

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 October 2025 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

2:00pm Briefing Session

4:00pm Council Meeting

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
24 October 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
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



October Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
4:00pm Tuesday, 28 October 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 L O'Neill	
Cr P Madigan	

Staff:

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

Members of the Public:

Apologies:

Approved Leave of Absence: Cr P Van Der Merwe

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

Nil.

5. Applications of Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes of Previous Meetings

7.1 Ordinary Council Meeting held on 16th September 2025

Attachment 7.1A

7.2 Special Council Meeting held on 21st October 2025

Attachment 7.2A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 16 September 2025, and the Special Council Meeting held on 21 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

10. Receipt of Minutes of Meetings

Nil.

11. Recommendations from Committee Meetings for Council Consideration

Nil.

12. Officer's Reports – Development Services

12.1 LOT 1179 TELFER AVENUE MERREDIN – DEVELOPMENT APPLICATION FOR AN TRANSPORTABLE OFFICE

Development Services



Responsible Officer:	Brian Wall, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A3089
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 12.1A - Application for development approval and associated plans and specifications.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a development (planning) approval application for a proposed transportable office building (12m x 3.1m), to be located on Lot 1179 Telfer Avenue, Merredin.

Background

The Shire of Merredin has received an application for development approval (DA) on behalf of the Shire's Infrastructure Service, for a proposed transportable office building (12m x 3.1m x 3m high), to be located at the Operations Depot on Lot 1179 Telfer Avenue, Merredin.

Comment

The site is located on Crown Reserve 28811 that measures 1.9337ha in a triangular shape. This Reserve has a current purpose of 'Shire Workshop & Plant Depot Site'. The responsible agency is the Department of Planning, Lands and Heritage (DPLH), with the management orders to the Shire of Merredin. The Operations Depot is located south of the Shire's golf course, east of a recreation area and north of other industrial uses. None of these activities will be sensitive to the appearance of a transportable

Figure 1 provides a location plan showing the existing development on the site and the surrounding land uses. The red cross indicates the approximate location of the transportable building.

FIGURE 1 – LOCATION PLAN



Source: ESRI, Planwest

The proposed transportable building will be used as an office and will cost \$90,000. Because of its portability, the structure will only take 2 days to complete. The structure is proposed to be located 20m from the northern boundary and 10m from the western boundary (Telfer Ave).

Figure 2 shows an extract from the DA with these setbacks and the location of the transportable structure.

FIGURE 2 – EXTRACT FROM DA



Source: DA, Planwest

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

Local Planning Scheme Policy No 1 – Moveable Buildings permits the installation of a moveable building for non-residential purposes within the Merredin townsite.

Statutory Implications

Statutory Requirements - Planning Considerations

Lot 1179 Telfer Avenue, Merredin is zoned “Public Proposes Local Reserve” under the Shire of Merredin Local Planning Scheme No. 6 (LPS).

The Shire of Merredin Local Planning Scheme No. 6 (LPS) Part Two – Reserve states as follows:

2.4.4.3 Public Purposes Local Reserve

The objectives are -

- To provide for public facilities, civic and cultural uses and other purposes as required to service urban development.
- To protect land from activities considered inappropriate to the successful continued use of public purposes, civic and cultural facilities.

The proposed use is considered consistent with the objectives for the reserve. Local Scheme Reserves are not part of the Zoning table and any proposal within a local scheme reserve must have due regard to (cl 2.4.2);

- (a) the matters set out in clause 67 of the deemed provisions (amenity etc); and
- (b) the ultimate purpose intended for the Reserve.

It should be noted that the proposed development will not contravene the abovementioned objectives and will have minimal impact on the visual amenity of the surrounding locality. The proposed development will not be out of character when compared to existing development on adjacent properties in Telfer Avenue and will complement the operation of the existing Depot of the Shire of Merredin. The proposed transportable office will be designated to accommodate Shire's officers for future work.

Statutory Requirements – Bush Fire Attack Level

Lot 1179 Telfer Avenue, Merredin is partly designated as bushfire prone, and the proposed transportable office is wholly outside of the part of the lot that is identified as bushfire prone. Thus, allowing the placement of the transportable building on site subject to the applicable building permit requirements.

