



Unconfirmed copy of Minutes from Ordinary  
Council Meeting held on  
16 December 2025  
to confirmation at the Ordinary Council  
Meeting to be held  
27 January 2026

# MINUTES

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 16 December 2025  
Commencing 4:00pm



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
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
OCM	Ordinary Council Meeting
SCM	Special Council Meeting
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



## November Ordinary Council Meeting

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**Shire of Merredin  
Ordinary Council Meeting  
4:00pm Tuesday, 16 December 2025**



**1. OFFICIAL OPENING**

The President acknowledged the Traditional Owners of the land on which we meet today, and paid her respects to Elders past, present and emerging. The President then welcomed those in attendance and declared the meeting open at 4:04pm.

*This meeting is being recorded on a digital audio device to assist with minute taking purposes. The public is reminded that copying or distribution of any part of the recording is not permitted. The Shire reserves all rights in relation to its copyright. Audio contained in a recording must not be altered, reproduced or republished without the written permission of the Shire and in accordance with Section 8.5 of the Shire of Merredin Standing Orders Local Law 2017, no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or a Committee without the written permission of the Council.*

**2. RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE**

**Councillors:**

Cr D Crook	President
Cr R Manning	Deputy President
Cr P Boehme	
Cr P Madigan	
Cr L O'Neill	
Cr P Van Der Merwe	

**Staff:**

C Watts	CEO
L Boehme	EMCS
M Hussey	EO

**Members of the Public:**

<b>Apologies:</b>	Cr H Billing
	C Brindley-Mullen

**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](mailto:ea@merredin.wa.gov.au).

**4. DISCLOSURE OF INTEREST**

Nil

## 5. APPLICATIONS OF LEAVE OF ABSENCE

Nil

## 6. PETITIONS AND PRESENTATIONS

Nil

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

## 7.1 Ordinary Council Meeting held on 25 November 2025 (Attachment 7.1A)

## **Voting Requirements**

1

## Simple Majority

1

## Absolute Majority

## Resolution

**Moved:** Cr Boehme **Seconded:** Cr Van Der Merwe

**83711** That the Minutes of the Ordinary Council Meeting held 25 November 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 6/0

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

Against: Nil

## 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

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

- 20.1 Disposal of Land – 30 Macdonald Street Merredin
- 20.2 Disposal of Land – 25 Maiolo Way Merredin

## 10. RECEIPT OF MINUTES OF MEETINGS

- 10.1 Minutes of the Audit, Risk and Improvement Committee held Tuesday 16 December 2025. Attachment 10.1A.
- 10.2 Minutes of the WEROC AGM and Bimonthly Board Meeting held Thursday 27 November 2025. Confidential Attachment 10.2A.
- 10.3 Minutes of the CEACA Management Committee Meeting held Monday 1 December 2025. Confidential Attachment 10.3A.

- 10.4 Minutes of the BFAC Preseason Meeting held Thursday 16 October 2025. Confidential Attachment 10.4A.
- 10.5 Minutes of the LEMC Meeting held Thursday 2 October 2025. Confidential Attachment 10.5A.
- 10.6 Minutes of the GECZ Meeting held Thursday 13 November 2025. Confidential Attachment 10.6A.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Resolution

Moved: Cr O'Neill

Seconded:

Cr Van Der Merwe

That Council:

83712

1. RECEIVES the minutes of the Audit, Risk and Improvement Committee held Tuesday 16 December 2025 (subject to the outcome of the meeting held prior to the OCM);
2. RECEIVES the minutes of the WEROC AGM and Bimonthly Board Meeting held Thursday 27 November 2025;
3. RECEIVES the minutes of the CEACA Management Committee Meeting held Monday 1 December 2025;
4. RECEIVES the Minutes of the BFAC Preseason Meeting held Thursday 16 October 2025;
5. RECEIVES the Minutes of the LEMC Meeting held Thursday 2 October 2025; and
6. RECEIVES the Minutes of the GECZ Meeting held Thursday 13 November 2025.

