



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

16 October 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:05pm

Closure: 4:52pm

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 21 October 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 4:05pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Three questions received from Susan Bruse.

- What progress has been made in acquiring the land adjacent to Police Station, to enable more Seniors Units to be built?

The Acting CEO responded to the question: I've held meetings with WA Police and the Department of Planning, Land and Heritage and agreement has been reached on the course of action to transfer title to the shire. This will take some months to complete due to planning regulation and government processes. However, permission has been given for survey and other work to prevent delay to the project.

- What are the future plans for the National Bank Building? The CEO responded that expressions of interest would soon be sought for use of the building.
- What are the plans for the derelict houses that have been moved onto the block adjacent to Shire Yards, on the main Road? The CEO took this question on notice and a response will be supplied in writing and included in the next agenda.

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:06pm.

Sheryl Wood asked a question regarding the aesthetics of the community and verges. The Acting CEO acknowledged that Mrs Wood had written to the shire, and a written response will be given to her. The Acting CEO would make the following points: the shire has reiterated residents' responsibility for fuel load management on their property and placed notices to this effect. He also mentioned that ranger inspections will occur shortly and where infringements occur, residents will receive reminders and if necessary, infringement notices.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:17pm.

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	
Ian McCabe	Acting Chief Executive Officer
Claire Trenorden	Manager Corporate Services
Aldo Lamas	Manager Works
Maddison Sumpton	Governance Officer

3.1. Visitors

Susan Bruse
Sheryl Wood
Stephen Gamble

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

The President advised the following prior resident of Wyalkatchem had recently passed away:
Phil Harvey

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Council Meeting – 18 September 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 September 2025. (Attachment **Error! Reference source not found.**)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

(116/2025) Moved: Cr Petchell Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 September 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.2. Receipt of Minutes

7.2.1. Audit and Risk Management Committee Meeting – 4 September 2025

Minutes of the Shire of Wyalkatchem Audit and Risk Management Committee Meeting held on Thursday 4 September 2025. (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

(117/2025) Moved: Cr Begley Seconded: Cr Petchell

That the minutes of the Audit and Risk Management Committee Meeting held on Thursday 4 September 2025 (Attachment 7.2.1) be received by Council.

CARRIED 7/0

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

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr Garner said thank you to all the councillors for the support he has received during his time on Council and supporting his decision to not re elect in order to spend time with family, and he wished everyone best of luck for the election on Saturday.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – SEPTEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	1 October 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 – September 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 September 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	EFT4717	EFT4650
Reserves	EFT	EFT	No Payments
DD	DD	DD4090.1	DD4061.1

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 2025/2026 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

(118/2025) Moved: Cr Dickson Seconded: Cr Lawson Kerr

That Council endorse the total payments for the month of August 2025 being \$345,099.64 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$322,442.75;***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$22,656.89***

CARRIED 7/0

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – AUGUST 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	01 October 2025
Reporting Officer:	Glenn Bradly, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – August 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 FY25 -26 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

(119/2025) Moved: Cr Begley Seconded: Cr Petchell

That Council endorse credit card payments for the period 30 July 2025 to 28 August 2025, totalling \$370.34. (refer to attachment 10.1.2).

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – SEPTEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 October 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 September 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

September 2025

Total Cash Available as at 30 September 2025 is \$6,048,938;

- cash available is made up of unrestricted cash \$2,514,079 (41.56%) and
- restricted cash \$3,534,859 (58.44%).

Rates Debtors balance as at 30 September 2025 is \$601,942 and Rates Notices for 2025-26 were issued in August 2025. Rates collected as at end of September were \$995,890 - 62%.

September 2025: Operating Revenue – Operating revenue of \$2,236,657 is made up of Rates - 70%, Grants - 22%, Fees and Charges - 7% and other – 1%.

Operating Expenses – Operating expenses of \$1,564,525 is made of Employee Costs – 24%, Materials and Contracts – 23%, Depreciation – 44%, Insurance – 8% and Utility – 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'S RECOMMENDATION

(120/2025) Moved: Cr Loton

Seconded: Cr Dickson

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

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT OCTOBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	01 October 2025
Reporting Officer:	Aldo Lamas – Works Manager
Disclosure of Interest:	No interest to disclose
File Number:	
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of September/October 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

GRANTS / FUNDING APPLICATIONS

We have successfully completed and lodged the funding application under Safer Local Roads and Infrastructure Program (SLRIP) **Tranche 4**. The submission aligns with the program's objectives to improve regional road safety and infrastructure resilience.