Figure 3 provides an extract from the Scheme mapping also showing the extent of the Bushfire Prone mapping from DFES.

FIGURE 3 – EXTRACT FROM SCHEME MAPPING



Source: DPLH, Landgate, Planwest

Statutory Requirements – Building Act Considerations

The proposed moveable building which will be used as an office will require appropriate tie downs following placement on site as well as provision of access and services in accordance with AS 1428.1 – mobility and access standards relating to persons with disability. IT should be noted that the proposed DA plan does not include a toilet, and the existing toilets do not comply with AS 1428.1. The requirements of AS 1428.1 will therefore be applied to the existing toilet at the Depot to ensure accessibility for people with disabilities.

A certified (BA1) building application will need to submit to the Shire of Merredin and be approved before any building works will be able to commence on site.

The building application will need to be accompanied by a Certificate of Design Compliance (CDC) which will reflect all relevant documentation specifying compliance with the National Construction Code (BCA).

Once the required building works have been completed the certifying Building Surveyor will need to submit a Certificate of Construction Compliance (CCC) to the Shire, thus allowing an Occupancy Permit to be issued formally permitting the occupancy and use of the building.

Statutory Requirements – Health Act considerations

The Shire of Merredin Local Planning Scheme Policy No.1 precludes any relocatable building containing unacceptable materials (asbestos). The proposed transportable office building is a newly constructed building and does not contain asbestos materials. Compliance with Shire of Merredin Local Planning Scheme No.6

	Strategic Implications
Ø	Council Plan 2025-2035

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

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

	Risk Implications
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There is a compliance risk associated with this Item as without an approval, the development will not comply with provisions of the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings and LPS Public Purpose Local Reserve development. The risk rating is considered to be Low (2), which is determined by a likelihood of Unlikely (2) and a consequence of Insignificant (1). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan. Purchase of the transportable office is already provided within the 2025/26 Annual Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **GRANT development (planning) approval for a proposed office building (12m x 3.1m x 3m high), to be situated on Lot 1179 Telfer Avenue, Merredin, as outlined in Attachment 12.1A;**
2. **ADVISES the applicant of the following;**
 - a) **This development approval does not constitute a building permit. An application for a building permit must be lodged with the Shire of Merredin and be approved before any building work can commence on site;**
 - b) **Compliance is required with provisions of the National Construction Code (BCA) and relevant standards including disability access requirements; and**
 - c) **The new office building must not be occupied until such time as the Shire of Merredin has issued an Occupancy Permit for use of the building.**

12.2 APPLICATION FOR DEVELOPMENT APPROVAL – TELECOMMUNICATIONS INFRASTRUCTURE LOT 18291 (1062) BRIANT ROAD, TANDEGIN WA 6415

Development Services 	
Responsible Officer:	Brian Wall, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A8007
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 12.2A – Application for development approval, further supporting documentation available on request.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the application for Development Approval (DA) lodged by Amplitel Pty Ltd, C/O: BMM Group Pty Ltd for the erection of telecommunications infrastructure on Lot 18291 (1062) Briant Road, Tandegin WA 6415.

Background

The Shire of Merredin has received an application for development approval for the erection of telecommunications infrastructure on Lot 18291 (1062) Briant Road, Tandegin WA 6415.

Comment

The proposed telecommunications infrastructure will comprise of an 81m high guyed mast, 4 omni antennas, 1 parabolic dish antenna, 1 standard equipment shelter and ancillary equipment required for the operation of the facility and will be located on Lot 18291 (1062) Briant Road, Tandegin WA 6415. The maximum height of the facility will be 84.5m above ground level. The property in question is zoned 'general farming' under the Shire of Merredin Local Planning Scheme No. 6. (LPS).

The proposed telecommunications infrastructure is a "D" use in a general farming zone and as such the proposed development is only permitted by the LPS where Council decides to use its discretion and approve the application. The proposed telecommunications infrastructure will be located on a farming property and will not interfere with the use of the rest of the property for farming purposes.

