

# AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

## MINUTES



For the Audit, Risk and Improvement Committee Meeting held on

**18 March 2026**

## ATTENTION/DISCLAIMER

These minutes will be confirmed at the next Ordinary Council Meeting. The minutes should be read to ascertain the decision of the Council.

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### Recording of Meetings

- All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the *Local Government Act 1995*) during which time recording ceases.
- Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

### Defamation – cl 14K *Local Government (Administration) Regulations 1996*

(1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —

- (a) publicly broadcasting a meeting;
- (b) making a recording of a meeting;
- (c) making a recording of a meeting publicly available;
- (d) retaining a recording of a meeting or a copy of a recording;
- (e) providing a copy of a recording of a meeting to the Departmental CEO.

Scope of Committee:

*Regulation 16 of the Local Government (Audit) Regulations 1996 defines the functions of the audit committee as follows:*

An audit, risk and improvement committee has the following functions —

- (a) to receive and review reports on, and recommend to the council actions to be taken in relation to —
  - (i) audits under Part 7 of the Act; and
  - (ii) compliance audits; and
  - (iii) reviews under regulation 17;
- (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —
  - (i) financial management; and
  - (ii) legislative compliance; and
  - (iii) risk management;
- (c) to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —
  - (i) is required to take under section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and
  - (iv) has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);
- (d) any other function conferred on the audit, risk and improvement committee under these regulations or another written law.

# CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....</b>	<b>5</b>
<b>2.</b>	<b>ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>5</b>
2.1	ATTENDANCE .....	5
2.2	APOLOGIES.....	5
<b>3.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>5</b>
3.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
3.2	PUBLIC QUESTIONS.....	5
<b>4.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>5</b>
4.1	AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING – 17 December 2025.....	5
<b>5.</b>	<b>GENERAL BUSINESS.....</b>	<b>6</b>
5.1	AUDIT, RISK AND IMPROVEMENT COMMITTEE.....	6
5.2	PROPOSED NEW ROAD SAFETY POLICY .....	8
5.3	POLICY UPDATE – POLICY 7.4 FRANKLAND RIVER AND CRANBROOK CARAVAN PARK LONG-TERM .. ACCOMMODATION .....	11
5.4	POLICY MANUAL REVIEW.....	14
<b>6.</b>	<b>CLOSURE OF MEETING .....</b>	<b>20</b>

# MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Quick declared the meeting open at 2.36pm. The Chairperson alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

## 2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

### 2.1 ATTENDANCE

Chairperson	Cr JA (Jen) Quick Cr RW (Robert) Johnson Cr P (Perin) Mulcahy Cr DM (Daisy) Egerton-Warburton Cr C (Chelsea) Lange
Chief Executive Officer	Ms LA (Linda) Gray
Manager of Works	Mr L (Les) Vidovich
Community Development Manager	Mrs J (Jenny) Cristinelli
Executive Officer	Ms J (Jo) Scott
Members of the Public	Nil

### 2.2 APOLOGIES

Councillors	Cr P (Peter) Denton
Manager of Finance	Miss C (Chelsea) Paterson

## 3. PUBLIC QUESTION TIME

### 3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 3.2 PUBLIC QUESTIONS

Nil

## 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 4.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING – 17 December 2025

Moved Cr Mulcahy, seconded Cr Egerton-Warburton that the minutes from the Audit Committee Meeting held on 17 December 2025, be confirmed as a true and correct record.

**CARRIED 5/0**

**FOR:** Cr J Quick, Cr R Johnson,  
Cr D Egerton-Warburton, Cr C Lange, Cr P Mulcahy

**AGAINST:** Nil

## 5. GENERAL BUSINESS

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### 5.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

<b>RESPONSIBLE OFFICER:</b>	Linda Gray, Chief Executive Officer
<b>REPORT AUTHOR:</b>	Linda Gray, Chief Executive Officer
<b>FILE REFERENCE:</b>	FM9
<b>APPLICANT:</b>	Nil
<b>DATE OF REPORT:</b>	5 March 2026
<b>ATTACHMENTS:</b>	1. Terms of Reference (ARIC) 2. Extract from Local Government CEOs and Elected Members Determination 2025.

