



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 23 June 2026
Commencing 5:00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 28 July 2026 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

3:00pm Briefing Session

5:00pm Council Meeting

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
24 July 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



July Ordinary Council Meeting

1.	OFFICIAL OPENING	4
2.	RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE	4
3.	PUBLIC QUESTION TIME	4
4.	DISCLOSURE OF INTEREST	4
5.	APPLICATIONS OF LEAVE OF ABSENCE	4
6.	PETITIONS AND PRESENTATIONS	5
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
8.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	5
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	5
10.	RECEIPT OF MINUTES OF MEETINGS	5
11.	RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION	5
12.	OFFICER'S REPORTS – DEVELOPMENT SERVICES	6
13.	OFFICER'S REPORTS – INFRASTRUCTURE SERVICES	7
13.1	RFT03 2025-26 for Provision of Ranger Services (including Environmental Health Technical Officer)	7
14.	OFFICER'S REPORTS – CORPORATE SERVICES	11
14.1	Statement of Financial Activity – June 2026	11
14.2	List of Accounts Paid – June 2026	14
14.3	2026/27 Annual Budget Adoption	16
15.	OFFICER'S REPORTS – COMMUNITY SERVICES	21
15.1	Policy Review – 5.14 Recreational Vehicle Camping	21
16.	OFFICER'S REPORTS – ADMINISTRATION	24
16.1	Elected Member Training and Development Register 2025/26	24
16.2	National Small Towns Reinvention Conference 2026	28
16.3	Request for Land Expansion – REED Childcare	31
16.4	Policy Review – Policy 3.22 Credit Card Policy	35
17.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	38
17.1	Notice of Motion – Sale of Shire Residential Properties	38
18.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	42
19.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	42
20.	MATTERS BEHIND CLOSED DOORS	43
21.	CLOSURE	43

Shire of Merredin
Ordinary Council Meeting
5:00pm Tuesday, 28 July 2026.



1. OFFICIAL OPENING

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 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
M Mono	EMIS
M Hussey	EO
S Doncon	GO

Members of the Public:

Apologies: L Boehme, EMCS

Approved Leave of Absence: Cr D Crook, Shire President

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 23 June 2026 (Attachment 7.1A)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 23 June 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

10. RECEIPT OF MINUTES OF MEETINGS

11. RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION

12. OFFICER'S REPORTS – DEVELOPMENT SERVICES

Nil

13. OFFICER'S REPORTS – INFRASTRUCTURE SERVICES

13.1 RFT03 2025-26 for Provision of Ranger Services (including Environmental Health Technical Officer)

Infrastructure SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Musa Mono, EMIS
Author:	Craig Watts, CEO
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:	Confidential Attachment 13.1A – RFT03 2025-26 Tender Recommendation Report

This item contains one or more confidential attachments that may be dealt with behind closed doors, in accordance with Section 5.23(4) of the *Local Government Act 1995*, sub section: (c) information contained in a tender received by the local government for a contract to the extent that the information - (i) is a tendered price; or (ii) a tendered methodology for calculating a price.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider and award contracts for Tender No. RFT 03 2025-26 for Provision of Ranger Services (including Environmental Health Technical Officer) in accordance with the *Local Government (Functions and General) Regulations 1996*.

Background

The Shire of Merredin (the Shire) issued a tender for the Provision of Ranger Services, including Environmental Health Technical Services. This incorporated the provision of an effective, efficient and professional delivery of Ranger services for a minimum of 23 hours per week, plus emergency callouts, to residents of, and visitors to, the Shire. In addition, the Shire sought provision of Environmental Health Technical services for 15 hours per week. The period of supply of these services was for three years, with two additional one year options (3+1+1yr).

The tender was advertised between 12 June and 3 July 2026 (3 week period), including within the Shire's website and social media, on the Tenderlink portal, via the Shire Newsletter and notice boards. A notice was also published in the West Australian Newspaper on 17 June

2026. Closing date for the tender was 10.00am WST Friday 3 July 2026. No addendums were issued and no requests for further information were received.

The Tender documentation specified that all submissions were to be made in full and submitted electronically via Tenderlink portal.

Comment

Upon the close of the tender open period, one conforming submission was received from WA Contract Ranger Services. The Chief Executive Officer (CEO), Executive Manager Infrastructure Services (EMIS) and Executive Officer (EO) formed the tender evaluation panel. Panel members confirmed that a perceived conflict of interest could arise due to the WA Contract Rangers being the incumbent contractor providing the Ranger Service to the Shire. Each panel member confirmed that they would assess the application on its merits.

