



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

18 December 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:01pm

Closure: 4:49pm

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 the 19 December 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.

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..... 2
3.1.	Attendance 2
3.2.	Visitors..... 2
3.3.	Apologies..... 2
3.4.	Approved Leave of Absence 2
3.5.	Applications for Leave of Absence 2
4.	OBITUARIES..... 2
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS 2
5.1.	Petitions..... 2
5.2.	Deputations 2
5.3.	Presentations 2
6.	DECLARATIONS OF INTEREST..... 2
6.1.	Financial and Proximity Interest 2
6.2.	Impartiality Interests 2
7.	CONFIRMATION AND RECEIPT OF MINUTES..... 3
7.1.	Confirmation of Minutes..... 3
7.1.1.	Ordinary Council Meeting – 20 November 2025..... 3
7.1.2.	Special Council Meeting – 11 December 2025..... 4
7.2.	Receipt of Minutes..... 5
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION..... 5
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... 5
10.	REPORTS 6
10.1.	CORPORATE AND COMMUNITY SERVICES 6
10.1.1.	ACCOUNTS FOR PAYMENT – NOVEMBER 2025 6
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARDS – OCTOBER 2025 8
10.1.3.	MONTHLY FINANCIAL REPORTS – NOVEMBER 2025 10
10.2.	WORKS AND SERVICES 12
10.2.1.	WORKS OFFICER’S REPORT – DECEMBER 2025..... 12

10.3.	GOVERNANCE AND COMPLIANCE.....	20
10.3.1.	CHIEF EXECUTIVE OFFICER'S REPORT – DECEMBER 2025	20
10.3.2.	LEASE HANGAR TWO (2).....	24
10.3.3.	LEASE TOP DEPOT	26
10.3.4.	LEASE BOTTOM DEPOT	28
10.3.5.	LICENCE – OLD TENNIS CLUB.....	30
10.3.6.	SUPPORT FOR LG RURAL HEALTH FUNDING ALLIANCE	32
10.3.7.	AGREEMENT WITH THE CRC.....	34
11.	PLANNING AND BUILDING	37
12.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	37
13.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	37
14.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	37
14.1.1.	ANNUAL REPORT AND FINANCIAL STATEMENTS.....	37
14.1.2.	LEASE CRISP COMMUNICATIONS TOWER.....	39
14.1.3.	POLICY REVIEW – ELECTED MEMBER TRAINING AND DEVELOPMENT	41
14.1.4.	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	44
15.	MATTERS BEHIND CLOSED DOORS.....	46
15.1.1.	APPOINTMENT OF CHIEF EXECUTIVE OFFICER.....	46
16.	CLOSURE OF THE MEETING.....	49

1. DECLARATION OF OPENING

The Presiding Member, Cr Petchell declared the meeting open at 4:01pm.

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 4:01pm.

Mr Dennis Pease:

Madam President,

Several Months ago, I attended a public meeting in the Wyalkatchem Town Hall, where attendees were informed of an opportunity that existed to bid for a Regional Emergency Services Precinct. It seems that Wyalkatchem had been identified as a suitable location that ticked all the boxes. My Question is, Madam President, has this Council actively pursued this opportunity? If so, what is the progress? And if not, why not?

Thank you.

The Acting Chief Executive Officer provided a response on behalf of the President:

Thank you, Mr Pease, for your question. I was made aware of the proposal and the public meeting shortly after my commencement. I have previously briefed council on the matter and can share a summary of recent history with the meeting:

- The opportunity is a national grant available to any local government.
- The concept and identification of Wyalkatchem and the assessment that this shire ticked all the boxes was the assessment of the **previous CEO and a consultant** engaged to write grant applications.
- There is no council decision related to this concept and not all councillors were aware of the announcements being made at the public meeting – consequently, this concept was shared with the public without any development of the proposal by the local government.
- At the time the previous CEO resigned, there were no useful records retained that related to this concept.
- When I contacted the consultant to understand the status of this proposal and what had been delivered for the funds expended, she informed me was no longer involved and had no information to share.
- This proposal was discussed by me with council. The assessment made was that the local government was not prepared to pursue this concept.
- There's been a significant backlog of work to clear, recruitment to complete and council decisions to implement. This is still the case.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:09pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Christy Petchell	President and Presiding Member
Cr Mischa Stratford	Deputy President
Cr Christopher Loton	
Cr Tracy Dickson	
Cr Rod Lawson Kerr	
Cr Justin Begley	
Cr Stephen Gamble	
Ian McCabe	Acting Chief Executive Officer
Claire Trenorden	Manager Corporate Services

3.2. Visitors

Dennis Pease
Eric Anderson
John Eable

3.3. Apologies

Nil

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

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

Jan Pooley
Jan Parsons

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 10.3.5.

6.2. Impartiality Interests

Cr Begley declared an impartiality interest in item 10.3.2.

Cr Gamble, Cr Loton, Cr Stratford and Cr Petchell declared an impartiality interest in item 10.3.7.

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Council Meeting – 20 November 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 20 November 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(158/2025) Moved: Cr Stratford Seconded: Cr Loton

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 November 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.1.2. Special Council Meeting – 11 December 2025

Minutes of the Shire of Wyalkatchem Special Meeting held on Thursday
11 December 2025. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(159/2025) Moved: Cr Dickson Seconded: Cr Gamble

***That the minutes of the Shire of Wyalkatchem Special Meeting of
Council of Thursday 11 December 2025 (Attachment 7.1.2) be
confirmed as a true and correct record.***

CARRIED 7/0

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

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

I would like to extend my congratulations to Dan Garner, son of our previous Shire President, Mr Owen Garner, on receiving the 2025 *West Australian Music* award for Guitarist of the Year. This is a significant achievement and a wonderful recognition of his talent and dedication.

I also congratulate all students from Wyalkatchem District High School who received book prizes at their Presentation Night on Tuesday evening. I was unable to attend, but I have heard fantastic comments regarding the dance performance. Well done to each student on your hard work and commitment throughout the year.