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#### **Purpose**

The purpose of this report is for the Audit, Risk and Improvement Committee to recommend that Council to adopt the Terms of Reference for the Audit, Risk and Improvement Committee (ARIC) and the composition of the full Council as members of the ARIC, and to approve the sitting fee for the Independent Presiding Member and the Deputy of the Presiding Member of the Committee.

#### **Background**

As of 1 January 2026, the Local Government Regulations Amendment Regulations (No. 4) 2025 (ARIC Regulations) commenced, requiring all local government audit committees to transition into Audit, Risk and Improvement Committees (ARICs) during a six-month period, with full implementation by 30 June 2026. These reforms are part of the broader Local Government Amendment Act 2024, aimed at improving oversight, financial management, and governance practices across WA Councils.

#### **Officer's Comment**

As well as transitioning to the new Audit, Risk and Improvement Committee we need to advertise an expression of interest for appointment of an independent Presiding Member and the Deputy of the Presiding Member, and Council will need to approve payment of a sitting fee. The range of payment as set by the Salaries and Allowances Tribunal is very broad from \$105 to \$1,215, with the Band 4 range commonly being from \$0 to \$450, attachment 2.

In a regional area it will be difficult to find such a suitable person who is not already very much engaged in community activities. We also need to ensure that we acknowledge that their time is valuable. For that reason, the amount payable exclusive of travel expenses, should be commensurate with their time, and be set at a minimum of \$250 per meeting.

We would continue the practice of preferring all matters to come before a full Council (7), and the full Council would all be members of the Shire of Cranbrook's Audit, Risk and Improvement Committee:

- Independent Presiding Member
- Independent Deputy Presiding Member
- Seven Councillors

#### **Statutory Environment**

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government Regulations Amendment Regulations (No.4) 2025

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## **Policy Applicable – Implications**

Policy 1.2 Governance Committees of Council

### **Financial Implications**

The total cost of the matters in this report is anticipated to be between \$1000 and \$2500 dependant on the number of meetings and travel expenses and will be funded from a new GL Code Audit, Risk & Improvement Committee under Governance.

### **Risk Implications**

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: Non-Compliance,

The **consequences** of these risks are considered to be: Major

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Low

Risk mitigation includes can be managed by following recommended procedures and with current resources.

### **Council Plan 2025-2035 Reference**

The 2025-2035 Shire of Cranbrook, Council Plan states that:

#### **Key Pillar: 4 Leadership**

***To demonstrate and partake in strong government and leadership***

***Strategy 4.1: maintain a high level of corporate governance responsibility and accountability***

***Activities: 4.1.1 Provide strategic leadership and governance***

### **Consultation**

Consultation for this report included the Western Australian Local Government Association, Shire of Broomehill-Tambellup Chief Executive Officer, and Steven Tweedie, Consultant.

### **Voting Requirements**

Simple Majority

### **OFFICER'S RECOMMENDATION/COMMITTEE DECISION**

**Moved Cr Egerton-Warburton, Seconded Cr Mulcahy that the Audit, Risk and Improvement Committee recommends that Council:**

- 1. Adopt the Terms of Reference for the Audit, Risk and Improvement Committee;**
- 2. Appoint the full Council (7) as members of the Audit, Risk and Improvement Committee, and**
- 3. Approve the allocation in the 2026/27 Financial Year of a sitting fee for the Audit, Risk and Improvement Committee for the Independent Presiding Member of a minimum of \$250 per meeting plus travel expenses.**

**CARRIED 5/0**

**FOR:** Cr J Quick, Cr R Johnson,  
Cr D Egerton-Warburton, Cr C Lange, Cr P Mulcahy

**AGAINST:** Nil

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**5.2 PROPOSED NEW ROAD SAFETY POLICY**

