

Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 25 August 2026 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

2:30pm	Audit, Risk and Improvement Committee Meeting
3:00pm	Briefing Session
5:00pm	Council Meeting

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
21 August 2026

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Merredin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Common Acronyms Used in this Document	
BFAC	Bush Fire Advisory Committee
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CWVC	Central Wheatbelt Visitors Centre
DSO	Development Services Officer
EO	Executive Officer
ELT	Executive Leadership Team
EMCS	Executive Manager Corporate Services
EMIS	Executive Manager Infrastructure Services
EMS&C	Executive Manager Strategy & Community
GECZ	Great Eastern Country Zone
GO	Governance Officer
LEMC	Local Emergency Management Committee
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
OAG	Office of the Auditor General
OCM	Ordinary Council Meeting
SCM	Special Council Meeting
SRP	Strategic Resource Plan
WAEC	Western Australian Electoral Commission
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



August Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
5:00pm Tuesday, 25 August 2026.



1. OFFICIAL OPENING

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2. RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

Councillors:

Cr D Crook	Shire President
Cr P Van Der Merwe	Deputy President
Cr H Billing	
Cr P Boehme	
Cr P Madigan	
Cr L O'Neill	

Staff:

C Watts	CEO
C Brindley-Mullen	SCEM
L Boehme	EMCS
M Mono	EMIS
M Hussey	EO

Members of the Public:

Apologies:

Approved Leave of Absence:

3. PUBLIC QUESTION TIME

Members of the public may submit questions up to 2pm on the day of the meeting by emailing ea@merredin.wa.gov.au.

4. DISCLOSURE OF INTEREST

5. APPLICATIONS OF LEAVE OF ABSENCE

6. PETITIONS AND PRESENTATIONS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting held on 28 July 2026 (Attachment 7.1A)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 28 July 2026 be confirmed as a true and accurate record of proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

20.1 CEO Annual Review and Key Performance Indicators

10. RECEIPT OF MINUTES OF MEETINGS

11. RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION

12. OFFICER'S REPORTS – DEVELOPMENT SERVICES

12.1 Lot 1502 (10) Muscat Street Merredin – Retrospective Planning Application and Planning Application

Development Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Musa Mono, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A2644
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 12.1A - Application For Development Approval and Supporting Documentation.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider

- a retrospective planning application of an existing ancillary transportable dwelling with a floor area of approximately 37.88m², and
- a planning application of the proposed duplex grouped dwelling and laundry unit for the ancillary dwelling,

all at Lot 1502, No 10 Muscat Street, Merredin.

Background

The Shire was made aware of the installation of a small transportable residence at 10 Muscat Street, Merredin via a concern being raised by a member of the community. After consultation with the owners of the property, the Shire ascertained that the small residence was built without planning approval and without a building permit.

The property owners now seek to regularise the existing dwelling (ancillary dwelling) and also apply for proposed new development on the Lot.

The Shire has received a retrospective planning application for the ancillary dwelling. The application also includes a proposed laundry for the ancillary dwelling and proposed a duplex dwelling unit as the main residence.

Comment

Description of proposal

1. The existing ancillary dwelling is a moveable studio unit, measuring 5.9m x 6.42m, height 2.55. It is self-contained with a combined toilet and bathroom, but without laundry facilities.
2. The application also includes a proposed transportable laundry for the ancillary dwelling, consisting of a room measuring 2m x 3m and a veranda measuring 4.42m x 3.00m, height 2.55m. The laundry will be placed next to the ancillary dwelling with its veranda doubling as the veranda for the ancillary dwelling (See attached site plan)
3. The proposed main residence consists of a 2 x 3 bedroomed semi-detached duplex unit (modular construction) with a total floor area of 256.73m², each unit having a floor area of 128.74m². The floor area includes both the front and rear verandas.

The existing ancillary dwelling has a floor area of approximately 37.88m² and is located with setbacks of 1.5 metres from west boundary, approximately 2 metres from rear boundary.

The proposed laundry unit would have a floor area of approximately 19.26 m² and is proposed to align with the setbacks of the existing ancillary dwelling.

The rest of the existing structures include a 6.1m x 5.5m x 2.75m shed, a 6.1m x 9.95m x 2.9m shed and a 2.5m x 2.5m x 2.0m rainwater tank.

Based on the site plan provided, the existing unauthorised ancillary dwelling may cause minor impact on visual aesthetics of residential area, as it could still be visible from Muscat Street. Appropriate landscape design should be adapted to minimise the visual impact.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

Local Planning Policy No 1 is applicable. Please refer to statutory implications.

