



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
17 July 2025
Council Chambers
Honour Avenue
Wyalkatchem
Commencement: 4:10pm
Closure 4:31pm**

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 24 July 2025.



Ian McCabe
Acting Chief Executive Officer

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

The Presiding Member, Cr Garner declared the meeting open at 4:10pm.

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 4:11pm.

There were no questions from the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:11pm.

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	via teams
Cr Justin Begley	
Ian McCabe	Acting Chief Executive Officer
Claire Trenorden	Manager Corporate Services

3.1. Visitors

Stephen Gamble

Sheryl Wemm arrived 4:11pm

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Cr Petchell has made an application for leave of absence for the Ordinary Meeting of Council on 21 August 2025.

4. OBITUARIES

Nil

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 19 June 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 19 June 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(77/2025) Moved: Cr Petchell *Seconded: Cr Begley*

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 June 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

7.1.2. Special Meeting of Council – 30 June 2025

Minutes of the Shire of Wyalkatchem Special Meeting held on Monday 30 June 2025. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(78/2025) Moved: Cr Stratford *Seconded: Cr Dickson*

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Monday 30 June 2025 (Attachment 7.1.2) 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

7.1.3. Special Meeting of Council – 7 July 2025

Minutes of the Shire of Wyalkatchem Special Meeting held on Monday 7 July 2025.
(Attachment 7.1.3)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(79/2025) Moved: Cr Petchell **Seconded: Cr Lawson-Kerr**

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Monday 7 July 2025 (Attachment 7.1.3) 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

Nil

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 – JUNE 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 July 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – June 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 June 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	EFT4523	EFT4430
Reserves	EFT	EFT	No Payments
DD	DD	DD3962.1	DD3900.1

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'S RECOMMENDATION/COUNCIL RESOLUTION:

(80/2025) Moved: Cr Loton Seconded: Cr Lawson-Kerr

That Council endorse the total payments for the month of June 2025 being \$607,794.42 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$567,097.27;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$40,697.15.*

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 – MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 July 2025
Reporting Officer:	Belinda Jonas, Customer Service Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – May 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'S RECOMMENDATION/COUNCIL RESOLUTION:

(81/2025) Moved: Cr Petchell **Seconded: Cr Begley**

That Council endorse credit card payments for the period 30 April 2025 to 28 May 2025, totalling \$5,059.22. (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 – JUNE 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 July 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 June 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 June 2025 is \$5,352,117;

- cash available is made up of unrestricted cash \$1,817,259 (33.95%) and
- restricted cash \$3,534,858 (66.05%).

Rates Debtors balance as at 30 June 2025 is \$91,139 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of June was \$1,465,767 - 94%.

June 2025: Operating Revenue – Operating revenue of \$3,909,176 is made up of Rates - 38%, Grants - 49%, Fees and Charges - 8%, Interest earnings – 5% and other – 0%.

Operating Expenses – Operating expenses of \$5,782,839 is made of Employee Costs – 24%, Materials and Contracts – 23%, Depreciation – 46%, Insurance – 4% and Utility – 3% and Other Charges – 0%.

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'S RECOMMENDATION/COUNCIL RESOLUTION:

(82/2025) Moved: Cr Begley Seconded: Cr Dickson

That Council accepts the Statements of Financial Activity for the month ending 30 June 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 JULY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 July 2025
Reporting Officer:	Jennie Gorham, Leading Hand Parks and Gardens & Murray Leahy, Leading Hand Roads.
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 June/July 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

ROAD MAINTENANCE PROGRAM

Roads that have been graded during June:

- Goldfields Road
- Hammond Road
- Shields Road
- Allan Road
- Cemetery Road
- Begley Road
- Carter Road

Culvert maintenance has been carried out on Shields Road and Cemetery Road, including the repair of washouts around headwalls and the cleaning and clearing of headwalls to improve water flow and drainage efficiency.

[Refer to Photographs in Attachment A](#)

ROAD CAPITAL PROGRAM

Reconstruction works were undertaken this month on sections of Cemetery Road and Wyalkatchem North Road, with Shire staff collaborating closely with contractors to ensure a high standard of workmanship and the delivery of a well-constructed road infrastructure.

