



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

15 May 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:00pm

Closure 5:11pm

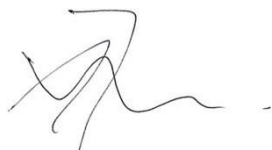
Preface

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 22 May 2025.

A handwritten signature in black ink, appearing to read 'Sabine Taylor', with a stylized flourish at the end.

Sabine Taylor
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:

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.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

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.

TABLE OF CONTENTS

1.	DECLARATION OF OPENING	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice	1
2.2.	Declaration of Public Question Time opened	1
2.3.	Declaration of Public Question Time closed	1
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	1
3.1.	Attendance	1
3.2.	Apologies	2
3.3.	Approved Leave of Absence	2
3.4.	Applications for Leave of Absence	2
4.	OBITUARIES	2
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS	2
5.1.	Petitions	2
5.2.	Deputations	2
5.3.	Presentations	2
6.	DECLARATIONS OF INTEREST	2
6.1.	Financial and Proximity Interest	2
6.2.	Impartiality Interests	2
7.	CONFIRMATION AND RECEIPT OF MINUTES	2
7.1.	Confirmation of Minutes	2
7.1.1.	Ordinary Meeting of Council – 14 April 2025	2
7.2.	Receipt of Minutes	3
7.2.1.	Great Eastern Country Zone Minutes – 10 April 2025	3
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	3
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	3
10.	REPORTS	4
10.1.	CORPORATE AND COMMUNITY SERVICES	4
10.1.1.	ACCOUNTS FOR PAYMENT – APRIL 2025	4
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARDS – MARCH 2025	6
10.1.3.	MONTHLY FINANCIAL REPORTS – APRIL 2025	8
10.1.4.	FEES AND CHARGES – WAIVER OF FEES WYALKATCHEM SENIOR LEISURE GROUP 10	
10.2.	WORKS AND SERVICES	13

10.2.1.	WORKS OFFICER’S REPORT MAY 2025	13
10.3.	GOVERNANCE AND COMPLIANCE	30
10.3.1.	CHIEF EXECUTIVE OFFICER’S REPORT	30
10.3.2.	REVIEW OF DELEGATIONS OF AUTHORITY REGISTER	33
10.4.	PLANNING AND BUILDING	37
10.4.1.	DEVELOPMENT APPROVAL – 3 FLINT ST, WYALKATCHEM	37
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	39
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	39
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	39
14.	MATTERS BEHIND CLOSED DOORS.....	39
14.1.1.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW	39
15.	CLOSURE OF THE MEETING	40

1. DECLARATION OF OPENING

The Presiding Member, Cr Garner 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 4:02pm.

Nikki Hawser asked the following questions:

- If there was any news on the timeline of the opening of the daycare. The Presiding Member answered that it was being worked on and that it wouldn't be too far away.
- If Council would consider supporting the David Allen concert in November. The Presiding Member advised that this will be discussed by Council in due course as an email has been received.

Sheryl Wemm asked the following questions:

- About the bus being free of charge for the Senior Leisure Group. The Presiding Member advised that this was on the agenda for the meeting.
- She asked what the benefit of both the President and CEO attending ALGA. The Presiding Member advised that there were many benefits in attending including to target extra funding for GP services, road networks and housing.
- The status of the EV charger at the CRC. The CEO advised that action on this was currently sitting with the CRC.
- She commented that verges and roads need raking. The Presiding Member advised to put in a works request for where specifically she is referring to.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:23pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Owen Garner	President and Presiding Member
Cr Christy Petchell	Deputy President
Cr Mischa Stratford	
Cr Christopher Loton	
Cr Tracy Dickson	
Cr Rod Lawson Kerr	
Cr Justin Begley	
Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager Corporate Services

3.2. Visitors

Eric Anderson
Jennie Gorham

Stephen Gamble
Nikki Hawser
Sheryl Wemm
Roslyn Paterson

3.3. Apologies

Nil

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

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

Jean Pearse
Teresa Ludwig

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 Meeting of Council – 14 April 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Monday 14 April 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(49/2025) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Monday 14 April 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.2. Receipt of Minutes

7.2.1. Great Eastern Country Zone Minutes – 10 April 2025

Minutes of the Great Eastern Country Zone meeting held on Thursday 10 April 2025 (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(50/2025) Moved: Cr Loton

Seconded: Cr Dickson

That the minutes of the Great Eastern Country Zone meeting held on Thursday 10 April 2025 (Attachment 7.2.1) be received by Council.

