



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

3 September 2026

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 3:30pm

Closure: 3:39pm

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 8 September 2026.

A handwritten signature in black ink, appearing to be 'Tom Kettle', written over a horizontal line.

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 Stratford declared the meeting open at 3:30pm.

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 3:31pm.

There were no public questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 3:31pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Mischa Stratford	Deputy President and Presiding Member
Cr Christopher Loton	
Cr Justin Begley	
Cr Rod Lawson Kerr	
Cr Tracy Dickson	

Tom Kettle	Chief Executive Officer
Claire Trenorden	Manager Corporate Services

3.2. Visitors

Nil

3.3. Apologies

Cr Christy Petchell	President
Cr Stephen Gamble	

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Tom Kettle declared a financial interest in item 13.1.1.

6.2. Impartiality Interests

Nil

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member acknowledged that today is the funeral for Max Trenorden. Today for their family is a day of reflection and sadness but also a celebration of Mr Trenorden's life. He served in Parliament for 30 years, not only for Wyalkatchem but the whole Wheatbelt. Council send their thoughts and condolences to Mr Trenorden's family.

The Presiding Member congratulated the students from Wyalkatchem District High School that braved the weather for the Faction Athletics Carnival and well done to the staff for persevering through the day.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.1.1 CEO Performance Review Committee – CEO Probation and KPI Setting

9. REPORTS

9.1. CORPORATE AND COMMUNITY SERVICES

9.1.1. 17 SEPTEMBER 2026 ORDINARY COUNCIL MEETING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	

BACKGROUND

Council has approved meeting dates for 2026. The September meeting is currently set for Thursday 17 September. The West Australian Local Government Association (WALGA) convention and AGM is scheduled from 16-18 September 2026.

COMMENT

The Shire of Wyalkatchem Council resolved to send five Councillors and the CEO to the WALGA Convention at the August 2026 Ordinary Council Meeting (96/2026). Accordingly, the Council will not have the required quorum to meeting on the 17 September 2026.

The Wyalkatchem Rodeo is scheduled for the 26 September 2026; therefore, it is prudent to reschedule the Ordinary Council Meeting to Monday 21 September 2026 to deal with council business early that week.

The CEO will provide local public notice of this decision as required under the Local Government Act 1995.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 1.7 Local Public Notice

Local Government (Administration) Regulations 1996

Regulation 12 Publication of meeting details

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(97/2026) Moved: Cr Dickson Seconded: Cr Loton

That Council:

- 1. Approve that the September 2026 Ordinary Council Meeting occur at 4pm Monday 21 September 2026; and***
- 2. Request the CEO to provide local public notice as required by section 1.7 of the Local Government Act 1995.***

CARRIED 5/0

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

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

13. MATTERS BEHIND CLOSED DOORS

Tom Kettle declared a financial interest in item 13.1.1 and left the meeting at 3:35pm.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(98/2026) Moved: Cr Begley

Seconded: Cr Dickson

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 5/0

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

13.1.1. CEO PERFORMANCE REVIEW COMMITTEE – CEO PROBATION AND KPI SETTING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 September 2026
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	Impartiality Interest
File Number:	07.02
Attachment Reference:	9.1.2 CEO Probationary Period Report (Confidential)
Attachment 7.1. 2 – CEO KPI's	(Confidential)
Section 5.23(2)(b) a matter relating to the recruitment or employment of the CEO	

VOTING REQUIREMENTS:

Absolute majority

COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION:

(99/2026) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That Council:

- 1. Notes the outcomes of the Chief Executive Officer's (CEO) probationary performance outcomes undertaken in August 2026 with the CEO being assessed at 'Meets Expectations' in this probationary period appraisal.***
- 2. Notes on accepting recommendation 1, that the CEO is no longer deemed on probation as he has successfully completed his probationary period.***

3. ***Adopts the Performance Criteria per attachment 2 as amended by the CEO Performance Review Committee Workshop and issues a variation letter to include the adopted KPIs in Schedule 3 of the Employment Contract.***
4. ***Schedules the annual review of the CEO's performance and total remuneration package (TRP) for consideration by Council.***
5. ***Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the CEO of results of this probationary performance review.***

CARRIED 5/0

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(100/2026) Moved: Cr Begley

Seconded: Cr Dickson

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

CARRIED 5/0

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

Tom Kettle re-entered the meeting at 3:38pm.

14. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 3:39pm.