



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

21 September 2026

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:01pm

Closure: 5:03pm

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 30 September 2026.



Tom Kettle
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 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.

There were no public questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:02pm.

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 Justin Begley	
Cr Rod Lawson Kerr	
Cr Tracey Dickson	
Cr Stephen Gamble	

Tom Kettle	Chief Executive Officer
Claire Trenorden	Manager Corporate Services
Aldo Lamas	Manager Works

3.2. Visitors

Nil

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 former resident of Wyalkatchem had recently passed away:

Mr Rick Buxton

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 – 20 August 2026

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 20 August 2026. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(101/2026) Moved: Cr Dickson

Seconded: Cr Begley

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 August 2026 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.1.2. Special Council Meeting – 3 September 2026

Minutes of the Shire of Wyalkatchem Special Meeting held on Thursday 3 September 2026. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(102/2026) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 3 September 2026 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 7/0

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

7.2. Receipt of Minutes

7.2.1. Audit, Risk and Improvement Committee Meeting – 10 September 2026

Minutes of the Shire of Wyalkatchem Audit, Risk and Improvement Committee Meeting held on Thursday 10 September 2026. (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(103/2026) Moved: Cr Stratford Seconded: Cr Dickson
That the minutes of the Shire of Wyalkatchem Audit, Risk and
Improvement Committee Meeting of Thursday 10 September 2026
(Attachment 7.2.1) be received by the Council.

CARRIED 7/0

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

7.3. Receipt of Reports

7.3.1. CEACA Quarterly Report – September 2026

Quarterly report for September 2026 from the Central East Accommodation and Care Alliance Inc. (Attachment 7.3.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(104/2026) Moved: Cr Dickson Seconded: Cr Stratford
That the quarterly report for September from the Central East
Accommodation and Care Alliance Inc. be received by the Council.

CARRIED 7/0

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

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member noted that a number of Councillors attended the WALGA convention in Perth the week prior. It was an insightful couple of days of learning and networking and on reflection there were some really good parts but there were also some other parts that weren't necessarily of interest to rural Councils. But there is usually a degree of give and take when attending conventions of this nature.

Congratulations to Councillor Stratford, our Deputy President, who last year was awarded the Jackie Dodd scholarship for the Diploma in Local Government, by this convention Councillor Stratford had completed and passed the Diploma and she was awarded her Diploma certificate. Also, congratulations to Councillor Lawson Kerr for being awarded a certificate for completion the Elected Member Skill Set, well done and it's great to see our Councillors undertaking professional development.

The Rodeo is on this weekend and we're hoping that it all runs smoothly. Thank you to everyone who is working hard behind the scenes and to Dennis Pease who has been organising the volunteers.

The Shire would like to acknowledge and thank Mr Eric Anderson for his valued service over the last 4.5 years as an employee, together with his significant contribution as a Councillor between 1999-2005 and 2007-2013. We wish him all the very best for his future endeavours, so thank you Mr Anderson.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
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 – August 2026

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 July 2026 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal and Trust	EFT	EFT5549	EFT5492
Reserves	EFT	EFT	No Payments
DD	DD	DD4425.1	DD4394.1

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 2026/27 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 RECOMMENDATION/COUNCIL RESOLUTION:

(105/2026) Moved: Cr Lawson Kerr Seconded: Cr Gamble
That Council endorse the total payments for the month of August 2026 being \$296,011.69 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$235,802.99 and***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$60,208.70.***

CARRIED 7/0

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JULY 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
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 – July 2026

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 2026/27 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 RECOMMENDATION/COUNCIL RESOLUTION:

(106/2026) Moved: Cr Dickson

Seconded: Cr Begley

That Council endorse credit card payments for the period 30 June 2026 to 28 July 2026, totalling \$4,553.88 (refer to attachment 10.1.2).