CARRIED 6/0

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

Against: Nil

#### 11. RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION

- 11.1 Recommendations of the Audit Risk and Improvement Committee held Tuesday 16 December 2025. (Attachment 10.1A)
- 11.2 Recommendations of the BFAC Meeting held Thursday 16 October 2025 (Attachment 10.4A)
- 11.3 Recommendation from the LEMC Meeting held Thursday 2 October 2025 (Attachment 10.5A)

#### Voting Requirements

Simple Majority

Absolute Majority

**Resolution**

Moved: Cr Boehme

Seconded:

Cr Madigan

**That Council ENDORSE the recommendations of the Audit, Risk and Improvement Committee, as follows:**

1. That Council APPOINTS Cr Crook is the Chairperson of the Audit, Risk and Improvement Committee.
2. That Council ADOPT the Shire of Merredin Annual Report 2024/25 (Attachment 7.1A), subject to design amendments, and AUTHORISES the CEO to approve any minor changes that may be required before the document is finalised for publishing.
3. That Council ADOPT the CEO's Review of Risk Management, Internal Control and Legislative Compliance, as presented in Attachment 7.2A.

**That Council:**

1. Following the BFAC Meeting held Thursday 16 October 2025 APPOINTS the Chief Bush Fire Control Officer as the Chairperson for future meetings;
2. RESCINDS all previous appointments for the Fire Control Officer and Fire Weather Officer for the 2025/26 fire season;
3. APPOINTS the following Fire Control Officers for the 2025/26 fire season:

83713

Name	Brigades
Chris Barnett	Burracoppin
Nigel Edgecombe, Matt Barnett, Brendan Crees, Jeremy Dean	Burracoppin South
David Last, Glenn Crees, Kael Crees, Stephen Crook	Collgar
Cam Gethin, Colin Miller, Luke Growden	Hines Hill
Sam Hooper, Craig Last, Lee Dalton	Korbelka
Paul Wanless, Darren Major, Sean Brown, Michael Wanless	Muntadgin
Neil Smith, Mick Caughey, Phil Gray, Marshall Crook, Dan Giles	Nukarni/Nokanning
Sheree Lowe	Shire of Merredin

4. APPOINTS the following Fire Weather Officers for the 2025/26 fire season:

Name	Brigades
Chris Barnett	North East
Brendan Crees	South East
Neil Smith	North

<b>Craig Last</b>	<b>South West</b>
<b>Stephen Crook</b>	<b>Central</b>
<b>Paul Wanless</b>	<b>South</b>
<b>Cam Gethin</b>	<b>West</b>

**That Council:**

- 1. Following the LEMC Meeting held Thursday 2 October 2025 APPOINTS the Cr Van Der Merwe as the Chairperson for future meetings.**

**CARRIED 6/0**

*For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

## 12. OFFICER'S REPORTS – DEVELOPMENT SERVICES

### 12.1 Application For Development Approval – Transportable Container Dwelling Lot 26100 (59) Hines Hill North Road, Hines Hill

#### Development Services



Responsible Officer:	Craig Watts, CEO
Author:	Xinyi Zhao, DSO
File Reference:	A9406
Disclosure of Interest:	The Author and Authorising 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 Development Approval (DA) application for the placement of a single transportable container dwelling on Lot 26100 (59) Hines Hill North Road, Hines Hill.

#### Background

The Shire of Merredin has received a Development Application (DA) for the placement of a single transportable container dwelling at Lot 26100 Hines Hill North Road, Hines Hill. Lot 26100 is in three parts (see **Figure 1 – Location Plan**) of 395ha, 3.3ha and 291ha, the latter being to location of the proposed dwelling.

The DA was lodged by the property owner. The proposed development is costed at \$20,000 and installation is expected to be completed within 1 day.

The proposed siting of the dwelling is near some existing infrastructure which is at least 300 metres from the nearest property boundary not owned by the applicant. In their submission, the owner advised that this infrastructure was a small flour mill, with commercial shed and storage sheds.