The project will involve widening approximately 3.7 kilometres of Elsegood Road SLK 0.10 to 3.84, between Wyalkatchem Koorda Rd and Lackman Rd. Additionally, one intersection will be widened and sealed to support heavy vehicle access.

LOCAL BICYCLE AND FOOTPATH PLAN

The Shire is currently developing a Local Bicycle and Footpath Plan aimed at enhancing active transport options and improving connectivity throughout the community. This initiative supports the goals outlined in both the Disability Access and Inclusion Plan 2020–2025 and the Strategic Community Plan 2024–2034.

The Plan will provide a framework to ensure that people with disabilities and others facing access challenges can continue to engage with Council and navigate all areas of the Shire's operations safely and inclusively. It reflects the Shire's ongoing commitment to creating a more accessible, connected, and liveable community for all residents.

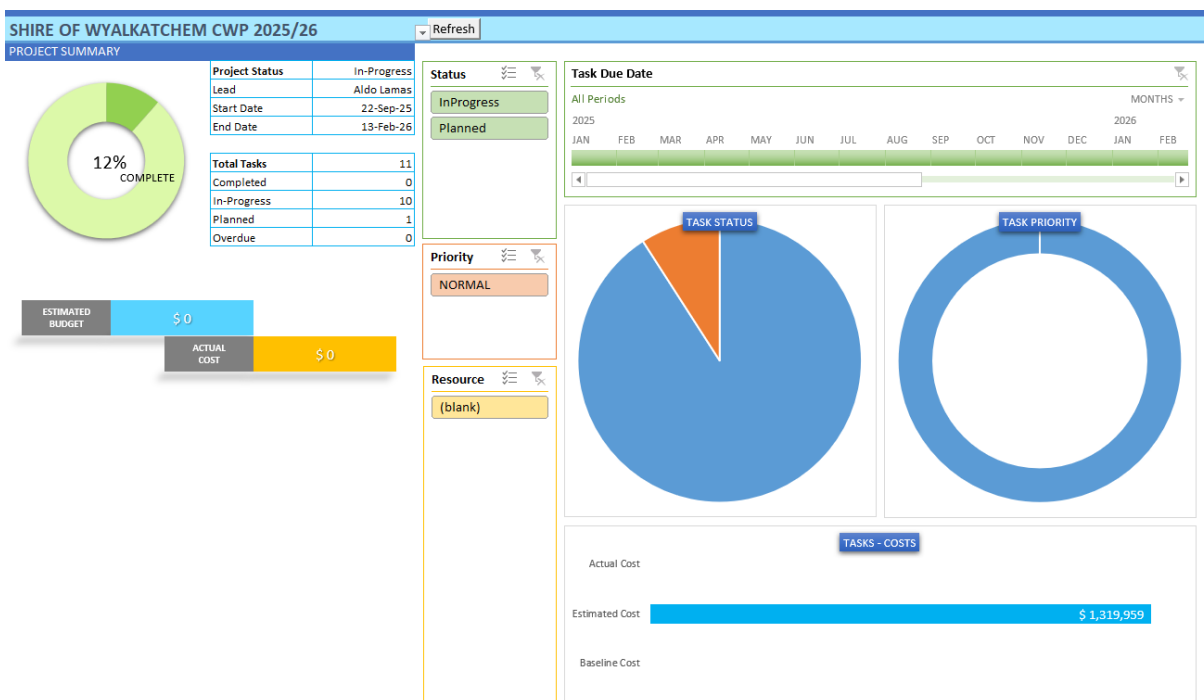
CAPITAL WORKS PROGRAM

The procurement process has commenced for all our capital works projects. We are currently in the **review phase**, assessing submissions and progressing toward **contract awards**. Scheduling of works is also underway to ensure alignment with project timelines and resource availability.

2025/2026 Wheatbelt Secondary Freight Route (WSFN) - Wyalkatchem–Koorda Road – Development

- The vegetation management assessment has been completed (no clearing application is required). Verge mulching works (assessed as within exemptions) is to be undertaken as part of the road construction works.
- The feature survey and design has been completed and is awaiting finalisation.
- The geotechnical investigation is to be completed.

- Cost Estimate and cost evidence documents for the 2026/27 WSFN Project for Wyalkatchem Koorda Road from SLK 0.02 to 4.40. has been submitted to WSFN.



