

Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 25 November 2025 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

1:30pm	Audit, Risk and Improvement Committee
2:00pm	Briefing Session
4:00pm	Council Meeting

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
21 November 2025

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	
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
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, 25 November 2025



1. OFFICIAL OPENING

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2. RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

Councillors:

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

Staff:

C Watts	CEO
L Boehme	EMCS
C Brindley-Mullen	SCEM
B Wall	EMIS

Members of the Public:

Apologies:

Approved Leave of Absence:

3. PUBLIC QUESTION TIME

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

4. DISCLOSURE OF INTEREST

5. APPLICATIONS OF LEAVE OF ABSENCE

6. PETITIONS AND PRESENTATIONS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting held on 28 October 2025 (Attachment 7.1A)

Voting Requirements

☒

Simple Majority

☐

Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 28 October 2025 be confirmed as a true and accurate record of proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

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

- 20.1 RFT 02 2025/26 – Merredin Regional Community & Leisure Centre (MRCLC) – Resurface of Two (2) Indoor Courts.
- 20.2 RFQ03 2025/26 – Enterprise Resource Planning Software Upgrade.
- 20.3 RFQ01 2025/26 – Management of Merrittville Retirement Village.

10. RECEIPT OF MINUTES OF MEETINGS

- 10.1 Minutes of the Audit, Risk and Improvement Committee held Tuesday 25 November 2025 (subject to the outcome of the meeting held prior to the OCM). (Attachment 10.1A).

Voting Requirements

☒

Simple Majority

☐

Absolute Majority

Officer's Recommendation

That Council RECEIVE the minutes of the Audit, Risk and Improvement Committee Meeting held Tuesday 25 November 2025.

11. RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION

- 11.1 Recommendations of the Audit Risk and Improvement Committee held Tuesday 25 November 2025 (subject to the outcome of the meeting held prior to the OCM). (Attachment 10.1A)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

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

1. That Council **ENDORSE** the Auditor's Opinion Package (Attachment 7.1A), including Audited Financial Report for the year ending 30 June 2025, Audit Opinion, Transmittal Letter to CEO, and Management Response – Shire of Merredin from the Office of the Auditor General for the 2024/25 financial year.
2. That Council **NOTES** the Risk and Regulation Action Plan, as tabled to the Audit, Risk and Improvement Committee.

12. OFFICER'S REPORTS – DEVELOPMENT SERVICES


Nil

13. OFFICER'S REPORTS – INFRASTRUCTURE SERVICES

Nil

14. OFFICER'S REPORTS – CORPORATE SERVICES

14.1 Statement of Financial Activity – October 2025

<div>Corporate Services</div> <div>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</div>	
Responsible Officer:	Leah Boehme, EMCS
Author:	As Above
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 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 October 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. It should also be noted that End of Financial Year processes are still being completed for the 2024/25 Financial Year, which will have an effect on the figures presented within these reports.

Consultation

No Councillor, Officer or 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

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

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 RECEIVE the Statements of Financial Activity and Investment Report for the period ending 31 October 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

14.2 List of Accounts Paid - October 2025

<div>Corporate Services</div> <div>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</div>	
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 October 2025

Purpose of Report



Executive Decision



Legislative Requirement

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

Background

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

Comment

Nil

Consultation

No Councillor, Officer or 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

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

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 October 2025 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$1,459,514.19 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

14.3 Budget Review 1

<div>Corporate Services</div> <div>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</div>	
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:	Confidential Attachment 14.3A – Budget Review October 2025

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a review of the annual budget for the Shire of Merredin, based on the year-to-date figures as at 30 September 2025. It should be noted this will be the first of two budget review processes conducted during the 2025/26 financial year.

Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that the Council is required to conduct a review of its approved annual budget after considering the changes in its operating environment since the beginning of the financial year, with a view to forecasting the financial impacts likely to arise for the remainder of the year. This is required to be completed between 1 January and the last day of March in each financial year.

With the current financial position of the organisation in mind and known changes required to some Shire funding and projects, it has been decided to again complete two budget reviews during the financial year. A further review will be conducted in March 2025, utilising end of month figures from February, which will fulfil our statutory compliance requirement.