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – AUGUST 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
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 August 2026

BACKGROUND

The *Local Government (Financial Management) Regulation 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 include:

- 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

August 2026

Total Cash Available as at 31 August 2026 is \$7,284,247;

- cash available is made up of unrestricted cash \$3,529,876 (48.46%) and
- restricted cash \$3,754,371 (51.54%).

Rates Debtors balance as at 31 August 2026 is \$672,859 and Rates Notices for 2026-27 were issued in July 2026. Rates collected as at end of August were \$996,861 - 58%.

August 2026:

Operating Revenue – Operating revenue of \$2,137,516 is made up of Rates - 77%, Grants - 15%, and Fees and Charges - 8%.

Operating Expenses – Operating expenses of \$631,660 is made of Employee Costs – 27%, Materials and Contracts – 49%, Insurance – 19%, and Utility – 5%.

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 RECOMMENDATION/COUNCIL RESOLUTION:

(107/2026) Moved: Cr Loton

Seconded: Cr Stratford

That Council accepts the Statements of Financial Activity for the month ending 31 August 2026 (refer attachment 10.1.3).

CARRIED 7/0

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

10.1.4. COMPLIANCE AUDIT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.4.1 – 2025 Compliance Audit Return Attachment 10.1.4.2 – 2025 Compliance Audit Return Action Plan

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations). The CAR must be submitted to the Department of Local Government, Industry Regulation and Safety (Department) by 30 September 2026. The period examined by this audit is 1 January to 31 December 2025.

The completed return is required to be:

- Reviewed by the Audit Risk and Improvement Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 14 of the Regulations in detail. The audit findings must be recorded in the supplied pro forma which has been completed and is provided as Attachment 10.1.4.1

COMMENT

The Compliance Audit Return has been carried out by the Manager of Corporate Services. The Compliance Audit Return comprises of questions in the following areas of activities.

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Service

Items of non-compliance have been reviewed and an action plan has been developed to address the areas of non-compliance.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance audits by local governments

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire 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

AUDIT RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION:

(108/2026) Moved: Cr Stratford

Seconded: Cr Begley

That Council:

- 1. Adopts the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.***
- 2. Notes the areas of non-compliance within the 2025 Compliance Audit Return and accepts the 2025 Compliance Audit return Management Action Plan.***
- 3. Submit a certified copy of the 2025 Compliance Audit Return to the Local Government Inspector.***

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT – SEPTEMBER 2026

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
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 10 September 2026.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

CAPITAL WORKS PROGRAM

Overall, the Capital Works Program is progressing well and remains on track for this stage of the financial year. A number of key projects are advancing through the planning, design, procurement, and delivery phases.

Several grant-funded initiatives are also being developed and assessed to maximise external funding opportunities and reduce the financial burden on the Shire.

- Regional Road Group (RRG) 2027/28
- Commodity Route Fund 2027/28
- Active Transport Fund
- CBH Roots Grant
- Remote Airstrip upgrade program – round 12
- Community Water Supply (CWSP)
- Safer Local Roads and Infrastructure Program (SLRIP)

Staff continue to monitor project timelines, budgets, contractor performance, and resource availability to ensure works are delivered efficiently and in accordance with Council's adopted priorities.

At this stage, no significant issues have been identified that are expected to adversely impact the overall delivery of the Capital Works Program.

Staff will continue to pursue opportunities to improve the Shire's asset network and service delivery outcomes while ensuring prudent financial management and value for money for the community.