Statutory Implications

Statutory Requirements – Planning Act Considerations

In accordance with *Planning and Development Act 2005* (the Act) Part 10 Division 5 s.164 (1)(4), a responsible authority may grant its approval under a planning scheme for development already commenced or carried out. Development which was unlawfully commenced or carried out is not rendered lawful by the occurrence of any retrospective event except the approval by the relevant responsible authority of that development.

Thus, the owners of Lot 1502 (10) Muscat Street, Merredin have submitted a planning application, which includes the retrospective planning application for the existing transportable ancillary dwelling and the application for proposed development.

Local Planning Scheme

The subject site, 10 Muscat Street (Lot 1502 on P190271), lot area 1416m², is zoned 'Residential R10/30' according to the Shire of Merredin Local Planning Scheme No. 6, Amendment 8 (LPS6). Since the site is serviced by a reticulated sewerage system, the

application is assessed as Residential R30 which would allow for at least 2 dwellings on the lot. It is unknown at this time as to the future intentions of the landowner as to whether this property will be strata titled or subdivided. This would be subject to a separate planning process.

The proposed duplex unit is deemed to be grouped dwellings and is a P (permitted) use in the 'Residential zone' according to the LPS6.

Residential Design Codes (R-Codes) do not provide equivalent dwelling setback applicable with R30 coding. The proposal is considered against the design principles having regard to;

- The size of the lot
- The separation between built form elements within the lot and considering neighbouring lots
- The position of the ancillary dwelling toward the rear of the lot
- The availability of open space around the existing and proposed buildings
- The residential character of the surrounding area.

It is considered that the setback outcomes satisfy the intent of the R-Codes.

Local Planning Scheme Policy No.1 – Moveable Buildings

Under the provisions of the Scheme, the Council has adopted various Local Planning Policies (LPP). The modular dwellings would be relocated from another site, and such is subject to policy requirements specified by the Shire of Merredin LPS6 Local Planning Scheme Policy No.1 – Moveable Buildings.

The ancillary dwelling is positioned 65 metres from the front boundary and is separated from the primary residential buildings by substantial open space.

The placement of the transportable dwelling and laundry meets the objectives specified by the Shire of Merredin LPS6 Local Planning Policy No.1 – Moveable Buildings as these are obscured from the front of the property. To maintain amenity of the area, including having a similar profile to the buildings in the surrounding area, a condition requiring the ancillary accommodation and laundry to be installed under a single pitched roof is proposed. Cladding of both the ancillary accommodation unit and laundry are to be complementary to maintain the appearance of a single residence.

The duplex modular residences are positioned toward the front portion of the site and presents a conventional residential built form to Muscat Street. The proposed design includes articulated facades, separate entries and elements which assist in maintaining the character of the streetscape. The ancillary dwelling, located to the rear of the property will have limited visual impact from the street.

Statutory Requirements – Building Act Considerations

The existing ancillary dwelling was erected without any building approvals and is considered as unauthorised work under *Building Act 2011*. The owner would have to apply for a building approval certificate in respect of the unauthorised work, and a building permit for the proposed duplex dwelling and laundry unit.

Statutory Requirements – Health Act considerations

A dwelling house must comply with requirements of the *Health (Miscellaneous) Provisions Act 1911* and the Shire of Merredin Health Local Laws.

In accordance with Shire of Merredin Health Local Law Clause 2.2.2, a person shall not occupy a dwelling without a laundry. The floor plan of the existing ancillary dwelling shows that there

is no provision for a laundry. The applicants have therefore included a proposed external laundry unit for the ancillary dwelling.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 2 Economy and Growth

Strategic Objective: 2.3 Promote and support access to safe, affordable and diverse housing options.

Priority Actions: 2.3.2 Facilitate for greater availability of housing to meet community needs (e.g. land and property owners to build apartments, villas, units, and mixed-use developments) including engagement with State Government on housing management practices (e.g. GROH housing).

Sustainability Implications

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a compliance risk associated with this Item as the current ancillary accommodation is already the subject of a complaint and is not currently compliant with the Shire of Merredin Local Planning Scheme No 6. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **GRANT Development Approval for the existing ancillary dwelling at Lot 1502 (10) Muscat Street, Merredin, as outlined in Attachment 12.1A, subject to the following conditions;**
 - a) **The structure is to be provided with a pitched continuous roof over both the ancillary dwelling and new laundry, together with complementary cladding to provide the appearance of a single continuous building;**