The submissions received was evaluated against the Qualitative Criteria including relevant experience, key personnel skills and experience, resources and demonstrated understanding. The submission displayed an ability to meet the minimum requirements of this Contract, demonstrating sufficient relevant experience, capacity to deliver the services and presented the methodology required of this Contract. Therefore, the submission was assessed in its entirety as per the table below:

Tenderer	Relevant Experience 30%	Key Personnel Skills 30%	Tenderers Resources 20%	Demonstrated Understanding 20%	Total Score
WA Contract Ranger Services	20%	20%	14%	12%	66%

Commentary provided by the panel in relation to their assessment and the submitted price for the service is included within the confidential attachment.

The panel recommends that WA Contract Ranger Services be recommended to Council for the award of RFT03 2025/26 for the provision of Ranger and Environmental Health Technical Officer services for a period of 3+1+1 years. The contract for service will be based on the standard WALGA goods and services template.

Consultation

Councillor/Officer Consultation

The CEO liaised with the Shire President and Deputy President prior to releasing the tender to confirm indicative support for a contract service to be used.

Community Consultation

Advertising of the tender as listed within this report has been undertaken. Only one submission was received.

Policy Implications

Policy 3.12 “Purchasing Policy” is applicable to this item and was complied with when undertaking the tender process.

Statutory Implications

The tender process was undertaken to meet the requirements of Section 3.57 the *Local Government Act 1995* and Regulations 14 to 16 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 1 Community and Culture

Strategic Objective: 1.7 Maintain the health, safety and well being of our community through application of regulatory frameworks which support legislative compliance.

Priority Actions: 1.7.5 Continue to provide regulatory services to the Shire to meet statutory obligations.

Sustainability Implications

Ø Strategic Resource Plan

There is no impact on capacity, resourcing or asset management to carry out the Officer’s Recommendation. If the Officer’s Recommendation is not endorsed, this will have negative impacts on the Shire’s capacity and resourcing to provide a ranger service to the community.

Risk Implications

There is a service interruption risk associated with this Item as choosing not to appoint would introduce service delivery and regulatory risks, including administrative delays due to having to commence an employment process, provision of a vehicle, equipment and potentially training. There would likely be a period of over 1 month where ranger services and patrols would be severely limited if this was to occur. The risk rating is considered to be High (16), which is determined by a likelihood of Likely (4) and a consequence of Major (4). This risk will be eliminated by the adoption of the Officer’s Recommendation.

Financial Implications

Funding for the provision of these services listed within RFT03 2025-26 is provided within the 2026/27 budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation

That Council:

- 1. NOTES the recommendations as contained in the Confidential Attachment 13.1A RFT03 2025-06 Tender Recommendation Report; and**
- 2. AWARDS a contract for RFT03 2025-26 for Provision of Ranger Services (including Environmental Health Technical Officer), to WA Contract Ranger Services, in accordance with their offer dated 21 June 2026 and submitted Price Schedule Rates (excluding GST), for a contract period of three (3) years and subject to the provisions to extend the contract period by a further two by one year periods (3+1+1 period).**

14. OFFICER'S REPORTS – CORPORATE SERVICES

14.1 Statement of Financial Activity – June 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 – Draft Statement of Financial Activity June 2026 Attachment 14.1B – Detailed Statements June 2026 Attachment 14.1C – Capital Works Progress June 2026 Attachment 14.1D – Investment Report June 2026

Purpose of Report



Executive Decision



Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of June 2026 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 as the end of financial year processes are still to be completed, the attached financials are draft documents and may be subject to changes prior to the closure of the 2025/26 financial year books.

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

Officer's Recommendation

That Council

1. **RECEIVE** the Draft Statements of Financial Activity and Investment Report for the period ending 30 June 2026 in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

14.2 List of Accounts Paid – June 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 June 2026

Purpose of Report



Executive Decision



Legislative Requirement

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

Background

The attached list of accounts paid during the month of June 2026, 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

Officer's Recommendation

That Council RECEIVE the schedule of accounts paid during June 2026 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$2,124,083.65 from the Merredin Shire Council Municipal bank account and \$1,430.00 from the Merredin Shire Council Trust bank account.

14.3 2026/27 Annual Budget Adoption

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 declares that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.3A – Draft 2026/27 Statutory Budget Attachment 14.3B – Draft 2026/27 Capital Budget Attachment 14.3C – Shire of Merredin 2026/27 Schedule of Fees & Charges – changes highlighted Attachment 14.3D – Shire of Merredin 2026/27 Schedule of Fees & Charges

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider and adopt the 2026/27 Annual Budget.

Background

The proposed fees and charges were approved in principle by Council at the April Ordinary Council Meeting held on 28 April 2026 (CMRef 83772). Proposed amendments that have occurred since the in principle adoption have been highlighted in Attachment 14.3C. Attachment 14.3D, Shire of Merredin 2026/27 Schedule of Fees & Charges, is the final copy for publication.

The proposed differential general and minimum rates were adopted by Council at the Ordinary Council Meeting held on 26 May 2026 (CMRef 83789) and advertised for public comment, which closed on 19 June 2026. There was one response received from the public during the period, which was considered by Council during the June Ordinary Council Meeting. A formal response was provided to the sender on 24 June 2026.