Comment

Council is required to consider the submitted budget review and make a determination in relation to the outcomes and recommendations.

The review of the 2025/26 Annual Budget has been completed. A number of variations to existing budget allocations have been identified and included in the revised budget, which can be found in Attachment 14.3A.

It should be noted that actual costs presented in this document are representative of September 2025 end of month figures.

Issues and options considered.

The budget review has comprised of:

- a review of the adopted budget and an assessment of actual results to date against that budget;
- an assessment and projection of likely results over the remainder of the financial year against the adopted budget; and
- consideration of any issues not provided for in the adopted budget that may need to be addressed.

The review of the adopted budget has taken into account what has transpired in the first quarter of the year, the likely operating environment over the remaining part of the year, and the most likely impact on the Council's financial position.

The focus of this review has been on ensuring that there is sufficient operational capacity to deliver the services, projects and budgeted programs as set out in the adopted 2025/26 Annual Budget and to accommodate events and issues that have arisen since budget adoption.

The most significant variations between the original adopted budget and the revised budget are as follows:

Surplus Brought Forward

The actual surplus brought forward from 2024/25 is nearing confirmation at \$5,500,000 during the 24/25 Audit. The figure considered during Budget adoption was lower (\$4,612,995), which has meant that an extra \$880,000 been available for allocation. After seeing the carry forward at significantly less than predicted in the 2024/25 financial year budget, the administration ensured a conservative approach was taken when budgeting the surplus carry forward for the 2025/26 financial year.

Administration Allocation

With the Merrittville Retirement Village management and ownership transferring to the Shire in the coming months, the administration allocations throughout the budget have been revised to ensure that the Shire resources required to take on this facility are captured. This has meant minor changes throughout the entire budget to the administration allocations.

Operating Income and Expenditure

Throughout the budget, a range of amendments are proposed. The key items of note are presented below.

Income

- *All income accounts have been adjusted to reflect the actual income received and predictions on income to be received to 30 June 2026.*
- *Reserve fund interest has been decreased by \$5,000 in line with actuals received and predicted monthly amounts for the remainder of the financial year. This has also resulted in a small decrease in the transfer of reserve interest to the four identified reserves by \$5,000, split 50:16.5:16.5:16.5 as per budget adoption.*

- *Municipal fund interest has been increased by \$20,000 in line with actuals received and predicted monthly amounts for the remainder of the financial year. These funds have been utilised to balance the budget.*
- *Budgeted transfers from the Merredin Narembreen Road Reserve have been removed as no further works are required on Merredin-Narembreen Road in this financial year. Income expected from WSNF has also been removed due to no works being completed in this financial year.*
- *\$450,000 has been budgeted to be drawn down from the Information Communication Technology Reserve to fund the majority of the proposed ERP upgrade.*
- *Both the General and Roads Financial Assistance Grants have been decreased due to the initial payment not equating to 50% of the total income as thought when the budget was completed. This saw a reduction of \$155,900 to the expected income.*
- *A DFES Capital Grant was successfully applied for, however the Shire were not notified until after budget adoption. This grant equates to \$2,300.*
- *A new income account has been included in the budget to allow for income from Merrittville Retirement Villages to be accepted into our books once we take over management of the facility later in the financial year.*
- *The Tea and Tech grant successfully applied for ending up being for an amount of \$10,000, rather than the budgeted figure of \$4,700.*
- *Waste and bin collection charges have been decreased in line with the amount levied during this year's rates process. This saw a decrease of \$21,100.*
- *The Landfill income account has also been decreased by \$10,000 in line with current income.*
- *Income from planning application fees had also been decreased by \$5,000 in line with current income.*
- *Workers Compensation and Parental Leave income accounts have been increased in line with current income received.*

Expenditure

- *Transfers to Reserve have increased by \$65,000. This includes \$31,650 extra into both the recreation facilities and housing reserves.*
- *2040141 MEMBERS – Subscriptions and Publications was increased by \$5,000 due to increased subscription costs, particularly around the Shire's website.*
- *2040251 OTH GOV – Consultancy Strategic has been increased by \$18,000. \$5,000 of this was moved from elsewhere in the budget for the Cummins Theatre heritage study. The extra funds will be used for the development of various organisational plans.*
- *2050216 ANIMAL – Contract Ranger Services has been increased by \$5,000 due to final 2024/25 figures being higher than budgeted.*
- *Two new lines have been added to the OTHER ED – Donations to Community Groups section, one for St Mary's School for \$10,000 and one for Wheatbelt AgCare for \$2,000. These grants were awarded, but omitted from the original adopted budget.*
- *Four new accounts have been added to the SENIORS area of the budget. These represent the accounts required when the Shire assume management of Merrittville Retirement Village.*