**RESPONSIBLE OFFICER:** Les Vidovich – Manager of Works

**REPORT AUTHOR:** Les Vidovich – Manager of Works

**FILE REFERENCE:** GO17

**APPLICANT:** Nil

**DATE OF REPORT:** 11 March 2026

**ATTACHMENTS:** Draft Road Safety Policy

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**Purpose**

The purpose of this report is for the Audit, Risk and Improvement Committee to recommend that Council endorse a new Road Safety Policy that enhances community welfare, aligns with the Shire's existing status as a registered WALGA RoadWise Council, and positions the Shire of Cranbrook as a leading advocate for road safety within the region.

**Background**

At its ordinary meeting held on the 21 February 2024, Council accepted WALGA's invitation to register as a RoadWise Council. This initiative of WALGA seeks to encourage, motivate and support the Shire of Cranbrook to incorporate best practice road safety principles and policy across their business services to reduce the number of people killed and seriously injured on local roads.

The Shire of Cranbrook is committed to promoting road safety initiatives across the community. However, despite this recognition, there is no formal Road Safety policy in place to guide Council, it's staff or the organisations ongoing efforts.

By adopting such a policy, the Shire will have a clear strategic direction that reinforces its commitment to road safety. This is particularly relevant given the growing demand for safer road infrastructure and the increased emphasis on community health and welfare.

**Officer's Comment**

The adoption of a Road Safety policy will position the Shire of Cranbrook as a leader in road safety initiatives, both within the region and as part of the broader WALGA RoadWise network. Such a guide will demonstrate the Council's commitment as a road safety advocate, to reducing road accidents, improving community welfare, and enhancing the overall safety of the local transport network.

The Shire of Cranbrook already designs and constructs roads to Australian Best Practice, Austroads Design Guidelines and Australian Standards. The intent of the proposed policy is to ensure all aspects of road safety are in the forefront of the organisation's thinking and are considered as part of any decision-making process. Examples include:

- The purchase of all fleet vehicles meeting the highest possible Australasian New Car Assessment Program (ANCAP) rating for safety.
- Ensuring staff have all the appropriate licenses and tickets to drive the vehicle that they are operating; and
- Provide first aid and emergency preparedness training for employees where practical and relevant.

By leading in road safety, the Shire of Cranbrook will not only fulfil its obligations as a WALGA RoadWise Council but also set an example for other regional councils. It is recommended that

Council adopts the Road Safety Policy as a key strategic document for the benefit of the entire community.

### **Statutory Environment**

Local Government Act (1995)

*Section 2.7 (2) Provides information on the role of Council.*

*(1) The council —*

*(a) governs the local government's affairs; and*

*(b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the council is to —*

*(a) oversee the allocation of the local government's finances and resources and*

*(b) determine the local government's policies."*

### **Policy Applicable – Implications**

The adoption of a Road Safety policy would enhance the Council's ability to align with and actively contribute to state and national road safety strategies. It would also provide a framework for future road improvements, education campaigns, and safety initiatives.

### **Financial Implications**

There are no significant financial implications arising from the endorsement of the road safety policy. Any purchase, installation or training would be considered by Council as part of its annual budget deliberation.

### **Risk Implications**

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Safety Practices
- Inadequate Project Management

The **impacts** of the risk are: People, Non-Compliance, Reputational

The **consequences** of these risks are considered to be: Moderate

The **likelihood** is: Possible

Hence the **risk rating** for this report is: Medium

Risk mitigation includes adhering to the RoadWise Framework.

### **Council Plan 2025-2035 Reference**

The 2025-2035 Shire of Cranbrook, Council Plan states that:

***To enhance maintain protect and promote our natural environment and built infrastructure***

***Strategy 3.3: Maintain our built infrastructure, servicing the needs of the community***

***Activities: 3.3.1 Maintain road infrastructure network and pursue funding opportunities to support appropriate road network service levels***

***3.3.2 Seek upgrade of transport an associated infrastructure, including air, rail, bridges***

***3.3.3 Advocate for level rail crossing awareness and safety***

***3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities***

### **Consultation**

Consultation for this report included WALGA RoadWise, Chief Executive Officer and Manager of Works.