CARRIED 7/0

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

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – April 2025

SUMMARY

To provide the Council with a list of accounts paid by the Chief Executive Officer in accordance with his 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 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for April 2025 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal & Trust	EFT	EFT4396	EFT4366
Reserves	EFT	EFT	No Payments
DD	DD	DD3855.8	DD3826.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

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
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(51/2025) Moved: Cr Lawson Kerr Seconded: Cr Begley

That Council endorse the total payments for the month of April 2025 being \$120,782.27 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$91,495.96;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$29,286.31.*

CARRIED 6/1

Voted for: Cr Garner, Cr Lawson Kerr, Cr Dickson, Cr Loton, Cr Petchell, Cr Begley

Voted against: Cr Stratford

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MARCH 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card –March 2025

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 FY24 -25 Annual Budget.

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
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(52/2025) Moved: Cr Begley Seconded: Cr Dickson

That Council endorse credit card payments for the period 1 March 2025 to 28 March 2025, totalling \$286.52. (refer to attachment 10.1.2).

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report April 2025

BACKGROUND

The *Local Government (Financial Management) Regulations 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 includes:

- 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

Total Cash Available as at 30 April 2025 is \$5,389,788;

- cash available is made up of unrestricted cash \$1,822,400 (33.81%) and
- restricted cash \$3,567,387 (66.19%).

Rates Debtors balance as at 30 April 2025 is \$99,643 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of January was \$1,447,441 - 94%.

April 2025: Operating Revenue – Operating revenue of \$2,526,114 is made up of Rates - 60%, Grants - 21%, Fees and Charges - 12%, Interest earnings – 7% and other – 0%.

Operating Expenses – Operating expenses of \$4,821,556 is made of Employee Costs – 23%, Materials and Contracts – 23%, Depreciation – 46%, Insurance – 4% and Utility – 3% and Other Charges – 1%.

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
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(53/2025) Moved: Cr Dickson Seconded: Cr Begley

That Council accepts the Statements of Financial Activity for the month ending 30 April 2025 (refer attachment 10.1.3).

CARRIED 7/0

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

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

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2025
Reporting Officer:	Claire Trenorden, MCS
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

SUMMARY

This paper is requesting approval by Council to waive the fees and charges associated with the hiring of the Community Bus for the Wyalkatchem Senior Leisure Group on an annual basis.

COMMENT

On 11 April 2025 a representative of the Wyalkatchem Senior Leisure Group met with the CEO and requested that they be permitted to use the Community Bus without having to pay the scheduled fees and charges. There was an indication that the Wyalkatchem Senior Leisure Group may be able to contribute some money per trip, however each member only pays \$2 per outing.

On 2 May 2025 a letter was received from the Wyalkatchem Senior Leisure Group expressing their disappointment at the terms offered. (refer Attachment A.) The CEO has since contacted the representative of the Wyalkatchem Senior Leisure Group and advised that the terms offered were as per Council Policy and the Shire's Schedule of Fees and Charges. The CEO also advised the representative that the CEO did not have the delegations of authority to waive those fees and that the matter would have to go to an Ordinary Council Meeting for determination. The first opportunity to do so is at the May Ordinary Council Meeting.

BACKGROUND

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.

Previously they have been able to utilise the Wyalkatchem – Koorda Hospital bus. Unfortunately, they are no longer able to meet a key condition of the usage, which is that at least one member of the group is receiving support services from the Government funded Home and Community Care program. This program has now ceased being provided.