The past week has highlighted how vulnerable our Shire can be in the midst of an emergency. I would like to sincerely thank Shire staff, Councillors and members of the community for coming together to support one another during this time. The willingness to step up and help each other, truly reflects community spirit.

As we approach the end of the year, I wish to thank the community for their ongoing input, engagement and support throughout the past year. Your involvement plays a vital role in shaping our Shire. I also extend my sincere appreciation to Shire staff for their continued professionalism, dedication and hard work, and to my fellow Councillors for their commitment to serving the community and working collaboratively in the best interests of Wyalkatchem.

I would like to wish each and every member of the Wyalkatchem community a very happy and safe Christmas and New Year. I look forward to continuing to work with Council, staff and the community in 2026.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

15.1.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – NOVEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 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 – November 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 November 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	EFT4867	EFT4779
Reserves	EFT	EFT	No Payments
DD	DD	DD4148.2	DD4135.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, s.13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/26 Annual Budget.

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

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(160/2025) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That Council endorse the total payments for the month of November 2025 being \$470,629.89 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$401,878.08;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$68,751.81.*

CARRIED 7/0

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – OCTOBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 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 – October 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 2025/2026 Annual Budget.

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

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(161/2025) Moved: Cr Dickson

Seconded: Cr Lawson Kerr

That Council endorse credit card payments for the period 30 September 2025 to 28 October 2025, totalling \$686.52. (refer to attachment 10.1.2).

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – NOVEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report November 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

November 2025

Total Cash Available as at 30 November 2025 is \$5,621,512;

- cash available is made up of unrestricted cash \$2,086,653 (37.12%) and
- restricted cash \$3,534,859 (62.88%).

Rates Debtors balance as at 30 November 2025 is \$347,131 and Rates Notices for 2025-26 were issued in August 2025. Rates collected as at end of November were \$1,186,747 - 75%.

November 2025: Operating Revenue – Operating revenue of \$2,659,742 is made up of Rates - 59%, Grants - 32%, Fees and Charges - 7% and other – 2%.

Operating Expenses – Operating expenses of \$2,668,764 is made of Employee Costs – 23%, Materials and Contracts – 23%, Depreciation – 43%, Insurance – 9% and Utility – 2%.

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

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(162/2025) Moved: Cr Stratford Seconded: Cr Dickson

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

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. MANAGER OF WORKS REPORT – DECEMBER 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 2025
Reporting Officer:	Aldo Lamas – Works Manager
Disclosure of Interest:	No interest to disclose
File Number:	13.05
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team for the month ending 12 December 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

MRWA SAFETY AUDITS

On 27 November, the Shire of Wyalkatchem conducted two safety audits focusing on potential black spots within the district. The audits were undertaken by:

- Paul Starling – Local Government Road Safety Manager, Main Roads WA (MRWA)
- Tracey Peacock – Road Safety Advisor, RoadWise WALGA
- Aldo Lamas – Works Manager, Shire of Wyalkatchem

These audits form part of the Shire's ongoing commitment to improving road safety and identifying areas where preventative measures can reduce the risk of accidents.

CAPITAL WORKS PROGRAM

- **Wyalkatchem North Rod SLK 6.91 to 8.40 (Regional Road Group)**
Spray Seal works has been completed. Asphalt works, signed and delineator are planned to be completed early in the new year.
- **Goldfields Rd - Re-sheet - SLK 8.54 to 9.82 - 1.28km (Roads to Recovery)**
Road & Maintenance Crew has started the re-sheeting works.
- **Honour Avenue & Flint Street – Footpath Works**
Concrete footpath works has been completed

ROAD AND MAINTENANCE

- **Refuse Site**
Routine weekly maintenance continued throughout the month at the Refuse Site.

- **Main Roads WA (MRWA)**

Main Roads WA (MRWA) has carried out temporary seal repairs at the intersection of Ferries Street and Hands Drive following reports from the Shire regarding seal failures.

- **Road Sweeping**

Road sweeping was undertaken within the town site to remove debris, dust, and loose material from road surfaces, thereby improving safety and reducing hazards for both vehicles and pedestrians.

PARKS AND GARDENS

- **Pioneer Park**

Rock wall vandalism at the gazebo was repaired and open back to the public.

- **Lady Nova**

Broken steps have now been fixed and open.

- **New chemical spray unit**

A new skid mount frame was fabricated in house with existing materials so it can be mounted and fixed in the ute, while spraying is in progress.

- **Korrelocking Hall**

Vandalism damage to the exterior cladding

- **Swimming pool**

Soap dispenser were replaced.

- **Town Hall**

Soap dispenser were replaced.

- **Oval**

Vandalism damage to the turf on the oval occurred over the weekend. The crew has now completed repairs.

New windsock was installed and steel post painted

Refer to Photographs in Attachment A

PLANT, MACHINERY AND EQUIPMENT

Annual servicing of air compressors has been completed.

Three generators (Admin, Medical Centre, and Depot) have been serviced. These are scheduled for servicing every six months.

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/COUNCIL RESOLUTION:

(163/2025) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That Council receives the Works Officer's report.

CARRIED 7/0

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

Attachment A



Photo: Pioneer Park Before & After Photos



Photo: Transfer Station smashed window



Photo: Skid Mount Frame for spray unit



Photo: Lady Nova before & after pictures



Photo: Korrellocking Hall vandalism (Broken cladding boards)



Photo: Oval vandalism



Photo: Windsock at The Oval



Photo: Road Sweeping Within the Town Site

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT – DECEMBER 2025

Applicant:	Not Applicable
Location:	Whole of District
Date:	12 December 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 15 November 2025 to 11 December 2025.

The Acting CEO was absent 27 November for a family commitment (time in lieu).

The focus in the past month has been the recruitment by council of a nominal CEO; 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.