- 2080492 SENIORS – Depreciation has also been increased to allow for the Merrittville buildings depreciation, once they are added to the Shire's asset register.
- \$10,000 has been added to one Shire property due to required maintenance works that need to be completed.
- Increases have been required to the Planning and Building employee costs to cover the Long Services Leave expenses paid out in August.
- Two new accounts have been included to represent the operations and maintenance required at the cemetery toilet facilities. Funds were moved from other toilet facilities for an overall nil change to the bottom line.
- 2110189 BM009 Senior Citizens Centre – Building Maintenance has been increased by \$10,000 to allow for required works to be undertaken.
- Plumbing capital works for Burracoppin Hall were completed for under \$5,000 so were required to be moved from capital expenditure to operational, this saw an increase to BM015 of \$3,500.
- 2110365 REC – Parks & Gardens Maintenance/ Operations has been increased by \$5,000 to allow for extra contractor use. These funds were shifted from W0027 as this account was tracking slightly under budget.
- 2110392 REC – Depreciation was increased by \$337,900 to account for depreciation on Apex Park and Town Centre assets now that the projects have been completed.
- A \$5,000 increase was applied to 2110786 OTH CUL – Expensed Minor Asset Purchases for the new Christmas tree being purchased and to allow for other decorations that may be required.
- \$17,000 was moved from 2120213 ROADM – Road Maintenance – Gravel Outside BUA to 2120212 ROADM – Road Maintenance – Sealed Outside BUA due to actuals tracking lower and higher in the respective accounts.
- The Eastern Wheatbelt Holiday Planner (W00212) is no longer being completed in 2025/26 so associated expenditure and income has been removed.
- Workers Compensation and Parental Leave expense accounts have been increased in line with current actuals.

Capital Expenditure

Capital expenditure has various proposed amendments, the main items are outlined below:

- \$20,000 has been added to SENIORS – Building (Capital) for potential works to Merrittville.
- BC056 has been reduced by \$3,550 as the fencing project was completed under budget.
- BC009 Senior Citizens Centre - Building (Capital) has been increased by \$2,000 after a review of works required was undertaken.
- Burracoppin hall has been reduced by \$22,000 due to plumbing works being completed for significantly less than budgeted.
- \$8,500 has been added to SWIM AREAS – Plant & Equipment for the purchase of the new pool cleaners.
- A new job will be created within the REC – Plant & Equipment (Capital) budget for potential works required to the Hydrotherapy Pool. \$25,000 has been budgeted here.

- *\$200,000 was added to the REC – Infrastructure Other account for the replacement of the bowling green. This was omitted from the original budget.*
- *\$616,000 was budgeted to 4120146 ROADC – Roads Outside BUA – Gravel – Roads to Recovery, however this has been moved to the correct jobs for accuracy of reporting. \$198,000 has moved to R2R009 – Hines Hill North Road for culvert replacement and \$418,000 has been budgeted to R2R082 – Woodward Road for works required. These projects are funded by Roads to Recovery funding.*

Further explanation of the proposed amendments can be found in Confidential Attachment 14.3A.

Consultation

Councillor/Officer Consultation

Executive Staff provided input into the review. Councillors were briefed on the proposed changes prior to the Council meeting and were given the opportunity to ask questions and suggest changes if required.

Community Consultation

Community consultation was not required.

Policy Implications

The following policies apply:

- 3.12 - Purchasing Policy
- 3.18 - Financial Reserves
- 3.19 - Community Funding

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Though this review will not meet our Statutory Compliance obligations given it is being held early in the financial year, Budget Review 2 scheduled for February/ March 2026 will meet the prescribed compliance requirements.

Strategic Implications

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

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).