SHIRE OF WYALKATCHEM CWP 2025/26

Project Lead: Aldo Lamas

Project Budget: Estimated: \$0.00 | Baseline: \$0.00 | Task Costs: Estimated: \$1,319,959.00 | Baseline: \$0.00 | Actual: \$0.00

WBS	Task	Start	Finish	Duration	% Complete
▶ 1	INFRASTRUCTURE - ROADS	Mon 22-Sep-25	Fri 16-Jan-26	169	20%
▶ 1.1	Wyalkatchem North Rd - SLK 6.91 to 8.40	Mon 22-Sep-25	Fri 12-Dec-25	60	17%
▶ 1.2	Wyalkatchem Koorda Rd - Development Project - Design	Mon 22-Sep-25	Mon 15-Dec-25	61	70%
▶ 1.3	Old Nalkain Rd - Re-sheet - SLK (0.25 to 1.00, 3.68 to 4.1	Tue 28-Oct-25	Tue 18-Nov-25	16	5%
▶ 1.4	Goldfields Rd - Re-sheet - SLK 8.54 to 9.82 - 1.28km	Wed 19-Nov-25	Wed 10-Dec-25	16	5%
▶ 1.5	Parson Rd - Re-sheet - SLK (8.92 to 9.24, 9.56 to 10.25, 11	Thu 11-Dec-25	Fri 16-Jan-26	16	5%
▶ 2	INFRASTRUCTURE - FOOTPATH	Mon 03-Nov-25	Fri 07-Nov-25	5	5%
▶ 2.1	Footpath Construction Town Hall (Honour Ave) to Men's	Mon 03-Nov-25	Fri 07-Nov-25	5	5%
▶ 3	INFRASTRUCTURE - DRAINAGE	Mon 20-Oct-25	Fri 06-Feb-26	41	5%
▶ 3.1	4 X Culvert Replacement (McNee Rd, Parson Rd)	Thu 11-Dec-25	Fri 30-Jan-26	26	5%
▶ 3.2	Installation of Floodway Lackman Rd (Holdsworth Rd & I	Mon 02-Feb-26	Fri 06-Feb-26	5	5%
▶ 3.3	Davies Road - Culvert Works - SLK 20.47	Mon 20-Oct-25	Fri 31-Oct-25	10	5%
▶ 4	INFRASTRUCTURE - OTHER	Mon 01-Dec-25	Fri 13-Feb-26	15	3%
▶ 4.1	Swimming Pool Changerooms - Roof Cover	Mon 01-Dec-25	Fri 05-Dec-25	5	5%
▶ 4.2	Wheatbelt Way Rail Trail	Mon 02-Feb-26	Fri 13-Feb-26	10	0%

ROAD MAINTENANCE PROGRAM

Grading Maintenance:

During the month of September, the Works Crew completed grading on the following roads to improve surface conditions and ensure safe access:

- Old Nalkain Rd
- Davies Rd
- Davies Rd South

- Ross Rd
- Borgward Rd
- Cox Rd
- Metcalf Rd
- Benjaberring-Hindmarch Rd
- Hennessey Rd
- Depierres Rd
- Mcpherson Rd
- Pulford Rd
- Hoben Rd
- Jackson Rd
- Bruce Rd

▪ **Refuse Site:**

Routine weekly maintenance continued at the Refuse Site throughout the month. In preparation for the upcoming fire season, green waste was safely burnt as part of a **fire hazard reduction**, helping to minimise risk and maintain site safety.

▪ **Culvert Works:**

Temporary repair works have been completed by the road crew at the culvert located on Davies Road, approximately 900 metres from the Yorkrakine West Road intersection. As a safety measure, the road has been reduced to one lane, with advisory and regulatory signage installed to manage traffic flow.

We are currently awaiting confirmation from the contractor, with the aim to commence culvert replacement works in the second or third week of October, subject to scheduling and availability.

[Refer to Photographs in Attachment A](#)

PARKS AND GARDENS

▪ **Railway Terrace Paving Repairs:**

The Town crew has been actively lifting and repairing sections of paving along Railway Terrace that have subsided over time due to ground movement and general wear. These maintenance works are aimed at enhancing pedestrian safety in the area.

▪ **Transfer Station Access Upgrade:**

A new cracker dust road has been installed at the Transfer Station near the aerodrome, providing reliable all-weather access for St John Ambulance vehicles—particularly beneficial during the winter months.

▪ **Oval Renovations Post-Rodeo:**

Following the conclusion of the Rodeo, oval renovations have commenced. These include verti-draining, topdressing, and the application of insecticides and herbicides to support turf health and longevity. Targeted spraying to eliminate kikuyu grass between the turf wickets is ongoing and will continue as needed to maintain optimal playing conditions. The oval's reticulation system has also been tested, repaired, and raised in preparation for the upcoming summer season.