**Voting Requirements**

Simple Majority

**OFFICER'S RECOMMENDATION/COMMITTEE DECISION**

**Moved Cr Lange, seconded Cr Mulcahy that the Audit, Risk and improvement Committee recommends that Council adopts the Draft New Policy Road Safety, as presented.**

**CARRIED 5/0**

**FOR:** Cr J Quick, Cr R Johnson,  
Cr D Egerton-Warburton, Cr C Lange, Cr P Mulcahy

**AGAINST:** Nil

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<b>5.3</b>	<b>POLICY UPDATE – POLICY 7.4 FRANKLAND RIVER AND CRANBROOK CARAVAN PARK LONG-TERM ACCOMMODATION</b>
<b>RESPONSIBLE OFFICER:</b>	Linda Gray – Chief Executive Officer
<b>REPORT AUTHOR:</b>	Jenny Cristinelli – Community Development Manager
<b>FILE REFERENCE:</b>	GO17
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	4 March 2026
<b>ATTACHMENTS:</b>	Draft Policy Update 7.4 – Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation

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### **Purpose**

The purpose of this report is for the Audit, Risk and Improvement Committee to recommend that Council to consider adopting updated Policy 7.4 – Community - Cranbrook Caravan Park Long-Term Accommodation.

### **Background**

The Frankland River and Cranbrook Caravan Parks provide accommodation for visitors to the shire with its primary purpose being to cater to tourists. The parks also provides accommodation for people who are visiting the shire for work purposes. Requests for exceptions to stay longer than 14 days in any 28 day period must be addressed in writing and approved by the CEO.

There are currently no policy provisions for the use of laundry facilities at either caravan park. At Frankland River, access is controlled by an electronic code issued to guests upon booking; however, residents have been using the facility regularly, sharing codes among themselves, and placing increasing demands on staff. This unregulated use has contributed to higher operating costs and ongoing pressure on caretakers, who must frequently respond to access requests and manage resident expectations. Regular code changes are required to maintain security.

### **Officer’s Comment**

The Frankland River and Cranbrook Caravan Parks have limited amenities and must manage occupancy carefully, particularly for long-term stays. The proposed policy update will strengthen the Shire’s ability to handle long-term stay requests from future residents who are building within the Shire, while also preserving availability for tourists, families, and seasonal workers.

Under the updated policy, anyone seeking to stay longer than 14 days in a 28-day period must provide evidence of building approval and commencement, along with mandatory progress updates every three months. This will improve transparency, support better planning, and help ensure fair access to sites. The changes apply only to powered and unpowered sites, with Park Homes, Chalets, and Workers Units remaining for short-term use.

Several long-term stays in the past year have extended to twelve months or more with minimal communication, demonstrating the need for clearer requirements around extensions and evidence of building progress.

The CBH Units at the Cranbrook Caravan Park will be removed from the policy due to the 9 February 2025 lease of Lot 140 King Street to Co-operative Bulk Handling, which no longer requires Shire management.

Both parks provide laundry facilities intended for paying guests. At Frankland River, the coded system has led to misuse by non-guests, code sharing, and unreasonable expectations for

immediate access, which has resulted in staff stress and occasional aggressive behaviour by users. These facilities incur significant operating costs, and continued community use as an informal laundromat is unsustainable.

Clear policy direction regarding laundry facility use is required to protect staff, manage operational costs, and ensure amenities remain available for paying guests.

### **Statutory Environment**

There is no specific legislation applicable to this report.

### **Policy Applicable – Implications**

Council Policy 7.4, Community: Frankland River and Cranbrook Caravan Parks Long-Term Accommodation.

