

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

Unconfirmed copy of Minutes from Special  
Council Meeting held on  
13 May 2025 subject  
to confirmation at the Ordinary Council  
Meeting to be held  
27 May 2025

# MINUTES

## Special Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 13 May 2025  
Commencing 5:00pm

| Common Acronyms Used in this Document |  |
|---------------------------------------|--|
| CBP                                   | Corporate Business Plan                        |
| CEACA                                 | Central East Accommodation & Care Alliance Inc |
| CEO                                   | Chief Executive Officer                        |
| CSP                                   | Community Strategic Plan                       |
| CWVC                                  | Central Wheatbelt Visitors Centre              |
| EMS&C                                 | Executive Manager Strategy & Community         |
| EMCS                                  | Executive Manager Corporate Services           |
| EMDS                                  | Executive Manager Development Services         |
| EMES                                  | Executive Manager Engineering Services         |
| EO                                    | Executive Officer                              |
| GECZ                                  | Great Eastern Country Zone                     |
| GO                                    | Governance Officer                             |
| LGIS                                  | Local Government Insurance Services            |
| LPS                                   | Local Planning Scheme                          |
| MCO                                   | Media and Communications Officer               |
| MoU                                   | Memorandum of Understanding                    |
| MP                                    | Manager of Projects                            |
| MRCLC                                 | Merredin Regional Community and Leisure Centre |
| SRP                                   | Strategic Resource Plan                        |



## Shire of Merredin Special Council Meeting

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**Shire of Merredin**  
**Special Council Meeting**  
**5:00pm Tuesday, 13 May 2025**



## 1. Official Opening

The Deputy President acknowledged the Traditional Owners of the land on which we meet today, and paid her respects to Elders past, present and emerging. The Deputy President then welcomed those in attendance and declared the meeting open at 5:03pm.

*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 R Manning       | Deputy President |
| Cr B Anderson      | Via Zoom         |
| Cr H Billing       |                  |
| Cr M McKenzie      |                  |
| Cr L O'Neill       |                  |
| Cr P Van Der Merwe |                  |

### Staff:

|                   |        |
|-------------------|--------|
| C Watts           | CEO    |
| L Boehme          | EMCS   |
| L Carr            | A/EMES |
| C Brindley-Mullen | EMS&C  |
| P Zenni           | EMDS   |
| M Wyatt           | EO     |

**Members of the Public:** Nil

**Apologies:** Cr D Crook - President

**Approved Leave of Absence:** Nil

*Cr Anderson's attendance via Zoom was approved by the Shire President in advance in accordance with Regulation 14C.2(b) of the Local Government (Administration) Amendment Regulations 2022.*

### **3. Public Question Time**

Nil

### **4. Disclosure of Interest**

Nil

### **5. Applications of Leave of Absence**

Nil

### **6. Petitions and Presentations**

Nil

### **7. Announcements by the Person Presiding without Discussion**

Nil

### **8. Matters for Which the Meeting may be Closed to the Public**


13.1 Endorsement of Contract – Executive Manager Engineering Infrastructure Services

### **9. Urgent Business Approved by the Person Presiding or by Decision**

Nil

## 10. Officers' Reports

### 10.1 Policy Review – 1.2 Senior Employees

|   |  |
|---|--|
| <div>Administration</div> <div>SHIRE OF<br/><b>MERREDIN</b><br/>INNOVATING THE WHEATBELT</div> |  |
| Responsible Officer:  | Craig Watts, CEO   |
| Author:   | As above   |
| Legislation:  | <i>Local Government Act 1995</i>   |
| File Reference:   | Nil  |
| Disclosure of Interest:   | Nil  |
| Attachments:  | Attachment 10.1A – Policy 1.2 – Senior Employees – track changes<br>Attachment 10.1B – Policy 1.2 – Senior Employees – final |

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a revised policy which defines the 'senior employees' of the Shire of Merredin (the Shire).

#### Background

Policy 1.2 currently outlines the five 'Senior Employees' as Chief Executive Officer (CEO), Executive Manager Strategy and Community (EMS&C), Executive Manager Engineering Services (EMES), Executive Manager Development Services (EMDS), and Executive Manager Corporate Services (EMCS).

With the change of title of the EMES position to Executive Manager Infrastructure Services (EMIS), it is pertinent that the Policy be updated to reflect this change.

#### Comment

The Policy has been reviewed and the only change that needs to occur is the change of position title from EMES to EMIS.

#### Policy Implications

Policy 1.2 - Senior Employees.

### Statutory Implications

As outlined in the *Local Government Act 1995*.

### Strategic Implications

#### Ø Strategic Community Plan

Theme: 4. Communication and Leadership  
Service Area 4.2. Decision Making  
Objective: 4.2.3. The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice  
Priorities and Strategies for Change: Nil

#### Ø Corporate Business Plan

Theme: 4. Communication and Leadership  
Priorities: Nil  
Objectives: 4.2 Decision Making

### Sustainability Implications

#### Ø Strategic Resource Plan

Nil

### Risk Implications

If this Policy is not reviewed and the proposed changes adopted, it would be in contradiction to the current employment of the Shire.

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

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution

**Moved: Cr O'Neill**

**Seconded: Cr McKenzie**

**83594**

**That Council ADOPT Policy 1.2 – Senior Employees, as presented in Attachment 10.1B.**

**CARRIED 6/0**

*For: Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*





## 1.2 Senior Employees

### 1. POLICY PURPOSE

To outline the positions of the Shire of Merredin that are considered 'Senior Employees.'