▪ **Public Space Maintenance:**

Additionally, insecticide and herbicide treatments have been carried out at both the Shire swimming pool and the Admin Park to ensure safe and well-maintained public spaces.

Refer to Photographs in Attachment B

WORK HEALTH AND SAFETY

The Works Crew recently attended a toolbox meeting at the Shire Depot, facilitated by Steve Taylor from Prompt Safety Solutions. The session focused on key operational and safety topics relevant to daily field activities.

Topics Discussed:

- Use of Shire Vehicles: Emphasis on responsible operation, maintenance protocols, and adherence to Shire policies.
- Bugged Machinery and Equipment Recovery: Procedures for safe retrieval and recovery of bogged equipment, including risk assessment, appropriate use of recovery gear, and communication protocols.
- Take 5 Safety Checklist: Proactive tool used to help workers identify and manage risks before starting any task. It encourages a brief pause, literally five minutes to think through potential hazards and ensure the job can be done safely.

These discussions reinforce the Shire's commitment to workplace safety, operational efficiency, and continuous improvement in field practices.

STAFF UPDATE

In September, the Shire farewelled a valued member of the Town Crew who had served the community for four years. To acknowledge his contribution, Shire staff and councillors hosted a BBQ at the Depot, expressing their appreciation and best wishes for his future endeavours.

In October Works Manager attended to the Wheatbelt North Regional Road Group Meeting held at Northam.

The Dowerin Work Camp continues to maintain a strong and productive partnership with the Shire of Wyalkatchem. Their ongoing support significantly enhances our operational capacity and remains a highly valued asset to the team.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

(121/2025) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

That Council receives the Works Manager's report.

CARRIED 7/0

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

Attachment A

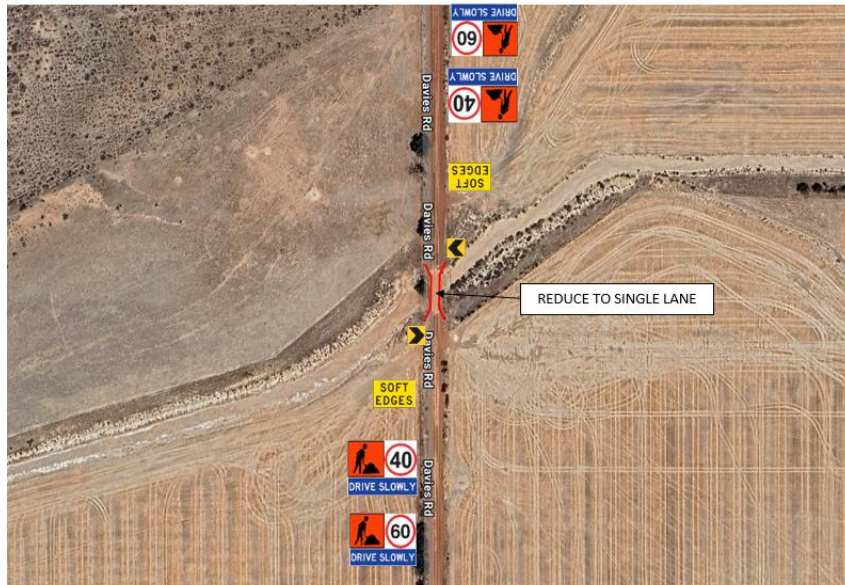


Photo: Traffic Management Set-up In place

Attachment B



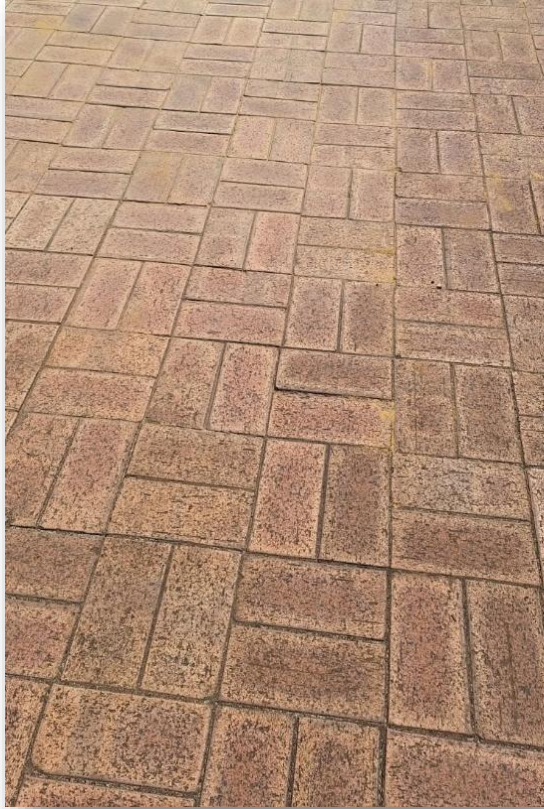


Photo: Railway Terrace - Brick Paving Footpath



Photo: Transfer Station located at the aerodrome.