- b) The development shall be connected to a suitably designed sewerage disposal system of the Water Corporation prior to commencement of any use.
 - c) A Building Approval Certificate in compliance with the *Building Act 2011* be obtained within 3 months of the planning approval date.
2. GRANT Development Approval for the proposed duplex dwelling and laundry unit at Lot 1502 (10) Muscat Street, Merredin, as outlined in Attachment 12.1A, subject to following conditions;
- a) Development must be carried out in compliance with the plans and documentation listed and endorsed by the Shire of Merredin.
 - b) The development shall be connected to a suitably designed sewerage disposal system of the Water Corporation prior to commencement of any use.
 - c) All car parking and associated vehicle access areas indicated on the approved plans shall be constructed, drained, paved/sealed and marked in accordance with AS2890.1 prior to use, and thereafter maintained to the satisfaction of the Shire of Merredin.
 - d) Compliance with the Shire of Merredin Health Local Law and the *Health (Miscellaneous) Provisions Act 1911*.
 - e) The development and implementation of a stormwater and landscape plan to the satisfaction of the Shire of Merredin.
 - f) The primary residences, being the duplex units, must be substantially developed within 2 years from the date of this approval.
3. ADVISE the applicant that the granting of Development Approval does not constitute a Building Permit or a Building Approval Certificate and that an application for a Building Permit or a Building Approval Certificate for the proposed building work must be submitted to the Shire of Merredin and be approved before any new building work can commence on site; and
4. ADVISE the applicant that non-compliances with relevant Planning, Building and Health legislation would cause formal compliance and enforcement action.

13. OFFICER'S REPORTS – INFRASTRUCTURE SERVICES

13.1 Sealing Gravel Roads by Rural Residential Properties on Request

Infrastructure Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Musa Mono (EMIS)
Author:	Ely Yu (AMIO)
File Reference:	Nil
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 13.1A - Draft Policy - Sealing of Gravel Roads Adjacent by Rural Residential Properties on Request

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a draft policy for sealing gravel roads adjacent to rural property residences, on request by the rural property owners.

Background

A number of rural properties in the Shire have dwelling frontages directly adjacent to sections of unsealed roads. According to requests received, traffic traversing past these residences generates dust affecting these residential properties, a situation worsened when the wind blows towards the residence. Frequent requests from rural property owners have been received for the Shire to seal up to 200m sections of unsealed roads, with the issue of dust due to frequent traffic movement being the main complaint. In order to standardise the process of assessing these requests and to outline funding, delivery, and construction responsibilities, this Draft Policy is presented for Council's consideration.

Comment

The Policy outlines the procedures and responsibilities of the Shire and rural property owners who seek to have the gravel road adjacent to their property sealed. The main points of note include:

- Applications will be assessed on a case-by-case basis and, where the criteria of the Policy are met, referred to Council for endorsement.

- Requests will only be considered following an assessment of the existing road condition and where alternative dust suppression or maintenance treatments are not considered appropriate.
- Eligibility is limited to roads meeting minimum criteria for road hierarchy, RAV network classification, traffic volumes and proximity of the dwelling to the road (FHR category ≥ 4 ; RAV rating ≥ 4 ; ADT ≥ 30 OR ESA ≥ 20 (Local Access Road (Type A), Local Distributor Road and Regional Distributor Road); House to be within a minimum of 200m of road reserve boundary).
- The Shire will undertake the required preparatory works, arrange construction in accordance with the Shire's Procurement Policy, and continue routine maintenance of the sealed section.
- The standard of construction, maximum seal length and payment requirements are prescribed to ensure a consistent approach to all applications.
- The applicant will be responsible for funding 75% of the construction and future renewal costs and for supplying gravel as an in-kind contribution.

The proposed Policy provides a transparent and standardised framework for assessing requests. Given the current amount of community requests, having a standardised policy is crucial, as it would work towards transparency and efficiency which would in turn increase community satisfaction. The financial aspect addressed in the policy would alleviate the Shire's expenditure in these works which draw benefits to individual property owners, ensuring budget compliance as well as being equitable to all community members. It balances the Shire's need to provide improved residential amenity against the Shire's long-term financial and asset management obligations.

A potential disadvantage is the 75% financial contribution which the applicants are required to make towards both the initial construction and future renewal of the sealed road section, which may hinder residents' uptake. However, this is outweighed by the advantages listed above.

An alternative option is for Council to continue assessing requests on an ad hoc basis. However, this may result in inconsistent decision-making and increased difficulty in managing expectations.

To conclude, the Shire Administration considers the implementation of the Policy beneficial and is in support of it.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

This Policy will be supplemented to the relevant existing Clause of Policy Manual on road sealing (7.8 Sealing of Roads).

The Policy will also function in conjunction with Policy 3.12 – Purchasing Policy, which outlines how the Shire will deliver best practice in the purchasing of goods, services and works.

Statutory Implications

With this new Policy, the Shire is exercising its functions under the *Local Government Act 1995* (WA), which include:

- **Section 3.18** – Enables the local government to perform its executive functions and provide services and facilities.
- **Section 3.57** – Procurement associated with any approved works must comply with legislative tender requirements and the Shire's Procurement Policy.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership

Strategic Objective: 4.2 Decision Making Provide accountable leadership, transparent decision making and good governance.