Typically, the outings are to nearby Shires e.g. Toodyay visiting the Emu Farm, morning tea at the Café and lunch at Victoria Hotel or Perth visiting wineries, Chocolate Factory and Nougat Factory.

The fellowship provided by the group coupled with the outings is believed to have a positive affective on the mental health of the members.

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 \$0.88 per kilometres which equals \$369.60 per outing.

Should the Wyalkatchem Senior Leisure Group travel to Perth for each of their six hires the fees waived would be \$2,217.60 in fees and charges. There would be additional costs for refuelling of approximately \$140.00 per outing for six hires which equals \$840.00. The total estimated financial impact is \$3,057.60.

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.

CONSIDERATIONS

Council needs to provide direction to the CEO as to the terms and conditions of the hire agreement between the Wyalkatchem Senior Leisure Group and Shire:

- Capping the maximum financial 'in kind' support to \$3,057.60
- Waiver of the cleaning bond, which is refundable subject to conditions which is \$150.00 weekdays and \$300.00 for weekends and public holidays.
- Any constraints for the use of the Community Bus eg
 - not to be used for grocery or other domestic shopping
 - not to be used as a taxi service, such as driving to and from personal appointments
 - only to be used for outings 'in the spirit' of the examples provided to Shire
- Is Council going to also waive the Insurance Claim excess, in the event of an accident or other damage? This excess is currently set at \$500.00
- Must be compliant with all Shire Policy, Community Bus Application and Condition of Use other than payment of fee per kilometre and refuelling after each outing

STATUTORY ENVIRONMENT

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

Local Government Act 1995 – Delegation Register

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

POLICY IMPLICATIONS

Council Policy 9.7 – Community Bus Hire.

FINANCIAL IMPLICATIONS

The total estimated financial impact is \$3057.60. 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:

(54/2025) Moved: Cr Lawson Kerr Seconded: Cr Begley

- 1. 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.**

And

- 2. Approve the CEO to draft an agreement of terms and conditions for the hire of the Community Bus that aligns with Council Policy and as determined by Council.**
- 3. That Council approve that the budget for the cost of fuel and any other associated costs are captured within the Community Development Budget on our system.**

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Jennie Gorham, & Eric Anderson, Jointly Acting Supervisors of Infrastructure and Assets.
Disclosure of Interest:	No interest to disclose
File Number:	13.05.02
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of April/May 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Road Maintenance Program

Maintenance grading is underway with the following roads having been fully or partially completed - Maitland Rd, Parsons Rd (including repairing a washout), Elashgin East West Rd, Elashgin Rd, Bruse Rd.

Numerous potholes have been attended to using pothole mix over the past three weeks. This has included various streets in the town, Yorkrakine South Rd, Maitland Rd, Cunderdin Rd, Tammin Rd and Yorkrakine West Rd. Potholes will continue to be repaired, as time permits.

Culverts on Parsons Rd between Elashgin East West Rd and Maitland Rd have been cleaned out to allow for better drainage, and new white posts have been installed to replace the damaged posts.

[Refer to Photographs in Attachment A & B](#)

Capital Roadworks Program Update

Work on Hammond Rd SLK 8.63 – 9.41, a distance of 780 metres, has been completed.

Re-sheeting on Hammond Rd, Minnivale North East Rd and Wallambin Rd has now been completed, a total of 3.28km.

For inclusion in next year's Capital works budget, officers have identified five roads that need to be re-sheeted. Depending on funding constraints, the roads to be included are Old Nalkain Rd, Goldfields Rd, Ryan Rd, Tilbrook Rd and Parsons Rd, a total of 6.71km. Gravel pits have been sourced for these roads.

Refuse Site

Three quotes for have now been received for 100 metres x 1.8-metre-high tip fencing, to stop paper and cardboard blowing out onto Cemetery Rd. Temporary fencing was placed on the north boundary of the tip as an interim measure.

Work continues to take place at the refuse site with bunkers being installed to isolate furniture, tin and scrap metal, and recyclable items. These small changes have made a difference as Council continues to improve the site.

