- Informing strategies
- Success measures
- Service delivery
- Indicative projects/key actions over the next four years

The pillars also include the priorities from the Public Health Plan (shown on pages 24 – 26).



Four-year priorities

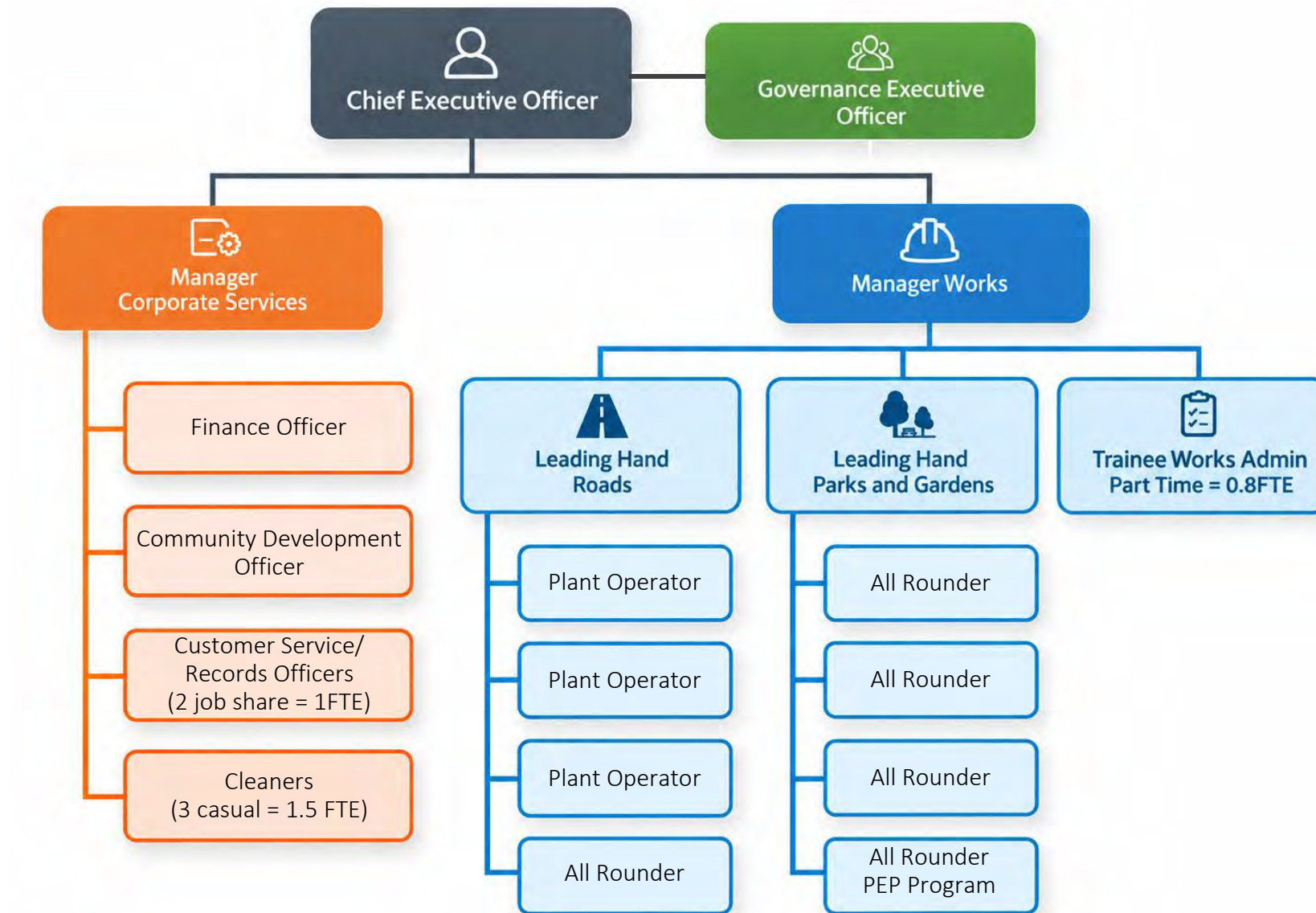
Responsibility	Directly responsible			Not directly responsible		
	Provider	Funder	Regulator	Advocate	Facilitator	Partner
Economy						
Support increased housing		✓	✓	✓		✓
Deliver Wheatbelt Secondary Freight network upgrades (subject to funding)				✓		✓
Develop Wheatbelt rail trail with North East Wheatbelt Travel (NEWTRAVEL)				✓		✓
Create industrial development strategy*	✓					
Create town centre revitalisation plan*	✓					
Community						
Engage a Community Emergency Services Manager (CESM)						✓
Upgrade community bus	✓					
Complete swimming pool upgrades	✓			✓		
Town Hall improvements and accessible entrance to administration building	✓			✓		
Create Community Facilities Plan*	✓					
Promote active seniors					✓	✓
Facilitate community-led social activities/groups					✓	✓
Facilitate falls prevention program					✓	
Facilitate food education					✓	