Priority Actions: 4.2.1 Support the Shire President and Councillors by working in partnership with the Executive to deliver leadership and oversight of the Shire, providing advice, information and guidance to support sound, informed decision making.

Theme: 6 Transport and Networks

Strategic Objective: 6.2 Maintain the unsealed road network to provide linkages from rural properties to the Town and to Commercial and Industrial infrastructure.

Priority Actions: 6.2.1 Continue programmed maintenance of the Shire's Unsealed Road Network, especially outside of built-up areas.

Sustainability Implications

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational risk if the officers recommendation is not endorsed, due to the potential for community dissatisfaction arising from misunderstanding or misinterpretation due to a lack of eligibility criteria, financial contribution requirements and assessment process.

The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no immediate costs associated with the initial implementation of this Policy. However, approved applications will result in financial implications in the long term, with the preparatory works such as pavement preparation prior to sealing being undertaken by the Shire, constituting 25% of the total construction costs, as well as the routine maintenance work including shoulder grading and bitumen patching. It should therefore be noted that approved applications may have to be considered in annual budgets or during budget review with potential delays in implementation to the subsequent financial year. While these obligations may create additional operational and maintenance costs over time, it is not anticipated that they will result in a significant increase to the Shire's existing roads program or long-term financial commitments.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council ADOPT the Policy - Gravel Road Sealing by Rural Property Driveways, as presented in the Attachment 13.1A.

13.2 Proposed Extension of Lease, Telstra Dish on a Portion of Lot 200 - 108 Barrack Street

Infrastructure Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Musa Mono – EMIS
Author:	As above
Legislation:	Local Government Act 1995
File Reference:	N 527156
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Confidential Attachment 13.2A - Draft – Extension of Lease Document Confidential Attachment 13.2B – Original Lease

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider an extension to the current lease with Telstra for the satellite dish located at Lot 200, No 108 Barrack Street, Merredin and apply the Common Seal.

Background

Telstra Corporation currently leases a portion of Lot 200 on DP56205, 108 Barrack Street, Merredin for the operation of telecommunications infrastructure, including a satellite communications dish facility.

The existing lease contains an option for renewal. Telstra, through its solicitors Cornwall's, has formally advised the Shire of its intention to exercise the renewal option and extend the lease term for a period of 5 years, commencing on 15 August 2026 to 14 August 2031, for the continued operation of the telecommunications facility at the site. The renewal lease document has been prepared and forwarded to the Shire for consideration and execution, including application of the Common Seal.

Comment

The facility forms part of Telstra's telecommunications network and continues to provide an important communications service within the region. The proposed extension relates only to the continuation of the existing lease arrangements and does not involve any material changes to the current use of the site. Continued occupation of the site by Telstra ensures the ongoing operation of telecommunications infrastructure servicing the Merredin area.

As the lease documentation requires execution under the Shire's Common Seal, Council authorisation is required before the documents can be executed by the President and CEO.

Officers have reviewed the proposal and consider the extension to be in the Shire's interests, as it allows the continued use of the site for an established telecommunications purpose without impacting current or future operations of the reserve.

Policy Implications

There are no direct policy implications arising from the proposed lease extension. Policy 3.13 Use of Common Seal is applicable to this item.

Statutory Implications

The lease extension is subject to the provisions of the *Local Government Act 1995* and any relevant requirements relating to the execution of documents.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 2. Economy and Growth

Strategic Objective: 2.4 Business / Economic Development

Priorities Actions 2.4.1 Develop and implement mechanisms to support our businesses to be strong, innovative and sustainable, which embrace innovation, best practice, grow markets and local jobs.

Sustainability Implications

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational risk associated with this Item as by not extending the lease, it could be seen as not co-operating with a service provider to the community, and jeopardising local and interstate communications. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

The proposed Extension of Lease remains on the same terms as the original 2016 lease agreement, with the annual rental fee being \$1,500. The fee is meant to cover administrative costs.

Voting Requirements



Simple Majority



Absolute Majority

	Officer's Recommendation
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That Council:

- 1. APPROVES the five (5) year Extension of Lease between the Shire of Merredin and Telstra Corporation Limited for the telecommunications facility situated on a portion of Lot 200, 108 Barrack Street, Merredin, in accordance with the attached draft lease extension document; and**
- 2. AUTHORISES the Shire President and Chief Executive Officer to affix the Common Seal of the Shire of Merredin to the Extension of Lease and execute all associated documentation required to give effect to this resolution.**

14. OFFICER'S REPORTS – CORPORATE SERVICES

14.1 Investment Report – July 2026

Corporate Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Leah Boehme, EMCS
Author:	As Above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.1A – Investment Report

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the Investment Report for the month of July 2026 and be advised of financial matters.