[Refer to Photographs in Attachment B](#)

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 two 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

General weekly maintenance at the refuse site has been ongoing. However, issues persist with some members of the public disposing of waste in incorrect areas. To address this, new initiatives are being planned, including the installation of larger, clearer, and more directional signage to help guide proper waste disposal and reduce instances of incorrect dumping.

PARKS & GARDENS

- The Town Team has completed the path construction works at Pioneer Park and installed a new rubbish bin. Additionally, a contractor has installed a pram ramp on Flint Street, providing improved access from Pioneer Park to the Men's Shed.
- During the week, a large tree on Railway Terrace split in half and subsequently fell. Due to safety concerns, the remaining portion of the tree was also removed. Shire staff responded promptly to cut up and clear the fallen tree.
- Following some recent incidents of fallen trees within the town site, a contracted tree lopper was engaged to undertake tree pruning and removal work. Additionally, tree root systems have been identified as causing some damage to footpaths and roadways.
- Another successful visit from Car Expert had the Town team blowing off the runway and slashing the surrounds. The cross was also put out at the end of the runway and the windsock to notify incoming aircraft.

Refer to Photographs in Attachment C

SHIRE HOUSES & BUILDINGS

- Room 15 at the Barracks has had the sagging floor repaired, which entailed lifting of the vinyl and re nailing the floor boards down.
- Concrete sections at the Recreation Centre were replaced due to displacement caused by tree root intrusion. Staff removed the affected concrete and underlying roots, after which a contractor installed new concrete surfaces. One of the steps was also removed due to displacement and has been replaced by a ramp.

- A new concrete pad was installed this week beneath the lean-to at the Depot. Prior to installation, the Town crew removed the existing sand base to prepare the area for the contractor. The pad was finished with a broom texture to improve slip resistance, addressing a safety concern and providing a functional ramp.

[Refer to Photographs in Attachment D](#)

OHS & TRAINING

Steve Taylor from Prompt Safety held a toolbox meeting at the Shire Depot, topics discussed included:

- Worksafe News Alert – Incident, skid steer loader incident.
- Gravel spreading on unsealed roads.
- Grader Operation.
- Driving – Operating Water Truck.
- Roller operation incl multi tyre roller, flat drum steel vibrating roller.

Prompt Safety also carried out an inspection of the Shire lifting equipment.

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'S RECOMMENDATION/COUNCIL RESOLUTION:

(83/2025) Moved: Cr Loton Seconded: Cr Dickson

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

New Caterpillar grader in action

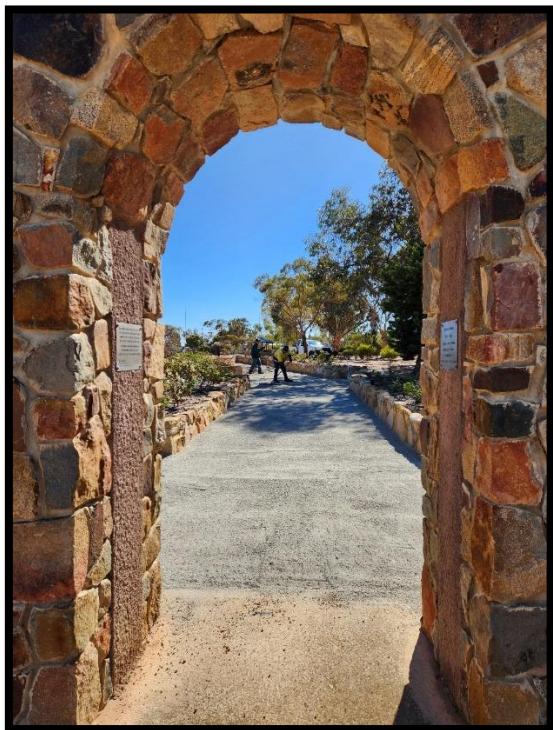


Attachment B

Sheeting on Wyalkatchem North Road



Attachment C
Pioneer Park



Attachment D

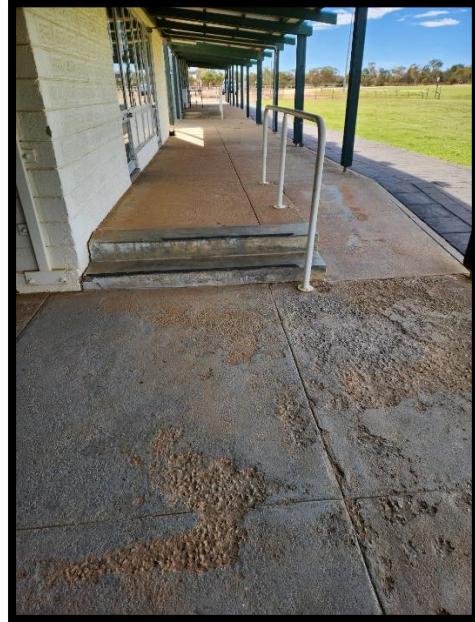
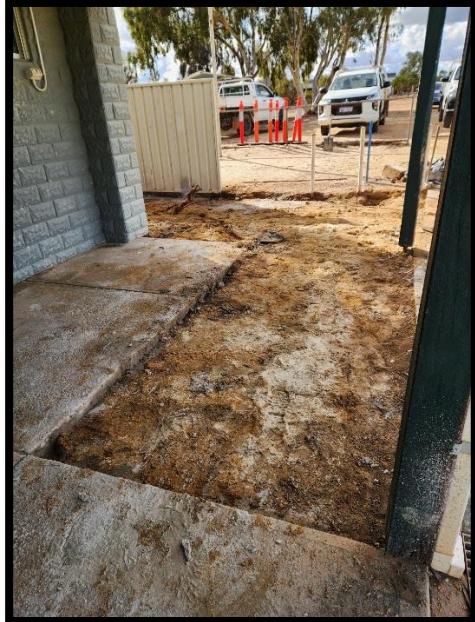
Floor repairs at the Railway Barracks



Concrete pad at the Depot



Concrete repairs at the Recreation Centre



10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 July 2025
Reporting Officer:	Ian McCabe, Acting 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 Acting CEO to provide Council and the Wyalkatchem community, some insight into CEO and Council activities.

COMMENT

Ms Sabine Taylor commenced leave close of business Tuesday 8 July 2025 and will cease as Chief Executive Officer week ending 11 July 2025. Ian McCabe commenced duties as Acting CEO 10 July 2025.

Since the report prepared 13 June 2025, the CEO attended the following substantial meetings and events to progress community and Council's interests:

There are no details to present.

The acting CEO has communicated by email to NEWROC Councils and secretariat; stakeholders of the Wheatbelt Rail Trail; commenced arrangements for future engagements. With Council, the CEO will meet the member for Central Wheatbelt, Lachlan Hunter MLA; and be present at the unveiling of the Pioneer Park silhouettes 11 July 2025.

KEY CORRESPONDENCE RECEIVED / ATTACHMENTS

Nil

UPCOMING COMMUNITY EVENTS

Event	Date	Time	Place
Rodeo	Saturday 23 August, 2025		Wyalkatchem

KEY OUTGOING CORRESPONDENCE

Nil

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'S RECOMMENDATION/COUNCIL RESOLUTION:

(84/2025) Moved: Cr Stratford

Seconded: Cr Petchell

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

COUNCIL RESOLUTION:

(85/2025) Moved: Cr Stratford

Seconded: Cr Lawson-Kerr

That Council receive the late items.

CARRIED 7/0

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

10.3.2. PROPOSED CEO RECRUITMENT TIMELINE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 July 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.23.07
Attachment Reference:	Nil

BACKGROUND

Section 5.36 (1) (a) of the Local Government Act 1995 ('the Act') specifies that (the) local government is to employ a person to be CEO of the Local Government. Decisions by Council have installed an acting CEO from 10 July 2025 (refer Special Meetings of Council 30 June 2025; and 7 July 2025).

Caretaker provisions within the Act and regulations specify that Council may not appoint a CEO in the lead-up to an election (s's. 1.4A and 3.73 refer).