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: People, Financial, Non-Compliance, Reputational, Property

The **consequences** of these risks are considered to be: Moderate

The **likelihood** is: Possible

Hence the **risk rating** for this report is: Medium

Risk mitigation include ensuring staff understand and follow the policy if adopted.

### **Council Plan 2025-2035 Reference**

The 2025-2035 Shire of Cranbrook, Council Plan states that:

#### **Key Pillar: 1 Social:**

***Be respectful for our friendly, vibrant, connected and safe community***

**Strategy 1.1:** Support an engaged and inclusive community culture.

**Strategy 1.2:** Encourage liveability, safety, health and well-being initiatives

**Activities:** **1.2.1 Retain a strong focus on community safety and crime prevention**

#### **Key Pillar: 2 Economic:**

***Be an innovative diverse prosperous and growing economy***

**Activities:** **2.2.1 Advocate for reliable essential infrastructure and services to support our community, industry and promote growth**

**Strategy 2.3:** Promote and support our active and innovative nature based tourism industry

**Activities:** **2.3.1 Increase awareness of the district and regional attractions**

#### **Key Pillar: 3 Environment:**

***To enhance maintain protect and promote our natural environment and built infrastructure***

**Strategy 3.3:** Maintain our built infrastructure, servicing the needs of the community

**Activities:**     **3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities**

**Key Pillar: 4 Leadership**

**To demonstrate and partake in strong government and leadership**

**Strategy 4.1:** *maintain a high level of corporate governance responsibility and accountability*

**Activities:**     **4.1.1 Provide strategic leadership and governance**

**Strategy 4.2:** *maintain an effective organisation delivering community services*

**Activities:**     **4.2.1 Deliver appropriate services to our community**

**4.2.2 Provide a positive and safe workplace**

**Consultation**

Consultation for this report included Linda Gray, Chief Executive Officer and the management team.

**Voting Requirements**

Simple Majority

**OFFICER'S RECOMMENDATION/COMMITTEE DECISION**

Moved Cr Johnson, seconded Cr Lange that the Audit, Risk and improvement Committee recommends that Council adopt the updated Policy 7.4 – Community - Cranbrook Caravan Park Long-Term Accommodation for inclusion into the Council Policy Manual, with these main points amended;

- Inclusion of evidence (Planning and/or Building permit/s) for intended development when assessing long term stay requests, for guest who are building their permanent residence in the Shire of Cranbrook.
- Prohibiting the use of laundry facilities for non caravan park guests.
- Removal of the mention of the CBH donga facilities.

**CARRIED 5/0**

**FOR:** Cr J Quick, Cr R Johnson,  
Cr D Egerton-Warburton, Cr C Lange, Cr P Mulcahy

**AGAINST:** Nil

<b>5.4</b>	<b>POLICY MANUAL REVIEW</b>
<b>RESPONSIBLE OFFICER:</b>	Linda Gray – Chief Executive Officer
<b>REPORT AUTHOR:</b>	Linda Gray - Chief Executive Officer
<b>FILE REFERENCE:</b>	GO17
<b>APPLICANT:</b>	Nil
<b>DATE OF REPORT:</b>	11 March 2026
<b>ATTACHMENTS:</b>	1. Policy Manual

**Purpose**

The purpose of this report is for the Audit, Risk and Improvement Committee to recommend that Council to consider the adoption of the revised Policy Manual.

**Background**

Under Section 2.7(2b) of the *Local Government Act 1995* (the Act), the Council is to determine the Local Government’s policies. Each year the Policy Manual is presented to Council for review with minor amendments. Where amendments are significant, or the policy is new then the policy will be included as an individual agenda item. These policies will guide the decision-making and actions of the Council, Executive Management Team and staff throughout the year.

**Officer’s Comment**

The Executive Management Team and staff have reviewed the current policy manual and as a result some amendments and improvements to existing policies are recommended this year, to reflect current practice, staff titles and to align better with legislation.