Background

The Investment Report is attached for Council's information.

Comment

Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report.

Due to the implementation of a new Financial Management System on 1 July 2026, end of month processes for July are continuing to be completed. This delay, along with the requirement to complete end of financial year processing, has meant that the Statement of Financial Activity for July is not yet ready to be provided to Council. Instead, these reports will be provided to the September Ordinary Council Meeting, which remains within the time frame allowed.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

As outlined in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership

Strategic Objective: 4.8 Financial Management

Priorities Actions: 4.8.1 Maintain strong fiscal and financial management of Council's budget

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

The Statement of Financial Activity is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at 10% or \$10,000 whichever is greater, for operating and capital, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud.

The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring.

These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation at the September Ordinary Council Meeting.

Financial Implications

The financial implications associated with adopting this are nil.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council RECEIVE the Investment Report for the period ending 31 July 2026.

14.2 List of Accounts Paid – July 2026

Corporate Services 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.2A - Payments Listing July 2026

Purpose of Report



Executive Decision



Legislative Requirement

For Council to receive the schedule of accounts paid for the month of July 2026.

Background

The attached list of accounts paid during the month of July 2026, under Delegated Authority, is provided for Council's information and endorsement.

Comment

As the Shire has implemented a new Financial Management System on 1 July 2026, a number of end of month processes have been delayed, including processing of the directly debited payments in the finance system. The attached payment listing is therefore missing the below transactions:

- Credit Card transaction information
- Vonex phone payments
- Photocopier rental
- Superannuation payments

An updated payment listing including the above payments will be presented to Council at the September Ordinary Council Meeting.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

As outlined in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership

Strategic Objective: 4.8 Financial Management

Priorities Actions: 4.8.1 Maintain strong fiscal and financial management of Council's budget

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council RECEIVE the schedule of accounts paid during July 2026 as listed, covering cheques, EFT's and wages, as numbered and totaling \$1,175,226.63 from the Merredin Shire Council Municipal bank account and \$0.00 from the Merredin Shire Council Trust bank account.

15. OFFICER'S REPORTS – COMMUNITY SERVICES

15.1 Policy Review – 3.10 Eric Hind Scholarship

Community Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Codi Brindley-Mullen, EMS&C
Author:	As above
File Reference:	Council Policy Manual
Disclosure of Interest:	The Author/Responsible Officer declares that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 15.1A – 3.10 Eric Hind Music Scholarship New Track Changes Attachment 15.1B – 3.10 Eric Hind Music Scholarship New Final

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting amended policy 3.10 Eric Hind Scholarship Policy.

Background

The Eric Hind Scholarship was established to recognise the significant contribution made by Mr Eric Hind to the Shire of Merredin (the Shire), both through his long service as a Councillor and his achievements as an accomplished violinist. The scholarship has been offered annually to encourage and support young people within the Shire who demonstrate talent in music and performing arts.

Policy - 3.10 Eric Hind Scholarship has not been reviewed since 2022 and is due for review in accordance with the Shire's policy cycle.

Comment

The review has identified a number of areas where the policy requires updating to improve clarity, remove outdated/inconsistent wording. In particular, the administration have updated the policy to reflect the latest form which includes expanding the scholarship to include performing arts.

The areas reviewed were:

- eligibility criteria,

- judging panel arrangements,
- application and performance requirements,
- payment of scholarship; and
- reporting requirements

These recommended amendments will provide greater clarity for applicants, judges and staff to assist in ensuring applications are assessed consistently.

The revision also provides Council with greater flexibility where there are no suitable applicants, allowing the scholarship funds to potentially support local schools or another relevant initiative. This ensures the funds can continue to provide community benefit rather than remaining unallocated.

Consultation

Councillor/Officer Consultation

The communities team met on Wednesday, 12 August to discuss the policy.

Community Consultation

No community consultation is required.

Policy Implications

Policy – 3.10 Eric Hind Scholarship

Statutory Implications

Nil.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership

Strategic Objective: 4.2 Provide accountable leadership, transparent decision making and good governance.

Priorities Actions: 4.2.1 Support the Shire President and Councillors by working in partnership with the Executive to deliver leadership and oversight of the Shire, providing advice, information and guidance to support sound, informed decision making.

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational risk associated with this Item as a lack of clear direction in the form of policies will lead to inconsistent decision making and advice to the public. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan. All costs associated with the implementation of these policies is provided within the current budget.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation

That Council ADOPT the amendments to policy 3.10 Eric Hind Scholarship as shown in Attachment 15.1B.