Current Status

Completed Projects

The following projects have been completed during the reporting period:

1. Benjaberring South Rd - SLK 0.00 to 2.70
 - Survey Pickup – Completed
 - Tree Pruning – Completed
 - Shoulder gravel to up – Completed
 - Drainage – Completed
2. Wyalkatchem North Rd - SLK 8.40 to 9.90
 - Survey Pickup – Completed
3. Laneway (From Gamble St to Riches St)
 - Survey Pickup – Completed

Upcoming Projects

1. Benjaberring S Rd - SLK 0.00 to 2.70
 - Stabilisation and Formation Works - Tuesday 29 September 2026 to Monday 5 October 2026
 - Sealing Works - Wednesday 07 October to Thursday 08 October
2. Wyalkatchem North Rd - SLK 8.40 to 9.90
 - Drainage box culvert installation works - Monday 21 September 2026 to Friday 25 September 2026
 - Road reconstruction – Stabilisation - Tuesday 6 October 2026 to Monday 12 October 2026
 - Sealing Works - Tuesday 13 October 2026 to Wednesday 14 October 2026

ROAD & MAINTENANCE

Routine operational works continue to support the maintenance, renewal, and improvement of the Shire's road network and associated infrastructure assets. These activities are focused on preserving asset condition, improving road safety, and ensuring the ongoing functionality of transport routes throughout the Shire.

- **Refuse Site**

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

- **Maintenance Grading**

Maintenance grading is continuing throughout the Shire to improve and maintain road conditions, ensuring safe and reliable access for residents, agricultural operations, school bus services, and other road users. These works form part of the Shire's ongoing road maintenance program and assist in preserving the condition and serviceability of the unsealed road network.

The following roads were completed during this reporting period:

1. Elsegood Rd
2. Trenorden Rd
3. Parsons Rd
4. Maitland Rd
5. Hammond Rd
6. Hardwick Rd
7. Bruse Rd
8. Byrne Rd
9. Wyalkatchem North Rd
10. Goldfields Rd
11. Jackson Rd
12. Davies South Rd

[Refer to Photographs - Attachment A](#)

PARKS AND GARDENS

- **Weed Management**

We are currently undertaking the follow-up spraying program across the Shire. Unfortunately, weather conditions have not always been favourable for spraying operations, which has limited opportunities to undertake broadscale herbicide applications. As a result, we are also implementing physical weed control methods, including manual removal (hand pulling), mowing, and slashing, to assist in reducing weed growth and spread throughout the townsite and other Shire-managed areas.

Staff continue to monitor weather conditions and will undertake herbicide application when suitable spraying conditions are available. Additional support is also being sought to accelerate weed control activities across priority areas.

- **Recreation Centre**

The male and female toilet facilities at the Recreation Centre have been repainted as part of the ongoing maintenance program. These works have improved the presentation and condition of the facility and contribute to providing a clean and welcoming environment for users.

- **Swimming Pool**

Maintenance works have been undertaken to the swimming pool pump room and fascia. These works form part of the Shire's ongoing asset maintenance program and will assist in preserving the condition and functionality of the facility ahead of the upcoming swimming season.

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 RECOMMENDATION/COUNCIL RESOLUTION:

(109/2026) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That Council receives the Works Manager's report.

CARRIED 7/0

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

Attachment A



Photo: Benjaberring South Rd

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT – SEPTEMBER 2026

Applicant:	Not Applicable
Location:	Whole of District
Date:	16 September 2026
Reporting Officer:	Tom Kettle, 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 CEO to inform Council and the community about CEO activities and responsibilities, including progress against published plans and agreed performance criteria from 14 August to 21 September 2026.

COMMENT

The reporting period focused on strategic planning, governance, regional advocacy, emergency management, housing and community engagement. Through participation in local, regional and State forums, the Shire continued to advance Council's priorities and strengthen organisational governance.

A key milestone was the progression of the draft Council Plan 2026–2036. Following extensive engagement with elected members, staff and community stakeholders, the draft Plan was considered by Council and released for public feedback. The Plan provides a clear strategic framework to guide future service delivery, projects and resource allocation and will be considered for adoption as a report to this Ordinary Council Meeting.

Governance and compliance initiatives also progressed, including consideration of the redeveloped Risk Management Framework and Annual Compliance Audit Return by the Audit, Risk and Improvement Committee. Reviews of policies, delegations and organisational controls continued to support improved accountability, legislative compliance and contemporary governance practices.