10.2.2. WORKS MANAGER'S CAPITAL WORKS BUDGET AMENDMENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	01 October 2025
Reporting Officer:	Aldo Lamas – Works Manager
Disclosure of Interest:	No interest to disclose
File Number:	
Attachment Reference:	Nil

SUMMARY

Council to consider varying the budget allocated under other infrastructure – Footpath additions Which involve the construction of 2m wide concrete footpath, 3 pedestrian ramps from Town Hall (Honour Ave) to the Men's Shed (Gamble St Intersection).

BACKGROUND

As part of this financial year's capital works program, there is a budget of \$35,000 allocated to complete the footpath works from Town Hall (Honour Ave) to the Men's Shed (Gamble St Intersection). After conducting a revised estimate and requesting a formal quotation as per purchasing policy we identify that for us to complete the scope of works approved in the capital works program we will required an increase in the budget.

COMMENT

The recommended budget amendment is to increase the capital expenditure of other infrastructure – Footpath additions from Town Hall (Honour Ave) to the Men's Shed (Gamble St Intersection) by 22.1%.

Income/Expense/Other	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
Capital Expenditure	Other infrastructure - Footpath additions	\$35,000	\$42,735	\$7,735	See Above

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, 33A. Review of budget

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget amendment 2025/26 - Other infrastructure - Footpath additions.

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

(122/2025) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That Council approves the Budget amendment 2025/26 - Other infrastructure - Footpath additions to the increased amount of \$42,735.

CARRIED 7/0

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

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Not Applicable
Location:	Whole of District
Date:	9 September 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	13.05.01
Attachment Reference:	NIL

BACKGROUND

This report is prepared by the Acting CEO to inform Council and the Community about CEO activities and responsibilities, including progress against published plans and agreed performance criteria.

COMMENT

This report is for the period 10 September 2025 to 8 October 2025.

The Manager of Works Mr Aldo Lamas commenced 15 September.

There was a public holiday 29 September for King's Birthday.

The focus in the past month has been the recruitment by council of a nominal CEO; the local government election; compliance activities (audit, annual report); staffing matters (recruitment, development); land management (debt management and recovery; title status and valuation); financial and strategic planning; business management of the local government.

Council met in confidential workshop 18 September (elected member matters); and as Audit and Risk Committee 18 September. Councillors Stratford, Dickson, Begley, Lawson-Kerr and Loton attended the annual conference of the West Australian Local Government Association (WALGA), 22 to 24 September, which included an annual general meeting of the association. Council met in confidential workshop 2 October to review matters related to CEO Recruitment.

This agenda and ordinary meeting of council is the last formal function of Council prior to the local government election of 18 October. Three serving councillors have re-nominated (Cr's Petchell, Loton and Lawson-Kerr) and I thank them for their service as they head into the election; and the President Cr Owen Garner is retiring after 12 years as a councillor. On behalf of the community, his council colleagues and all shire staff, I'd like to wish him and his family well for the time ahead and thank him sincerely for his service to Wyalkatchem. Importantly, we should acknowledge the significant role and support of his family in his time as a councillor. Thank you all.

Key Meetings 10 September 2025 to 8 October 2025

15 September at Nungarin, meeting of North-Eastern Wheatbelt Region of Councils (NEWROC) Executive (member local government CEO's).

16 September, meetings with individual elected members.

17 September, Returning Officer, local government election; CEO chaired a meeting of the Local Emergency Management Committee (LEMC), which was well attended and the first meeting since March 2024. The goal is to finalise the Local Emergency Management arrangements (LEMA) and meet again 22 October.

18 September: Council workshop; Audit and Risk Committee.

19 September: Regional Road Sub-Group (online).

22 and 23 September: WALGA Conference. The Acting CEO, with Cr Stratford, attended a general meeting of Home and Central East Aged Care Alliance Inc. (CEACA), in Perth.

The Acting CEO met with the Director-General, Department of Housing and raised matters related to Department of Communities housing stock including availability, maintenance, developing regional capacity to participate in maintenance (through commercial enterprises, development of qualified trades, partnerships with local governments), and the renewal of properties. The Acting CEO also attended the WALGA AGM.