COMMENT

The CEO of the local government manages administration and operations; is Council's principal advisor; liaises with the President on local government affairs and performance; and performs other functions under the Act and other written law, including the exercising of delegated powers and duties (s. 5.41).

As such, the CEO is a key role in the development and implementation of council decisions. This makes the recruitment and appointment of this officer a key function of council. In part, this explains the inclusion of this contractual function in caretaker provisions within the Act and regulations.

Division 5 of the Act details the Caretaker Period, in particular s's. 1.4A which states the period commences with the close of nominations; and ends with the declaring of results; and 3.73 which lists the limitations on decisions by local governments in this period. Among these 'significant acts' is the entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee (s. 3.73 (1) (b)).

Advice from experienced recruiters indicates the period required to develop council's brief, advertise, screen, interview and select the prospective CEO could be as much as 12 weeks. The WA Electoral Commission advises the close of nominations for the next local government election to be 4pm 4 September 2025; the election is to be held Saturday 18 October 2025; and the declaration of the result 'to be as soon as practicable' thereafter. The caretaker period commences in approximately seven weeks, meaning the recruitment process will be disrupted if commenced sooner. Moreover, any involvement of Council in preparations is likely to require a restart due to the election and installation of a new council.

It is recommended to initiate the formal process of recruitment as soon as practicable after the declaration of the election result. Administrative matters related to the recruitment process can be initiated in the coming weeks to enable presentation to Council for their consideration following the election.

In allowing for wide-ranging advice and presentation of options, elected members will be best placed for full participation in a process of considered decision making. It is expected the resulting timeline should see the commencement of an appointed CEO in January 2026.

STATUTORY ENVIRONMENT

Section 5.36 of the Local Government Act 1995 ('the Act') outlines the obligation of local governments to employ a CEO and various conditions relating to this function.

Section 5.39A of the Act enforces the application of the model standards for CEO recruitment which, are listed in Schedule 2 of the Local Government (Administration) Regulations 1996.

Section 1.4A of the Act specifies a Caretaker period which is detailed in s. 3.73 and elsewhere.

POLICY IMPLICATIONS

The recommended process will ensure compliance with policy and legislative requirements.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this recommendation. It merely ensures legislative compliance by altering the timing of process.

RISK IMPLICATIONS

Risk is defined as the effect of uncertainty on business decisions. This recommendation reduces uncertainty when considered with the recent decision by Council to appoint an acting CEO and consideration of the subsequent agenda item which considers the tenure of the acting CEO. When considered together, legislative compliance is ensured and council's obligations to the community and organisation have been addressed. The uncertainty that may be caused by adopting a shortened timeline is removed and the quality of the process of recruitment is enhanced.

COMMUNITY AND 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'S RECOMMENDATION/COUNCIL RESOLUTION:

(86/2025) Moved: Cr Begley Seconded: Cr Lawson-Kerr

1. *That Council defer the recruitment and employment of a Chief Executive Officer until the 2025 local government election result is declared and Council takes office.*
2. *That the acting Chief Executive Officer advise any persons as may be necessary of this decision on the advice of the President.*

CARRIED 7/0

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

10.3.3. TENURE OF ACTING CEO

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 July 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	22.23.07
Attachment Reference:	Nil

BACKGROUND

Section 5.36 (1) (a) of the Local Government Act 1995 ('the Act') specifies that (the) local government is to employ a person to be CEO of the Local Government. Decisions by Council have installed an acting CEO from 10 July 2025 (refer Special Meetings of Council 30 June 2025; and 7 July 2025). On commencement, no end date had been specified by Council.

COMMENT

The CEO of the local government manages administration and operations; is Council's principal advisor; liaises with the President on local government affairs and performance; and performs other functions under the Act and other written law, including the exercising of delegated powers and duties (s. 5.41).

As such, the CEO is a key role in the development and implementation of council decisions. This makes the appointment of an officer to this position a key function of council.

The acting CEO has provided advice to council in respect of the recruitment of a nominal CEO which may see commencement in January 2026. The agreement of an end date for the acting CEO's tenure provides certainty that the recruitment period will be included within the employment period of the acting CEO.

The acting CEO has indicated availability until the start of February 2026.

