



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

19 June 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:03pm

Closure 4:37pm

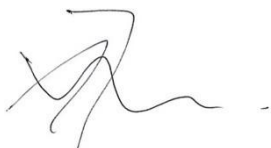
Preface

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 26 June 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:

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.

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.....	1
3.3.	Approved Leave of Absence.....	1
3.4.	Applications for Leave of Absence	1
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 – 15 May2025	2
7.2.	Receipt of Minutes	3
7.2.1.	NEWROC Council Meeting Minutes – 27 May 2025	3
7.2.2.	CEACA Management Committee Meeting Minutes – 19 May 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 – MAY 2025	4
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2025.....	6
10.1.3.	MONTHLY FINANCIAL REPORTS – MAY 2025.....	8
10.2.	WORKS AND SERVICES	10

10.2.1.	WORKS OFFICER’S REPORT JUNE 2025	10
10.3.	GOVERNANCE AND COMPLIANCE	21
10.3.1.	CHIEF EXECUTIVE OFFICER’S REPORT	21
10.3.2.	APPOINTMENT OF PRESIDING MEMBER, DEPUTY PRESIDING MEMBER – AUDIT AND RISK COMMITTEE	23
10.3.3.	DETERMINATION OF RELEVANT AUTHORISATIONS AND APPOINTMENTS	25
10.3.4.	PROPOSED LICENCE AGREEMENT – TENNIS CLUB BUILDING	27
10.4.	PLANNING AND BUILDING	30
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	30
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	30
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	30
14.	MATTERS BEHIND CLOSED DOORS.....	30
15.	CLOSURE OF THE MEETING	30

1. DECLARATION OF OPENING

The Presiding Member, Cr Garner declared the meeting open at 4:03pm.

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 4:03pm.

There were no questions from the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:04pm.

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

Jennie Gorham
Michelle Eaton
Stephen Gamble
Ranald McDonald
Susan Bruse
Sheryl Wood

3.3. Apologies

Nil

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

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

Bill Dickson

Phillip Hewton

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

Cr Loton declared a financial interest in item 10.3.4.

6.2. Impartiality Interests

Claire Trenorden declared an impartiality interest in item 10.3.4 due to her daughter attending daycare.

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 15 May 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 15 May 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(62/2025) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 May 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. NEWROC Council Meeting Minutes – 27 May 2025

Minutes of the NEWROC Council meeting held on Tuesday 27 May 2025
(Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(63/2025) Moved: Cr Petchell

Seconded: Cr Dickson

*That the minutes of the NEWROC Council meeting held on Tuesday 27 May 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

7.2.2. CEACA Management Committee Meeting Minutes – 19 May 2025

Minutes of the CEACA Management Committee meeting held on Monday
19 May 2025 (Attachment 7.2.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(64/2025) Moved: Cr Stratford

Seconded: Cr Petchell

*That the minutes of the CEACA Management Committee meeting held on Monday
19 May 2025 (Attachment 7.2.2) 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

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 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 – May 2025

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 May 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	EFT4429	EFT4397
Reserves	EFT	EFT	No Payments
DD	DD	DD3901.10	DD3854.10

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:

(65/2025) Moved: Cr Loton

Seconded: Cr Begley

That Council endorse the total payments for the month of May 2025 being \$692,474.26 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$667,395.43;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$25,078.83.*

CARRIED 7/0

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 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 – April 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:

(66/2025) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council endorse credit card payments for the period 29 March 2025 to 29 April 2025, totalling \$302.24. (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 – MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 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 May 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 31 May 2025 is \$4,678,556;

- cash available is made up of unrestricted cash \$1,111,169 (23.75%) and
- restricted cash \$3,567,387 (76.25%).

Rates Debtors balance as at 31 May 2025 is \$94,778 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of May was \$1,452,084 - 94%.