* Implementation roles will be determined as part of the strategy/plans

Responsibility Roles	Directly responsible			Not directly responsible		
	Provider	Funder	Regulator	Advocate	Facilitator	Partner
Environment						
Develop Transfer Station with North East Wheatbelt Regional Organisation of Councils (NEWROC)		✓		✓		✓
Partner with NEWROC to deliver regional waste project				✓		✓
Civic leadership						
Facilitate allied health services hub					✓	✓
Public health advocacy				✓		
Strengthen partnerships: - Community Resource Centre for economic and community development - School for youth leadership development						✓
Create Community Engagement Charter	✓					
Complete Informing Strategies	✓					
Develop IT and Customer Service Roadmap and review Shire website accessibility	✓					



Organisation Structure



Services

Council will deliver and support ongoing services that contribute to achievement of the vision and each goal, as detailed in the following sections.



Economy

- Economic development and tourism
- Strategic land management
- Town planning (contractor)
- Building (contractor)
- Infrastructure and project management
- Roads
- Drainage
- Footpaths
- Plant and fleet
- Airstrip



Community

- Events
- Community bus
- Community grants
- Swimming pool (run under contract)
- Library (run under contract by the CRC¹)
- Emergency management
- Facilities and property maintenance
- Leasing and property management



Environment

- Environmental health (contractor)
- Ranger (contractor)
- Waste services
- Landfill
- Cemeteries
- Public open space



Civic leadership

- Governance
- Regional collaboration and partnerships
- Advocacy
- Integrated Planning and Reporting
- Communications and engagement
- Human resources and workplace health and safety
- Finance
- Record keeping
- Information technology
- Customer service

¹ Community Resource Centre



Pillar 1: Economy

Outcome

Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile.

Goals

- 1.1 Our transport network responds to the accessibility and connectivity needs of all
- 1.2 Essential services and infrastructure enable local economic growth
- 1.3 A positive environment for local entrepreneurs
- 1.4 The length of stay for visitors and tourists is extended

Informing strategies

- Local Planning Strategy
- Local Planning Scheme
- Recycled water management plan
- Industrial development strategy (to come)
- Town centre revitalisation plan (to come)

Four year priorities

- Support increased housing
- Deliver Wheatbelt Secondary Freight network upgrades (subject to funding)
- Develop Wheatbelt rail trail with NEWTRAVEL
- Create industrial development strategy
- Create town centre revitalisation plan

Success measures

- Increased housing supply
- Delivery of Wheatbelt Secondary Freight network upgrades (subject to funding)
- Delivery of Wheatbelt rail trail
- Completion of Industrial Development Strategy
- Completion of Town Centre Revitalisation Plan