The proposed dwelling is located approximately 500 metres north of Hines Hill townsite. The nearest dwelling in Hines Hill townsite is located 1.3 kilometres southeast of the proposed dwelling. The proposed dwelling is unlikely to be visible or have any visual impact on the landscape due to its isolated location.

### Comment

Lot 26100 Hines Hill North Road, Hines Hill is zoned 'General Farming' under the Shire of Merredin Local Planning Scheme No.6 (the Scheme). A single house development is a P (Permitted) use in General Farming zone. However, in accordance with Local Planning Scheme Policy No.1 – Moveable Buildings, the proposed single dwelling is a transportable container building and as such subject to Council's discretion.

The proposed container dwelling has a floor area of approximately 75.64m<sup>2</sup> and is proposed to be located with setbacks of more than 250 metres from Hines Hill North Road, approximately 200 metres from the northern boundary. The proponent has also advised that the distance between the existing buildings and proposed dwelling would be approximately 10 metres.

It is also noted that the design and siting of the proposed transportable dwelling should be compatible with the capability of the land and retain the rural character and amenity of the locality. The immediately adjoining properties are of a similar landscape and do not appear to have any structures or dwellings. All of these circumstances contribute to minimising any visual impact on the amenity of the surrounding area.

### Consultation

#### **Councillor/Officer Consultation**

No Councillor or Officer consultation is required.

#### **Community Consultation**

No community consultation is required.

### Policy Implications

Local Planning Policy 1 applies to this application.

### Statutory Implications

#### **Local Planning Scheme**

Lot 26100 Hines Hill North Road, Hines Hill, is zoned as 'General Farming' in the Scheme. Assessment of the application confirms that the installation of a transportable container dwelling will comply with the provisions of the Scheme. The placement location of the proposed dwelling will meet setback requirements and not adversely affect the amenity of the locality or its rural character.

#### **Local Planning Scheme Policy No.1 – Moveable Buildings**

The proposed container dwelling is a transportable building, and as such is subject to policy requirements specified by the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings. The proposed transportable dwelling will be a brand-new building and will comply with requirements of the National Construction Codes (BCA) as well as objectives of Council's policy on Moveable Buildings.

#### **Statutory Requirements – Bush Fire Attack Level**

Lot 26100 Hines Hill North Road, Hines Hill is partly designated as bushfire prone, and the proposed transportable dwelling is in the designated bushfire prone area and as such required a Bush Fire Attack Level (BAL) assessment to be undertaken. The BAL assessment carried out by Wheatbelt BAL Assessments determined the Bush Fire Attack Level to be BAL – 19, thus allowing the placement of the transportable dwelling on site subject to the applicable building permit requirements.

### **Statutory Requirements – Building Act Considerations**

Building work including the placement or erection of a building or incidental structure on land will be subject to building permit requirements. The builder will need to apply to the Shire of Merredin for relevant building permit to place the transportable dwelling on site at Lot 26100 Hines Hill North Road, Hines Hill.

### **Statutory Requirements – Health Act considerations**

A dwelling house must comply with requirements specified by the *Health (Miscellaneous Provisions) Act 1911* and the Shire of Merredin Health Local Laws, including the supply of a suitable supply of potable water to the house as well as the installation of an approved onsite effluent disposal system. In this case the potable water supply will be provided through and existing on site potable water supply. Although an existing onsite effluent system is provided on site, a review will be required to confirm it can be connected to the proposed dwelling. The proposed floor plan does not show evidence of any laundering facility as required by the Shires' Health Local Law. The applicant also advised that the proposed transportable dwelling does not contain any asbestos materials.

#### **Strategic Implications**

##### **Ø Council Plan 2025-2035**

Theme:	1 Community and Culture
Strategic Objective:	1.7 Maintain the health, safety and wellbeing of our community through application of regulatory frameworks which support legislative compliance.
Priority Actions:	1.7.1 Promote responsible strategic and statutory planning to meet current and future needs.