Housing and land activation remained a priority through the CEACA Management Committee, with ongoing work to support workforce attraction, retention and long-term community sustainability.

The Shire maintained a strong regional presence through the Regional Road Group, NEWROC Council, WALGA Avon Midland Branch Wheatbelt Forum and WALGA Convention, providing opportunities to advocate for local priorities and collaborate on regional infrastructure, housing, workforce and economic development initiatives.

Engagement with community members and stakeholder groups continued throughout the month, supporting open communication, project planning and a better understanding of local priorities and opportunities.

The CEO Performance Review Committee completed the CEO's six-month probation review and developed the 2026/27 CEO Key Performance Indicators. Following the Committee's recommendation, Council confirmed the successful completion of the

probationary period and adopted the 2026/27 KPI framework at the Special Council Meeting held on 3 September 2026.

The completion of probation marks an important milestone and reflects a productive first six months focused on organisational improvement, strategic planning, governance reform, housing initiatives, regional advocacy and community engagement. I would like to thank Council, staff, community members and regional stakeholders for the support and warm welcome extended since my commencement with the Shire. The relationships established during this period have been invaluable in understanding local priorities and identifying opportunities to support the future of the Wyalkatchem community.

Key Meetings 14 August to 21 September 2026

14 August Regional Road Group Meeting
17 August CEACA Management Committee Meeting
20 August Ordinary Council Meeting
21 August Wheatbelt Forum – WALGA Avon Midland Branch
22 August Stakeholder meeting – Communications
25 August CEO Performance Review Committee Meeting
26 August Shire President and community stakeholders meeting
1 September NEWROC Council meeting
1 September Rodeo stakeholders meeting
2 September DFES Meeting
3 September Special Council Meeting and Council Workshop
7 September Meeting with community member
8 September DFES District Meeting
8 September Community stakeholder group meeting
10 September Meeting with community member
10 September Audit Risk and Improvement Committee Meeting
17-19 September WALGA Convention

STATUTORY ENVIRONMENT

Section 5.41 Role of the Chief Executive Officer.
Section 5.56 Planning for the future.

POLICY IMPLICATIONS

There is no policy directly relevant to this report.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this report. The 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.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(110/2026) Moved: Cr Dickson

Seconded: Cr Lawson Kerr

That Council accept the Chief Executive Officer's report as presented.

CARRIED 7/0

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

10.3.2. RISK MANAGEMENT POLICY AND FRAMEWORK

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	27.03
Attachment Reference:	Attachment 10.3.2.1 – 3.1 Risk Management (Revised) Attachment 10.3.2.2 - Risk Management Framework (Revised)

PURPOSE:

The purpose of this report is to present a revised Risk Management Policy and Risk Management Framework for consideration by the Audit, Risk and Improvement Committee (ARIC) and to seek endorsement for adoption by Council.

The revised documents have been prepared as part of the Shire's broader governance improvement program and are intended to modernise the organisation's approach to risk management, strengthen governance arrangements, clarify accountability, and align the Shire's risk management practices with current legislative and better practice requirements.

DETAIL:

The Shire's current Risk Management Policy was adopted by Council on 18 February 2021 following a major review undertaken during 2020. The policy is based on AS/NZS ISO 31000:2009 and establishes the Shire's commitment to managing risks that may affect the organisation, its assets, operations, employees and community.

The existing policy has served the organisation well; however, several developments have occurred since its adoption, including:

- The release of AS/NZS ISO 31000:2018 Risk Management.
- Increased governance and assurance expectations across the local government sector.
- The establishment of Audit, Risk and Improvement Committees.
- Greater emphasis on organisational risk oversight.
- Increased focus on fraud and corruption control.
- Enhanced expectations regarding internal controls and legislative compliance reviews under Regulation 17 of the Local Government (Audit) Regulations 1996.