Figure 1 shows the footprint of the guyed mast in relation to the subject land. The height of the guyed mast would be the equivalent height of a 30-storey building albeit not of the same

impact. Nevertheless, it is suggested that the proposed DA be advertised by notifying the surrounding landowners/occupiers.

FIGURE 1 – LOCATION OF GUYED MAST



Source: Landgate, ESRI, Planwest

Statutory Requirements – Building Act Considerations

The proposed development of 1 standard equipment shelter will consist of Class 10 structures under the National Construction Codes (BCA). The erection of Class 10 structures outside of town site boundaries within the Shire of Merredin does not require a building permit. However, it is the responsibility of the applicant to ensure that the proposed structure complies with all structural requirements specified by the relevant Australian Standards.

Bush Fire Requirements

The area where the proposed development is to be located is identified as being bush fire prone on the DFES website. However, as the development does not incorporate any habitable buildings, provisions of the State Planning Policy 3.7 – Planning in Bushfire Prone Areas, do not apply in this case.

The proposed footprint of the guyed mast area does not appear to impact the existing firebreaks.

Statutory Requirements Public Health Considerations

The applicant has confirmed that the facility will comply with Australian government regulations in relation to emission of electromagnetic energy (EME) as per requirements of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

Community consultation is to occur following the adoption of the Officer's recommendation in accordance with advertising the proposed development for a period of 14 days by notifying owners and occupiers of the properties in the vicinity of the proposal in accordance with clauses 64 (4) and (7) of the Deemed provisions.

Policy Implications

There are no policy implications.

Statutory Implications

Compliance with the Planning and Development Act 2005

Compliance with the Shire of Merredin Local Planning Scheme No.6

Strategic Implications

Ø Council Plan 2025-2035

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

Sustainability Implications

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

Risk Implications

There is a compliance risk associated with this Item as it is under relevant statutory requirements. The risk rating is considered to be Low (1), which is determined by a likelihood of Rare (1) and a consequence of Insignificant (1). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

Development application fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

- 1) **RESOLVES** to advertise the proposed development for a period of 14 days by notifying owners and occupiers of the properties in the vicinity of the proposal in accordance with clauses 64 (4) and (7) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2) **AUTHORISES** the CEO to grant development approval subject to the conditions below provided there are no significant submissions received during the advertising period.
 - A. Grant development approval for the erection of telecommunication infrastructure comprising of an 81m high guyed mast, 4 omni antennas, 1 parabolic dish antenna, 1 standard equipment shelter and ancillary equipment required for the operation of the facility Lot 18291 (1062) Briant Road, Tandegin WA 6415, as outlined in Attachment 12.2A.
 - B. Advise the applicant that the proposed development comprises of Class 10 structures under the National Construction Codes (BCA). The construction of Class 10 structures outside of town site boundaries within the Shire of Merredin does not require a building permit. However, it is the responsibility of the applicant to ensure that the proposed structures comply with all structural requirements specified by the relevant Australian Standards.

12.3 WAPC SUBDIVISION APPLICATION NO. 202299 – PROPOSED AMALGAMATION OF LOT 815 & 816 CUNNINGHAM STREET MERREDIN

Development Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Brian Wall, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A941, A942
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 12.3A – WAPC Referral Documentation.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider providing comments in relation to an application lodged with the Western Australian Planning Commission (WAPC) for a subdivision (amalgamation) of land located on Lots 815 & 816 Cunningham Street.

Background

An application for subdivision (amalgamation) of land located on Lots 815 & 816 Cunningham Street, Merredin, has been lodged with the Western Australian Planning Commission for approval. The WAPC is seeking comments from Council prior to issuing a determination on the application.

Comment

MNG Survey (Land Surveyor) has lodged an application with the WAPC on behalf of the owner for the amalgamation of the two Lots, 815 & 816 Cunningham Street, Merredin into one single lot.

Both lots are zoned 'Residential' under the Shire of Merredin Local Planning Scheme No. 6 (the Scheme) with an R-Code of R10/30.