At the ordinary meeting 20 November, council considered governance, financial reporting and operational reports and made decisions in relation to a long term bicycle and footpath plan 2026 – 2036 (subject to annual budget resolution), two budget variations for road projects, a revocation motion to amend minutes, a lease, a budget variation to activate a sports related grant, change in the February meeting date, proposed contract for swimming pool management, an item addressing elected member training and development and a change to 2025 / 26 Fees and Charges.

Cuppa with A Councillor took place 25 November and was hosted by the President Cr Petchell with Cr's Begley, Dickson and Loton. Several community members shared their thoughts and experiences and heard about council's plans for the future. The next Cuppa with A Councillor will be in February at a date to be announced.

A Special Meeting was held 11 December to consider a submission to the Regional Housing Support Fund under the auspices of the North-Eastern Regional Organisation of Councils (NEWROC); and receipt of the selection panel recommendation for appointment as Chief Executive Officer, which was endorsed and will progress to an Offer of Employment for Acceptance.

Key Meetings 15 November 2025 to 11 December 2025.

18 November RoadWise quarterly meeting; meeting with former employee.

20 November Ratepayer; ordinary meeting of council

24 November NEWROC Executive via TEAMS

25 November with the President Cr Petchell, Community Resource Centre (CRC) Chair, Sheryl Wemm, to discuss agreement with the CRC; (followed by) regular meeting with the President; Cuppa with A Councillor.

1 December with Deputy President Cr Mischa Stratford, at Merredin, to attend Central East Aged Care Alliance Inc. (general meeting and AGM).

2 December with Cr Loton at Mukinbudin, NEWROC council meeting.

8 December via TEAMS Pioneer Pathways Advisory Group

9 December Ms Jill Lees, Principal, Wyalkatchem District High School

10 December regular meeting with President Cr Christy Petchell; with Manager of Works, Aldo Lamas, Regional Manager Main Roads WA Mr Yogesh Shinde and Ms Elizabeth Davies, Stakeholder Engagement Manager, Main Roads WA (establish regular relationship meetings, agree on some future works and a meeting between Regional Director and Council in March 2026).

11 December Ms Caroline Robinson via TEAMS, NEWROC housing project; Council workshop; Special Meeting of Council; Local Emergency Management Committee.

Key Activities 15 November 2025 to 11 December 2025.

- Wylie Weekly publications, website and social media management, liaising with community and external agencies, other information distribution.
- Liaising with governments on various matters.
- Completion of the annual report.
- Conducting quotation process for property valuations; lease negotiation.
- Administrative support to the CEO Selection Panel
- Completion of review of emergency management arrangements.
- Information management and record-keeping.
- 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.

This is the last CEO report for 2025 and I'd like to take the opportunity to thank all members of council (past and present) for making a positive contribution to the lives of those we serve, our public; I sincerely thank all of my colleagues, many of whom do not get noticed as they quietly go about service delivery in the streets, online, in their office or in the facilities of the shire – they do a great job and I am grateful. I would also like to thank the public for their positive feedback and understanding of the challenges faced by a small local government with a small team, limited resources and many expectations. I am positive about the possibilities for 2026.

Thank you all and Merry Christmas and a safe, prosperous and successful New Year to everybody.

STATUTORY ENVIRONMENT

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

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.

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.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(164/2025) Moved: Cr Stratford Seconded: Cr Begley

That Council:

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

CARRIED 7/0

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

Cr Begley declared an impartiality interest in item 10.3.2

10.3.2. LEASE HANGAR TWO (2)

Applicant:	Mr Grant Wood
Location:	Hangar 2 being a portion of Lot 500 Wyalkatchem Aerodrome
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Valuation 2. Draft Lease 3. Public Notice

BACKGROUND

Mr Wood's father was an occupier of hangar two (2) for an extended period with another flyer Mr Gerry Fratel. Mr Grant Wood subsequently occupied the hangar. There has been no lease in place due in part to lack of engagement by the shire.

COMMENT

Mr Gerry Fratel Wood (and Mr Fratel) have occupied hangar two for an extended period. Mr Fratel contacted the shire by email 20 August 2024 about hangar use and an agreement, which was forwarded to the then CEO. He received no response.

The Acting CEO contacted Mr Fratel 10 November 2025 and in turn negotiated lease arrangements with Mr Wood, utilising an independent valuation obtained 6 October 2025. A draft lease has been negotiated and public notice issued. No comments have been received. Mr Wood and Mr Fratel have agreed that Mr Wood will be the signatory to the lease.

The proposed lease aligns with a recent valuation of \$2,800 per annum (GST exclusive), or \$3,080 per annum GST inclusive, fully reflecting market value. In addition, rent review and property inspection are timed for 31 March each year to allow for input to the budget (and when necessary, commence renewal discussions). Finally, payment in advance means the risk of non-payment is reduced.

Mr Wood and Mr Fratel have a sustained interest in flying and a long-standing connection to Wyalkatchem. There is every opportunity that in taking tenancy of the hangar this will be maintained and in time support growth of activity at the aerodrome. Consequently, this lease is supported.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

This item generates revenue of \$14,000 over the course of its term (this may increase, subject to annual rent reviews).

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government. Besides management of the relationship, this lease will assist in managing the asset and contribute to the strategic planning of the aerodrome.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(165/2025) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council:

- 1. Approve the draft lease as attached to this item, between the Shire of Wyalkatchem and Mr Grant Wood, for the disposition of hangar two (2) at the Wyalkatchem aerodrome, for a period of five years, commencing 2 January 2026; and,***
- 2. That the conditions of the lease as set out in its terms and in schedules will determine its operative delivery, being annual rent of \$2,800 GST exclusive; annual rent review and inspection; rent payable in advance; required public liability insurance; and,***
- 3. Note that no public submissions were received on this matter; and,***
- 4. Authorise the President and Acting CEO to execute the lease and affix the Common Seal.***

CARRIED 7/0

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

10.3.3. LEASE TOP DEPOT

Applicant:	Ms Michelle Eaton
Location:	Lot 8 corner Thurstun and Piesse St's Wyalkatchem
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Valuation; 2. Draft lease; 3. Public Notice.