May 2025: Operating Revenue – Operating revenue of \$2,619,064 is made up of Rates - 57%, Grants - 24%, Fees and Charges - 12%, Interest earnings – 7% and other – 0%.

Operating Expenses – Operating expenses of \$5,115,932 is made of Employee Costs – 25%, Materials and Contracts – 24%, Depreciation – 43%, 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:

(67/2025) Moved: Cr Dickson

Seconded: Cr Begley

That Council accepts the Statements of Financial Activity for the month ending 31 May 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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT JUNE 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 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 May/June 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

ROAD MAINTENANCE PROGRAM

Roads that have been graded during May:

- Range Road,
- part of Davies Road,
- Hammond Road,
- Hardwick Road,
- Parson Road,
- Tilbrook Road,
- Ryan Road,
- Yorkrakine East/West Road,
- Greaves Road,
- Shields Road and
- part of Allan Road.

A 'blowout' was repaired on De Pierres Road, as well as a small amount of gravel re-sheeting (200 metres) along a very slippery section of Elashgin East/West.

Bitumen crack patching has been carried out on:

- Thurston St,
- Wilson St,
- Lindsay St,

- Slocum St,
- Gamble St and
- Railways Tce.

A total of 500 litres of bitumen emulsion was used to remedy the streets. The crack patching program will continue as time permits. Twelve metres of 5/7mm blend of aggregate for the bitumen crack patching was obtained from Doodlakine Quarry.

With the Rodeo approaching rapidly we had an opportunity to cart into town 400 cubic meters of yellow sand, this will be used for the Rodeo arena and the balance will be used for the top dressing of the oval in October. We usually cart the sand for the Rodeo a week or so before the event, but we are now ahead of the curve.

PLANT & EQUIPMENT

The new 120 Caterpillar grader is proving a great investment. The second grader has increased productivity and enabled more defined road maintenance.

The IVECO truck recently received repairs to leaking air fittings. There are still unresolved minor mechanical and electrical issues which are proving difficult to repair.

The 2 plate compactors are in Perth to see if they can be repaired. One seems to be unrepairable (it has come to the end of its life) and the company repairing them is having trouble sourcing parts to repair the other one.

REFUSE SITE

The current cell at the refuse site appears to be coming to the end of its life and officers believe that a new cell will be needed within the next two years.

Officers will engage a suitable qualified consultant to provide advice and guidance as to the potential sites for the next cell. Engaging a consultant is crucial as the Shire will need advice and guidance to help reduce our environmental footprint by implementing sustainable waste management practices that comply with all relevant regulations. The location of the new cell needs to be well planned and implemented effectively and considering cost-efficiency. A separate paper addressing this issue will come to Council in due course.

PARKS & GARDENS

- The town crew have been cleaning out drains and verges as part of their ongoing weekly program.
- As a tribute to the bravery, dedication, and sacrifice of our service men and women, Saluting Their Service statues have been installed at Pioneer Park. These statues stand as a lasting symbol of gratitude and respect for those who have served and continue to serve our country. Positioned prominently within the park, they serve as a powerful reminder of the values and freedoms upheld by our military. This installation reflects our community's deep appreciation and commitment to honouring our heroes, past and present. Shire staff were honoured to have been able to install the statues.
- The Town Crew, with support from the Dowerin Work Camp, has commenced the installation of pathways in Pioneer Park to improve accessibility for both the local community and visitors.
- Path repairs have taken place at the Cemetery to enable easier access to the toilets and the niche wall.
- Town Crew have assembled a new chemical shed at the Depot, chemicals, SDS (safety data sheets) and required PPE will be stored in the shed. The new shed is located near the safety shower / eye wash station.

