



**MINUTES
OF THE
SPECIAL MEETING
OF COUNCIL
HELD ON
12 February 2026**

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 5:00pm

Closure: 5:14pm

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 17 February 2026.



Ian McCabe
Temporary 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 5:00pm.

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 5:00pm.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 5:00pm.

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 | |
| Ian McCabe | Acting Chief Executive Officer |

3.2. Visitors

Nil

3.3. Apologies

Cr Stephen Gamble

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
Brad Ross
Kevin Davis
Lorraine Lawrence

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. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

9. REPORTS

9.1. GOVERNANCE

9.1.1. RESIGNATION OF ACTING CHIEF EXECUTIVE OFFICER

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 6 January 2026 |
| Reporting Officer: | Claire Trenorden, Manager of Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 22.23.07 |
| Attachment Reference: | 1. Letter of resignation, Ian McCabe |

BACKGROUND

The Acting CEO commenced 10 July 2025. Tenure was confirmed by Council at the ordinary meeting 17 July 2025. Appointment of a nominal CEO allows for the termination of tenure to be confirmed.

COMMENT

The acting CEO commenced 10 July 2025. To address operational uncertainty, Council resolution 87/2025 provided the acting CEO with tenure as follows:

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

An appointed CEO will commence 23 February 2026. This item has been prepared to facilitate a handover period of one week and align the above resolution with that handover period. Prior to that date the acting CEO will prepare appropriate handover materials to enable the appointed CEO to assume duties.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

No direct policy implications.

FINANCIAL IMPLICATIONS

This decision will result in approximately \$3,246 in additional costs due to remuneration associated with the CEO role. There is sufficient provision within the 2025/26 approved budget.

RISK IMPLICATIONS

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

COMMUNITY and STRATEGIC OBJECTIVES

| | |
|--|---|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal 11 | High standard of governance |

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(1/2026) Moved: Cr Stratford Seconded: Cr Lawson Kerr

That Council:

- 1. Accept the resignation of the Acting Chief Executive Officer Ian McCabe, effective close of business Friday 27 February 2026; and,*
- 2. Approve the Acting CEO to receive current remuneration and conditions of employment up to close of business 27 February 2026; and,*
- 3. Acknowledge that the appointed CEO will commence 23 February 2026 and will assume duties and accountabilities as Chief Executive Officer at that time; and,*
- 4. The week of 23 – 27 February 2026 will be utilised for the purposes of familiarisation, handover and on-boarding whereby the Acting CEO will transfer responsibilities to the appointed CEO; and,*
- 5. To remove any doubt, the Acting CEO will report to the appointed CEO, and all decisions and actions by the Acting CEO will be subject to appropriate delegations and written agreement; and,*
- 6. The President will be kept informed through established communication protocols.*

CARRIED 6/0

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

9.1.2. TOWN ACTION PLAN

| | |
|-------------------------|--|
| Applicant: | Not Applicable |
| Location: | Whole of District |
| Date: | 9 February 2026 |
| Reporting Officer: | Ian McCabe Acting Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 8.11 Economic Development / Projects 2026.27 |
| Attachment Reference: | 1. Town Action Plan (version 7.1) |

BACKGROUND

The availability of suitable housing and land for development have been identified as barriers to a well-functioning local market. This has implications for the local economy and service provision. There are related issues for local government workforce and asset planning, as well as the encouragement of essential workers. The Acting CEO has been developing options for council's consideration with the Wheatbelt Development Commission and other stakeholders.

COMMENT

Since November 2024, the Wheatbelt Development Commission (WDC) has been engaged with the member councils of the North-Eastern Wheatbelt Regional Organisation of Councils (NEWROC) and the Shire of Wongan-Ballidu on the collection of data related to housing for essential worker accommodation and the development of a strategic response for the purpose of seeking funding support for implementation.

Council will be aware that the Acting CEO has identified vacant land and has engaged with WA Country Health (WACHS), the Department of Planning Lands and Heritage, WA Police and private landowners to facilitate the acquisition or disposal of land for the purposes of adding to housing stock.

A Town Action Plan has been developed by the Wheatbelt Development Commission and the Shire of Wyalkatchem which identifies several strategic choices to make the local housing market more fluid.

This Plan will be used as a support item for NEWROC's application for state and federal funding for an expanded regional housing project.

This document sets out several possible actions and a timeline in which to implement. In this way, the document integrates with the Strategic Community Plan and sets out a roadmap for action which can be aligned with Long Term Planning.

STATUTORY ENVIRONMENT

This item addresses s. 2.7 Role of Council within the Local Government Act 1995, particularly c) plan strategically for the future of the district; and related regulation.

POLICY IMPLICATIONS

There is no directly relevant policy.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this item. Actions will be the subject of subsequent agenda items with discrete financial implications.