Service delivery

Service	Description	Level of service in next four years
Economic development and tourism	Business grants, regional tourism and marketing, facilitate increased housing supply, enhance town centre	Increase
Strategic land management	Ensure the Shire plans for current and future residential, commercial, industrial and community land use	Increase
Town planning (contractor)	Administer the Town Planning Scheme	Maintain
Building (contractor)	Administer building regulations	Maintain
Infrastructure and project management	Ensure capital projects are well managed – delivered on time, to the specified standard, and within budget	Maintain
Roads	Construction, maintenance and renewal of the Shire's road network	Increase
Drainage	Construction, maintenance and renewal of the Shire's drainage network	Maintain
Footpaths	Construction, maintenance and renewal of the Shire's footpath network	Maintain
Plant and fleet	Maintain and replace the Shire's plant and fleet	Maintain
Airstrip	Operation of an airstrip with two sealed runways, one of which has pilot activated lighting	Maintain

Indicative projects/key actions over the next four years

Project/action	Role/s	26/ 27	27/ 28	28/ 29	29/ 30
Undertake key worker and staff housing project with NEWROC	Advocate, Partner	●	●	●	●
Undertake land and housing development initiatives with WA Country Health Service (WACHS)	Advocate, Partner	●	●	●	
Expand CEACA independent living units	Advocate, Partner	●	●	●	●
Infrastructure planning headworks/rezoning projects to support housing expansion	Regulator, Advocate	●	●	●	●
Deliver Wheatbelt Secondary Freight network upgrades (subject to funding)	Advocate, Partner	●	●	●	●
Develop Wheatbelt rail trail in partnership with neighbouring Shires	Advocate, Partner	●	●		
Create industrial development strategy	Provider		●		
Create town centre revitalisation plan	Provider		●		



Pillar 2: Community Outcome

Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.

Goals

- 2.1 A safe and healthy community for all ages
- 2.2 Retain young people in Wyalkatchem (see also Pillar 4)
- 2.3 Minimise risk and impact of natural disasters

Informing strategies

- Local Emergency Management Arrangements
- Local Emergency Recovery Plan
- Access and Inclusion Plan
- Community Facilities Plan (to come)

Four year priorities

- Engage Community Emergency Services Manager (CESM)
- Upgrade community bus
- Complete swimming pool upgrades
- Town Hall improvements and accessible entrance to Administration building
- Create Community Facilities Plan
- Promote active seniors
- Facilitate community-led social activities/groups
- Establish falls prevention program
- Facilitate food education

Success measures

- Community Emergency Services Manager in place
- Community bus upgraded
- Completion of Swimming pool upgrades
- Completion of Town Hall improvements
- Completion of Community Facilities Plan
- At least one new active seniors program established
- At least one new community-led social group established
- Falls prevention program established
- Food education provided

Service delivery

Service	Description	Level of service in next four years
Events	An annual rodeo and several smaller events	Maintain
Community bus	An accessible transport option for hire for group travel, outings, events, etc	Increase
Community grants	Sponsorship and waiving of Council fees for local events and activities	Maintain
Swimming pool (run under contract)	Six lane 50m swimming pool with separate toddler pool and water feature, BBQ area, kiosk, and facilities	Increase
Library (run under contract by CRC)	Free membership, book lending, videos, free access to WA State Library digital resources	Maintain
Emergency management	Preparedness, response and recovery from natural disasters and other emergencies	Maintain
Facilities and property maintenance	Maintenance of Shire facilities	Increase
Leasing and property management	Management of staff housing, facility hire, leasing of Council property and pool	Increase

Indicative projects/key actions over the next four years

Project/action	Role	26/ 27	27/ 28	28/ 29	29/ 30
Engage a Community Emergency Services Manager (CESM) in partnership with neighbouring Shires and DFES	Partner	●	●		
Upgrade community bus	Provider	●			
Complete swimming pool upgrades (heating, pool hoist)	Advocate, Provider	●	●		
Town hall improvements and restoration of accessible entrance to administration building	Advocate, Provider	●	●		
Create Community Facilities Plan	Provider		●		
Promote active seniors	Facilitator, Partner	●	●	●	●
Facilitate community-led social activities/groups	Facilitator, Partner	●	●		
Facilitate falls prevention program	Facilitator	●			
Facilitate food education	Facilitator	●			