BACKGROUND

Ms Eaton' deceased husband held the lease for this property until his passing, which extinguishes the contract. Ms Eaton maintained lease payments and has complied with the conditions of the lease. On enquiry by the shire, she has agreed to form a new lease to enable removal of the family's property.

COMMENT

The lease held by Mr B Eaton expired with his passing. Ms Michelle Eaton has maintained lease payments and compliance with the conditions of the former lease.

The Acting CEO contacted Ms Eaton in November 2025 and reached agreement to form a new lease. An independent valuation obtained 25 November 2025 would value the lease at \$4,500 per annum (\$1,900 greater than the negotiated value). A draft lease has been negotiated and public notice issued. No comments have been received.

The proposed lease is less than the valuation amount. The officer recommendation considers the inheritance of the lease obligation, the conduct of the proponent, the absence of demand for the property, and the intent to utilise the lease period to remove private property. Accordingly, the payment required under the prior lease is maintained.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

This item generates revenue of \$2,600 over the course of its term (this may vary, subject to notice).

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government. Besides management of the relationship, this lease will assist in managing the asset and contribute to the strategic planning of the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(166/2025) Moved: Cr Begley Seconded: Cr Lawson Kerr

That Council:

- 1. Approve the draft lease as attached to this item, between the Shire of Wyalkatchem and Ms Michelle Eaton, for the disposition of Lot 8 corner Thurstun and Piesse St Wyalkatchem (otherwise referred to as the Top Depot), for a period of up to one year, commencing 2 January 2026; and,***
- 2. That the conditions of the lease as set out in its terms and in schedules will determine its operative delivery, being weekly rent of \$50 GST exclusive; rent payable monthly in advance; required public liability insurance; and,***
- 3. Note that no public submissions were received on this matter; and,***
- 4. Authorise the President and Acting CEO to execute the lease and affix the Common Seal.***

CARRIED 7/0

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

10.3.4. LEASE BOTTOM DEPOT

Applicant:	Elders Rural Services Australia Limited
Location:	Lot 210 73 Wilson St Wyalkatchem
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Valuation; 2. Draft lease; 3. Public Notice.

BACKGROUND

Elders Rural Services have a current lease on this property expiring 31 January 2026, with an annual lease amount of \$6,000. Elders have occupied the property since 1 February 2024 and have been a good tenant. Discussions since 13 October have resulted in a negotiated lease which is recommended for Council's acceptance.

COMMENT

A lease held by Elders Rural Service Australia Limited ('Elders') is due to expire 31 January 2026.

The Acting CEO and Elders representatives have been in discussion since 13 October 2025 and have reached agreement on a draft lease. The lease proposes an extended term (two years to four years), a 5.0% increase on the current rent, for a period of two years (that is, \$6,300 per annum for two years); and then a further increase of 4.8% in 2028 for the remaining two years (that is \$6,600 per annum). This is market value.

An independent valuation obtained 25 November 2025 would value the lease at \$6,300 per annum. A draft lease has been negotiated and public notice issued. No comments have been received.

The officer recommendation is to accept the lease and retain a good tenant. The extended period of four years provides certainty to the lessee and provides adequate time for the local government to complete land usage surveys and planning across shire land holdings that will support longer term plans.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

This item generates revenue of \$25,800 over the course of its term.

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government. Besides management of the relationship, this lease will assist in managing the asset and contribute to the strategic planning of the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(167/2025) Moved: Cr Lawson Kerr Seconded: Cr Gamble

That Council:

- 1. Approve the draft lease as attached to this item, between the Shire of Wyalkatchem and Elders Rural Services Australia Limited, for the disposition of Lot 210 73 Wilson St Wyalkatchem (otherwise referred to as the Bottom Depot), for a period of four years, commencing 1 February 2026; and,***
- 2. That the conditions of the lease as set out in its terms and in schedules will determine its operative delivery, being annual rent of \$6,300 per annum GST exclusive in the first and second years; \$6,600 per annum GST exclusive in the third and fourth years; rent payable in 12 monthly instalments per year, in advance; required public liability insurance; and,***
- 3. Note that no public submissions were received on this matter; and,***
- 4. Authorise the President and Acting CEO to execute the lease and affix the Common Seal.***

CARRIED 7/0

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

Cr Loton declared a financial interest in item 10.3.5.

Cr Loton left the meeting at 4:31pm.

Dennis Pease left the meeting at 4:31pm.

10.3.5. LICENCE – OLD TENNIS CLUB

Applicant:	Ho Tzarina Tsiuyen
Location:	Reserve 15004 Old Tennis Club
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Valuation; 2. Draft lease; 3. Public Notice.

BACKGROUND

A daycare service was first established at the then tennis club premises in 2016. There have been interruptions to the service, mainly associated with the retention of suitable operators. However, a constant has been the provision of the premises by the Shire of Wyalkatchem, which are convenient, well-appointed and safe.

Ms Ho was offered a licence to operate the service for six months in June 2025.

COMMENT

The current agreement ceases 31 December 2025. The current operator, Ms Ho, intends to re-open in January 2026 and the certainty of an ongoing service would be beneficial to residents.

The previous agreement allowed for a \$1 rent per annum on demand, as well as an allowance of up to \$3,500 for utilities (a significant proportion would be fixed costs and a lesser amount payable by the shire in any event were other activities to occur at this site).

An independent valuation obtained 2 December would value a potential lease at \$9,000 per annum. A draft licence has been negotiated and public notice issued. No comments have been received.

The officer recommendation is to accept the lease and retain a good tenant and a valued service to the community. The extended period of two years will provide certainty to the operator and the community and allow the local government to complete community development that will support longer term plans.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

Costs associated with this item are mainly fixed and have been accounted for in the approved budget.