25 September: Western Power, future transmission readiness.

2 October: Councillor workshop to review material related to independent person on selection panel; the make-up of the selection panel; CEO recruitment consultant; CEO selection criteria; CEO Application Package. Many of these matters will be addressed in this agenda.

7 October: with Manager of Works, meeting with the regional Risk Co-Ordinator, Local Government (Mutual) Indemnity Scheme (LGIS), the insurer for the Shire of Wyalkatchem. Safety is a key focus of the local government and management reviewed areas of interest with the advisor. In addition, the shire is pursuing (safety) accreditation as a Tier 1 Workplace.

Key Activities 10 September 2025 to 8 October 2025

- Onboarding of Manager of Works, Mr Aldo Lamas. Aldo has made a quick start to reviewing and improving several works programmes and has demonstrated his attention to detail and excellent people skills.
- Wylie Weekly publications, website and social media management, liaising with community and external agencies, other information distribution.
- Liaising with governments on various matters.
- Managing election processes.
- Preparation of annual report.
- Planning matters, bush fire prone areas.
- Termination of legacy consulting arrangements.
- Conducting quotation process for property valuations; lease negotiation.
- Preparation of quotation brief for recruiters, CEO Recruitment; preparation for and conduct of the workshop with councillors, CEO Recruitment.
- Continued review of emergency management arrangements.
- Information management, record-keeping, removing subscriptions.
- Review of 2025/26 budget arrangements for workforce planning. At this point in time, the Acting CEO has set full-time equivalents in line with the previous financial year. This will

result in savings against the approved budget. Workforce Planning and council budget review will make a further assessment early in 2026.

- Recruitment activities.
- Forward planning; various matters related to strategic planning, council calendar and operations.
- Land management matters related to CEACA.
- Various protracted matters related to delinquent debt including records, debt management, land management.
- Various matters related to operations, management of staff, financial processes, workplace health and safety, community relations, governance and the daily management of the business.

Progress Against Key Plans

The Acting CEO commenced 10 July 2025 (13 weeks at the time of writing) and the Strategic Community Plan has been reviewed with council in workshop.

Council resolutions have strengthened the focus on housing and set in motion the development of a formal housing strategy and more concrete delivery plans; the Corporate Business Plan has been separated from the community plan and will be further developed with a long-term financial plan to enable the development of future strategies and re-focus on the delivery of projects; and key policies have been revised, a process that will continue to underpin other initiatives.

The budget as passed will be reviewed early 2026 in the light of strategic planning development (workforce planning, long term planning) in preparation for the 2026/27 budget. In the meantime, opportunities will be pursued to make savings and improve on delivery of outcomes.

Key recruiting has occurred to fill long-standing vacancies and support service delivery and improvement. Workforce planning will form part of the preparation for the next year's budget and future planning.

Regular status reporting and a risk management report will form part of the council agenda in the coming months.

Performance Criteria

As a temporary CEO, there is no requirement for Key Performance Indicators. However, the Acting CEO proposed a performance framework to assist council and the acting CEO in pursuit of organisational performance and improvement. The outgoing Council will be requested to complete an assessment prior to leaving office. This will inform workshop discussions with the incoming council.

STATUTORY ENVIRONMENT

Section 5.41 details the role of the (Acting) Chief Executive Officer:

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

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

5.41. Role of CEO

- (1) The CEO, as the local government's chief executive officer, is responsible for managing the local government's administration and operations.
- (2) The CEO's executive role includes the following —
 - (a) causing council decisions to be implemented;
 - (b) managing the provision of services and facilities that the council has determined the local government is to provide in the district;
 - (c) determining procedures and systems for —
 - (i) implementing the local government's policies as determined by the council; and
 - (ii) otherwise managing the local government's administration and operations;
 - (d) being responsible for the employment, management, supervision, direction and dismissal of other employees

(subject to section 5.37(2) in relation to senior employees);
 - (e) ensuring that records and documents of the local government are properly kept for the purposes of this Act and any other written law.
- (3) The CEO is the council's principal advisor and, as such, does the following —
 - (a) advises, and procures advice for, the council in relation to the local government's affairs and the performance of the local government's functions;
 - (b) ensures that the council has the information and advice it needs to make informed and timely decisions.
- (4) The CEO —
 - (a) liaises with the mayor or president on the local government's affairs and the performance of the local government's functions; and
 - (b) speaks on behalf of the local government if the mayor or president agrees.
- (5) The CEO performs any other function specified or delegated by the local government or imposed under this Act or another written law as a function to be performed by the CEO.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

(123/2025) Moved: Cr Lawson Kerr

Seconded: Cr Stratford

That Council:

- 1. Accept the Acting Chief Executive Officer's Report as presented.***

CARRIED 7/0

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

10.3.2. APPOINTMENT OF CEO SELECTION PANEL

Applicant:	Not Applicable
Location:	Not Applicable
Date:	9 October 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.23.7
Attachment Reference:	1. Policy 5.24: Adopted Standards for CEO Recruitment, Performance and Termination Policy.