Pillar 3: Environment

Outcome

Our environment is
protected and enhanced

Goals

- 3.1 High standard of environmental health and ranger services
- 3.2 Resource efficiency

Informing strategies

- N/A

Four year priorities

- Develop Transfer Station with NEWROC
- Partner with NEWROC to deliver regional waste project

Success measures

- Transfer station developed

Service delivery

Service	Description	Level of service in next four years
Environmental health (contractor)	Food safety, health standards, nuisance control, water quality testing	Maintain
Ranger (contractor)	Delivery of animal control and enforcement of local laws	Maintain
Waste services	Weekly kerbside rubbish collection for townsite residents using 240-litre mobile bins	Maintain
Landfill	Local waste facility located on Cemetery Road is open four days a week	Increase
Cemeteries	The current Wyalkatchem cemetery sits in cleared bushland with neat rows of graves and headstones. A niche wall and shade pergola are provided. There are two historic burial grounds in Korrelocking. The Shire also operates a pet cemetery	Maintain
Public open space	The Shire manages a number of designated parks, recreational grounds, and reserve areas	Maintain

Indicative projects/key actions over the next four years

Project/action	Role	26/ 27	27/ 28	28/ 29	29/ 30
Develop Transfer Station with NEWROC	Funder, Advocate, Partner	●	●		
Partner with NEWROC to deliver regional waste project	Advocate, Partner	●	●	●	●



Pillar 4: Civic leadership

Outcome

We have inspirational, dynamic leaders providing well managed, transparent governance

Goals

- 4.1 Consult and engage with our community and strategic partners
- 4.2 High standard of governance

Informing strategies

- Risk Management Framework
- Procurement Policy
- Community Engagement Charter (to come)
- Long Term Financial Plan, Asset Management Plan, Workforce Plan (to come)
- IT and Customer Service Roadmap (to come)

Four year priorities

- Facilitate allied health services hub
- Public health advocacy
- Strengthen partnership with Community Resource Centre for economic and community development
- Strengthen partnership with the school for youth leadership development
- Informing strategies
- Community engagement charter

Success measures

- Progress towards allied health services hub
- Public health advocacy initiated
- Partnerships progressed with Community Resource Centre and School
- Completion of Community Engagement Charter
- Completion of Informing Strategies
- Completion of IT and Customer Service Roadmap and Shire website accessibility review

Service	Description	Level of service in next four years
Governance	Democratic process and Council Member support, procurement, audit, risk and compliance	Maintain
Regional collaboration and partnerships	Membership and participation in NEWROC and NEWTRAVEL, and other collaborations	Increase
Advocacy	Promoting the community's interests to State and Federal Government and others; seeking grants/funding	Increase
Integrated Planning and Reporting	Strategic and corporate planning integrated with financial planning	Increase
Communications and engagement	Communications and community and stakeholder engagement	Increase
Human resources and workplace health and safety	Ensuring the Shire has the right people, in a safe and productive work environment	Maintain
Finance	Includes Annual Budget, rates, fees and charges, debtors and creditors, payroll	Maintain
Record keeping	Maintenance and security of records, Freedom Of Information (FOI) requests	Maintain
Information technology	Systems development, network and operations	Increase
Customer service	General enquiries, cat/dog registration and payments, bookings etc	Increase

Indicative projects/key actions over the next four years

Project/action	Role	26/ 27	27/ 28	28/ 29	29/ 30
Facilitate allied health services hub	Facilitator, Partner	●	●	●	●
Public health advocacy: affordable, available, fresh food; reduced wait time for drug and alcohol services; police presence	Advocate	●	●	●	●
Partnership development: – with Community Resource Centre for economic and community development – with the school for youth leadership development	Partner		●	●	●
Create Community Engagement Charter	Provider	●	●		
Complete Informing Strategies – Long Term Financial Plan, Asset Management Plan, Workforce Plan	Provider	●	●	●	
Develop IT and Customer Service Roadmap and review Shire website accessibility	Provider	●	●		