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government. Besides management of the relationship, this agreement will allow for the provision of early childhood education to Wyalkatchem families. This is beneficial to children and provides a social dividend. Further, there are employment benefits accrued to the community. The community benefit of this licence far outweighs the potential expenditures associated with asset. This agreement will assist in managing the asset and contribute to the strategic planning of the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

This item directly delivers Strategic Community Plan outcome 2.6: 'Facilitate access to the day care service in town.'

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(168/2025) Moved: Cr Stratford Seconded: Cr Dickson

That Council:

- 1. Approve the draft licence agreement as attached to this item, between the Shire of Wyalkatchem and Ms Ho Tzarina Tsiuyen, for the disposition of a portion of lot 502 Hands Drive Wyalkatchem within the reserve 15004, being a location known as the Old Tennis Club, for a period of two years, commencing 2 January 2026; and,***
- 2. That the conditions of the licence as set out in its terms and in schedules will determine its operative delivery, being an annual rent of \$1 payable on demand, and that the purpose of occupancy shall be for family daycare; required public liability insurance; and,***
- 3. Note that no public submissions were received on this matter; and,***
- 4. Authorise the Acting CEO to execute the licence.***

CARRIED 6/0

***Voted for: Cr Petchell, Cr Stratford, Cr Begley, Cr Gamble, Cr Lawson Kerr,
Cr Dickson***

Cr Loton re-entered the room at 4:33pm.

10.3.6. SUPPORT FOR LG RURAL HEALTH FUNDING ALLIANCE

Applicant:	Not Applicable
Location:	Not Applicable
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	24.07
Attachment Reference:	1. September Communique, Local Government Rural Health Funding Alliance 2. December Communique, Local Government Rural Health Funding Alliance 3. Position Paper

BACKGROUND

The Local Government Rural Health Funding Alliance was formed because six foundation shires (Lake Grace, Gnowangerup, Jerramungup, Kojonup, Narembeen and Ravensthorpe) are collectively expending \$1.5 million in cash annually within a sector that is a State and Federal responsibility.

In addition, it is well recognised that the average life expectancy of a rural person is up to seven years less than a person with access to metropolitan health care.

These issues present an unsustainable situation.

COMMENT

This initiative is supported by the West Australian Local Government Association (WALGA). The Acting CEO responded to a survey in September 2025 assessing this local governments contribution to funding general practitioners.

The Shire of Wyalkatchem has an agreement with the Shire of Wongan-Ballidu (the Shire of Koorda has a similar agreement) to contract GP services to the shire. In addition, the Shire of Wyalkatchem provides the medical centre, housing and one-half of a motor vehicle (with the Shire of Koorda), including running costs.

The local government expends approximately \$200,000 per year related to the provision of GP services.

The Alliance is seeking the support of other local governments that are in similar circumstances. The policy stance of the Alliance is to connect with other small population centres; recognise the challenges of geographic location; gather relevant data; recognise that limited number of GP's exacerbates the problem; advocate for increased Financial Assistance Grant funding for supporting local governments; and support the Rural Generalist Service Model, which enables multi-site practices to develop economies of scale.

This local government expressed an interest in participating in the Alliance on 21 August of this year and is in regular contact with the lead shire (Lake Grace).

STATUTORY ENVIRONMENT

Indirectly, through the Local Government Act 1995; the shire has a deed of agreement with other local governments.

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this item.

RISK IMPLICATIONS

There is no direct risk attached to this item.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 5: A safe and healthy community for all ages.

Goal 10: Consult and engage with our community and strategic partners.

Goal 11: High Standard of governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(169/2025) Moved: Cr Stratford Seconded: Cr Loton

That Council:

- 1. Request the Acting Chief Executive Officer to write to the Local Government Health Funding Alliance to convey the support of the Shire of Wyalkatchem for the policy positions of the Alliance; and,***
- 2. Requests the Australian Local Government Association (ALGA) to commit to detailed impact assessments of the direct or indirect provision of General Practitioner services by local governments in rural, remote and very remote areas.***

CARRIED 7/0

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

Cr Gamble, Cr Loton, Cr Stratford and Cr Petchell declared an impartiality interest in item 10.3.7.

10.3.7. AGREEMENT WITH THE CRC

Applicant:	Not Applicable
Location:	Not Applicable
Date:	12 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	The author has no interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Draft Agreement

BACKGROUND

The Shire of Wyalkatchem has had agreements with the Community Resource Centre to deliver services since 2013. There is currently no agreement in place.

COMMENT

The last proposed agreement with the CRC in 2023 was passed by Council but not accepted by the CRC.

A period of time passed where no statistics required under the agreement were passed to the shire and no payments were made to the CRC. This is neither sustainable practice nor helpful to either party.

The President and Acting CEO met recently with the Chair of the CRC Management Committee to exchange information and affirm the importance of the CRC to community development. A draft agreement was prepared by the Acting CEO and this has been accepted by the Management Committee.

There is no material change to any previous agreement. The main features are a 3% increase in fees and an 18-month term to bring the term into alignment with the shire's financial year budget timeline.

There is a relationship to the lease the shire holds with the Public Transport Authority over the land – this is due for renewal and the PTA is yet to respond.

At cl. 3 on page 4, the date that library reporting is due to the shire has been changed – this is now the 15th of the month instead of the 7th; this should assist in closing off the previous month; note: the shire have not received any reporting in years.

In regard to visitor information reporting at cl. 4 on page 5, this hasn't occurred in a very long time.

Shire access to the conference room at 5.1 (c) – not generally requested but as a shire facility the local government may do so in the future. The amount of access is not increased but rather expressed as a monthly number as well as a weekly number; if the shire wants to host an event, it may be a whole day, for example.

At cl. 9 Termination of contract, the legislation is updated – the Associations Act was updated in 2015 – the old agreement still referenced the 1987 Act.

At Schedule 1 page 18: Item 2, the Term is for 18 months 1 January 2026 to 30 June 2027; this will allow us to move to financial years and line up the agreement with the shire budget. This gives the shire and the CRC 18 months to collect statistics, get our respective governance and community development organised and well governed and then have a serious discussion about the future – how do both organisations deliver their respective objects effectively.