An officer travelled to Trayning to meet with the Works Manager from Shire of Trayning to view the new locking system they have implemented at both their refuse sites. The system has not been hugely successful however, with people cutting off the lock on the gate or cutting the fence to gain access. On the advice given by the Works Manager, this may not be the best solution for our refuse site. The Wyalkatchem refuse site is continually being used by people outside of our Shire.

[Refer to Photographs in Attachment C](#)

Vehicle / Plant Update

Maintenance has recently been carried out on the Liebherr loader, including-

- Triple pump resleeved
- Hand primer fuel pump serviced
- Adjustment of engine valves
- Rubber replaced on bottom step

The Shire received the new 120 Caterpillar grader on 30th April. The 120 Caterpillar grader is the first of the New Gen 120 series in the state and Caterpillar are keen to receive feedback on the machine, positive or negative. The machine has new innovations and high-tech equipment to assist the operator.

We encountered several issues with the new Cub Cadet ride-on mower, particularly with the catcher, which repeatedly became blocked during use. We reached out to the state sales representative to express our concerns. In response, the representative collected the mower and made modifications to the catcher's tube. Upon its return, the mower was tested by the town crew, who were impressed with the improved setup and its performance.

[Refer to Photographs in Attachment D](#)

ROADSIDE VEGETATION

Two officers attended a Roadside Native Vegetation information day in Tammin. The day was very interesting with specialists explaining the varieties of endangered species. Fines of up to \$500,000 can be incurred if it can be proven that flora and/or fauna has been damaged/destroyed or harmed. There are now coloured pictures on the wall of the depot so that all employees can see what are the most common species in our area.

A company called 2H Resources Soil and Gas Sampling will be undertaking soil and gas sampling, and survey work along our road reserves. Their crew of 4-5 staff will be working in 2-week blocks until they have collected sufficient data.

STREET LIGHTS

An officer completed an audit of the town streetlights and 22 lights were found to be not working or faulty. Western Power has been quick to repair their asset, attending to the lights within a week of being reported.

PARKS & GARDENS - TOWN SERVICES

- The Town Team has been actively undertaking tree maintenance around the community, including along verges and in public parks, in preparation for the upcoming winter weather. At Pioneer Park, low-hanging branches and dead trees have been pruned or removed to ensure the safety of pedestrians and visitors.
- Drain maintenance is ongoing throughout the town, with the drains on Swan Street recently cleared of sand and debris.
- The Welcome to Wylie event held by the Shire at the Wyalkatchem Club saw the town team setting up tables and chairs, setting out flower arrangements and displaying the Shires flags. The event was well attended, and we would like to thank Kiara for preparing the table cloths, and Belinda and Parul for their help on the night. The Shire staff completed the pack-down on Monday.
- Roads and verges are being cleared after wild weather saw trees drop branches around the town streets. This will be ongoing over the winter months.

[Refer to photographs in Attachment E](#)

SHIRE BUILDINGS

- Tree pruning was carried out in the Town Hall car park to prevent potential damage to the adjoining fence. Additionally, raking up of the leaves was completed in conjunction with the scheduled fortnightly mowing and general maintenance.
- The front and rear yards of 57 Flint Street ,1 Slocum Street and 2A Slocum Street have been cleaned and pruned by the town team. At 57 Flint Street, the olive trees have been trimmed and are now more manageable. Whilst the overgrown trees along the driveway at 1 Slocum Street have been pruned to improve accessibility and appearance. At 2A Slocum Street tree pruning has been carried out to tidy the yard improving its overall appearance.
- Although the swimming pool has closed for the season the town team is maintaining the lawns and surrounds during the winter period.

Refer to photographs in Attachment F

OH&S

- A free First Aid Course was held by St John at the Wyalkatchem Sub Centre in April. A number of Shire staff took this opportunity to update their first aid qualifications. Thank you to St John for making this available to the Wyalkatchem community.
-

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 & 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:

(55/2025) Moved: Cr Petchell Seconded: Cr Loton

That Council receives the Works Officer's report.