### 2. POLICY SCOPE

This Policy applies to Senior Employees of the Shire of Merredin.

### 3. LEGISLATIVE REQUIREMENTS

Local Government Act 1995.

### 4. POLICY STATEMENT

For the purposes of Section 5.37 of the Local Government Act 1995, Council designates the following employees to be 'Senior Employees:'

1. Chief Executive Officer (CEO);
2. Executive Manager Strategy and Community (EMS&C);
3. Executive Manager Infrastructure Engineering Services (EMIES);
4. Executive Manager Development Services (EMDS); and
5. Executive Manager Corporate Services (EMCS).

### 5. KEY POLICY DEFINITIONS

N/A

### 6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy.

### 7. MONITOR AND REVIEW

This Policy will be reviewed by the Executive Management Team every two years.

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| Document Control Box       |  |                   |          |  |
|----------------------------|--|-------------------|----------|--|
| Document Responsibilities: |  |                   |          |  |
| Owner:                     | CEO  | Decision Maker:   | Council  |  |
| Reviewer:                  | <a href="#">Governance Officer</a> <a href="#">Executive Management Team</a> |                   |          |  |
| Compliance Requirements    |  |                   |          |  |
| Legislation                | <a href="#">Local Government Act 1995</a>                                    |                   |          |  |
| Document Management        |  |                   |          |  |
| Risk Rating                | Low  | Review Frequency  | Biennial | Next Due <a href="#">September-May 2026</a> <sup>5</sup> |
| Version #                  | Action   | Date              |          | Records Reference  |
| 1.                         | Adopted  | 21 September 2004 |          | CMRef 27632  |
| 2.                         | Reviewed   | 19 February 2013  |          | CMRef 31058  |
| 3.                         | Reviewed   | 17 February 2015  |          | CMRef 81522  |
| 4.                         | Reviewed   | 20 December 2016  |          | CMRef 81892  |
| 5.                         | Reviewed   | 18 August 2020    |          | CMRef 82594  |
| 6.                         | Reviewed   | 17 October 2023   |          | CMRef 83255  |
| 7.                         | Reviewed   | 8 May 2025        |          | <a href="#">CMRef XXXXX</a>                              |

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### 3. LEGISLATIVE REQUIREMENTS

*Local Government Act 1995.*

### 4. POLICY STATEMENT

For the purposes of Section 5.37 of the *Local Government Act 1995*, Council designates the following employees to be 'Senior Employees:'

1. Chief Executive Officer (CEO);
2. Executive Manager Strategy and Community (EMS&C);
3. Executive Manager Infrastructure Services (EMIS);
4. Executive Manager Development Services (EMDS); and
5. Executive Manager Corporate Services (EMCS).

### 5. KEY POLICY DEFINITIONS

N/A

### 6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy.

### 7. MONITOR AND REVIEW

This Policy will be reviewed by the Executive Management Team every two years.

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| Reviewer:                  | Executive Management Team                 |                   |          |                   |          |
| Compliance Requirements    |   |                   |          |                   |          |
| Legislation                | <a href="#">Local Government Act 1995</a> |                   |          |                   |          |
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| 7.                         | Reviewed                                  | 8 May 2025        |          | CMRef XXXXX       |          |

### 11. Motions of which Previous Notice has been given

Nil

### 12. Questions by Members of which Due Notice has been given

Nil

### 13. Matters Behind Closed Doors

In accordance with section 5.23 (2)(a)(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 McKenzie

**83595** That Council move Behind Closed Doors and that Standing Orders be suspended at 5:07pm.

**CARRIED 6/0**

*For: Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

#### Reason

That matters related to a matter affecting an employee or employees, 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 a commercial value to a person, or information about the business, professional, commercial or financial affairs of a person were to be discussed.

### 13.1 Endorsement of Contract – Executive Manager Engineering Infrastructure Services

## Administration



|                         |                           |
|-------------------------|---------------------------|
| Responsible Officer:    | Craig Watts, CEO          |
| Author:                 | As above                  |
| Legislation:            | Local Government Act 1995 |
| File Reference:         | Nil                       |
| Disclosure of Interest: | Nil                       |
| Attachments:            | Nil                       |

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution

Moved: Cr McKenzie

Seconded: Cr Van Der Merwe

**83596**

That Council ENDORSE the employment of the preferred candidate for the Executive Manager Infrastructure Services role as described in this report, which is designated by the Council as a Senior Employee, under section 5.37 of the Local Government Act 1995.

**CARRIED 6/0**

*For: Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

*EMS&C, C Brindley-Mullen left Chambers at 5:10pm.*

*EMS&C, C Brindley-Mullen returned to Chambers at 5:11pm.*

|  |                           |
|--|---------------------------|
|  | <b>Council Resolution</b> |
|--|---------------------------|

**Moved:** Cr O'Neill

**Seconded:** Cr Billing

**83597**

**That Council return from Behind Closed Doors at 5:19pm, resume Standing Orders and that the resolutions being passed in the confidential session be confirmed in open meeting.**

**CARRIED 6/0**

*For: Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr O'Neill, Cr Van Der Merwe*

*Against: Nil*

#### **14. Closure**

There being no further business, the Deputy President thanked those in attendance and declared the meeting closed at 5:20pm.

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