Councillor attendance fees were endorsed by Council at the April Ordinary Council Meeting held on 28 April 2026 (CMRef 83770) and have been included in the 2026/27 Annual Budget provisions.

Comment

Two briefing sessions were conducted with Council to discuss the budget in detail, answer questions that arose and address any concerns.

The main features of the 2026/27 Annual Budget include:

- The budget has been prepared with a 5.5% (5.12% adjusted) increase in the overall rates revenue. This increase applies across all differential rate categories utilising the Gross Rental Valuation (GRV) and the Unimproved Valuation (UV) provided by Landgate. It should be noted that in some cases rates in the dollar charges are lower than previous years due to the revaluations received.
- Fees and charges have been reviewed and generally increased by 5%, with rounding to the nearest 10c. Charges set under Local Laws and where statutory regulations apply, were only changed where this met the requirements. Statutory building application fees have been increased as per Part 4 of the *Commerce Regulations Amendment (Fees and Charges) Regulations 2026*, published on 10 June 2026.
- A capital works budget totalling \$8.46m has been included for investment in infrastructure, land and buildings, plant and equipment. This includes expenditure on road infrastructure totalling \$5.25m and \$1m towards improvements to community facilities.

The estimated brought forward balance is \$6,298,202. However, this is unaudited and may change once the annual 2025/26 accounts are finalised. The major influences on the brought forward balance are the receipt of an approximately 84% advanced Financial Assistance Grants payment for 2026/27 of \$2,918,335, which was received prior to 30 June 2026, and capital carry forward of around \$2 million.

The following is a summary of budgeted reserve movements for 2026/27:

Opening Balance 2026/27	Transfers to Reserve	Transfers from Reserve	Closing Balance 2026/27
\$8,452,874.50	\$1,296,400	(\$9,900)	\$9,739,374.50

Consultation

Councillor/Officer Consultation

Councillors and Officers participated in a number of budget sessions between April and July to ensure appropriate consideration was given to the 2026/27 Annual Budget.

Community Consultation

Differential Rates were advertised for the prescribed period, with one response received during the period.

Policy Implications

The Draft 2026/27 Annual Budget is based on the objectives contained in the Council Plan.

Policy 3.18 - Financial Reserves has also been considered.

Statutory Implications

Section 6.2 of the *Local Government Act 1995* requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (by Absolute Majority), in the form and manner prescribed, a budget for its Municipal fund for the financial year ending on the next following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership

Strategic Objective: 4.2 Decision Making
4.5 Communication
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.
4.5.1 Deliver accurate, effective and timely information to internal and external stakeholders.
4.8.1 Maintain strong fiscal and financial management of Council's budget.

Sustainability Implications

Ø Strategic Resource Plan

Impact on capacity, resourcing and asset management has been considered in drafting the 2026/27 Annual Budget.

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 moderate (8), which is determined by a likelihood of unlikely (2) and a consequence of major (4). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Specific financial implications are as outlined in the 'Comment' section of this report and as itemised in the 2026/27 Annual Budget, provided as Attachment 14.3A.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation

That Council;

1. **ADOPTS** for the Shire of Merredin, the Annual Budget for the 2026/27 financial year, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, as outlined in Attachment 14.4A which includes the following:
 - a. Budget Statement of Comprehensive Income (by Nature or Type);
 - b. Budget Statement of Cash Flows;
 - c. Budget Rate Setting Statement;
 - d. Notes to the Annual Budget including statement of Rating Information;
 - e. Schedule of Fees and Charges for 2026-27;
2. **IMPOSES** the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget in the Rate Setting Statement, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*:

General Rates

Gross Rental Values	Minimum	Rate in \$
GRV	\$960	0.123853

General Differential Rates

Unimproved Value	Minimum Rate	Rate in \$
UV1 – Rural	\$1,190.00	0.010194
UV2 – Urban Rural	\$1,190.00	0.020300
UV3 – Mining	\$200.00	0.020000
UV4 – Power Generation	\$1,190.00	0.020388
UV5 – Special Use Airstrip	\$1,190.00	0.018491

3. **ADOPTS** the following due dates for the payment in full by instalments, pursuant to section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*:

Full payment or 1 st Instalment due date	11 September 2026
2 nd Instalment due date	13 November 2026

3rd Instalment due date	15 January 2027
4th Instalment due date	19 March 2027

4. **ADOPTS** an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$14.60 for each instalment after the initial instalment is paid, pursuant to section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*;
5. **ADOPTS** an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option, pursuant to section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*;
6. **ADOPTS** an interest rate of 8.0% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable, pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*;
7. **ADOPTS** the 2026/27 Schedule of Fees and Charges for the Shire of Merredin removal and/or deposit of domestic and commercial waste included in Attachment 14.3D, pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007;
8. **ADOPTS** the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees, pursuant to section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*:

Shire President	\$10,000
Deputy Shire President	\$10,000
Councillors	\$10,000

9. **ADOPTS** the following annual local government allowances to be paid in addition to the annual meeting allowance, pursuant to section 5.98A of the *Local Government Act 1995* and Regulation 33 and 33A of the *Local Government (Administration) Regulations 1996*; and

Shire President	\$16,000
Deputy Shire President	\$4,000

10. **ENDORSES** that the level to be used in the Statement of Financial Activity in 2026/27 for the reporting of material variance shall be whichever is greater of 10% and \$10,000, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

15. OFFICER'S REPORTS – COMMUNITY SERVICES

15.1 Policy Review – 5.14 Recreational Vehicle Camping

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 declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 15.1A – 5.14 Recreational Vehicle Camping Policy – Tracked Changes Attachment 15.1B – 5.14 Recreational Vehicle Camping Policy – Final Attachment 15.1C – Response from Caravan Park management October 2025

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting amended policy 5.14 Recreational Vehicle Camping Policy.

Background

Policy 5.14 Recreational Vehicle Camping has not been reviewed since 2018 and is now considered outdated. The current policy restricts recreational vehicle camping to a maximum stay of 24 hours, which no longer reflects current tourism trends or the expectations of RV travellers. The Administration has reviewed the policy and is proposing an amendment to better support the growing demand for recreational vehicle tourism in Merredin and encourage longer visitor stays.

Comment

This policy currently permits 24 hour camping at the Merredin Peak in fully self-contained recreational vehicles under certain conditions. The amendments to the policy seek to amend the time limited camping to enable 72 hour camping (3 days) at the Merredin Peak. Research indicates that allowing longer stays encourages visitors to spend more time in regional communities, providing increased opportunities to support local businesses and attractions.

The Shire will continue to make the Merredin Regional Community & Leisure Centre (MRCLC) grounds available as an overflow camping area when the Merredin Tourist Park is at capacity, ensuring additional accommodation options are available during peak tourism periods and major events.

Consultation

Councillor/Officer Consultation

Councillor were consulted at the October Briefing Session held on Tuesday, 21 October 2025

Community Consultation

The Shire Administration contacted the Merredin Tourist Park in October 2025 and received a response (as shown in attachment 15.1C) confirming that they opposed the change to extend the self-contained camping duration to 72 hours at the Merredin Peak.

Policy Implications

Policy - 5.14 Recreational Vehicle Camping.

Statutory Implications

Amendments to Policy - 5.14 Recreational Vehicle Camping does comply with the provisions of the *Caravan Parks and Camping Ground Act* and associated regulations.

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

Nil

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 5.14 Recreational Vehicle Camping as shown in Attachment 15.1B.

16. OFFICER'S REPORTS – ADMINISTRATION

16.1 Elected Member Training and Development Register 2025/26

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts CEO
Author:	Martina Hussey, EO
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
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 16.1A – Elected Member Training and Development Register 2025/26

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

For Council to consider receiving a report on the training and development undertaken by Elected Members during the 2025/26 financial year.

Background

On 16 September 2019, with the introduction of new provisions contained within the *Local Government Act 1995* (the Act), local governments must prepare a report for each financial year on the training completed by elected members in that financial year.

New sections 5.126 and 5.127 of the Act were introduced around elected member training and reporting, as follows:

“5.126 Training for council members

(1) Each council member must complete training in accordance with regulations.

(2) Regulations may –

a) prescribe a course of training; and

b) prescribe the period within which training must be completed; and

c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and

d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5000 for the offence.

5.127 Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates."

The *Local Government (Administration) Regulations 1996* prescribes the Council Member Essentials training as being the mandatory training (as per section 5.126(1) of the Act that Elected Members must complete within their first 12 months of office. The Council Member Essentials training consists of the following modules:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

To enable Elected Members to develop and maintain skills and knowledge relevant to their role, the Shire of Merredin (the Shire) also has Policy 1.20 – Councillor Training and Professional Development Policy which includes provisions around Elected Member attendance at conference and training events within Australia and overseas.

	Comment
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Local Government is a complex entity and makes significant decisions that affect the local governments continued sustainability and community outcomes. It is imperative that Elected Members have the appropriate skills to be able to undertake their roles to the best of their ability, these skills are enhanced through the training and development offered to them throughout their term of office.

The Minister for Local Government and the WA State Parliament recognise the need for Elected Members to undertake continual professional development in fulfilling their role of public office. The introduction of mandatory training requirements into the *Local Government Act 1995* and the need for local governments to adopt a policy in relation to Elected Member continual professional development support these views.

With the introduction of new provisions within the *Local Government Act 1995*, local governments must prepare a report for each financial year on the training completed by Elected Members in that financial year. The report must be placed on the Shire's website within one month after the end of the financial year in which the report relates.