CARRIED 7/0

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

Attachment A

Elashgin East West Rd/Parsons Rd washout repairs



Parsons Rd



Attachment B

Elashgin East West Rd

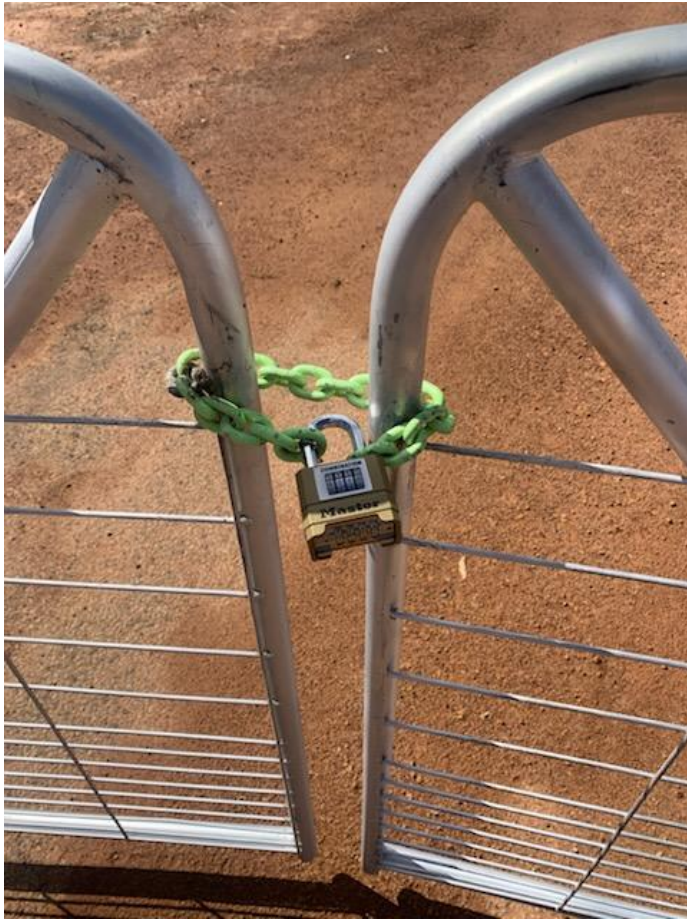


Maitland Rd



Attachment C

Trayning Refuse Sites



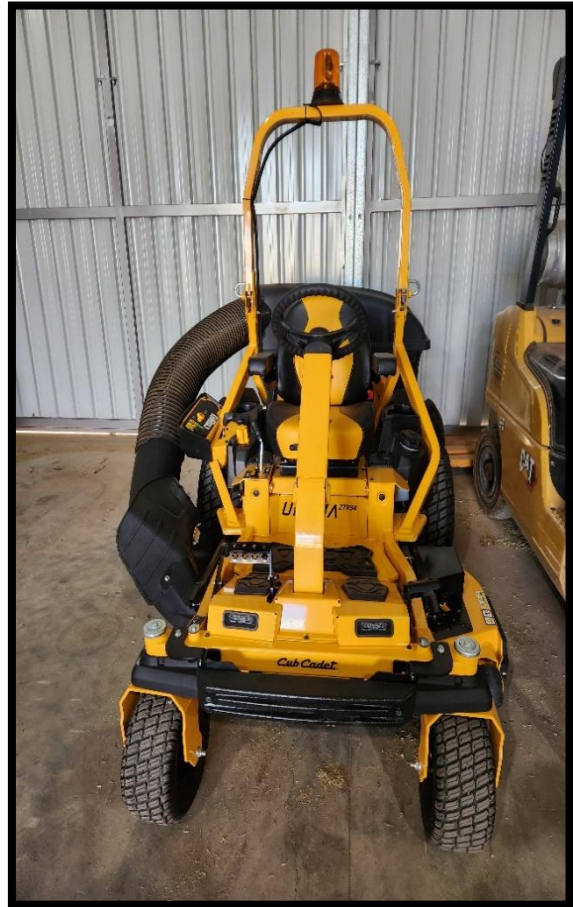
Attachment D
New CAT grader



Handover to Eric Anderson from Westrac manager



Cub Cadet mower before and after modifications on tube.