16. OFFICER'S REPORTS – ADMINISTRATION

16.1 Policy Review – Policies 8.1, 8.2 & 8.13

Administration 	
Responsible Officer:	Craig Watts, CEO
Author:	Suzanne Doncon, P&GO
Legislation:	<i>Environmental Protection (Noise) Regulation 1997 [WA]</i> <i>Planning and Development Act 2005 [WA]</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 [WA]</i>
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 16.1A – Policy 8.1 – Radio Masts/Satellite Dishes – Track Changes Attachment 16.1B – Policy 8.1 – Radio Masts/Satellite Dishes – Final Attachment 16.1C – Policy 8.2 – Amalgamation of Lots – Track Changes Attachment 16.1D – Policy 8.2 – Amalgamation of Lots – Final Attachment 16.1E – Policy 8.13 – Homestead Sub-division – Track Changes Attachment 16.1F – Policy 8.13 – Homestead Sub-division – Final

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the proposed changes to the Shire of Merredin Council Policies shown in Attachments 15.1A to 15.1F.

Background

The Administration has begun reviewing relevant policies and will bring them to Council for consideration as each review is completed.

The policies submitted for Council consideration in this report are:

- Policy 8.1 Radio Masts/Satellite Dishes
- Policy 8.2 Amalgamation of Lots
- Policy 8.13 Homestead Sub-division

Comment

The Shire maintains two policy manuals with these being the Staff Policy Manual and Council Policy Manual. The Staff Policy Manual is managed with the Administration and amended by the ELT as necessary to remain current and address emerging issues. The Council Policy Manual details the approach to issues of a broader nature which impact on the community, with the initial policy and any amendments to that policy requiring the endorsement of Council. The following are proposed additions, amendments and removals to Council Policies, therefore requires the endorsement of Council to enable their applications.

Radio Masts/Satellite Dishes

The policy for radio masts and satellite dishes provides consistency in the control of Radio Masts, Satellite Dishes and similar. The proposed amendments provide a scope, details on whose responsibility this Policy is under, the relevant legislation and the date and records reference for the adopted version of the policy. The proposed amendments adjust staff titles to match current usage, some abbreviations have been removed, and minor editing to improve legibility. Some points in section one has been edited to improve clarity either through the simplification of paragraphs or the inclusion of relevant legislation and clauses.

Amalgamation of Lots

The policy for the amalgamation of lots provides guidance on the conditions for the construction of buildings which extend over more than one lot. This Policy also provides the requirements for receiving Building Permits and Approval Certificates if over multiple lots. The proposed amendments provide a scope, relevant definitions, and the relevant legislation and operational policy to amalgamation. Changes in staff titles to match current positions, minor formatting and editing are also proposed in this amendment to improve legibility. It is proposed that additional detail be included into the requirement for receiving Building Permits and Approval Certificates to bring the policy into compliance with the WA Operational Policy 1.1 Sub-division of land – General Principles. These amendments include providing a time limit on approval to provide the new Certificate of Title, to include requirements for the issuing of an Occupancy Permit and that the proponent must own all lots proposed for amalgamation. A section specifying that the authority of assessment for the amalgamation of lots is the Western Australian Planning Commission (WAPC), not the Shire is also proposed to clarify the Shire's role in this process.

Homestead Sub-division

The policy for homestead sub-division has undergone a complete re-write as the existing policy is written in the form of a draft discussion, not a policy which provides guidance to Shire staff and the community. The proposed amendments change the purpose to providing the requirements and characteristics of Homestead lot subdivisions from the draft discussion. This amendment also provides a scope, definitions, who is responsible and the relevant legislation, State Planning Policies and Development Control Policies. The amendments proposed include the addition of the following sections:

- 4.1 provides the circumstances in which subdivision is likely to receive approval.

- 4.2 covers the movement of an existing homestead lot, if the homestead for the property is located elsewhere, to where the homestead currently is. This is rationalisation and does not increase the number of lots.
- 4.3 covers the requirements for creating a sub-division in rural areas for homestead lots. This includes the requirements set by the State and by the Shire in the Local Planning Scheme.
- 4.4 covers the potential consultation process from the WAPC with the Shire in relation to sub-divisions.

Policy Implications

Policies 8.1 Radio Masts/Satellite Dishes is proposed to be amended to provide greater legibility and to directly connect to related legislation.

Policy 8.2 Amalgamation of Lots is proposed to be amended to provide guidance on the Shire's role in the amalgamation of lots and the elements the WAPC requires in the application proposal.

Policy 8.13 Homestead Sub-division is proposed to be amended to change from a discussion document to a policy which guides proponents on the requirements for sub-division as set by the WAPC and the Shire of Merredin Local Planning Scheme No. 6.