In the current climate, the purpose of this early review is to minimise the risk of issues arising later in the financial year. Should a review only be completed in the January – March period, there would be a risk of significant financial issues occurring and not being able to be rectified due to the late nature of the review.

Financial Implications

Suggested amendments to the 25/26 Annual Budget, as outlined in Attachment 14.3A.

Voting Requirements

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Simple Majority

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Absolute Majority


Officers Recommendation

That Council;

1. **APPROVES** the review of the 2025/26 Annual Budget (Budget Review 1) as at 30 September 2025; and
2. **AUTHORISES** the recommended budget amendments, as detailed in Attachment 14.3A.

15. OFFICER'S REPORTS – COMMUNITY SERVICES

15.1 Workforce Plan 2025 - 2030

<div>Administration Services</div> <div>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</div>	
Responsible Officer:	Codi Brindley Mullen (SCEM)
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:	Attachment 15.1A – Workforce Plan 2025 - 2030

Purpose of Report

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Executive Decision

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Legislative Requirement

For Council to consider endorsing the Workforce Plan 2025 - 2030.

Background

This Workforce Plan is an internal planning tool that enables the Shire to determine the workforce requirements in relation to its operational priorities. The plan details the workforce requirements to support the services, operations and projects the local government will deliver within the next 4 years.

On 19 April 2016 (CMRef 81772) Council adopted the Workforce Plan 2016-2019 along with the Suite of IPR Plans. The Workforce Plan 2019-2023 was adopted by Council at its 21 May 2019 meeting (CMRef 82376). The Workforce Plan has been identified in recent audits as being overdue for review.

Comment

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resources now and into the future. The Workforce Plan takes into account the community aspirations, priorities and objectives identified in the Council Plan 2025-2035 (the Plan). It is an essential component of the Plan where it will identify workforce requirements for current and future operations.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties it into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

The Workforce Plan 2025-2030 has been developed to support the Council Plan 2025-2035 and outlines the Shires requirements for staffing levels over the next five (5) years. It identifies and considers a number of challenges faced by the Shire including:

- 1) An aging labour workforce
- 2) Attracting and retaining skilled/qualified staff
- 3) Meeting community service and infrastructure expectations
- 4) Funding of required positions
- 5) Changes in technology, machinery and equipment (including AI)
- 6) Changing workplace health and safety requirements

The five (5)year Workforce Plan has been created to help support leadership, inclusion, safety and learning for the current and future workforce at the Shire, through forecasting the future needs of the Shire, identifying current gaps, and then developing strategies to address these issues. The gaps, issues and risks identified include:

- Costs of employment (ongoing pressure on financial resources, and competitive market for skilled professional roles)
- Retention of staff (which has significant financial implications)
- Aging workforce (with the Shire having approximately 30% of staff approaching retirement age in the next five years)
- Provision of training (to retain competencies and knowledge in a changing legislative and fiscal environment)
- Job variation (to limit fatigue, increase productivity and reduce turnover)
- Changing employee and community expectations (expectation to do more with less)
- Potential amalgamations of Shire functions and activities (leading to uncertainty)

To address these workforce issues and to minimise these impacting on productivity and service delivery, the plan proposes the following objectives:

- 1) Attract and retain outstanding people
- 2) Build a sustainable workforce and leadership pipeline
- 3) Strengthen workplace safety and wellbeing
- 4) Lead change and organisational culture
- 5) Deliver excellence in governance and compliance

The Workforce Plan 2025-2030 is an important component of the Shire's Integrated Strategic Planning documents, and providing supporting information to the Council Plan, and enabling the Shire to plan for the future.

Consultation

Councillor/Officer Consultation

This plan has been developed in consultation with the Executive Leadership Team.

Community Consultation

No community consultation is required.

Policy Implications

The Shire has a number of policies which support the actions and objectives of the Workforce plan including supporting working from home, and the emergency services volunteer policy.

Statutory Implications

All local governments are required to plan for the future of their district under Section 5.56 (1) of the *Local Government Act 1995*, which includes a workforce plan.