#### **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 in the event that the development does not comply with provisions of the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings. The risk rating is considered to be Low (2), which is determined by a likelihood of Unlikely (2) and a consequence of Insignificant (1). 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

### Resolution

Moved: Cr Van Der Merwe

Seconded:

Cr O'Neill

That Council:

1. GRANTS development approval for a proposed transportable container dwelling (12.192m x 6.28 x 2.515m high), to be situated on Lot 26100 Hines Hill North Road (291ha portion), Hines Hill, as outlined in Attachment 12.1A;
2. ADVISES the applicant of the following;
  - a. This development approval does not constitute a building permit. An application for a building permit must be lodged with the Shire of Merredin and be approved before any building work can commence on site;
  - b. The transportable dwelling must not be used for any commercial/business activities;
  - c. The existing potable water supply would need to be connected to the transportable dwelling;
  - d. A review of the onsite effluent disposal system will be required to confirm it can be connected to the proposed dwelling, or alternatively a separate onsite effluent disposal system must be installed;
  - e. The dwelling must be provided with a laundry compliant with the Shire's Health Local Law; and
  - f. Any sandwich panel material used in the construction of the transportable dwelling must be covered with appropriate cladding on all sides to retain the rural character of the area.

83714

CARRIED 6/0

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

Against: Nil

**13. OFFICER'S REPORTS – INFRASTRUCTURE SERVICES**

Nil

## 14. OFFICER'S REPORTS – CORPORATE SERVICES

### 14.1 Statement of Financial Activity – November 2025

#### 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 14.1A – Statement of Financial Activity Attachment 14.1B – Detailed Statements Attachment 14.1C – Capital Works Progress Attachment 14.1D – Investment Report

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of November 2025 and be advised of associated financial matters.

#### Background

The Statement of Financial Activity, Detailed Statements, Capital Works Progress and Investment Report are 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. These reports are included at Attachments 14.1A to D inclusive.

It should be noted that fixed asset reconciliations are delayed annually until the sign off of the Annual Financial Statement by the Office of the Auditor General. The Finance Team have commenced asset processes since the sign off of the Annual Financial Statement and completed calculation of depreciation for July, August and September. It is hoped this will be up to date by the January 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

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.

### Financial Implications

The adoption of the Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution

Moved:

**Cr O'Neill**

Seconded:

**Cr Madigan**

**83715**

**That Council RECEIVE the Statements of Financial Activity and Investment Report for the period ending 30 November 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.**

**CARRIED 6/0**

*For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

## 14.2 List of Accounts Paid – November 2025

### 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 November 2025

#### Purpose of Report

Executive Decision       Legislative Requirement

For Council to receive the schedule of accounts paid for the month of November 2025.

#### Background

The attached list of accounts paid during the month of November 2025, under Delegated Authority, is provided for Council's information and endorsement.

#### Comment

Nil

#### 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

### Resolution

Moved: Cr Manning

Seconded:

Cr Madigan

**83716** That Council RECEIVE the schedule of accounts paid during November 2025 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$1,086,351.24 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

**CARRIED 6/0**

*For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

**14.3 Policy Reviews – 3.5 Investment Policy, 3.23 Asset Management Policy and 3.24 Risk Management Policy**

**Corporate Services**



Responsible Officer:	Leah Boehme, EMCS & Craig Watts, CEO
Author:	As Above
File Reference:	Nil
Disclosure of Interest:	The Authors/ Responsible Officers declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.3A – Policy 3.5 Investment Policy – track changes Attachment 14.3B – Policy 3.5 Investment Policy – final Attachment 14.3C – Policy 3.24 Risk Management Policy – track changes Attachment 14.3D – Policy 3.24 Risk Management Policy – final Attachment 14.3E – Policy 3.23 Asset Management Policy – track changes Attachment 14.3F – Policy 3.23 Asset Management Policy – final

**Purpose of Report**



Executive Decision



Legislative Requirement

For Council to consider revised policies 3.5 Investment Policy, 3.23 Asset Management Policy and 3.24 Risk Management Policy.

**Background**

Shire policies should be reviewed regularly to ensure their accuracy and relevance. Three (3) policies have been reviewed and are presented to Council for adoption.