[Refer to Photographs in Attachment A](#)

SHIRE HOUSES & BUILDINGS

- A contractor has started work on repairing the NAB roof replacing broken tiles. The contractor is still trying to match up guttering to complete the job along with barge boards.
- A large tree behind the Town Hall dropped a limb which landed on the fence, causing minimal damage. A tree lopper has been asked to quote to lop trees that may cause harm to members of the public or damage to property.
- Daycare – Shire staff have been carrying out maintenance both internally and externally in preparation for the re-opening of the Daycare Centre.
- Dowerin Works Camp have removed carpet and doors from 1 Slocum Street ready for painting.

[Refer to Photographs in Attachment B](#)

OHS & TRAINING

- A Venomous Snake Handling and Relocation course was conducted at the Recreation Centre for staff in May. The training covered key topics including reptile biology and behaviour, species identification techniques, habitat awareness and selection of appropriate release sites, and the safe use of protective equipment and handling tools. Participants were also trained in the provision of snakebite first aid and the proper techniques for safely capturing and relocating venomous snakes using hooks and bags.
- The Shire staff attended a course on Accountable and Ethical Decision-Making, we gained a deeper understanding of how to navigate complex decisions with integrity, fairness, and transparency. It reinforced the importance of acting in the public interest, upholding legal and ethical standards, and maintaining accountability in all aspects of our work. We learned practical tools for identifying and managing ethical dilemmas, as well as strategies to strengthen governance, build public trust, and support more consistent and equitable outcomes for our community.

[Refer to Photographs in Attachment C](#)

MEETINGS.

Two officers and Councillor Begley attended a prison workcamp meeting in Dowerin on Thursday May 15th.

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:

(68/2025) Moved: Cr Lawson Kerr

Seconded: Cr Petchell

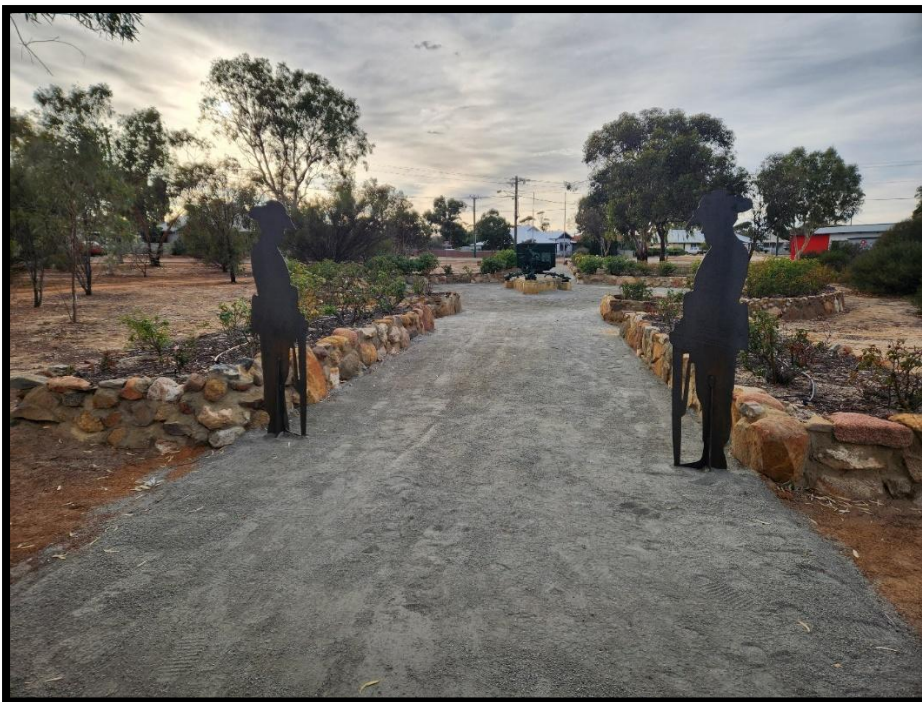
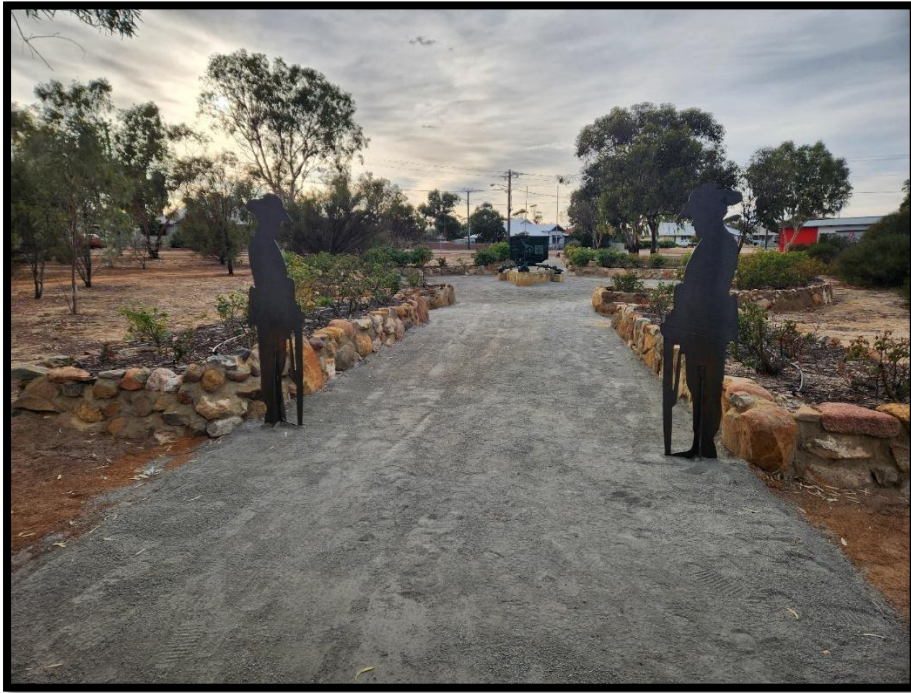
That Council receives the Works Officer's report.