The following list identifies policies that have been reviewed but do not need to have any amendments with the exception that ALL policies will need to have the Reference/s changed from the old Community Strategic Plan and Corporate Business Plan to the new Council Plan which now combines both documents:

<b>Policy Number and Title</b>	<b>Amendments</b>
1.0 Governance – Policy Manual	No change
1.1 Governance – Meetings of Council	Amend point h) under <b>Council Meeting – Dates and Venues</b> to reflect publication of meeting details requirements
1.2 Governance – Committees of Council	Inclusion of Audit, Risk & Improvement Committee – update to ARIC functions
1.4 Governance – Public Question Time	Inclusion of Procedure in Policy manual
1.5 Governance – Elected member Induction and Continued Professional Development	Updated Elected Member courses available
1.6 Governance – Local Government Convention – Attendance	No change
1.7 Governance – Elected Members – Allowances & Reimbursements	Inclusion of Forms into the Policy Manual
1.8 Governance – Risk Management	Updated – Audit, Risk and Improvement Committee as per Reform, under Elected Members
1.9 Governance – iPad Usage – Elected Members and Employees	No change
1.10 Governance – Internet and Email Access	No Change

1.11 Governance – Social Media	No change
1.12 Governance – Gifts, Benefits, Hospitality, Attendance at Events	No change
1.13 Governance – Council Briefing Sessions	No change
1.14 Governance – Complaints Handling	No change
1.15 Governance – Related Party Disclosures	Additional dot point added under PRINCIPLES “Employees who are managers of the Shire of Cranbrook”
1.16 Governance – Employee Gratuity Payments	No change
1.17 Governance – Public Interest Disclosure	No change
1.18 Governance – CEO Performance Review	Amended - Under CEO Key Performance Indicators (KPIs) Changed Community Strategic Plan and/or Corporate Business Plan to Council Plan
1.19 Governance – Cyber Security CONFIDENTIAL POLICY	No Change
2.0 Workforce – Employee – Recruitment and Selection	No change
2.1 Workforce – Employee – Appointment	No change
2.2 Workforce – Employee – Induction	No Change
2.3 Workforce – Employee – Performance Management	Amended - Under PRINCIPLES replaced Strategic Community Plan with Council Plan
2.4 Workforce – Managing Unacceptable Behaviour	No change
2.5 Workforce – Grievance Policy	No change
2.7 Workforce – Professional Development and Training	Amended - Under SCOPE change “all permanent employees” to “all employees” Updated Meal/Travel Allowance Form.
2.8 Workforce – Leave – Management of Annual and Long Service	Under SCOPE change “all permanent employees” to “all employees” Changed ‘Approve’ to Determine under roles and responsibilities
2.9 Workforce – Leave – Community Service	Under SCOPE change “all permanent employees” to “all employees”
2.10 Workforce – Christmas Shutdown Period	Under PRINCIPLES <ul style="list-style-type: none"> <li>• Change “employees are required to take leave” to “employees will be asked to take leave”</li> <li>• Add to the second dot point: “If an employee does not wish to take leave, they will be provided with work during the Christmas Shutdown Period”</li> </ul>
Policy 2.11 Workforce – Salary Sacrificing	No change
Policy 2.12 Workforce – Housing – Employees	No Change
Policy 2.13 Workforce – Shire Vehicles – Use Arrangements	Removed - Under PRINCIPLES - third dot point that “Fuels and oils purchased during private use are at the cost of the individual and not the Shire”