The review has also been undertaken as part of the Shire's broader governance reform program, which includes improvements to policy management, the Integrated Planning and Reporting Framework, internal controls, organisational performance reporting and risk oversight.

The CEO recommends a replacement of Shire Policy 3.1 Risk Management as a more expedient exercise than revising the current policy. The existing Risk Management Framework has been revised to reflect the new policy.

Key Updates

1. Alignment with Contemporary Standards

The revised policy adopts and aligns with AS/NZS ISO 31000:2018 Risk Management, replacing the previous reliance on AS/NZS ISO 31000:2009.

This ensures the Shire's approach remains consistent with nationally recognised risk management principles and contemporary governance practice.

2. Clear Scope and Application

The revised policy includes a dedicated Policy Scope section. The scope now expressly applies to:

- Council,
- Employees,
- Contractors,
- Consultants, and
- Volunteers.

This establishes clear expectations across the organisation and ensures risk management remains an organisation-wide responsibility.

3. Stronger Governance Framework

The revised policy establishes a formal Risk Management Framework consisting of:

- Risk Appetite Statement,
- Risk Management Policy,
- Risk Registers, and
- Risk Management Procedures.

This creates a clear hierarchy between governance documents and operational processes and provides a structured approach for continual improvement.

4. Defined Roles and Responsibilities

The revised policy clearly assigns responsibilities to:

- Council,
- Audit, Risk and Improvement Committee,
- Chief Executive Officer,
- Manager Corporate Services,
- Managers as risk owners; and
- Employees and other personnel.

This represents an improvement on the current policy by clarifying accountabilities and strengthening lines of assurance.

5. Recognition of ARIC Oversight

The revised policy formally identifies the role of the Audit, Risk and Improvement Committee in monitoring and reviewing the Shire's risk management framework and associated practices.

6. Improved Regulation 17 Alignment

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to periodically review:

- Risk Management,
- Internal Controls, and
- Legislative Compliance.

Each of these matters must be reviewed at least once every four financial years and reported to the ARIC

7. Fraud and Corruption Risk Management

The revised policy introduces a dedicated section addressing fraud and corruption risk by recognising fraud risk as a key organisational risk area and linking management of those risks to both:

- The Risk Management Framework, and
- AS/NZS 8001:2021 Fraud and Corruption Control.

This enhancement reflects contemporary governance expectations and strengthens organisational resilience.

The proposed Risk Management Policy and accompanying Risk Management Framework represent an improvement in the maturity of the Shire's governance and assurance arrangements.

This positions the organisation for the redevelopment of a risk register for quarterly review by the ARIC and appointment of suitably qualified consultants to undertake the Regulation 17 Audit, per the ARIC Work Plan. It is expected that this will create further opportunity for improvement as aligned with risk management principles.

Accordingly, it is recommended that the Audit, Risk and Improvement Committee endorse the policy and framework and recommend their adoption by Council.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

Local Government (Audit) Regulations 1996.

AS/NZS ISO 31000:2018 Risk Management.

AS/NZS 8001:2021 Fraud and Corruption Control.

POLICY IMPLICATIONS

The adoption of the revised Risk Management Policy will replace the current Policy 3.1 Risk Management adopted by Council on 18 February 2021.

The Risk Management Framework will become the primary organisational document supporting implementation of the policy.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of the policy and framework.

Implementation will be undertaken within existing operational resources.

Where future risk treatment actions identify additional resource requirements, these will be considered through the annual budget and long-term financial planning processes.

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 2024-2034.