BACKGROUND

The Adopted Standards for CEO Recruitment, Performance and Termination Policy (Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 s. 5.39A and Local Government (Administration) Regulations 1996 r.18FA]) sets out what is required for a compliant CEO Recruitment process. Refer Attachment 1.

Division 2 addresses CEO Recruitment and the policy at 8. speaks to the Establishment of (a) Selection Panel for employment of CEO; this mentions also at (1) and (3)(b) the engagement of an independent person.

COMMENT

The Adopted Standards sets out at Division 2, section 8, paragraph 2, that ‘the local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO’.

Further, the standard (as determined by legislation), that: ‘(3) The selection panel must comprise
(a) council members (the number of which must be determined by the local government); and
(b) at least 1 independent person.’

The involvement of the whole of council in the process ensures a collective decision and collective responsibility. The Adopted Standard provides guidance to the Panel in regard to its conduct and processes, which are also subject to the Code of Conduct for Elected Members, Committee Members and Candidates.

The Adopted Standard further advises that the independent person means a person other than any of the following —
(a) a council member;
(b) an employee of the local government;
(c) a human resources consultant engaged by the local government.

Mr David Holdsworth is a well-respected businessman and member of this community, a Freeman of the Shire and former councillor and deputy President. Mr Holdsworth has significant experience in the recruitment of local government CEOs, and the demands and expectations associated with the role of councillor, as well as the executive leading the administration. As such he has a strong appreciation of local government and manifest interest in the success of the community and local government.

This item meets the requirements of the Adopted Standard by determining the number of councillors who will comprise the selection panel; and by appointing an independent member of the panel who meets the criteria.

STATUTORY ENVIRONMENT

Section 5.39A Local Government Act 1995 (in particular); Schedule 2, Division 2 Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

Policy 5.24 Adopted Standards for CEO Recruitment, Performance and Termination is the primary guidance in this instance. The Department of Local Government has also created an Operational Guideline which expands on the regulations. In addition, the West Australian Local Government Association (WALGA) has produced a guide for Local Government Councils which provides detail about each component of the recruitment process.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this item.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

COMMUNITY AND STRATEGIC OBJECTIVES

Strategic Community Plan, Goal 11: (Provide a) High Standard of Governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

(124/2025) Moved: Cr Dickson

Seconded: Cr Begley

That Council:

- 1. Resolve to establish a Selection Panel for the purpose of conducting the recruitment and selection process for the employment of a person in the position of CEO; and,*
- 2. Resolve to make all elected members of Council be also members of the CEO Selection Panel; and,*
- 3. Approve the appointment of Mr David Holdsworth as the independent member of the Selection Panel and request the Acting CEO provide Mr Holdsworth with a Letter of Appointment, expressing council's appreciation for his participation; and,*
- 4. Request the Acting CEO provide administrative support to the Selection Panel as may be required.*

CARRIED 7/0

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

10.3.3. APPOINTMENT OF HR CONSULTANT, CEO RECRUITMENT

Applicant:	Not Applicable
Location:	Not Applicable
Date:	9 October 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.23.2
Attachment Reference:	1. Policy 5.24: Adopted Standards for CEO Recruitment, Performance and Termination Policy. Confidential Attachments: 2. Shire of Wyalkatchem Request Summary 3. Matrix of Submissions 4. – 12. Individual submissions by consultants (nine).

BACKGROUND

The Adopted Standards for CEO Recruitment, Performance and Termination Policy (Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 s. 5.39A and Local Government (Administration) Regulations 1996 r.18FA]) sets out what is required for a compliant CEO Recruitment process. Refer Attachment 1.

The engagement of a consultant is not a requirement. The Standard excludes a consultant from being a member of a Selection Panel.

COMMENT

The Adopted Standards provide guidance to the local government in the conduct of the recruitment and selection process for the employment of a person in the position of CEO.

There is no requirement for a consultant to be engaged in the process. The Operational Guideline published by the Department of Local Government references the legislation and the Standard. The publication also provides advice in respect of engagement of a consultant:

‘A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it).

‘The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resource professional, recruitment consultant, or recruitment agency.

‘An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process’.