Public Health Plan

This Council Plan also encompasses the Shire’s Public Health Plan. All local governments in Western Australia are required to develop a Public Health Plan. It provides a useful lens to consider what the Shire does and potentially could do, to contribute to the health of the Wyalkatchem population. Local government Public Health Plans nest inside the Western Australia State Public Health Plan. The State Plan’s strategic direction is summarised in the diagram on the next page.

Local Public Health Plan requirements

The plan requirements are:

- ✓ identify public health issues
- ✓ strategies to improve public health (from prevention to services)
- ✓ strategies to identify and respond to new public health risks
- ✓ who will work with who to improve public health
- ✓ how the plan will be monitored, reported and periodically refreshed

Local government public health strategies need to be within its remit and will often encompass existing services and activities.

Wyalkatchem Public Health Issues

The statistics show that health status concerns in Wyalkatchem² are also present in most communities. They include:

- Nutrition and Dietary Habits
- Physical Activity and Sedentary Behaviour
- Overweight and Obesity Rates
- Tobacco Use and Vaping
- Tobacco-Attributable Hospitalisations and Deaths
- Alcohol Consumption and Related Harm
- Illicit Drug-Attributable Hospitalisations and Deaths
- Mental Health Conditions Prevalence
- Psychological Distress
- Injury Prevalence Among Children and Adults
- Injury-Related Hospitalisations and Deaths

Based on the statistics, input from the community and the Local Health Advisory Group and other health professionals, the plan focuses on the priorities (shown in blue text in the diagram on the next page) and strategies (shown on page 26) that best reflect the following criteria:

Criteria for inclusion in the Wyalkatchem Public Health Plan

- Community feedback
- Input from public health professionals on the key issues facing the Wyalkatchem community
- Fit with the Shire’s remit
- Potential for collaborations to maximise impact

² Epidemiology Directorate, Public and Aboriginal Health Division, Department of Health WA, January 2026, *Health and Wellbeing Profile; Shire of Wyalkatchem 2015 – 2024*

State Public Health Plan Vision, Objectives, Priorities and Principles

Vision		The best possible health, wellbeing and quality of life for all Western Australians – now and into the future			
Objectives	Aboriginal health and wellbeing				
	Equity and inclusion				
	Promote	Prevent	Protect	Enable	
	Foster strong, connected communities and healthier environments	Reduce the burden of chronic disease, communicable disease, and injury	Protect against public and environmental health risks, effectively manage emergencies, reduce impacts of disaster, and lessen the health impacts of climate change	Bolster public health systems and workforce and leverage partnerships to support health and wellbeing	
Priorities*	• Ensure public health risks are considered and addressed in planning and development policies and approval processes to facilitate healthy living and minimise impacts from public health hazards. • Optimise mental health and wellbeing. • Improve health literacy by ensuring accessible and appropriate health information is effectively communicated to all Western Australians. • Improve understanding and use of genomic information to promote population health.	• Reduce use of tobacco, vapes and related products. • Encourage and support healthy eating and active living to halt the rise in obesity. • Reduce harm due to alcohol use. • Prevent injuries and promote safer communities. • Reduce the harm due to illicit drug use, misuse of pharmaceuticals and other drugs of concern. • Improve access to and quality of population-based screening programs. • Expand immunisation program provision to prevent infectious disease.	• Manage the effects of climate change on people’s health and reduce the health system's environmental footprint. • Prevent, monitor and control notifiable infectious diseases. • Provide sustainable disaster and emergency management across prevention, preparedness, response and recovery phases. • Reduce harm due to current and future health hazards, including environmental, radiation and biosecurity risks. • Enhance pandemic preparedness and response to emerging communicable disease threats. • Ensure access to safe food and water.	• Enhance population health data, collection, management, analysis and reporting capability. • Foster research and innovation to improve our understanding of, and ability to address, public health issues. • Develop partnerships with key agencies and communities to enable the delivery of public health services. • Attract, develop and retain a public health workforce for the future.	
Guiding principles		Partnerships	Sustainable	Proportionate	Precautionary

* The Shire of Wyalkatchem Public Health Plan focuses on the priorities shown in blue text.