Attachment E

Tree removal and pruning at Pioneer Park.



Drains of Swan Street before and after.





Welcome to Wylie set up.



Town Crew picking up branches after wild weather.

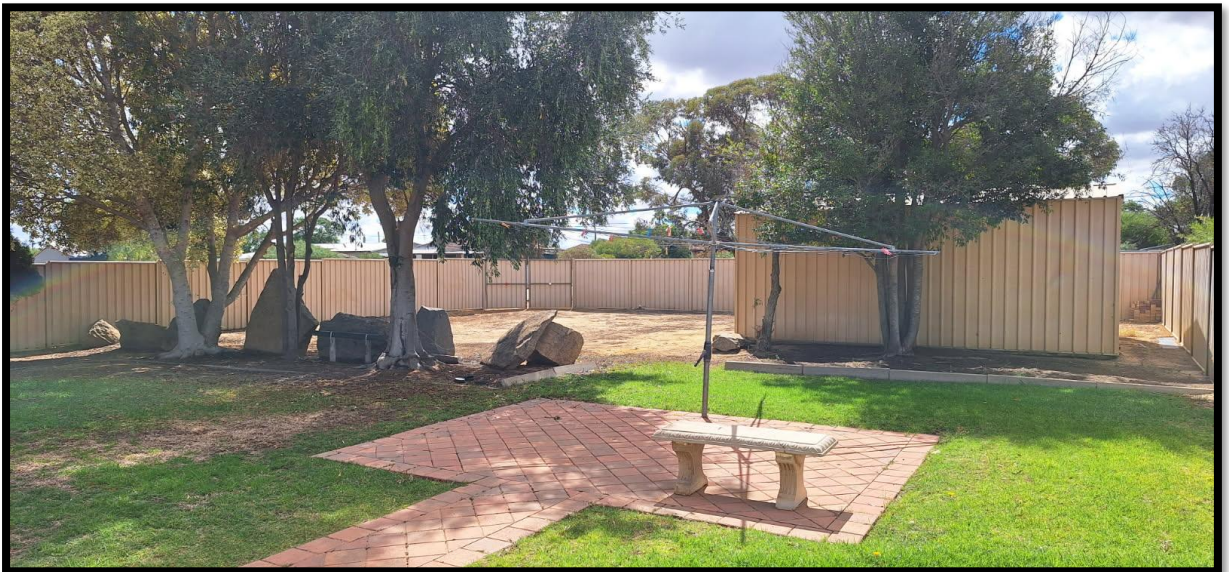


Attachment F

Town Hall car parking area – trees pruned and leaves raked.



Shire houses before and after.



Shire houses before and after.





10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community, some insight into CEO and Council activities.

COMMENT

Since the last report, the CEO has attended the following substantial meetings and events to progress community and Council's interests:

08 Apr 2025 Wheatbelt Way Inception Meeting

09 Apr 2025 Local Emergency Management Committee and review of Local Emergency Management Arrangements

14 Apr 2025 - 28 Apr 2025 CEO on Annual Leave

01 May 2025 Wyalkatchem Rodeo Meeting

02 May 2025 Wheatbelt Futures Forum

07 May 2025 Water Corporation

08 May 2025 Regional Housing Workshop, Northam

UPCOMING COMMUNITY EVENTS

Event	Date	Time	Place
Car Expert	16 – 21 June 2025 (date to be confirmed)		Wyalkatchem
Rodeo	Saturday 23 August, 2025		Wyalkatchem

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 1 - Economy, 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 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 3	Support entrepreneurship.
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

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(56/2025) Moved: Cr Petchell Seconded: Cr Lawson Kerr

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

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

10.3.2. REVIEW OF DELEGATIONS OF AUTHORITY REGISTER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment A – Draft Delegations Register Attachment B – Current Delegations Register

SUMMARY

The CEO commissioned an external peer review of the Shire's Register of Delegation which revealed:

- Many delegations missing, which are appropriate to the SoW,
- Some delegations were not consistent with legislation, and needed to be deleted,
- Some delegations which had been redundant for a few years, due to changes in legislation.
- Some delegations needed to be updated with new position titles, or deleted, where they no longer existed.