Policy 2.14 Workforce – Employee – Hiring Shire’s Small Equipment	Under SCOPE change “all permanent employees” to “all employees” Under Damage to property add two dot points that <ul style="list-style-type: none"> <li>• “Hirers must be required to follow procedure and sign the Borrower’s Register; this must be countersigned by another employee” and</li> <li>• “the Borrower’s Register must be checked at the end of each month when the monthly stocktake is being done, to ensure that all property is returned within a month of the borrowing date.”</li> </ul>
Policy 2.15 Workforce - Relocation Expenses – Employees	No change
Policy 2.16 Workforce – Work Health and Safety	No change
Policy 2.17 Workforce – Work Health and Safety Structure and Review	No change
Policy 2.18 Workforce – Uniforms, Allowances, Personal Protective Equipment	No change
Policy 2.19 Workforce – Drug and Alcohol	No change
Policy 2.20 Workforce – Disciplinary	Under PRINCIPLES change the name” WALGA Employee Relationship Services” to “WALGA Employee Relations”
Policy 2.21 Workforce – Superannuation	Change “a permanent employee” to “an employee” throughout the Policy.
Policy 2.22 Workforce – Secondary Employment/Business	<ul style="list-style-type: none"> <li>• Change “Secondary employment” throughout the Policy and Application Form to “Outside employment”</li> <li>• List under Reference/s at the start of the document, Local Government (Administration) Regulation 19ADA</li> </ul>
Policy 2.23 Workforce – Education and Study Assistance	Amended – Removed – Under Fee Reimbursement Point 3. which requires an employee to repay the Shire’s contribution should they leave within 12 months or part way through a unit/s of study. Not relevant. Add in under PROCEDURE ASSOCIATED WITH THIS POLICY “Employees’ contracts of employment”
Policy 2.24 Workforce – Appointment of Acting Chief Executive Officer	No change
Policy 2.25 Workforce – Working from Home	No change
Policy 3.0 Administration – Visitors to the Administration Centre	No change
Policy 3.1 Administration – CB1	No change
Policy 4.1 Finance – Budget – Defining Material Variances	No change
Policy 4.2 Finance – Financial Strategy	No change

Policy 4.3 Finance – Capitalisation and Depreciation of Non-Current Assets	No Change
Policy 4.4 Finance – Investment	No change
Policy 4.5 Finance – Rates & Sundry Debtors Charges – Write Offs, Recovery Process	No change
Policy 4.6 Finance – Interest Free Loans – Community Organisations	No change
Policy 4.7 Finance – Donations and Sponsorships	No change
Policy 4.8 Finance – Purchasing	Amended – Removed – Under Authorised Officers, Manager HR & Administration. Amended – add the word Shire to the Engineer’s title.
Policy 4.12 Finance – Fees and Charges – Application	<p>Amended –</p> <ul style="list-style-type: none"> <li>Any cancellations or rescheduled bookings must be completed outside of 72 hours prior to the date of the booking to be entitled to a full refund. All refunds are at the discretion of the CEO.</li> </ul> <p>To</p> <ul style="list-style-type: none"> <li>Cancellations or requests to reschedule a booking must be made more than 72 hours prior to the scheduled booking date to be eligible for a refund. Approved refunds will incur a \$20 cancellation fee. All refund requests are at the discretion of the CEO.</li> </ul> <p><b>Please note:</b> Refunds will not be issued for cancellations made with less than 72 hours’ notice. This policy applies to all Council facilities, including caravan park accommodation.</p>
Policy 4.13 Finance – Corporate Credit Card	<p>ELIGIBILITY AND APPLICATION PROCEDURES amended. From -</p> <p>A maximum credit limit of \$10,000 is to be applied to the Chief Executive Officer’s corporate credit card.</p> <p>A maximum credit limit of \$5,000 is to be applied to corporate credit cards approved for the Executive Management Team.</p> <p>A maximum credit limit of \$2,000 is to be applied to the Community Emergency Services Manager.</p> <p>To –</p> <p>The maximum credit limit of each approved credit card holder is as follows:</p> <ul style="list-style-type: none"> <li>Chief Executive Officer’s corporate credit card, a maximum credit limit of \$8,000 is to be applied.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manager of Works’s corporate credit card, a maximum credit limit of \$5,000 is to be applied.</li> <li>• Manager of Finance’s corporate credit card, a maximum credit limit of \$5,000 is to be applied.</li> <li>• Community Development Manager’s corporate credit card, a maximum credit limit of \$5,000 is to be applied; and</li> <li>• Community Emergency Services Manager’s corporate credit card, a maximum credit limit of \$2,000 is to be applied.</li> </ul>
Policy 4.14 Finance – Asset Disposal	No change
Policy 4.15 Finance – Financial Hardship	No change
Policy 4.16 Finance – Community Grant Program Funding	No change
Policy 4.17 Finance – Refunding of Fees and Charges	Included - Approved refunds will incur a \$20 cancellation fee. To match Policy 4.12
Policy 4.18 Finance – Bush Fire Brigade Fuel Cards	No change
Policy 4.19 Finance – Rating Strategy	No change
Policy 4.20 Finance – Rates Exemptions for Charitable Purposes	No Change
Policy 4.21 Finance – Regional Price Preference	No change
Policy 5.0 Works – Road Management	No change
Policy 5.1 Works – Road Material Acquisition – Gravel, Sand and Water	No Change
Policy 5.2 Works – Thoroughfares – Temporary Closure	Amended – Note included under PRINCIPLES. <i>Please Note: that closed roads may be utilised by trucks for animal welfare purposes. i.e. the transport of stock to an abattoir or saleyard, or the transport of fodder to the farm.</i>
Policy 5.3 Works – Pathway	No Change
Policy 5.4 Works – Replacement of Plant and Vehicles	No change
Policy 5.5 Works – Crossovers	No change
Policy 5.6 Works – Road Safety	New policy – See item 5.2 Agenda Item
Policy 6.0 Emergency Services – Bushfire Control	Amended – Under 16. Unsupervised Stationary Engines - Added - “this is also applicable to Standalone Power Systems”
Policy 7.0 Community – Community Engagement	No change
Policy 7.1 Community – Community Facilities and Equipment – Usage	No change
Policy 7.2 Community – Disability Access and Inclusion	No change
Policy 7.3 Community – Unmarked Graves	No change