RISK IMPLICATIONS

There is no elevated risk to the local government in this decision.

COMMUNITY AND STRATEGIC OBJECTIVES

The consideration of this item allows for the strategic planning of land disposal and acquisition. This is necessary as these require significant investment in time and resources to realise.

This item supports the following outcomes within the Strategic Community Plan 2024 – 2034:

- 1.3 Delivery of shire housing
- 5.3 Advocacy for retention of hospital and staff
- 5.6 Increase the supply of quality independent living units

VOTING REQUIREMENT

Simple Majority

Ian McCabe left the room at 5:09pm

Ian McCabe re-entered the room at 5:10pm

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:

(2/2026) Moved: Cr Stratford Seconded: Cr Begley

That Council:

- 1. Receive the Wyalkatchem Town Action Plan as attached to this item.***
- 2. Request the Acting Chief Executive Officer to write to the Department of Planning Lands and Heritage to seek advice on the future development of Reserve 48590 for the purpose of residential land.***

CARRIED 6/0

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

9.1.3. APPLICATION FOR BUSINESS GRANT

| | |
|-------------------------|---|
| Applicant: | Alicia Tyler, Wyalkatchem Garden Cafe |
| Location: | 31A Railway Terrace Wyalkatchem |
| Date: | 9 February 2026 |
| Reporting Officer: | Ian McCabe Acting Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 8.10.1 Main Street (Business Grant) |
| Attachment Reference: | 1. CONFIDENTIAL Request for Small Business Grant |

BACKGROUND

The local government has a small business grant programme that is under subscribed. This item addresses an application that has positive implications for business viability, community connectedness and economic activity.

COMMENT

The Shire of Wyalkatchem has allocated funds for targeted non-operational support of local business in the 2025/26 approved budget. This grant application is for capital works at the café site. This grant if approved would be 100% of budgeted funds in 2025/26. The Acting CEO has independently assessed pricing of the proposed project.

The café occupies a site long associated with convenience food and a place to meet. There is a long-standing requirement for the business to install a grease trap to meet the requirements of the Department of Health and Water Corp. This prevents plumbing blockages, minimises food odours, ensures the proper disposal of oils and fats, and protects the local sewer and water supply system from contamination.

The café has generated insufficient revenues and encountered business disruptions. This has contributed to a failure to install an appropriate grease trap. The support of the local government to address this major capital investment will remove compliance as a business viability impediment.

The business owner is focussed on modernising and diversifying this business. The proposed offer of a grant is not an operational incentive and does not address cash flows generated by the business. What it will do is make the site more suited to the purpose of the business: the offer of food services. It will do this by the delivery of major capital works that improve the waste performance of the site and prevent contamination of water and sewer services.

In doing these things, the local government is demonstrating support for making the main street a more attractive destination; facilitating community connectedness; and providing an environment for increased economic activity (for example, average visitor expenditure).

STATUTORY ENVIRONMENT

This item addresses s. 2.7 Role of Council within the Local Government Act 1995, particularly (a) allocation of funds; and c) plan strategically for the future of the district; and related regulation.

POLICY IMPLICATIONS

There is no directly relevant policy.

FINANCIAL IMPLICATIONS

This expenditure equates to approximately 0.6% of rates in 2025/26.

Expenditure associated with this item is allocated in the 2025/26 approved budget and the proposed budget review.

This item will expand 100% of allocated funds for the business grant programme in 2025/26.

RISK IMPLICATIONS

There is no elevated risk to the local government in this decision. There is a reduced economic risk to the community in this decision.

COMMUNITY AND STRATEGIC OBJECTIVES

- a. Continue to offer the business grant programme.
- b. Engage with community, business and Government agencies to expand the retail offering in Wyalkatchem

VOTING REQUIREMENT

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION:
(3/2026) Moved: Cr Lawson Kerr Seconded: Cr Loton**

That Council:

- 1. Approve a small business grant offered to the Wyalkatchem Garden Café capped at \$10,000 or 50% of cost of works, whichever is the lesser, for the purpose of installation of a grease trap.**
- 2. Prior to disbursement of funds, the applicant must produce original paid invoices for the completed works, as well as supporting documentation indicating compliance with Water Corporation and Department of Health requirements.**
- 3. This grant is for the financial year ending 30 June 2026 and works must be completed, invoiced and paid by the applicant by this date, with funds disbursed and recognised in the 2025/26 financial year, or a new application must be made for inclusion in the 2026/27 financial budget.**
- 4. The Acting CEO is to provide written advice to the applicant of Council's decision.**

CARRIED 6/0

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

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

Nil

14. CLOSURE OF THE MEETING

There being no further business, the Presiding Member closed the meeting at 5:14pm.