This report completes the review and requests Council to adopt the changes as presented and attached to this report.

The business of Local Government could not be carried out efficiently if Council were to perform all the tasks and duties required of a Local Government.

For practical administration and technical qualification reasons, Council needs to appoint the Chief Executive Officer (CEO) and employees (and sometimes, others) to carry out certain powers and duties for the Local Government to function within the confines of the many pieces of legislation it is bound by.

Local Government Act 1995

Section 5.42 allows for delegation of some powers and duties by the Council to the CEO. All delegations are to be in writing and must be determined by an absolute majority of Council.

Section 5.43 lists the powers or duties that a local government cannot delegate to the CEO.

Section 5.44 permits the CEO to delegate to an employee of the local government and also list the conditions that extend to this.

Section 5.46 requires the CEO to keep a register of delegations made to the CEO, and to employees. This section also requires that delegations made are to be reviewed by the delegator once every financial year. It also requires any person to whom a power or duty is delegated to keep a record as

prescribed by Regulation 19 of the Local Government (Administration) Regulations 1996, relating to the exercise of the power or the discharge of the duty. These records do not necessarily need to be kept in a dedicated file.

The requirement is satisfied if documentary evidence can be produced. For example, a letter of development approval to an applicant would satisfy the 'written record' requirement.

A decision to make, amend or revoke a Delegation requires an absolute majority vote of Council.

There are many other pieces of legislation that permit delegation contained within the Shire's Delegation Register, all of which comply with the principles of delegation set out in the Interpretation Act 1984.

Council has the right to impose conditions on any delegation it grants. Council, as the delegator, retains the power to make decisions, if need be, notwithstanding that a delegation has been granted.

The format of the Register follows that of the WALGA template, which has several advantages:

- WALGA has undertaken the complete legal assessment of the instruments,
- It is easy to make changes, when WALGA makes changes
- It facilitates incorporation into one of several cloud-based compliance systems, when the SoW is ready to do so.

The Shire now seeks Council approval for a few amendments to form the Shire's Delegations Register 2025/26 (refer Attachment).

COMMENT

The delegations of authority are an integral part of the Shire's governance approaches. They are supported, and in some cases conditioned by policies adopted by Council.

The Shire's Delegation Register encompasses nine Acts, many Regulations and the Shire's Local Laws, all of which have certain requirements regarding delegation, sub-delegation, conditions for delegating and the requirement or frequency for review.

Ensuring suitable and lawful delegations are in place contributes to an effective and efficient organisation, capable of meeting timelines imposed by statutory provisions and community expectations.

Council can be confident employees, and others, who are delegated powers and duties are aware of the responsibilities assigned to them, and the various strategic and statutory documents that guide decision making under delegated authority.

Section 5.46(2) of the Act requires that Delegations are reviewed at least once every financial year.

A comprehensive review of the Shire's Delegations has been undertaken, with this report detailing the outcomes and recommendations of that review. Monitoring of the Delegations Register occurs throughout the year. Refer to attachment A, for the draft Delegations Register and attachment B, for the current Delegations Register for the Shire of Wyalkatchem.

In many instances, required changes relate to matters of sub-delegation or appointments that the CEO is responsible for, these changes may include a change in employee role, new roles or a change in the level of responsibility for a particular role. These changes are administered, authorised and endorsed by the CEO and appropriate records are kept.

The requirements from the Interpretation Act 1984 apply to all delegations under Western Australian law, including the Local Government Act 1995 and all other Acts under which the local government has powers and duties.

For a delegation to be valid it must evidence compliance with the Interpretation Act 1984 requirements.