CARRIED 7/0

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

Attachment A

Saluting Their Service statues





Cemetery access before repair.

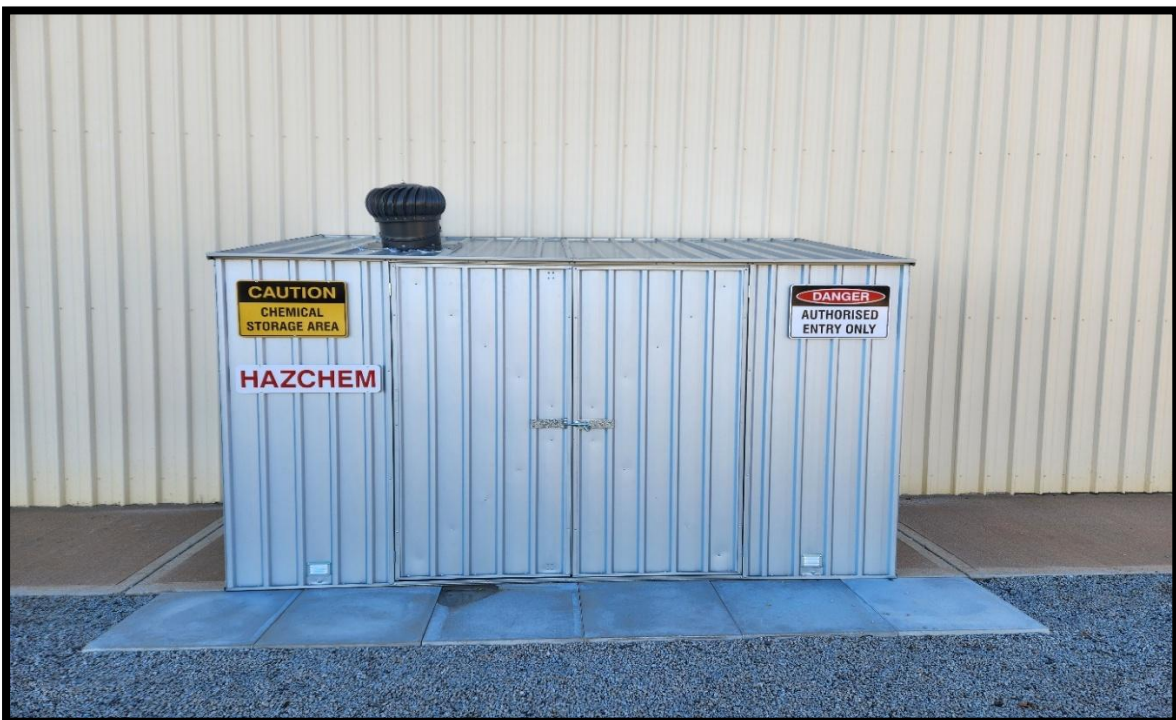


Cemetery access after repair.