The report as shown in Attachment 16.1A highlights the training and development undertaken by the Shire's Elected Members during the 2025/26 financial year, and details not only the mandatory training required under the Act, but also any conferences and training events attended by Elected Members under Policy 1.20 – Councillor Training and Professional Development Policy.

Mandatory training is required to be completed within a 12-month period by those Elected Members who were elected to office in the 2025 Local Government Elections. Other Elected Members can undertake the mandatory training if they so wish, however, they are not

required to do so. The mandatory training is valid for five years once they have been completed, meaning Elected Members are only required to undertake the training at every second election.

Elected Members can also undertake their own personal and professional development outside of the training and development offered by the Shire.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No Community consultation is required. The Elected Member Training and Development Register, as detailed in Attachment 16.1A, will be placed on the Shire of Merredin website if the Officer's Recommendation is endorsed by Council.

Policy Implications

Policy 1.20 – Councillor Training and Professional Development Policy.

Statutory Implications

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Strategic Implications

Ø Council Plan 2025-2035

Theme: 4 Communication and Leadership.

Strategic Objective: 4.9 Deliver responsible and transparent governance and corporate services.

Priority Actions: 4.9.1 Provide corporate oversight to ensure compliance with the *Local Government Act* and other legislative requirements, including support of Council Meeting administration, elected member support, internal and external audit, and risk management.

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

Should Council not note the report on Elected Member training, the Shire will not comply with the requirements in section 5.127 of the *Local Government Act 1995*. There is a compliance risk associated with this item, as the Shire would be contravening the *Local*

Government Act 1995 and the *Local Government (Administration) Regulations 1996*. 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 attendance of conferences and other training events for Elected Members is accommodated for in the Shire's annual budget, for the 2025/26 financial year an amount of \$25,000 was allocated. The cost of elected member attendance to various conferences and training events for the 2025/26 financial year as listed in Attachment 16.1A was \$5,918.20.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

1. **NOTES** the training and development undertaken by Elected Members during the 2025/26 financial year, as detailed in Attachment 16.1A; and
2. **NOTES** the 2025/26 Elected Member Training and Development Register, as detailed in Attachment 16.1A, will be placed on the Shire of Merredin website.

16.2 National Small Towns Reinvention Conference 2026

Administration



Responsible Officer:	Craig Watts, CEO
Author:	Martina Hussey, EO
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:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the attendance of Councillors Lisa O'Neill and Phil Van Der Merwe, as delegates at the National Small Town Reinvention Conference, taking place in Longreach 6 September 2026 through to 11 September 2026.

Background

The 2026 National Small Town Reinvention (NSTR) Conference will be held at Longreach, QLD on Sunday, 6 September to Friday 11 September 2026, arranged by the Bank of I.D.E.A.S. who promote and support the growth of enterprising, sustainable and vibrant small-town communities and economies.

Comprising keynote speakers and masterclass options, there is a strong focus on seeing and interacting with best practice initiatives and rural 'movers and shakers'. Besides practical workshops, storytelling and sharing sessions facilitated by practitioners from across rural and remote Australia, this Conference will be the opportunity through three 'Learning Bus Excursions' to spend time visiting and learning from eight Western Queensland communities bubbling with community creativity and innovation- Aramac, Barcaldine, Blackall, Ilfracombe, Isisford, Longreach, Tambo and Winton.

Comment

Crs O'Neill and Van Der Merwe have expressed an interest in attending the NSTR Conference. There is a budget allocated for Elected Member training and expenses (MC04001 - Professional Development 1041, Training & Conferences 21080), and travel (MC04001 - Professional Development 1041, Travel and Accommodation 22080) which will meet the costs associated with sending Crs O'Neill and Van Der Merwe to the Conference.

Should Council wish to send an additional attendee, the associated costs could be met within the available budget, depending on the number of extra representatives that may be supported.

The Shire has previously sent Executive Staff members to attend the SEGRA Summit in the Eastern states. The Shire Administration is intending to send the Executive Manager Strategy and Community to the 2026 NTSR Conference. This is subject to a separate budget (AO14001 – Administration 1000 - Training & Conferences 21080), and as this involves travel interstate requires Council approval.

In terms of the value, the Summit will provide benefit to those attending by exploring how communities are implementing and building new community initiatives, utilising local attractions, community interest and history to support economic development and tourism.

Consultation

Councillor/Officer Consultation

Details of the conference and program have been circulated to Councillors.

Community Consultation

No community consultation is required.

Policy Implications

Under the current Policy (1.20 – Councillor Training and Professional Development Policy), should Elected Members wish to attend an interstate conference, an Elected Member is required to submit a request to the Chief Executive Officer (CEO), and a Council report will be prepared to consider the request. This policy also details payments for flights, accommodation and incidentals.

Additionally, unless resolved by Council, a maximum of two Councillor delegates can attend any interstate event.