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

VOTING REQUIREMENTS:

Simple majority

**AUDIT RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION/COUNCIL
RESOLUTION:**

**(111/2026) Moved: Cr Begley
That Council:**

Seconded: Cr Stratford

- 1. Endorse the revised Policy 3.1 Risk Management.**
- 2. Endorse the revised Risk Management Framework.**
- 3. Recommend that Council adopt the revised Policy 3.1 Risk Management.**
- 4. Recommend that Council adopt the Risk Management Framework as the Shire's principal risk management governance document.**
- 5. Request the Chief Executive Officer implement the Policy and Framework throughout the organisation and report periodically to the Audit, Risk and Improvement Committee on implementation progress and emerging strategic risks.**

CARRIED 7/0

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

10.3.3. PRIVACY AND RESPONSIBLE SHARING OF INFORMATION

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	19.09.01
Attachment Reference:	Attachment 10.3.3 – Proposed Privacy Management Policy

BACKGROUND

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) establishes a privacy and responsible information-sharing framework applying to Western Australian public entities, including local governments.

The draft policy has been prepared to establish the Shire's approach to collecting, using, storing, accessing, disclosing and protecting personal information. It also addresses information-sharing arrangements, privacy complaints, access and correction requests, and the management of actual or suspected information breaches.

COMMENT

The policy provides a clear governance framework for managing personal and sensitive information held by the Shire. It applies to employees, Elected Members, contractors, agency staff, volunteers and third-party service providers handling information on the Shire's behalf.

The policy:

- Establishes requirements for the collection, use, disclosure, storage and protection of personal information.
- Identifies permitted circumstances for information disclosure and sharing.
- Designates the Chief Executive Officer as Privacy Officer and the Manager Corporate Services as Information Sharing Officer.
- Provides for access, correction and privacy complaints.
- Requires suspected or actual information breaches to be reported, investigated and recorded.
- Supports implementation of the notifiable information breach requirements commencing on 1 January 2027.

Adoption of the policy will provide an accountable and transparent framework for the Shire's management of personal information and support compliance with its legislative obligations.

STATUTORY ENVIRONMENT

Privacy and Responsible Information Sharing Act 2024

Information Commissioner Act 2024

Freedom of Information Act 1992

State Records Act 2000

POLICY IMPLICATIONS

Adoption will establish a new Council policy will be supported by relevant administrative procedures, collection notices, breach-response arrangements and staff awareness activities.

FINANCIAL IMPLICATIONS

Implementation will be managed within existing operational resources. Additional expenditure may arise from training, systems improvements or specialist advice where required.

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 2024-2034.

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION:

(112/2026) Moved: Cr Stratford

Seconded: Cr Dickson

Amend the motion from:

That Council adopt the Privacy Management Policy per attachment 1 subject to minor administrative and formatting amendments.

To:

That Council adopt the Privacy Management Policy per attachment 10.3.3 subject to minor administrative and formatting amendments.

CARRIED 7/0

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

COUNCIL RESOLUTION:

(113/2026) Moved: Cr Stratford

Seconded: Cr Dickson

That Council adopt the Privacy Management Policy per attachment 10.3.3 subject to minor administrative and formatting amendments.

CARRIED 7/0

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

10.3.4. COUNCIL PLAN 2026-2036

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 September 2026
Reporting Officer:	Tom Kettle, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	04.04.20
Attachment Reference:	Attachment 10.3.4 – Proposed Council Plan

BACKGROUND

The Shire commenced a minor review of its Integrated Planning and Reporting framework in 2026, supported by a project plan prepared with Localise.

The review process included an inception meeting, Council and Administration workshops, a desktop review of existing plans and priorities, preparation of a services matrix, community and public health engagement, preparation and review of the draft Council Plan, and formal public consultation.

The draft Council Plan was subsequently released for community feedback from 7 September to 18 September 2026. No public feedback was received at the time of publishing, however, will be provided to the Council at the close of the consultation period and provided as a late attachment.

Following consideration of the feedback received and any resulting amendments, the final Council Plan is now presented to Council for adoption.

COMMENT

The Council Plan 2026–2036 consolidates the Shire's Strategic Community Plan, Corporate Business Plan and Public Health Plan into a single integrated document. This approach aligns with the State Government's ongoing Local Government Reform to strategic planning. The Plan maintains the community's long-term vision while establishing Council's strategic priorities, service commitments and key actions for the next four years.