Statutory Implications

As this is a Council Policy, the policy will provide guidance to the Shire Administration and carry no legislative enforcement powers. Amendments to Policy 8.1 Radio Masts/Satellite Dishes comply with the provisions of the *Environmental Protection (Noise) Regulation 1997* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Amendments to Policy 8.2 Amalgamation of Lots comply with the provisions of the *Planning and Development Act 2005*.

Amendments to Policy 8.13 Homestead Sub-division comply with the provisions of the *Planning and Development Act 2005*.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objectives:	4.2 Provide accountable leadership, transparent decision making and good governance.
Priority Actions:	4.2.1 Support the Shire President and Councillors by working in partnership with the Executive to deliver leadership and oversight of the Shire, providing advice, information, and guidance to support sound, informed decision making

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational risk associated with this Item as a lack of clear direction in the form of policies will lead to inconsistent decision making and advice to the public. The risk rating for is considered to be Moderate (8), which is determined by a likelihood of Likely (4) and a consequence of Minor (2).

This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan. All costs associated with the implementation of this policy are provided within the current budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

- 1) ADOPTS the amendments to Policy 8.1 Radio Masts/Satellite Dishes as shown in Attachment 15.1B.**
- 2) ADOPTS the amendments to Policy 8.2 Amalgamation of Lots shown in Attachment 15.1D.**
- 3) ADOPTS the amendments to Policy 8.13 Homestead Sub-division as shown in Attachment 15.1F.**

16.2 Waiver of Outstanding Rates

Administration



Responsible Officer:	Craig Watts, CEO
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declares that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider waiving the outstanding rates applied to Lots 70 and 71 Railway Street, Nukarni (A9494 and A5045), and make these non-rateable properties until such time as they are assimilated into Reserve 28406.

Background

Lots 70 and 71 Railway Street, Nukarni (the property) have been subject to a crown lease for the purpose of cultivation. These properties were leased to the late Mr Joe Crook who undertook rehabilitation of the property over a number of years, with the intention of assimilating into the adjacent Reserve 28406. Correspondence between the Shire, then State Lands Office, and the Crook Family supporting this intention extend back to 2011.

Although the properties remain leased to the late Mrs Enid Crook, the Crook family have been progressing works to the property including rehabilitation, decontamination and removal of other items over the past five years to enable the property to be assimilated into Reserve 28406. In 2021, the Department of Planning, Lands and Heritage (DPLH) confirmed all necessary works, and documentation had been provided by the Crook family to enable the assimilation of the property, however the title would remain with the late Mrs Crook until a determination was made.

Comment

On 16 June 2026, DPLH contacted the Shire to request whether there were any outstanding rates owing on the property. The rates were paid up to 2021 while the Crook's were actively seeking to dispose of the land back to the State, and provided detail to that effect with their application. Rates for both properties have accumulated since this time. A total of \$14,498.48 is owing on rates, including 2026/27 charges. These charges have been levied due to delays in the process of disposal of the land back to the State which are outside the control of the

Crook family. If the disposal had occurred in 2021, these charges would not have been incurred.

Based on the intent of the Crook family to rehabilitate the land and to return it for amalgamation into the adjacent Reserve, the Shire Administration supports the waiver of rates, and that no further rates be applied while the land is transferred from the late Mrs Crook to the State Government.

As the value of rates exceeds the amount that the CEO is able to waive under delegation, any such waiver must be approved by the Council.

Consultation

Councillor/Officer Consultation

This item has been discussed with both the Deputy Shire President, Executive Manager Corporate Services and the Senior Finance Officer. As this item relates to an elected members family member, the Administration has undertaken this action without any discussion with the applicable elected member.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

There are no statutory implications.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objective:	4.2 Provide accountable leadership, transparent decision making and good governance
Priority Actions:	4.2.1 Support the Shire President and Councillors by working in partnership with the Executive to deliver leadership and oversight of the Shire, providing advice, information and guidance to support sound, informed decision making.

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational risk associated with this item as the waiver is proposed to be applied to an Elected Members family. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **APPROVE** the waiver of outstanding rates relating to Lots 70 and 71 Railway Street, Nukarni (A9494 and A5045); and
2. **DESIGNATE** Lots 70 and 71 Railway Street, Nukarni (A9494 and A5045) as non-rateable properties while they remain leased to the late Mrs Enid Crook.

16.3 Advocacy Prospectus

Administration 	
Responsible Officer:	Craig Watts, CEO
Author:	Kohdee Swinwood, MCO
File Reference:	Nil
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 16.3A – Advocacy Prospectus

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the Shire of Merredin (the Shire) Advocacy Prospectus.

Background

The Shire of Merredin Council Plan 2025 – 2035 serves as the Shire’s principal strategic document, reflecting the long-term vision, priorities, and aspirations of the community. Theme 4: Communication and Leadership, Strategic Objective 4.1 – Advocacy, establishes Council’s commitment to proactively engaging State and Federal Governments, as well as private enterprise, to secure essential funding, resources, and infrastructure investment for Merredin.