The officer recommendation includes flexibility should circumstances change or termination is required.

STATUTORY ENVIRONMENT

Section 5.36 of the Local Government Act 1995 ('the Act') outlines the obligation of local governments to employ a CEO and various conditions relating to this function.

Section 5.39A of the Act enforces the application of the model standards for CEO recruitment which, are listed in Schedule 2 of the Local Government (Administration) Regulations 1996. The Standards should be considered, particularly to provide assurance that the acting CEO is qualified, but the Act does allow for an acting CEO without a contract for a period of up to 12 months (s. 5.39 (1a)).

POLICY IMPLICATIONS

The recommended process will ensure compliance with policy and legislative requirements. Council policy 5.17 does not consider an external acting CEO but allows for a manager to be appointed for a period of up to three months. This policy may be recommended for amendment.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this recommendation.

RISK IMPLICATIONS

Risk is defined as the effect of uncertainty on business decisions. This recommendation reduces uncertainty when considered with the recent decision by Council to appoint an acting CEO and consideration of the prior agenda item which considers the recruitment of a nominal CEO. When considered together, legislative compliance is ensured and council's obligations to the community and organisation have been addressed. The uncertainty that may be caused by not having tenure is removed and the quality of the process of recruitment and other operations are enhanced.

COMMUNITY AND 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'S RECOMMENDATION/COUNCIL RESOLUTION:

(87/2025) Moved: Cr Petchell Seconded: Cr Stratford

1. ***That Council confirm the tenure of the acting Chief Executive Officer will continue until Monday 2 February 2026 or such prior date as mutually agreed, unless Council decides otherwise by Absolute Majority.***

CARRIED 7/0

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

10.3.4. WHEATBELT WAY RAIL TRAIL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 July 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	08.11
Attachment Reference:	Minutes – Wheatbelt Way Rail Trail Steering Committee

BACKGROUND

The Wheatbelt Way Rail Trail Project is an externally funded project designed to leverage tourist interest in historical railway assets and cycling. This is primarily through the Department of Transport West Australian Bicycle Network Infrastructure Grant. The Shire of Wyalkatchem has been project lead and currently holds grant funds for this project. The Steering Committee is keen to deliver outcomes, and the Shire of Nungarin has expressed a willingness to be the project proponent.

COMMENT

Council's representative to the Wheatbelt Way Rail Trail project steering committee, Cr Petchell, provided minutes of the committee's most recent meeting to the CEO.

The project has been in stasis for some time and does require adequate resourcing, expertise and investment of time.

In discussion with Cr Petchell and in reviewing other correspondence, the CEO's advice is to present this late item so that Council can clearly provide support to the committee in its efforts to progress this project.

The officer recommendation will allow the committee to make decisions on project management and transfer grant management and oversight to the Shire of Nungarin. This is supported by the shire administration.

STATUTORY ENVIRONMENT

Local Government Act 1995, particularly Financial Management Regulations.

POLICY IMPLICATIONS

No direct policy implications. This initiative is an important project for regional economic activity and the encouragement of mobility.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this recommendation. There may be a benefit to resource allocation that is unknown at this time.

RISK IMPLICATIONS

Risk is defined as the effect of uncertainty on business decisions. This recommendation reduces uncertainty for the project and the Shire of Wyalkatchem.

COMMUNITY AND STRATEGIC OBJECTIVES

The Community Plan does not have an outcome directly related to the transport network but there is a relationship to improving mobility, while increased tourism activity will add to road traffic volumes.

GOAL 1. Our transport network responds to the accessibility and connectivity needs of all

Similarly, activities within the Wheatbelt Way are directed at supporting the following Goal:

This item addresses the allocation of limited administration resources within the local government.

GOAL 11. High standard of governance

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

1. *That Council receives the Rail Trail Steering Committee Minutes as presented;*
2. *That Council support the appointment of the Shire of Nungarin as project proponent;*
3. *That Council support the appointment of an independent project manager following an appropriate selection process by the project steering committee; and,*
4. *That the CEO take any actions required to meet grant conditions and provide information to the committee, the project proponent, funders and other stakeholders.*

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

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 4:31pm.