Schedule 1 Item 3: commencement – 1 January 2026 – irrespective of the PTA lease and timing, the agreement will be recognised from 1 January 2026.

Schedule 1, Item 4: the contract price: at \$30,463.44 this is a 3% increase on the last annual amount (that is \$2,538.62 per month); because the shire budget is fixed until 1 July 2026, the amount we will pay January to June is the current amount of \$2,464.68 per month; from July 2026, we will pay the increased amount and any backlog from January to June 2026 – that is \$2,538.62 in July plus \$443.64 shortfall for January to June and then \$2,538.62 per month).

Item 6 (4): detail of this backlog payment plus a schedule of payments is on the next two pages (p. 20 and 21).

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

This will commit the local government to an annual payment of \$29,575.44 in 2025/26 with \$443.64 associated with the year payable in 2026 / 27.

This is in line with budget expectations.

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government. This agreement will assist in managing the asset and contribute to the strategic planning of the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 2: Essential services and infrastructure enable local economic growth.

Goal 4: The length of stay for visitors and tourists to Wyalkatchem is extended.

Goal 5: A safe and healthy community for all ages.

Goal 10: Consult and engage with our community and strategic partners.

Goal 11: High standard of governance.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(170/2025) Moved: Cr Stratford

Seconded: Cr Dickson

That Council:

- 1. Approve the draft agreement with the Community Resource Centre and authorise its execution by the President and Acting CEO.***

CARRIED 7/0

***Voted for: Cr Petchell, Cr Stratford, Cr Begley, Cr Loton, Cr Gamble,
Cr Lawson Kerr, 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

COUNCIL RESOLUTION:

(171/2025) Moved: Cr Stratford

Seconded: Cr Gamble

That Council receives the late items 14.1.1, 14.1.2, 14.1.3, 14.1.4 and 15.1.1

CARRIED 7/0

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

14.1.1. ANNUAL REPORT AND FINANCIAL STATEMENTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 December 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 14.1.1 – 2024 / 25 Annual Report and Financial Statements for the period ending 30 June 2025

SUMMARY

The Audit Committee has endorsed and recommends to Council to accept the 2024 / 25 Annual Report and Financial Statements for the period ending 30 June 2025.

BACKGROUND

In accordance with Section 5.54(1) of the *Local Government Act 1995* Council is required to prepare and accept the Annual Report for each financial year no later than 31 December after that financial year.

COMMENT

The final audit of Council's finances and operations commenced 25 September 2025. The final audit report from the Office of the Auditor General was received by the Shire on Friday 28 November 2025.

Council is required to accept the Annual Report and select a date for the Electors meeting that is no more than 56 days from the acceptance of the annual report. The Electors meeting time and date is also required to be advertised for 14 days.

The date of the Electors Meeting has been set for Thursday 12 February 2026 at 6:00pm and Public Notice has been given. This date is 56 days following the proposed acceptance of the Annual Report.

Public Notice of the Annual Electors Meeting and availability of the Annual Report will be displayed on public notice boards, Wylie Weekly and advertised on Council's Website and via social media. In addition, residents can request a copy to be mailed to them or view a copy at the Shire Office.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.54(1)

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Advertising, printing and posting costs included in the 2025/2026 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

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(172/2025) Moved: Cr Begley Seconded: Cr Dickson

That Council;

- 1. Accepts the Annual Report and Financial Statements for the year ended 30 June 2025.***
- 2. Holds a General Meeting of Electors on the 12 February 2026 commencing at 6pm in the Shire of Wyalkatchem Council Chambers.***

CARRIED 7/0

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

14.1.2. LEASE CRISP COMMUNICATIONS TOWER

Applicant:	Shire of Wyalkatchem
Location:	Whole of district; site location: part of reserve 40516, lot 28870 on deposited plan 216291.
Date:	18 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	05.19.06C
Attachment Reference:	1. Item 10.3.4 October 2025, which includes title and current lease. 2. Draft proposed lease with amendments.

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.

The Minister has requested changes to that lease.

COMMENT

Council made a resolution 16 October 2025 to update the lease with Crisp to ensure the maintenance of emergency services arrangements.

A written request was made to the Minister for Lands to validate the arrangements, and a request has been made by the Minister to make minor changes to the lease. The changes would protect the Minister's rights to limit assignment, ensure no caveat were lodged, and to ensure no mortgage could be raised against the land.

When approved by Council, an unsigned version of the lease would be submitted for approval by the Minister. The Minister will nominate a Commencement Date and with approval the lease will then be executed. At that point, it will require signing by all parties.

The changes to the lease are as follows:

At cl. 3.4, amended to include prior written consent of the Minister is required for assignment, sub-letting or charges, including mortgages;

Cl. 3.5 is a new clause for No Absolute Caveat to prevent caveat against the title; subsequent clauses are re-numerated;

Cl. 5.3, indemnity, a) is amended to include the Minister for Lands; and,

At Item 1 in the Schedule, a typographical error is corrected in the lot number. Both the current and proposed lease are presented as Attachments.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There is no directly relevant policy to this item.

FINANCIAL IMPLICATIONS

Other than investment of time, there is no financial implication to this item.

RISK IMPLICATIONS

Risk is the effect of uncertainty on business decisions. The advice of the Minister's office provides certainty that land management is undertaken with appropriate probity. The changes to lease provisions provide certainty to the Minister and in turn provide assurance to Council and the Lessee about land management arrangements.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(173/2025) Moved: Cr Begley Seconded: Cr Lawson Kerr

That Council:

- 1. Approve the amended lease as attached to this item;***
- 2. Authorise the Acting CEO to submit the amended lease to the Minister for Lands for approval and authorising of a Commencement Date;***
- 3. Authorise the Acting CEO to make minor alterations such as dates under advisement from the Minister;***
- 4. Authorise the President and Acting CEO to execute a finalised lease for a period of up to ten years and affix the Common Seal.***

CARRIED 7/0

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

14.1.3. POLICY REVIEW – ELECTED MEMBER TRAINING AND DEVELOPMENT

Applicant:	Not Applicable
Location:	Whole of District
Date:	17 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	4.14.1
Attachment Reference:	1. Policies 6.4 and 6.5.