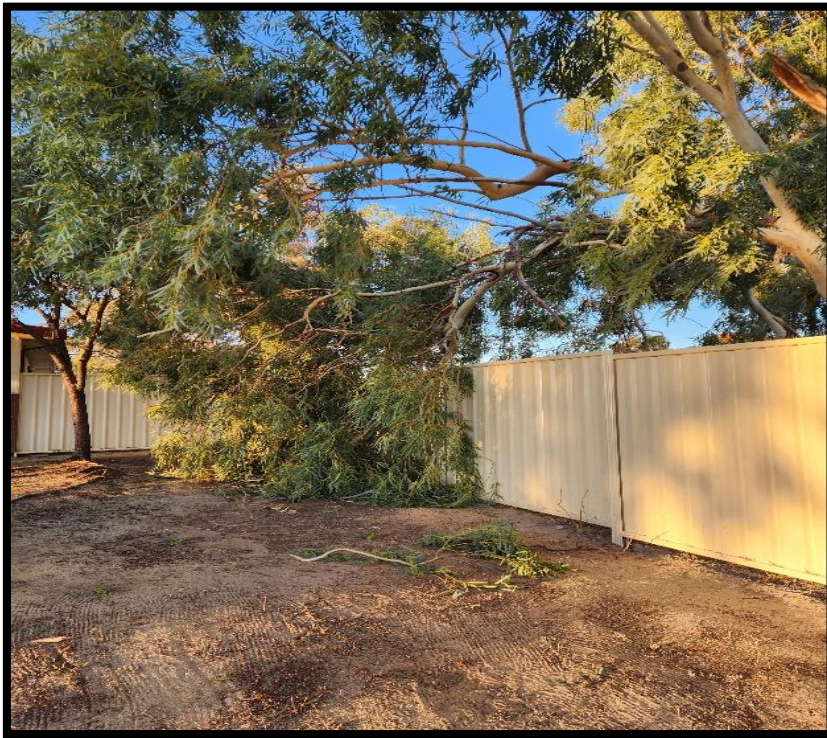


Chemical shed



Attachment B

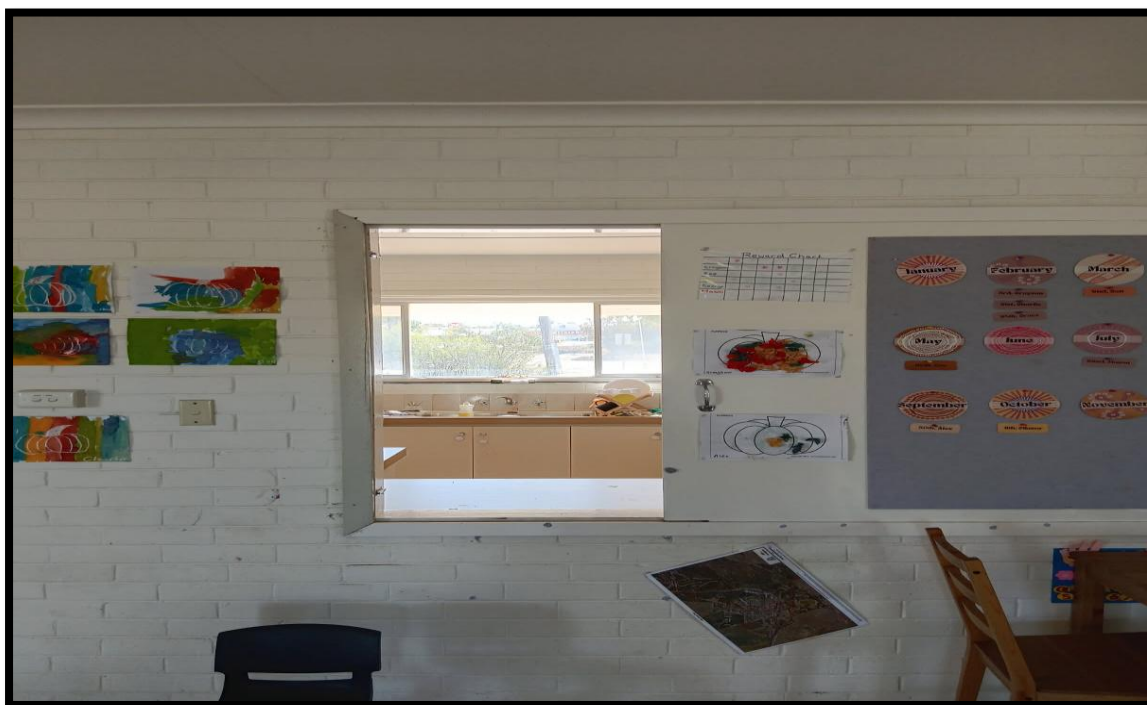
Tree limb broken behind Town Hall



Contractor working at NAB building replacing tiles.

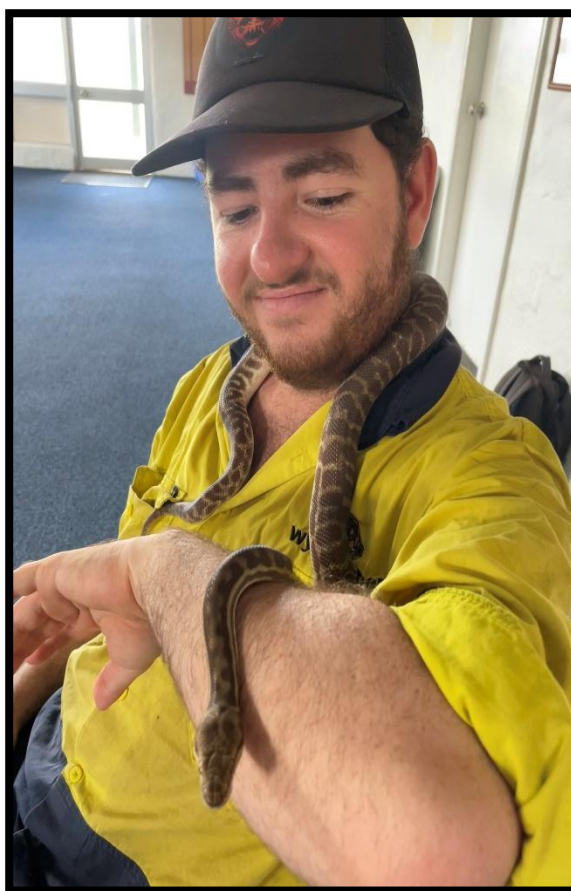


Day care Centre – frame repairs.



Attachment C

Snake handling course



10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June
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. The focus in May / June for the CEO, Officers and Councillors have been four budget preparation meetings with a fifth meeting scheduled for 19 June 2025. These meetings are crucial for Councillors to ensure that the FY 2025 / 2026 budget align with the Strategic Community Plan 2024 -2034.