Following Council's adoption of this review, the CEO will then be charged with reviewing and approving all levels of sub delegation.

Where Council policy exists on a matter of delegation, compliance with the policy is adhered to. In instances where the policy position is unable to be upheld, the matter would likely be brought to Council for consideration.

STATUTORY ENVIRONMENT

Provisions of Local Government Act 1995, and other legislation relate.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item beyond compliance with the Local Government Act 1995, and other relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

The Presidents report underpins Pillar 4 – Civic Leadership and accords with the Shire’s desired outcomes in the 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 11	High standard of governance

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(57/2025) Moved: Cr Begley Seconded: Cr Loton

That Council, by Absolute Majority:

1. Adopts amendments to the Delegations Register 2024/25, as detailed in this Report and in the Attachment A, and that this forms the Delegations Register 2025/26.

2. Delegates the powers, duties, and functions as described in the Attachment, in accordance with section 5.42 of the Local Government Act 1995, and other legislation as described in the Register.

CARRIED 7/0

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

10.4. PLANNING AND BUILDING

10.4.1. DEVELOPMENT APPROVAL – 3 FLINT ST, WYALKATCHEM

Applicant:	B Fredericks and E Parfitt
Location:	3 Flint St, Wyalkatchem
Date:	7 May 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	07.02
Attachment Reference:	Attachment A – SOW Policy 11.1 Moveable Buildings Attachment B – Development Application from owner

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the positioning of one 20ft container on 3 Flint St, Wyalkatchem for a period of 24 months only.

1.5 Consultation

- Chief Executive Officer

1.6 Statutory Environment

- Planning and Development Act 2005
- Shire of Wyalkatchem Local Planning Scheme No 4

1.7 Policy Implications

Under the provisions of Scheme 4, the Council has adopted various Local Planning Policies (LPPs) that deal with issues not necessarily relevant to the Scheme. These LPPs relate to the following topics;

1. Moveable Buildings
2. Homestead Lots
3. DA Delegation
4. Bed and Breakfast
5. Plantations
6. Rural Residential
7. Caretakers Residence and
8. Wylie Airstrip

1.8 Financial Implications

There are no financial implications applicable to this item.

1.9 Strategic/Risk Implications

There is a minor risk that this approval may encourage further of the same requests and that unfavourable outcomes may appear biased.

It is recommended that the proposed development only be approved for a period of 24 months to provide time for the owner to design, apply for and build a permanent structure in place of the container.

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 11	High standard of governance

VOTING REQUIREMENT

Simple Majority

COUNCILLIORS RECOMMENDATION:

(57/2025) Moved: Cr Loton Seconded: Cr Stratford

That this agenda item be deferred until the next Council Meeting.

DEFEATED 2/5

Voted for: Cr Stratford, Cr Loton

Voted against: Cr Garner, Cr Dickson, Cr Begley, Cr Lawson Kerr, Cr Petchell

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(58/2025) Moved: Cr Petchell Seconded: Cr Dickson

That Council approves the positioning of one 20ft container on 3 Flint St, Wyalkatchem for a period of 24 months only.

CARRIED 7/0

Voted for: Cr Garner, Cr Stratford, Cr Lawson Kerr, Cr Dickson, Cr Loton, Cr Petchell, 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

14.1.1. CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	2 May 2025
Reporting Officer:	Cr Owen Garner, Shire President (author Mr S Tweedie, consultant)
Disclosure of Interest:	No interest to disclose
File Number:	22.19
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION:

(59/2025) Moved: Cr Petchell

Seconded: Cr Dickson

Presiding Member to move:

That the meeting be closed to the public in accordance with Section 5.23(2) (a – c) of the Local Government Act 1995 (WA) to address the:

- Review of the 2024/25 performance of the CEO, in accordance with the Contract of Employment, CEO Standards, and LG Administration Regulations 1996.

CARRIED 7/0

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION:

(61/2025) Moved: Cr Begley

Seconded: Cr Petchell

That Council move out from behind closed doors.

CARRIED 7/0

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

15.CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 5:11pm.