Strategies to improve public health

Public health issues and priorities were tested through the processes outlined in the public health engagement section as part of applying the criteria outlined on page 24.

The selected strategies for the Shire's Public Health Plan are listed below. These are included in the pillar sections.

The strategies are listed in two categories: existing Shire activity that is already contributing to the priorities and objectives, and new or enhanced activity that has resulted from applying a public health 'lens' more broadly.

Existing activity

- Provide and coordinate emergency management
- Maintenance of Medical Centre and GP services
- Facilitate allied health services hub
- Local events expansion, including disability access and inclusion
- Expansion of CEACA independent living units
- Upgrade community bus
- Accessibility upgrade of the pool

- Continued provision of community facilities and environmental health services
- Continue to work in partnership with other the Local Health Advisory Group and individual agencies to benefit the public health of the Wyalkatchem and regional community

New or enhanced activity

- Promote active seniors
- Social activities/groups
- Falls prevention program
- Food education
- Public health advocacy
 - affordable, available, fresh food
 - reduce wait time for drug and alcohol services
 - police presence

Monitoring and refreshing the Public Health Plan

The group that met for the public health professionals' engagement have agreed to convene annually to review progress and priorities. The Shire will re-engage with the community on public health priorities in its major strategic review.

Resourcing the Council Plan

Overview

Three key mechanisms for resourcing the Council Plan are the Long Term Financial Plan, Asset Management Plans and Workforce Plan. These form part of Western Australia's Integrated Planning and Reporting Framework, and are programmed for review in the coming 18 months. Once they are complete, the Shire will have a more robust picture of its long term financial position. This will be a vital input to the major strategic review in 2027/28.

Long Term Financial Plan

The Long Term Financial Plan (LTFP) is a ten year 'rolling' plan. It is refined and updated through each year's Annual Budget. More substantial reviews occur every second year.

Identifying resourcing requirements is fundamental to prioritisation, which is how Council balances aspirations with affordability. This is essential to achieving and demonstrating financial sustainability.

The LTFP is a key tool in the prioritisation process and ensures the Council Plan is financially viable. The LTFP identifies key assumptions including demographic projections, rating base growth, consumer price index (or local government cost index), and interest rates.

Major capital and operational expenditure identified in the Council Plan are included in the LTFP. The LTFP also reflects the Shire's key financial policies.

Asset Management Plans

The effective management of assets is critical to the sustainable delivery of local government services. The Shire holds a large portfolio of long-lived assets, so it is critical to plan and prioritise the maintenance, renewal and eventual replacement of those assets, manage upgrades, and provide for the acquisition of new assets as required.

Workforce Plan

The Workforce Plan addresses the skills, expertise and knowledge required by the organisation; the desired organisational culture and how to develop it; what organisational structure will work best; recruitment and retention in the context of labour market challenges and opportunities; and the facilities and equipment needed to support a productive and inclusive workforce.

The Workforce Plan identifies the costs of the workforce, and also has regard to other regulatory requirements such as Workplace Health and Safety, Equal Employment Opportunity and the Disability Access and Inclusion Plan.

Staying on Track

Strategic Risk Management

The Shire of Wyalkatchem maintains a robust strategic and operational risk management system. The table below identifies key risks associated with this Council Plan and the applicable controls to mitigate those risks.