BACKGROUND

There are currently two policies addressing elected member training and development. There are areas of duplication and no explicit alignment with the requirements of the local government. This item recommends amendments to improve the policy settings of the local government.

COMMENT

Council has had discussions about the training and development needs of the local government. It is recognised that the training and development of staff must focus on what is needed to develop more capable officers and therefore further the capacity of the shire.

Equally, training and development of elected members should not be an isolated exercise. Limited funds and limited resources should mean training and development is relevant and applicable to the requirements of the role of councillor, Deputy President or President. Equally, there should be alignment with building the capacity and capability of council to consider the diverse strategic and technical matters that come before elected members. Finally, the training and development of councillors should have (relative) alignment with the strategic needs of the local government.

The following principles address the technical approach to the current policy and attempt to relate training and development to what is strategically required – to build the capability and capacity of council as a group, to further the capacity and capability of the local government, and to complement the training and development of the CEO and staff.

The most significant alteration proposed is movement from a discrete budget amounts per councillor with no identified objective to a pool budget allocation with collective objectives that should be identified to individual councillors.

The following principles will be incorporated into a new policy for council's consideration in early 2026. A separate travel policy for the local government as whole will be developed. Other policies may subsequently require amendment. In this way, an integrated development of the local government can be considered, better enabling the building of capacity and capability across the local government.

Principles for policy amendment, policy 6.4 and 6.5:

1. There should be a single policy for elected member training and development.
2. There should be a single policy addressing travel for the local government.
3. All elected member training and development should be directly relevant to the role of elected member, President or Deputy President.

4. To the extent possible, elected member training and development will add to the knowledge, experience, qualifications and skills of the elected member.
5. To the extent possible, the elected member training and development will complement the knowledge, experience, qualifications and skills of other members of council, thereby creating a wholistic approach to the development of council.
6. To the extent possible, the training and development of elected members will align with the strategic development needs of council and the local government.
7. The budget allocation for elected member training and development will be a single pool amount available to the council. Council will consider elected member training and development needs as part of the budget deliberations and make an allocation based on identified needs and alignment with the strategic requirements of council.
8. Any individual training and development requirements that cannot be accommodated within the allocated budget will be subject to approval by the CEO or President up to levels determined by council in each budget cycle; or by council resolution if budgeted funds are exhausted or the elected members' request is declined.
9. All travel outside Western Australia will be subject to council resolution.
10. Knowledge sharing of all training and development is an expectation. The purpose of knowledge sharing is to further collaboration, ensure knowledge retention, encourage the application of training and development to the ongoing work of council, to identify relationships to the training and development of other sections of the local government. How this is achieved will be agreed by the council as a group in consultation with the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

This item will require amendments to policy 6.4 (and amendment or possible removal of 6.5) with possible changes to other policies if required. Policy amendments to be considered by Council in early 2026 for integration with the 2026 / 27 budget where applicable.

FINANCIAL IMPLICATIONS

There is no immediate direct financial implication to this item. The intention is to more strongly align expenditure with the budget cycle. When combined with organisational training plans, this will allow for a clearer alignment with informing strategies such as the long-term financial plan and better alignment with the community plan and other project outcomes.

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 11: High standard of governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(174/2025) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

That Council:

- 1. Receive and endorse the training and development principles as detailed in the Comment section of this item; and,***
- 2. Request the Acting CEO to incorporate the principles into a revised Elected Member Training and development policy for adoption by Council; and,***
- 3. Develop a suitable travel policy for the local government that encompasses the requirements of council.***

CARRIED 7/0

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

14.1.4. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Applicant:	LEMC
Location:	Whole of district
Date:	17 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	9.13.4
Attachment Reference:	1. Local Emergency Management Arrangements (LEMA); 2. LEMA Appendices; 3. Recovery Plan.

BACKGROUND

The Shire of Wyalkatchem applied for an All-West Australians Reducing Emergencies (AWARE) program grant in 2024. The purpose was to re-write the LEMA and a grant of \$14,300 was awarded and paid to consultant Lewis Winter Fire & Emergency Management for this purpose.

COMMENT

Local Emergency Management Arrangements are a requirement of the Emergency Management Act 2005. Local governments are responsible for developing, maintaining, and testing their LEMA.

Effective LEMA enhances the community's resilience and readiness for emergencies through plans that cover the phases of emergency management:

- prevention/mitigation
- preparedness
- response
- recovery.

The draft was not effectively workshopped and contained errors and misstatements that required review. Until 11 December, it was never endorsed by LEMC and the documents were never distributed to stakeholders and have not been endorsed by the District Emergency Management Committee nor the grantor. This item addresses these issues.

It has been recommended to the LEMC that this version continue to be scrutinised to verify all contacts, resources and arrangements and that a 2026 review be submitted to LEMC.

STATUTORY ENVIRONMENT

Local Government Act 1995; Emergency Management Act 2005; Bush Fires Act 1954; Fire and Emergency Services Act 1998.

POLICY IMPLICATIONS

The Terms of Reference for the LEMC are relevant and they are currently under review. item.

FINANCIAL IMPLICATIONS

There will be no financial implications should council pass this item, and the Acting CEO submits the material as indicated. Should the local government not meet the grantor's expectations there is a risk of the grant of \$14,300 being returned.

RISK IMPLICATIONS

This item has been prepared to reduce risk to council and the local government.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal 5: A safe and healthy community for all ages.

Goal 7: Minimise risk and impact of natural disasters (noting some disasters are not natural in their origin).