A key priority project highlighted under this strategic objective was the creation of a formal Advocacy Prospectus. This document consolidates Council’s major capital works, economic development initiatives, and community service priorities into a cohesive snapshot. Designed for targeted stakeholder engagement, the Prospectus will serve as a promotional tool to attract external investment, strengthen regional partnerships, and drive economic growth across the Shire.

Comment

Securing external funding is critical to delivering major transformational projects within the Shire. Without an advocacy strategy, opportunities to leverage State and Federal funding, election commitments, and grant programs can be missed.

Listed below are the key priority focus areas outlined within the Prospectus, along with the aligned Priority Projects from the Council Plan.

Project Topics	For	Council Plan Priority Project/s
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Merredin District Olympic Swimming Pool Upgrade	Provision of a new aquatic facility for the community.	1.3.3.1 - Investigate options for a new aquatic facility, including plans, design features, funding support.
Merredin Day Care	Expansion of the Merredin Early Childhood Education Centre to increase capacity.	4.1.1.2 - Support objectives and programs which improve and expand on childcare, housing, attracting and retaining staff, diversification of business and industry.
Housing	Development of two Shire-owned properties already connected to water and power, to deliver 16 units for essential workers, apprentices, and family housing.	4.1.1.2 - Support objectives and programs which improve and expand on childcare, housing, attracting and retaining staff, diversification of business and industry.
Merredin Regional Community and Leisure Centre Upgrade	Modernising multi-sport facilities to meet growing regional recreation demands.	1.3.3.3 - Install new/refurbish sporting surfaces at MRCLC - indoor courts, lighting, new astroturf, new bowling green, external courts.
Community Events	Fostering social cohesion and supporting community mental health and wellbeing.	1.1.3.1 - Develop a structured program of events to be delivered with the broader community to celebrate our community and commemorate.
Industrial Land Development	Unlocking new light and heavy industrial land to stimulate local business investment.	2.1.1.1 - Unlock additional Industrial serviced land for development and expansion of Merredin's next generation of industry.
Cummins Theatre	Preservation of the historical Cummins Theatre and delivering a dedicated centenary program of cultural events.	1.5.1.2 - Programming 100yr birthday for Cummins Theatre - including forming a community committee to develop program of events to commemorate milestone. 1.5.1.4 - Complete the development of and implementation of the heritage plans for the Cumming Theatre, including both heritage and general maintenance works.

The Advocacy Prospectus has been compiled using the most current available data and should be reviewed and updated regularly to ensure its ongoing accuracy and relevance.

Adopting this document provides the ELT and Elected Members with a professional tool to use when meeting with Ministers, Government Departments, and potential investors.

The Officer's recommendation is to seek Council adoption of the final version of the prospectus prior to it being published.

Policy Implications

There are no policy implications.

Statutory Implications

There are no statutory implications.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objective:	4.1 Advocate to the State/Federal Governments and private enterprise to invest funding, resources and infrastructure in Merredin to benefit the broader community.
Priorities Actions:	4.1.1 Continue to seek governmental (and other) funding and support through advocating the priority interests of the community to support the growth of the Town, with priorities including childcare, housing, attracting and retaining staff, diversification of business and industry. 4.1.2 Continue to advocate for provision of community services to address emerging issues within the Shire.

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation.

Risk Implications

There is a reputational and financial risk associated with this Item if the Advocacy Prospectus is not adopted. The Shire will not have a consolidated document on which to focus funding requests, leading to diluted messaging from the Shire. The risk rating for is considered to be Moderate (8), which is determined by a likelihood of Likely (4) and a consequence of Minor (2). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

Costs associated with the design and production of the Advocacy Prospectus have been met within the existing Administration operational budget. Implementation of the prospectus aims to yield positive financial returns by securing external grant funding for priority projects.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council ADOPTS the Shire of Merredin Advocacy Prospectus, as presented in Attachment 16.3A.

17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

20. MATTERS BEHIND CLOSED DOORS

20.1 CEO Annual Review and Key Performance Indicators

Administration 	
Responsible Officer:	Donna Crook, Shire President
Author:	Craig Watts, CEO
Legislation:	<i>Local Government Act 1995</i>
Disclosure of Interest:	Craig Watts, CEO – Financial Interest
Attachments:	Attachment 20.1A – CEO Performance Review August 2026

This matter is being considered behind closed doors under s5.23(2)(b)(ii) of the *Local Government Act 1995* as it relates to the review of performance of the Chief Executive Officer.

21. CLOSURE

There being no further business, the President thanked those in attendance and declared the meeting closed at ____pm.

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