COMMENT

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

13 May 2025 Pioneer Pathways meeting

15 May 2025 National Emergency Management Agency – National Messaging System

19 May 2025 CEACA Management Committee

21 May 2025 Road Wise Council Quarterly Meeting

27 May 2025 Cyber Security Webinar

27 May 2025 NEWROC Council Meeting, Mt Marshall

05 Jun 2025 WALGA on site at Shire Offices

UPCOMING COMMUNITY EVENTS

Event	Date	Time	Place
Car Expert	16 – 21 June 2025		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

Michelle Eaton left the meeting at 4:27pm.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(69/2025) Moved: Cr Dickson

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. APPOINTMENT OF PRESIDING MEMBER, DEPUTY PRESIDING MEMBER – AUDIT AND RISK COMMITTEE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Nil

SUMMARY

Section 5.12 of the Local Government Act 1995 now requires that Presiding Members of Committees established under section 5.8 of the Local Government Act 1995 are required to be appointed by an absolute majority Council decision.

Previously Committees appointed the Presiding Member, and Deputy Presiding Member.

If the Council appoints a Deputy Presiding Member of a Committee, it also requires an Absolute Majority.

The Shire of Wyalkatchem has only 1 Committee - the Audit and Risk Committee, constituted under the Local Government Act.

This needs to occur no later than 1 July 2025 and to ensure compliance Council needs to determine same before then.

COMMENT

When committees are re-established, after the 2025 Local Government Elections, Council must again appoint, by absolute majority, each Committee's Presiding Member and may appoint a Deputy Presiding Member, and if so, by absolute majority.

Currently Cr. Christy Petchell is the Presiding Member of the Audit and Risk Committee and Cr. Justin Begley is Deputy Presiding Member.

Both now need to be formally appointed/affirmed by Council.

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, other than compliance with the relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership. The activities accord 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:

(70/2025) Moved: Cr Stratford

Seconded: Cr Dickson

That Council:

- Affirms the appointment of Cr. Christy Petchell as the Presiding Member of the Audit and Risk Committee and Cr Justin Begley as Deputy Presiding Member of the Shire of Wyalkatchem Audit and Risk Committee, for terms expiring at the local government elections in October 2025; and***
- Confirms that if the Presiding Member and Deputy Presiding Member are not able to perform the functions of Presiding Member, or Deputy Presiding Member, that the committee members present are to choose one of the members to preside at the meeting.***

CARRIED 7/0

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

10.3.3. DETERMINATION OF RELEVANT AUTHORISATIONS AND APPOINTMENTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02
Attachment Reference:	Nil

SUMMARY

With Council's adoption of the Register of Delegations, and the CEO's determination of various delegations (whereas of right under legislation), and sub delegations (where delegated to the CEO by Council) there are a final set of authorisations and appointments to be determined.

The attached Register of Authorisations and Appointments is intended as a "one stop" document, including decisions of Council, of the CEO, and as of right.

Once Council determines the matters relevant to it, the CEO will formalise her determinations and the register will be included with the Register of Delegations, Sub Delegations. This will facilitate regular reviews.

COMMENT

On 15th May 2025 Council by absolute majority resolved to adopt amendments to the Delegations Register and delegates the powers, duties and functions as described in accordance with section 5.42 of the Local Government Act 1995 and other legislation as described in the register.

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, other than compliance with the relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership. The activities accord 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

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(71/2025) Moved: Cr Begley

Seconded: Cr Petchell

That Council, by Simple Majority:

Determines the relevant Authorisations and Appointments in the attached Register - 2.1.1, 2.2.1, 2.2.2, 2.3.1, 2.4.1, 2.5.1, 2.6.1, 2.7.1, 2.8.1, 2.8.2, 2.9.1, 2.10.1, 2.10.2, 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.4.2, 3.4.3, 3.5.1, 3.6.1, 3.7.1, 3.8.1, 3.9.1, 3.10.1, 3.10.2, 3.11.1, 3.12.1 and 3.13.