Goal 11: High standard of governance.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(175/2025) Moved: Cr Stratford Seconded: Cr Begley

That Council:

- 1. Adopt the Local Emergency Management Arrangements, Appendices and Recovery Plan, as approved by the Local Emergency Management Committee 11 December 2025; and,***
- 2. Request the Acting CEO to submit this set of documents to the District Emergency Management Committee (DEMC) for their endorsement; and,***
- 3. Provide this decision, the documents and any other assurance to DEMC and the grantor who provided funding for the preparation of these plans; and,***
- 4. Distribute these documents to enable implementation.***

CARRIED 7/0

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

15. MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(176/2025) Moved: Cr Loton

Seconded: Cr Stratford

That Council moves behind closed doors in accordance with s. 5.23 (2)(b) of the Local Government Act 1995, to deal with matters relating to the personal affairs of a person.

CARRIED 7/0

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

Eric Anderson and John Eables left the meeting at 4:44pm.

15.1.1. APPOINTMENT OF CHIEF EXECUTIVE OFFICER

Applicant:	Shire of Wyalkatchem
Location:	Whole of District
Date:	17 December 2025
Reporting Officer:	Ian McCabe, Acting Chief Executive Officer
Disclosure of Interest:	No interest to declare
File Number:	22.23.07 CEO Recruitment
Attachment Reference:	1. Adopted Standards for CEO Recruitment, Performance and Termination Policy. 2. Salaries and Allowances Tribunal Local Government Determination 2025 All Other Attachments are CONFIDENTIAL: 3. Provisional Acceptance of Offer of Employment. 4. Employment Contract. 5. Recommendation of Selection Panel.

BACKGROUND

Section 5.36 (1) (a) of the Local Government Act 1995 requires the local government to employ a person to be the CEO of the local government. The Council's governing role includes the selection of the CEO (s. 2.7 (2) (e) of the Act).

COMMENT

A requirement to appoint a Chief Executive Office arose in July 2025. Council resolved at its meeting of 17 July to delay recruitment until following the local government election. This would allow all elected members to participate should there be any change to council's composition.

A selection panel was identified at the ordinary meeting 16 October 2025, with all elected members participating as well as an independent person. The independent person selected was Mr David Holdsworth, a businessman and freeman of the shire, as well as former deputy shire president.

A recruitment consultant was engaged by resolution at the ordinary meeting 16 October 2025, following submissions from nine recruitment consultants.

The Selection panel with support from the Acting CEO prepared selection criteria, position description, components of the application package, including advertising channels, and draft interview materials.

The selection panel with the recruitment consultant approved the application package, advertised the vacancy, assessed candidates against the selection criteria and identified a shortlist for interview.

Interviews were held in-person and via TEAMS at Wyalkatchem 4 December 2025. Four persons were interviewed and all members of the panel have attested to the selection of the preferred candidate.

At the special meeting of 11 December 2025, Council endorsed the recommendation of the selection panel and authorised the President with the support of the Acting CEO to make a provisional offer of employment and negotiate an employment contract. This item presents acceptance of that offer and the negotiated contract, both requiring Council's endorsement by Absolute Majority, to be effective.

In the interim, the recruiter has completed background checks with all verifications completed satisfactorily.

With Council's endorsement of this item, all requirements of the Standards, except a compliance notification of the appointment, will have been met. As soon as practicable, once the contract is executed, compliance with regulation 18FB of the Local Government (Administration) Regulations 1996 requires Council confirm the appointment, the adoption of the contract and compliance with the Standard. The resolution requires absolute majority vote and submission of the resolution to the Department.

STATUTORY ENVIRONMENT

Minimum Conditions of Employment Act 1993 (WA); Superannuation Guarantee (Administration) Act 1992 (Cth); Superannuation Guarantee Charge Act 1992 (Cth); Local Government (Long Service Leave) Regulations 2024; other workplace law may apply.

Local Government 1995 (generally); Part 2, division 2 addresses the role of council, the President, councillors; division 4 addresses Local Government Employees, s's 5.39, 5.39A and 5.40 are relevant to this item; s.5.41 specifies the role of the CEO.

Part 4, Part 4A, Schedule 2 of the Local Government (Administration) Regulations 1996 have direct relevance to this item.

Other sections of the Local Government Act 1995 or subsidiary legislation may apply.

POLICY IMPLICATIONS

The Adopted Standard for CEO Recruitment, Performance and Termination is the primary reference for this item.

FINANCIAL IMPLICATIONS

The recruitment and employment of a Chief Executive Officer, all components of the remuneration package, and a period of handover for the acting CEO, have been anticipated in the approved financial budget for 2025 / 26.

RISK IMPLICATIONS

Risk is the effect of uncertainty on business objectives. This item is a major decision for Council that reduces uncertainty and therefore mitigates risk.

COMMUNITY AND STRATEGIC OBJECTIVES

The CEO, as the local government's chief executive officer, is responsible for managing the local government's administration and operations. The CEO is also Council's principal advisor and executive with responsibility to implement decisions, including representing the local government to other stakeholders. As such, the CEO is central to the achievement of all Council strategic plans and objectives.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(177/2025) Moved: Cr Lawson Kerr

Seconded: Cr Stratford

That Council:

- 1. Appoints the candidate named in the **Confidential Attachments 3 and 5** to the position of CEO Shire of Wyalkatchem, being the candidate that council has determined is the person most suitably qualified and experienced for the position; and,***
- 2. Approved the finalised terms of the CEO employment contract as presented at **Confidential Attachment 4**, being for a period of five years, inclusive of a Total Reward Package valued at \$244,084, calculated in accordance with the 2025 Salaries and Allowances Tribunal Local Government Determination Band 4 range; and,***
- 3. Authorises the President and Acting CEO to execute the CEO Employment Contract and apply the Common Seal in accordance with s. 9.49A (1) (a) of the Local government Act 1995; and,***
- 4. Authorises the President to make public announcement of the appointment only when the successful candidate has confirmed formal resignation of current employment and returned a fully executed contract.***

CARRIED 7/0

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(178/2025) Moved: Cr Stratford

Seconded: Cr Dickson

That Council moves from behind closed doors and returns the meeting to being open to the public.

CARRIED 7/0

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

16. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 4.49pm.