Staff Policy 1.4 (Conferences, Seminars and Training Courses – General Staff Attendance) requires any attendance a conference or seminar held outside the state of Western Australia be approved by Council.

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.

4.6 Provide as safe, healthy and inclusive workplace to attract and retain staff.

Priority Actions: 4.6.1 Enhance the performance, capabilities and skills of our staff members through targeted learning and development strategies to meet the needs of our community and our strategic objectives

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 because if representatives do not attend, the Shire may miss important information and opportunities to draw the maximum the benefit to the community, while supporting renewable energy projects within the District. The attendance supports maintaining a positive reputation of Council within the community and with stakeholders. 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 costs associated with flights, conference attendance, accommodation and incidentals can be met within existing and draft budget allocations. It is expected that this will be in the order of \$6,000 per attendee.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **APPROVE** the attendance of Councillor Lisa O'Neill, Councillor Phil Van Der Merwe, and the Executive Manager Strategy and Community at the 2026 National Small Town Reinvention Conference.

16.3 Request for Land Expansion – REED Childcare

Administration



Responsible Officer:	Craig Watts, CEO
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 16.3A – Plan of Proposed Land Transfer

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the request of REED Child Care Services to excise a portion of Reserve 23036 for amalgamation into Reserve 39947 to support a future extension of the Child Care service provided.

Background

REED Childcare have previously presented to Council on their service, together with their plans to expand the service. Lack of childcare spaces is a community concern, limiting economic growth, provision of services and limiting employment opportunities as parents cannot source appropriate care.

The current shortfall in childcare availability in Merredin has reached a critical point, and addressing this issue is a key priority for Council to support the continued viability and growth of the Merredin community. The existing facility is currently limited to 36 places and already has a waitlist of more than 25 children. This significant gap between supply and demand presents a major barrier to workforce participation and local economic development.

REED have made application for federal funding to support an expansion to their service. To support this expansion, the service is seeking to expand the footprint of Reserve 39947 on which the childcare service is operated. REED are awaiting formal confirmation as to whether their grant application has been successful.

Comment

The REED proposal has previously briefed Council on their intentions to extend their service, including constructing a new building to provide for an increase in childcare spaces. They have advised that they have sufficient staff to provide for the increase, however they are restricted by the size of the lot boundary on which the current service is located.

Reserve 23036 comprises the Merredin District Olympic Swimming Pool and other community purposes. A portion of this reserve has been identified as being suitable for the expansion project and requires works to be undertaken to excise a portion of this reserve for amalgamation into Reserve 39947 on which the Child Care service is provided. The proposed portion to be excised is approximately 1080m² (30m frontage to Kitchener Street and 36m deep), as shown on the attached plan.

This reserve area is currently unused by the Shire, however, provides rear access to the Swimming Pool pump shed and green spaces for maintenance. In addition, the backwash drainage from the pool exits from the eastern side of the pump shed, and discharges to a stormwater drain on the western side of the carpark/slip road area. The Shire has investigated and identified the location of this drain, noting that it is within part of the proposed land parcel to be amalgamated. Consideration of an easement or amendment of the lot boundary will need to be determined in consultation with REED and the Department of Communities.

The Shire Administration has met with representatives of REED, and liaised with the Department of Planning, Lands and Heritage (DPLH) in relation to the transfer of land. Advice from DPLH indicated the following process should be applied:

1. Council to pass a resolution supporting the transfer of land.
2. The Shire would supply a statutory Declaration addressing land contamination and any third party interests.
3. The Shire would need written agreement from the management body of Reserve 39947, being the Department of Communities.
4. Council to complete a Crown Land Enquiry Form and return it to the Proposals Team to create a case.
5. The Department to commence due diligence.
6. Nomination of a surveyor by the Shire or the Department of Communities, with responsibility for survey costs.
7. The Department to issue survey instructions for the area to be excised from Reserve 23036 for inclusion into adjoining Reserve 39947.
8. Lodgement of the deposited plan (DP) as In Order for Dealings (IOFD) at Landgate.
9. Subject to no objections being received through the referral process, the Department will prepare and lodge the necessary documents with Landgate.

The Shire is seeking Council support to transfer the land to the Department of Communities for the purpose of enabling expansion of the REED Child Care Service. Authorisation is also requested to enable the CEO to undertake the works as listed within the process, including provision of the Statutory Declaration, liaison with the relevant government departments and applying the Common Seal if necessary. The Shire Administration proposes to provide updates to Council as to the progress of these works either via Friday Facts or confidential briefings.

Consultation

Councillor/Officer Consultation

Council has previously been briefed by REED in mid 2025, where they expressed their intention to expand the childcare service in Merredin.

Community Consultation

No community consultation is required. The application to transfer the land will be subject to a referral process by the Department of Planning, Lands and Heritage.

Policy Implications

There are no policy implications.

Statutory Implications

Transfer of lands is subject to the provisions of the *Transfer of Land Act 1893*, with this process managed by the Department of Planning, Lands and Heritage.