The review process was informed through a combination of Council workshops, Administration input, engagement with local health stakeholders and community consultation. Two community drop-in sessions were undertaken with 31 participants, while targeted engagement was also undertaken with members of the Local Health Advisory Group and local health service representatives. Public consultation on the draft Council Plan was undertaken from 7 to 18 September 2026.

The engagement process confirmed ongoing community priorities including housing, health services, local roads, main street improvements, youth leadership and community wellbeing. These themes are reflected throughout the proposed Council Plan and Public Health Plan.

The Strategic Community Plan component establishes the Shire's vision, strategic outcomes and goals under four pillars: Economy, Community, Environment and Civic Leadership. The Corporate Business Plan translates these objectives into measurable four-year priorities, service levels and actions. The incorporated Public Health Plan identifies local public health priorities and outlines actions that contribute to improved health and wellbeing outcomes across the community.

The Plan will provide the strategic framework for future budgeting, service delivery, advocacy, grant applications and the development of supporting informing strategies, including the Long Term Financial Plan, Asset Management Plans and Workforce Plan. Progress against the Plan will be reported to Council and the community through regular monitoring and Council reporting processes.

This revised Council Plan represents an evolution of the Shire's existing strategic direction, informed by community feedback and stakeholder input, while balancing community aspirations with the resources available to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

19DA. Corporate business plans, requirements for (Act s. 5.56)

Public Health Act 2016

45. Local Public Health Plans

45(3) Local public health plan may be prepared in conjunction with a plan for the future of the local government district prepared under section 5.56 of the Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The preparation of the Council Plan was \$26,000 (ex gst) as provided for in the 2026/27 Annual Budget.

Adoption of the Council Plan does not, of itself, authorise expenditure. Projects and actions included in the plan are indicative and remain subject to:

- annual budget deliberations,
- the Shire's long-term financial capacity,
- external grants and funding,
- partnership contributions,
- detailed project planning, and
- further Council approval where required.

The Long-Term Financial Plan will assist Council to assess affordability and prioritise expenditure over the life of the Council Plan.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council will replace the Shire of Wyalkatchem Strategic Community Plan 2024-2034 and support all areas of strategic planning.

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:

(114/2026) Moved: Cr Stratford

Seconded: Cr Loton

That Council:

- 1. Notes the submissions received during the public consultation period from 7 September to 18 September 2026, as detailed in the consultation summary attached to this report;**
- 2. Adopts the Shire of Wyalkatchem Council Plan 2026–2036, incorporating the Strategic Community Plan, Corporate Business Plan and Local Public Health Plan;**
- 3. Authorises the Chief Executive Officer to make minor administrative, formatting, grammatical and design amendments that do not materially alter the intent of the adopted Council Plan prior to its publication; and**
- 4. Requests that the adopted Council Plan be published on the Shire's website and promoted through the Shire's usual communication channels.**

CARRIED 7/0

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

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1. Motion to enable absentee public questions at Ordinary and Special Council Meetings – Cr Stratford

COUNCIL RESOLUTION:

(114/2026) Moved: Cr Stratford

Seconded: Cr Loton

That Council requests the Chief Executive Officer to investigate options to provide the opportunity for members of the public to present questions during public question time of Ordinary and Special Meetings where they cannot attend in person, including the viability of a Policy if aligned with the provisions of the Shire of Wyalkatchem Standing Orders Local Law 1998, having regard to advice from WALGA and the need to meet community inclusion and accessibility expectations and to bring a report to the 19 November 2026 Ordinary Council Meeting.

CARRIED 5/2

Voted for: Cr Petchell, Cr Stratford, Cr Loton, Cr Dickson, Cr Gamble

Voted against: Cr Begley, Cr Lawson Kerr

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 5:03pm.