The Acting CEO prepared a brief seeking quotations from licenced recruiting specialists; this was lodged via Vendor Panel, the online portal managed by the West Australian Local Government Association (WALGA). Submissions were sought from sixteen preferred suppliers registered with

WALGA; preferred suppliers undergo a vigorous selection process to ensure they meet industry standards, have appropriate licences; and meet financial criteria to ensure capacity to deliver.

The brief required pricing inclusive of GST for the complete service; practitioners must be licenced under the Employment Agents Act 1976 (WA); and the submission must include a timeline (milestones). Submissions were required by 5pm Wednesday 8 October 2025. Refer Attachment 2.

At the time of closing, nine submissions were received. A matrix of compliance with the request for quote was prepared (see **Confidential** Attachment 3), which provides preliminary rating for discussion in workshop. The Acting CEO will make all valid submissions available to Council.

An officer recommendation is made to council, arrived at evidentially in reviewing the submissions, assessment against requested criteria and substantive relevant experience, as well as consideration of feedback received in workshop.

STATUTORY ENVIRONMENT

Section 5.39A Local Government Act 1995 (in particular); Schedule 2, Division 2 Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

Policy 5.24 Adopted Standards for CEO Recruitment, Performance and Termination is the primary guidance in this instance. The Department of Local Government has also created an Operational Guideline which expands on the regulations. In addition, the West Australian Local Government Association (WALGA) has produced a guide for Local Government Councils which provides detail about each component of the recruitment process.

FINANCIAL IMPLICATIONS

An allocation of \$15,000 in direct costs has been made for the recruitment of a Chief Executive Officer and approved by Council in the 2025/26 budget.

RISK IMPLICATIONS

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11 (Provide a) High Standard of Governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

(125/2025) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council:

- 1. Resolve to appoint Core Staff Australia as human resources consultant to the Selection Panel conducting the recruitment of Chief Executive Officer, Shire of Wyalkatchem.***
- 2. Request the Acting CEO to communicate this decision to all relevant parties.***

CARRIED 7/0

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

COUNCIL RESOLUTION:

(126/2025) Moved: Cr Petchell

Seconded: Cr Loton

That Council receive the late item.

CARRIED 7/0

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

10.3.4. DFES COMMUNICATIONS IN WYALKATCHEM

Applicant:	ACCORP, on behalf of DFES
Location:	Portion of reserve 40516
Date:	13 October 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare File Number: 13.05.01
Attachment Reference:	1.Crown Land Title 2.Management Order 10 May 1988 3.Item 8.3.3 Ordinary Meeting of Council, 21 June 2018 including lease with Crisp commencing July 2018.

BACKGROUND

Reserve 40516 is under a management order for the purpose of radio communications. Crisp Wireless own and operate a tower on the land identified as a portion of reserve 40516. Crisp Wireless has a lease with the Shire of Wyalkatchem for that occupancy which provides for the continued access for emergency services equipment.

COMMENT

A tower was constructed in 1984 for the provision of commercial radio services. That development precedes the management order for the site which was provided by the Governor of Western Australia in May 1988. A three-quarter share of the tower ownership held in private hands was acquired by Crisp in April 2018. The remaining one-quarter share of the radio mast was held by the Shire of Wyalkatchem, and this was acquired by Crisp Wireless in June 2018.

A lease was subsequently formed which included continued access of emergency services equipment. The Department of Emergency Services (DFES) is seeking to formalise this arrangement with Crisp.

To do so, they have requested the consent of council as the lessor; and indicated a letter of consent by the Minister may be required to validate the lease and the arrangements. The initial enquiry was made by the legal representative of DFES 22 October 2024, and the Acting CEO is seeking to expedite the matter.

This is not a significant matter for purposes of the caretaker provisions.

STATUTORY ENVIRONMENT

Section 5.41 details the role of the (Acting) Chief Executive Officer:

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is no direct risk implication to this report.

COMMUNITY AND STRATEGIC OBJECTIVES

The following aspects of the Strategic Community Plan 2024 – 2034 are relevant:

- Goal 7 Minimise risk and impact of natural disasters.
- Goal 11 High Standard of Governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

(127/2025) Moved: Cr Begley

Seconded: Cr Petchell

That Council:

- 1. Consent and support the continued access by the Department of Emergency Services (DFES) at the tower operated by Crisp Wireless; and,***
- 2. Authorise the Acting CEO to seek any authority required from the Minister of Lands or their delegate to give this decision effect, including registration of lease arrangements for the land at reserve 40516.***

CARRIED 7/0

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

11. PLANNING AND BUILDING

NIL

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

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

NIL

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

NIL

15. MATTERS BEHIND CLOSED DOORS

NIL

16. CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 4:52pm.