Policy 7.4 Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation	See Item 5.3
Policy 10.0 Environment – Environment Management	Amended - Under ROLES AND RESPONSIBILITIES “Strategic Community Plan” updated to “Council Plan”

### Statutory Environment

Section 2.7(2b) of the Local Government Act 1995, states that:

*The Council is to determine the Local Government’s policies.*

### Policy Applicable – Implications

This report proposes adoption of the revised Council Policy Manual that includes amendments to current policies as defined above.

### Financial Implications

There are no financial implications for this report.

### Risk Implications

The risks associated with matters in this report are varied and include:

- Misconduct
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Ineffective Employment Practices

The **impact** of the risk is Non-Compliance

The **consequences** of these risks are considered to be Moderate

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes:

- Councillors having a clear understanding of the content of the policies in the attached policy manual; and
- The successful execution of the policies by the Management Team and staff.
- Reviewing the Policy Manual annually and updating when necessary during the year.

### Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

#### **Key Pillar: 4 Leadership**

***To demonstrate and partake in strong government and leadership***

***Strategy 4.1: maintain a high level of corporate governance responsibility and accountability***

***Activities: 4.1.1 Provide strategic leadership and governance***

***4.1.2 Effectively represent and promote the Shire of Cranbrook***

### Consultation

Consultation for this report included the Management Team, Executive Officer and Shire staff.

**Voting Requirements**

Simple Majority

**OFFICER'S RECOMMENDATION/COMMITTEE DECISION**

**Moved Cr Mulcahy, seconded Cr Egerton-Warburton that the Audit, Risk and improvement Committee recommends that Council adopt the revised Shire of Cranbrook Policy Manual 2026, as attached.**

**CARRIED 5/0**

**FOR:** Cr J Quick, Cr R Johnson,  
Cr D Egerton-Warburton, Cr C Lange, Cr P Mulcahy

**AGAINST:** Nil

**6. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, Cr Quick declared the meeting closed at 2.41pm.