**Comment**

An overview of each policies changes is detailed below:

*Policy 3.5 Investment Policy*

This policy has not been reviewed since 2014 and was highlighted as needing review during the Financial Management Review in 2023. Unfortunately, due to competing priorities and staff shortages, this has been delayed until now. The adoption of the updated policy will

remove one outstanding item from the Risk and Regulation quarterly review that is presented to the Audit, Risk and Improvement Committee.

Main changes to the policy include:

- Policy Scope, Legislative Requirements, Key Policy Definitions, Roles and Responsibilities and Monitor and Review sections included to match current policy template
- Formatting and numbering changes to match current Shire template
- Typo in year of Banking Act publication corrected from 1995 to 1959
- Listed banks updated and link to APRA website with current authorised institutions added
- Change from 6 months to 12 months term duration requiring Council approval, allowing CEO to sign off on investments of up to 12 months. This allows greater flexibility with term deposits
- Minor wording updates throughout

#### *Policy 3.23 Asset Management Policy*

This policy was last reviewed in June 2023 and is due for its biannual review.

Main changes to the policy include:

- Providing further clarity as to the policy scope
- Focus on responsible asset management including impacts on finances, operational capabilities and resourcing, including whole of lifecycle costing
- Consideration of social, economic and environmental changes
- Developing a corporate culture around asset management
- Undertaking regular inspection which is used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities

#### *Policy 3.24 Risk Management Policy*

This policy was last reviewed in 2022 and was due for review in December 2024. Unfortunately, due to competing priorities and staff shortages, this has been delayed until now.

Main changes to the policy include:

- Policy Scope, Legislative Requirements, Key Policy Definitions, Roles and Responsibilities and Monitor and Review sections included to match current policy template
- Formatting and numbering changes to match current Shire template
- Key policy definitions moved to Section 5, as per current template
- The Monitor and Review section has been updated to reflect that regular reviews are presented to the Audit, Risk and Improvement Committee
- Review timeframe has been updated from annually to biennially, or if a change is required

- Colour scheme in Appendix documents varied to match current branding

There have been no changes to the wording of the Shire's Risk Assessment and Acceptance Criteria, Measures of Likelihood, Risk Matrix, Risk Assessment Criteria and Existing Controls Ratings.

### Consultation

#### Councillor/Officer Consultation

The Chief Executive Officer and Executive Manager Corporate Services reviewed these policies collaboratively.

#### Community Consultation

No community consultation is required.

### Policy Implications

The following policies apply:

- 3.5 – Investment Policy
- 3.23 – Asset Management Policy
- 3.24 – Risk Management Policy

### Statutory Implications

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

### Strategic Implications

#### ∅ Council Plan 2025-2035

Theme: 4 Communication and Leadership

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

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.  
4.8.1 Maintain strong fiscal and financial management of Council's budget

### Sustainability Implications

#### ∅ Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer's recommendation as the proposed changes are within the Shire's available resources.

### Risk Implications

There is a compliance risk associated with this item. 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

### Resolution

Moved: Cr Madigan

Seconded:

Cr O'Neill

83717

That Council;

1. ADOPTS updated policy 3.5 Investment Policy, as per Attachment 14.3B;
2. ADOPTS updated policy 3.23 Asset Management Policy, as per Attachment 14.3D; and
3. ADOPTS updated policy 3.24 Risk Management Policy, as per Attachment 14.3F.

**CARRIED 6/0**

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

Against: Nil

**15. OFFICER'S REPORTS – COMMUNITY SERVICES**

NIL

## 16. OFFICER'S REPORTS – ADMINISTRATION

### 16.1 Status Report – December 2025

#### Administration



Responsible Officer:	Craig Watts CEO
Author:	Martina Hussey, EO
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 16.1A – Status Report – December 2025

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the updated Status Report for December 2025.

#### Background

The Status Report is a register of Council Resolutions that are allocated to the Shire of Merredin's (the Shire) Executive Staff for actioning. When the Executive Staff have progressed or completed any action in relation to the Council Resolution, comments are provided until the process is completed or superseded by a further Council Resolution.