Risk	Risk controls	
Challenges in recruiting and retaining skilled staff	Workforce Plan (WFP)	Learning and development opportunities
Employee cost rises above assumption	- Long Term Financial Plan (LTFP) - Workforce Plan (WFP)	Budget process
Breakdown in relationship amongst Council Members or between Council Members and CEO	- Code of Conduct and relevant policies - Councillor induction and training - Conflict resolution process	- Regular meetings CEO/ President - Regular Council briefings/workshops - CEO performance review process
Lack of community awareness of Council's direction	Effective engagement in major strategic review	Ongoing communications and engagement
Lack of available skilled contractors/suppliers	Tender and procurement process	
Increased contractor and/or materials costs putting pressure on capital program	- Long Term Financial Plan (LTFP) - Asset Management Plans	- Budget process - Rigor of project management
Reduced external grants/funding	- Long Term Financial Plan (LTFP) - Budget process	'Shovel-ready' projects - Lobbying and advocacy
Natural disasters and emergencies	- Business Continuity Plan - Local Recovery Plan - Local Emergency Management Arrangements	- Insured risk - Strategic reserves
Projects not delivered to quality, time or budget	- Project management - Budget process	Long Term Financial Plan (LTFP)
Exposure or loss resulting from a cyber-attack or data breach	- Insured risk - Access controls / Cloud base	- Audits and testing - Network design

Monitoring and Reporting

The Council will monitor progress against the Council Plan six monthly. These reports will be public. For the 2027/28 year, the focus will be on monitoring implementation. The new Council Plan (beginning 1 July 2028) will include monitoring of the impact of the plan against the goals.

The Shire's regular communication channels will be utilised to notify the community of progress or significant changes in connection with the Council Plan.

Annual updates on progress will be published in each year's Annual Report.





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11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1. Motion to enable absentee public questions at Ordinary and Special Council Meetings – Cr Stratford

Notice of Motion

Cr Stratford

Motion

That Council requests the Chief Executive Officer to investigate options to provide the opportunity for members of the public to present questions during public question time of Ordinary and Special Meetings where they cannot attend in person, including the viability of a Policy if aligned with the provisions of the Shire of Wyalkatchem Standing Orders Local Law 1998, having regard to advice from WALGA and the need to meet community inclusion and accessibility expectations and to bring a report to the 19 November 2026 Ordinary Council Meeting.

Supporting Statement

Under the Shire's current interpretation of the Standing Orders, members of the public may only ask questions during public question time if they are physically present at a meeting. There is no mechanism for a written question to be submitted and read out on a person's behalf if they cannot attend.

This creates an unnecessary barrier to participation for residents who have a legitimate reason for being unable to attend in person - including health conditions, disability, mobility restrictions or travel distance within the Shire. This is a particular concern given the Shire's ageing population, a large proportion of whom may have mobility issues that make attending council meetings difficult. These residents have as much interest in, and right to engage with, council decision-making as anyone else. Their inability to attend in person should not mean they are locked out of asking questions of Council.

This proposal is also consistent with the Shire's existing statutory obligations. Section 1.3(2) of the Local Government Act 1995 provides that the Act is intended to result in greater community participation in the decisions and affairs of local government, and greater accountability of local governments to their communities. Further, under Part 5 of the Disability Services Act 1993, the Shire is required to maintain a Disability Access and Inclusion Plan, which commits the Shire to ensuring people with disability have the same opportunity as other people to participate in its consultation processes. Enabling written questions from residents who cannot attend in person directly supports both of these obligations.

I have discussed this matter with the Chief Executive Officer and with the WALGA Governance team, and it is agreed that further investigation is warranted to determine the most appropriate and legally sound mechanism to address this gap, whether it be through a Council policy, an amendment to the Standing Orders or another suitable option. It is important that any option progressed is developed with regard to advice from WALGA, is consistent with the Shire's Standing Orders Local Law 1998 and reflects the community's inclusion and accessibility expectations of the Local Government.

This motion asks the CEO to undertake that investigation and report back to Council with a recommended way forward.

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14. MATTERS BEHIND CLOSED DOORS

15. CLOSURE OF THE MEETING