CARRIED 7/0

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

Cr Loton left the meeting at 4:32pm.

10.3.4. PROPOSED LICENCE AGREEMENT – TENNIS CLUB BUILDING

Applicant:	Tzarina Loton
Location:	Tennis Club building on reserve 15004
Date:	11 June 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	Impartiality Interest
File Number:	5.19.14
Attachment Reference:	Attachment 10.3.4.1 - Draft Licence Agreement Attachment 10.3.4.2 – Letter of support Community Resource Centre

SUMMARY

Council to consider the grant of a licence agreement for the use of the Tennis Club building by Tzarina Loton for a term commencing 23 June 2025 to 31 December 2025 for use as a family day care centre.

BACKGROUND

In April this year the Shire was approached about the possibility of the family day care centre reopening with a new operator.

COMMENT

At the outset and as a general observation, this service provides a significant benefit for the Wyalkatchem community.

Council has previously agreed to a licence agreement for use of dedicated space at the Tennis Club. Specifically, a license agreement was granted to a prior day care operator. Two other prior day care operators have also been granted permission to occupy with no agreement. As the operator will have sole usage of the building, it is felt that having an agreement in place that will also give a certainty over utilities to the operator is more appropriate.

Using that the prior licence agreement as a reference document, a new licence agreement has been developed for Tzarina Loton (see Attachment 10.3.4.1)

The proposed license agreement incorporates a lease fee of \$1 per annum inclusive of GST which is to be payable if and when requested. It also incorporates an allowance for utilities in the amounts of:

- Electricity up to \$2,500 per annum
- Water usage up to \$1,000 per annum

These amounts have been based on prior utilities usage bills when the centre was operating up to 5 days per week. It is felt that this will give the operator time to build her business and judge the needs of the Wyalkatchem community in regards to the service.

Tzarina is required to clean the premises and to make good any damage to the Tennis Club up to a maximum of \$1,000 subject to that damage being associated with her use of the premises.

The proposed lease has been publicly advertised for comment and the only comment received was of support from the Community Resource Centre.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.58 – Disposing of Property.
Local Government (Functions and General) Regulations 1996 – regulation 30 Disposition of property excluded from Act s.3.58

Section 3.58 of the *Local Government Act 1995* provides that the Shire may dispose of property (this includes licencing) by one of three methods, each with varying compliance requirements:

- Public Tender,
- Public Auction; or
- Private Treaty.

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides that a disposal of property may be exempt from compliance with the s.3.58 requirements if the market value is less than \$5,000 and the Shire does not consider that the ownership (possession) of the land would be of significant benefit to anyone other than the transferee.

In this instance the possession of the Tennis Club building is not considered to be of significant benefit to anyone other than the transferee. The Tennis Club building is not currently utilised and is set up as a family day care.

The value of the proposed lease is \$1 and therefore the Shire is not required to comply with the Section 3.58 requirements. This may need to be reviewed if any further extension of the licence agreement is to be considered by Council and the total consideration exceeds \$5,000.

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 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 2	Essential services and infrastructure enable local economic growth

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(72/2025) Moved: Cr Petchell

Seconded: Cr Begley

That Council:

- 1. Determine that it does not consider that the ownership (possession) of the land (Tennis Club building) would be of significant benefit to anyone other than the transferee (Tzarina Loton).**
- 2. Authorises the signing of the licence agreement by the CEO.**

CARRIED 6/0

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

Cr Stratford left the meeting at 4:35pm.

Cr Loton and Cr Stratford re-entered the meeting at 4:35pm.

10.4. PLANNING AND BUILDING

NIL

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 other business to attend to, Presiding Member Cr Garner closed the meeting at 4:37pm.