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

Priority 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.

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 failure to support the expansion of the childcare services is contrary to the community expectations as described in the Council Plan and will impact on economic development and business support within the Shire. The risk rating is considered to be High (12), which is determined by a likelihood of Likely (4) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are potential financial implications associated within this item if the backwash drain requires relocation, with the determination of which party is paying for surveyor costs still to be decided. These costs are estimated at approximately \$10,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **SUPPORT** the transfer of the land as shown in Confidential Attachment 16.3A, being a portion of Reserve 23036 for amalgamation into Reserve 39947 to support a future extension of the Child Care service, provided that access to the Merredin District Olympic Swimming Pool is maintained, and all services (including backwash) are located outside of the subject area or contained within an easement within the subject area;
2. **AUTHORISE** and **ENDORSE** the Chief Executive Officer to undertake such action as required to support the transfer of land, including but not limited to signing of forms, correspondence, provision of statutory declarations, and any other such works necessary or required by the Department of Planning, Lands and Heritage;
3. **AUTHORISE** the use of the Shire's Common Seal, if necessary, on any documentation required to support the transfer of land from portion of Reserve 23036 for amalgamation into Reserve 39947 for the future extension of the Child Care service; and
4. **DIRECTS** the Chief Executive Officer to provide quarterly briefings on the progress of the land transfer to Council.

16.4 Policy Review – Policy 3.22 Credit Card Policy

Administration 	
Responsible Officer:	Craig Watts, CEO
Author:	Suzanne Doncon, GO
Legislation:	<i>Liquor Act 1988 [WA]</i> <i>Local Government Act 1995 [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 16.4A – Policy 3.22 Credit Card Policy – Track Changes Attachment 16.4B – Policies 3.22 Credit Card Policy – Final

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the proposed changes to the Shire of Merredin (the Shire) Council Policy 3.22 – Credit Card Policy.

Background

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

Policy 3.22 – Credit Card Policy has been updated to improve compliance with the relevant legislation and the Office of the Auditors General's guidelines.

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 Executive Leadership Team (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 proposed amendments to Council Policy 3.22 – Credit Card Policy therefore requires the endorsement of Council to enable their applications.

This Policy currently provides guidance for the Shire on the terms of use for the Corporate Credit Cards. This amendments to this Policy seek to improve legibility through minor edits

and the change of position titles to meet the current naming conventions. The maximum credit card limit is also proposed to be lifted from \$5,000 to \$10,000 to meet rising costs and inflation. It is proposed to only increase the credit limit of the CEO's credit card from \$5,000 to \$10,000 to provide for an increase in purchases, particularly in relation to attendance at conferences, with the associated travel and accommodation costs. Current credit card limits, together with the increase proposed are shown below:

Shire Officer	Credit card limit
Chief Executive Officer (CEO)	Increase from \$5,000 to \$10,000
Executive Manager Corporate Services (EMCS)	Retain at \$5,000
Executive Manager Strategy and Community (EMS&C)	Retain at \$5,000
Executive Manager Infrastructure Services (EMIS)	Retain at \$5,000

Please note that the EMIS will be provided with a credit card upon completion of his probationary period.

Additionally, the amendments seek to provide greater clarity for the legitimate purchase of alcohol for business purposes and the relevant test, the HOST test from the Public Sector Commission, to identify if the purchase is legitimate. The purchase of alcohol been identified during the interim audit as an area which could be strengthened to provide clarity and guidance to the Shire Administration. Application of the HOST test will be applied to all alcohol purchases for Shire events.

Policy Implications

Policies 3.22 Credit Card Policy is proposed to be amended to provide greater clarity to the legitimate purchasing of alcohol and to provide greater legibility.

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 3.22 – Credit Card Policy comply with the provisions of the *Liquor Act 1988* and the *Local Government Act 1995*.

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 Policy 3.22 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. 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 3.22 Credit Card Policy as shown in Attachment 16.4B.
2. **CONFIRMS** the credit card limits as shown in the table below:

Shire Officer	Credit card limit
Chief Executive Officer (CEO)	Increase from \$5,000 to \$10,000
Executive Manager Corporate Services (EMCS)	Retain at \$5,000
Executive Manager Strategy and Community (EMS&C)	Retain at \$5,000
Executive Manager Infrastructure Services (EMIS)	Retain at \$5,000

17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17.1 Notice of Motion – Sale of Shire Residential Properties

Administration 	
Responsible Officer:	Craig Watts, CEO
Author:	Suzanne Doncon, P&GO
File Reference:	CMRef82698
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 17.1A – Notice of Motion to Rescind Council Decision – Staff Housing

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

For Council to consider the Notice of Motion made by Councillor Van Der Merwe to rescind Motion CMRef 82698 from 16 March 2021 meeting, and response to the “Question on Notice” provided at the 23 June 2026 Ordinary Council Meeting.