Strategic Implications

Theme:	4 Communication and Leadership
Strategic Objective:	4.6 Provide a 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

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 a current Workforce Plan is an integral part of the Shire's Integrated planning and reporting framework as required by the Local Government Act 1995. The risk rating is considered to be Moderate (9), which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements

☐

Simple Majority

☒

Absolute Majority


Officer's Recommendation

That Council;

1. **ADOPTS** the Workforce Plan 2025 - 2030 as provided in Attachment 15.1A; and
2. **NOTES** that the formatting and styling of the Workforce Plan 2025 - 2030 may be amended to enable publishing on the Shire's website and social media.

16. OFFICER'S REPORTS – ADMINISTRATION

16.1 Policy Reviews – Councillor Training & Professional Development, and CEO and Councillor Attendance at Events

<div>Administration</div> <div></div>	
Responsible Officer:	Craig Watts, CEO
Author:	Martina Hussey, GO
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 - Policy 1.20 Elected Member Training and Professional Development Policy. Attachment 16.1B - Policy 1.21 CEO and Elected Member Attendance at Events.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the reviews of the Councillor Training and Professional Development Policy, and the CEO and Councillor Attendance at Events Policy.

Background

The Councillor Training and Professional Development Policy, and the CEO and Councillor Attendance at Events Policy are reviewed annually to ensure that they remain consistent with the Department of Local Government, Industry Regulation and Safety template policy which meets the requirements of the *Local Government Act 1995* (the Act).

Comment

Policy 1.20 Elected Member Training and Professional Development Policy

Policy 1.20 provides a framework for Elected Members to meet their statutory obligations for training and to undertake professional development to enhance their effectiveness, providing them with the skills and knowledge to be an effective Elected Member. Amendments to the Act in 2019 require the Shire to report annually on its Elected Member training and adopt a professional development policy. Policy 1.20 was subject to minor amendments in 2024, including funding professional development not budgeted for and

provision of Shire vehicles or reimbursement for travel to training. The 2025 review of the policy suggests no further changes.

Policy 1.21 CEO and Elected Member Attendance at Events

Similar to Policy 1.20, Policy 1.21 has been reviewed and remains unchanged from its previous version. The Shire policy is consistent with the Department of Local Government, Sport and Cultural Industries template policy for Attendance of the CEO and Councillors at events.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

This report confirms the review of existing policies with no proposed changes to either policy 1.20 or 1.21.

Statutory Implications

The *Local Government Act 1995* provides for the continuing professional development of Elected Members with the local government to prepare and adopt a policy in relation to this.

It is a requirement in the Compliance Audit Return for local governments to prepare by absolute majority and publish an up-to-date version on their website a policy dealing with the attendance of Elected Members and the CEO at events.

Strategic Implications

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

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

Risk Implications

If Council does not adopt the attached policies, the Shire will be non-compliant in meeting its legislative requirements, which will be reportable in the 2025 Compliance Audit Return.

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995*, if this Item was not presented to Council. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation

That Council **NOTES** the review of Policy 1.20 Elected Member Training and Professional Development Policy and Policy 1.21 CEO and Elected Member Attendance at Events and adopts these policies without change.

17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

20. MATTERS BEHIND CLOSED DOORS

20.1 RFT02 2025/26 – Merredin Regional Community & Leisure Centre (MRCLC) – Resurface of Two (2) Indoor Courts

Community	
Responsible Officer:	Codi Brindley-Mullen (EMS&C)
Author:	As Above
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 20.1A – Tender Document (Confidential) Attachment 20.1B – Recommendation Report (Confidential)

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.


20.2 RFQ03 2025/26 – Enterprise Resource Planning Software Upgrade

Corporate Services	
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 20.2A – Recommendation Report – RFQ03 - 2025.26 ERP Upgrade (Confidential)

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.

20.3 RFQ01 2025/26 – Management of Merrittville Retirement Village

<div>Administration</div> <div>The logo for the Shire of Merredin, featuring a stylized sun or wheel with multiple colored segments (yellow, orange, red, blue, green) and the text 'SHIRE OF MERREDIN' and 'INNOVATING THE WHEATBELT' below it.</div>	
Responsible Officer:	Craig Watts (CEO)
Author:	As Above
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 20.3A RFQ01 2025/26 Request for Quote Document (Confidential) Attachment 20.3B RFQ01 2025/26 Recommendation Report (Confidential)

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.

21. CLOSURE

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

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