#### Comment

In the interest of increased transparency and communication with the community and Council, the Status Report is provided for information.

#### Consultation

##### Councillor/Officer Consultation

The report has been circulated to ELT members for their review and comment.

##### Community Consultation

No Community Consultation is required.

#### Policy Implications

Nil

## 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.

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

Nil

## Risk Implications

There is a reputational risk associated with this Item, as it may be perceived that the Shire is not acting upon or implementing the decisions of Council. The risk rating is considered to be Low (1), which is determined by a likelihood of Rare (1) and a consequence of Insignificant (1). This risk will be eliminated by the adoption of the Officer's Recommendation.

## Financial Implications

Ni

## Voting Requirements

1

## Simple Majority

1

## Absolute Majority

## Resolution

Moved: Cr Boehme

## Seconded:

Cr O'Neill

83718

**That Council RECEIVES the Status Report on Council Resolutions for December 2025.**

**CARRIED 6/0**

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

*Against: Nil*

**17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

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

Nil

## 20. MATTERS BEHIND CLOSED DOORS

In accordance with section 5.23 (2)(b)(c)(e)(ii)(iii), of the *Local Government Act 1995* Council will go Behind Closed Doors to discuss these matters.

### Council Decision

**Moved:** Cr Van Der Merwe

**Seconded:** Cr O'Neill

**83719**

**That Council move Behind Closed Doors and that Standing Orders be suspended at 4:12pm.**

**CARRIED 6/0**

*For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

### Reason

That matters related to the personal affairs of any person, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting, and a matter that if disclosed would reveal information that has commercial value to a person, or information about the business, professional, commercial or financial affairs of a person were to be discussed.

## 20.1 Disposal of Land – 30 Macdonald Street Merredin

### 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 20.1A – Offers to Purchase 30 Macdonald Street, Merredin Attachment 20.1B – Valuation Report Attachment 20.1C – Advertising

This matter is being considered *behind closed doors* under s5.23(2)(c) & (e)(ii) of the *Local Government Act 1995* as it relates to:

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- Information that has a commercial value to a person.

### Resolution

Moved: Cr Van Der Merwe      Seconded: Cr Madigan

That Council;

83720

1. ACCEPT the offer received for Assessment A2481, Lot 507, 30 Macdonald Street, Merredin WA 6415 for a value of \$50,000; and
2. AUTHORISE the Chief Executive Officer and the Shire President to execute a Contract of Sale and apply the Shire of Merredin Common Seal to the agreed contract.

CARRIED 6/0

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

Against: Nil

## 20.2 Disposal of Land – 25 Maiolo Way Merredin



## 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 20.2A – Offers to Purchase 25 Maiolo Way, Merredin Attachment 20.2B – Valuation Report Attachment 20.2C – Advertising

This matter is being considered *behind closed doors* under s5.23(2)(c) & (e)(ii) of the *Local Government Act 1995* as it relates to:

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

Information that has a commercial value to a person.

## Resolution

Moved: Cr Madigan

## Seconded:

Cr Van Der Merwe

## That Council;

83721

1. AUTHORISE the Chief Executive Officer to negotiate the sale price for Lot 105 (25) Maiolo Way, Merredin, with offeror two, to obtain a price that is closer to the current market valuation received; and
2. AUTHORISE the Chief Executive Officer and the Shire President to execute a Contract of Sale and apply the Shire of Merredin Common Seal to the agreed contract should an agreement be reached with offeror two.

**CARRIED 6/0**

For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe

*Against: Nil*

## Council Resolution

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**Moved:** Cr Van Der Merwe      **Seconded:** Cr O'Neill

**83722**      **That Council return from Behind Closed Doors at 4:18pm, resume Standing Orders and that the resolutions being passed in the confidential session be confirmed in open meeting.**

**CARRIED 6/0**

*For: Cr Boehme, Cr Crook, Cr Madigan, Cr Manning, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

**All resolutions adopted behind closed doors were then read out by the Chairperson.**

## **21. CLOSURE**

There being no further business, the President thanked those in attendance and declared the meeting closed at 4:20pm.

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