Background

The CEO has received a Notice of Motion from Cr Van Der Merwe, seconded by Cr Boehme and Cr Madigan requesting a report to be provided to Council to consider retaining all current housing stock.

The Notice requested the CEO provide a report to the next Ordinary Council meeting for Council to consider:

1. Rescinding the current motion which shows intent to sell the properties;
2. Retaining ownership of the two properties (4 Cohn Street, and 51 French Avenue) and putting these out to the private market where they are surplus to current Shire need.
3. Cease all action in relation to constructing a new executive residence at 14 Caridi Close, Merredin.

At its 16 March 2021, Council resolved (the current motion):

That Council instruct the Chief Executive Officer to;

1. **Obtain a valuation from a suitably qualified registered valuer for Lot 1498 Caridi Close, Merredin;**

2. Engage local real estate agents to determine the availability and value of suitable executive housing within the Merredin townsite.
3. Report to Council preliminary estimates for the construction of a 4 bedroom, 2 bathroom executive home on an appropriate lot within the Merredin townsite;
4. Invite local real estate agents to submit quotations for the sale of six existing houses constructed earlier than the year 2000. The quotations are to include details of the agent's proposed marketing strategy to obtain maximum value. The addresses of the properties to remain confidential in the interim. (Note: this does not include the house currently utilised for housing “travelling players” which should be the subject of a separate report);
5. Report further on the optimum number of houses that should be held in the portfolio including how many (if any) of the houses for sale should be replaced and the process for doing so;
6. Examine, as part of the asset management planning for the portfolio, the replacement program for the newer houses currently held and not included in the above recommendations; and
7. Review Policy 2.10 Council Staff Housing and report to Council.

Comment

Shire Officers have undertaken action as directed by the Council resolution, focussing on the sale of older housing stock, and undertaking works to identify and develop new housing opportunities. The proposed executive housing development at Caridi Close has not progressed, with the land remaining vacant. Current housing stock includes a number of houses which could be suitable for Executives, especially since the number of Executive roles within the Shire has been reduced from five (5) to four (4) over the past year.

Councillors undertook an inspection of properties at 4 Cohn Street, and 51 French Avenue in March 2026. Based on these inspections the CEO was directed to seek valuations for these properties for both sale and lease on the private market. These have been received and were subject of a Confidential Briefing of Council on 9 June 2026. Comments from Councillors during the briefing indicated a preference to retain these properties within the Shire’s residential portfolio and lease these on the private market if excess to current need.

Current allocations of housing do not indicate a need in the short to medium term to construct an additional Executive house, noting that there are sufficient houses of this nature within the existing portfolio. The Shire should focus on providing units or similar which can provide greater overall benefit.

Based on the question on notice, and Notice of Motion, the Shire Administration suggests that the 2021 decision of Council be rescinded as per the provisions of the *Local Government Act 1995*, with a new decision to be made directing the retention of all current shire residential properties, and cessation of action in relation to a new executive level house.

The Shire has obtained market valuations from Elders Real Estate for both the sale of and lease/rental of 4 Cohn Street and 51 French Avenue, details of which were provided at the Confidential Briefing. Where either of these properties are not set aside for, or used for shire staff housing, it is suggested that these be put onto the private property market.

Consultation

Councillor/Officer Consultation

This matter has been subject of a briefing paper and discussion with Councillors at the June Confidential Briefing.

Community Consultation

No community consultation is required.

Policy Implications

Policy 1.8 Shire Staff Housing, contained within the Shire's Staff Policy manual is applicable.

Statutory Implications

Section 5.25(1)(e) of the *Local Government Act 1995* is applicable. Regulation 10 of the *Local Government (Administration) Regulations 1996*, requires 1/3 of the number of Councillors to support a motion to revoke or change a decision before it can be put to Council for determination. A Notice of Motion signed by Cr Van Der Merwe, Cr Boehme and Cr Madigan was received by the Chief Executive Officer on 23 June 2026, therefore meeting this requirement. Regulation 10 also requires any decision to revoke or change a decision to be made by Absolute Majority of Council.

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 compliance risk associated with this Item as the administration will not undertake any change in decision, without council approval. The Shire Administration has paused action awaiting the outcome of this motion. 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

Should Council determine to retain the properties and lease via the private market, this will generate income to the property which can off-set maintenance costs. Should Council not support the officer's recommendation, the Administration will continue to explore selling either or both of these properties, retaining any sale profits within the Housing Reserve.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

- 1) RESCIND decision CMRef 82698 from the 16 March 2021 Ordinary Council Meeting.**
- 2) RETAIN ownership of all Shire owned residential properties and lease these out to the private market where they are surplus to current Shire need.**
- 3) CEASE all action in relation to constructing a new executive residence at 14 Caridi Close, Merredin until such time that this is warranted, as determined by Council.**

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

Nil

21. CLOSURE

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

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