As the area is deep sewer, the higher density of R30 applies. Each lot measures around 900m² with a total area of just over 1,800m². The potential maximum yield will be 6 dwellings; however, this may be difficult to achieve without the proposed amalgamation.

Figure 1 provides a location plan showing the site location.

FIGURE 1 – LOCATION PLAN



Source: Landgate, Planwest

Lots 815 and 816 Cunningham Street, Merredin are currently vacant and have the potential for rear access via the ROW (Right of Way) which is 10m wide. The Council may wish to consider restricting direct access to Woolgar Avenue in favour of Cunningham Street or the ROW, however this matter can be dealt with on lodgement of a subsequent DA (Development Approval) application.

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

Compliance with the *Planning and Development Act 2005*.

Compliance with the Shire of Merredin Local Planning Scheme No.6.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	1	Community and Culture
Strategic Objective:	1.7	Maintain the health, safety and wellbeing of our community through application of regulatory frameworks which support legislative compliance.
Priority Actions:	1.1.1	Promote responsible strategic and statutory planning to meet current and future needs.

Sustainability Implications

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

Risk Implications

There is a reputational risk associated with this item as the WAPC will consider the application in the absence of comment from the Shire if this is not provided. The risk rating is considered to be Low (3), which is determined by a likelihood of Rare (1) and a consequence of Moderate (3). This risk will be further minimised if the amalgamation is supported by the Shire.

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:

ADVISES the Western Australian Planning Commission (WAPC) that;

- a) it has no objection to the proposed subdivision application (WAPC No 202299) resulting in the amalgamation of Lots 815 & 816 Cunningham Street, Merredin as identified in attachment 12.3A, and**
- b) it has no conditions to impose on the amalgamation.**

12.4 31 JACKSON WAY MERREDIN – APPLICATION FOR DEVELOPMENT APPROVAL TRANSPORTABLE DWELLING

Development Services	
Responsible Officer:	Brian Wall, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A606
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 12.4A - Application for development approval and supporting documentation.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to determine a Development Approval (DA) application for the placement of a single transportable dwelling on Lot 528 (HN 31) Jackson Way, Merredin.

Background

The Shire of Merredin has received a Development Application (DA) for the placement of a single transportable dwelling at 31 Jackson Way, Merredin. The proposal requires development approval as it constitutes the second dwelling on the property, and under the relevant Town Planning provisions, only a single dwelling (and associated structures) is exempt from requiring a DA. Accordingly, the proposal is classified as a grouped dwelling development.

The property currently contains an existing dwelling and associated improvements, as shown in **Figure 1**. The lot has an area of approximately **1.94 hectares**, which provides sufficient capacity to accommodate additional residential development without adversely impacting the character or functionality of the site.

The red cross in **Figure 1** indicates the approximate location of the proposed dwelling.

Comment

The proposed dwelling has a floor area of approximately 38m² and is proposed to be located with setbacks of 5.4 metres from Jackson Way, 4.13 metres from the side boundary, and 10.72 metres from the existing dwelling.

Although the submitted site plan lacks clarity and detail, the proposed setbacks generally comply with the minimum requirements of the Residential Design Codes (R-Codes) for an

R30 density, which specify a minimum primary street setback of 4 metres and a minimum side setback of approximately 1 metre, depending on wall length and openings. The proposed siting therefore appears to meet or exceed the minimum setback provisions.

Figure 2 provides a Google Street View image of the site, illustrating that the placement of the proposed dwelling is unlikely to necessitate the removal of the mature trees visible along Jackson Way. These trees contribute positively to the local streetscape and should be retained where possible.

It is also noted that the design and siting of the proposed transportable dwelling should be sympathetic to the existing residential character of the area. However, the submitted DA plans do not include a front elevation, making it difficult to adequately assess the proposed building's visual appearance and compatibility with the surrounding streetscape. Further detail or elevations may be required to ensure that the proposal maintains the visual amenity of the locality.

FIGURE 1 – LOCATION PLAN



Source: Landgate, Planwest

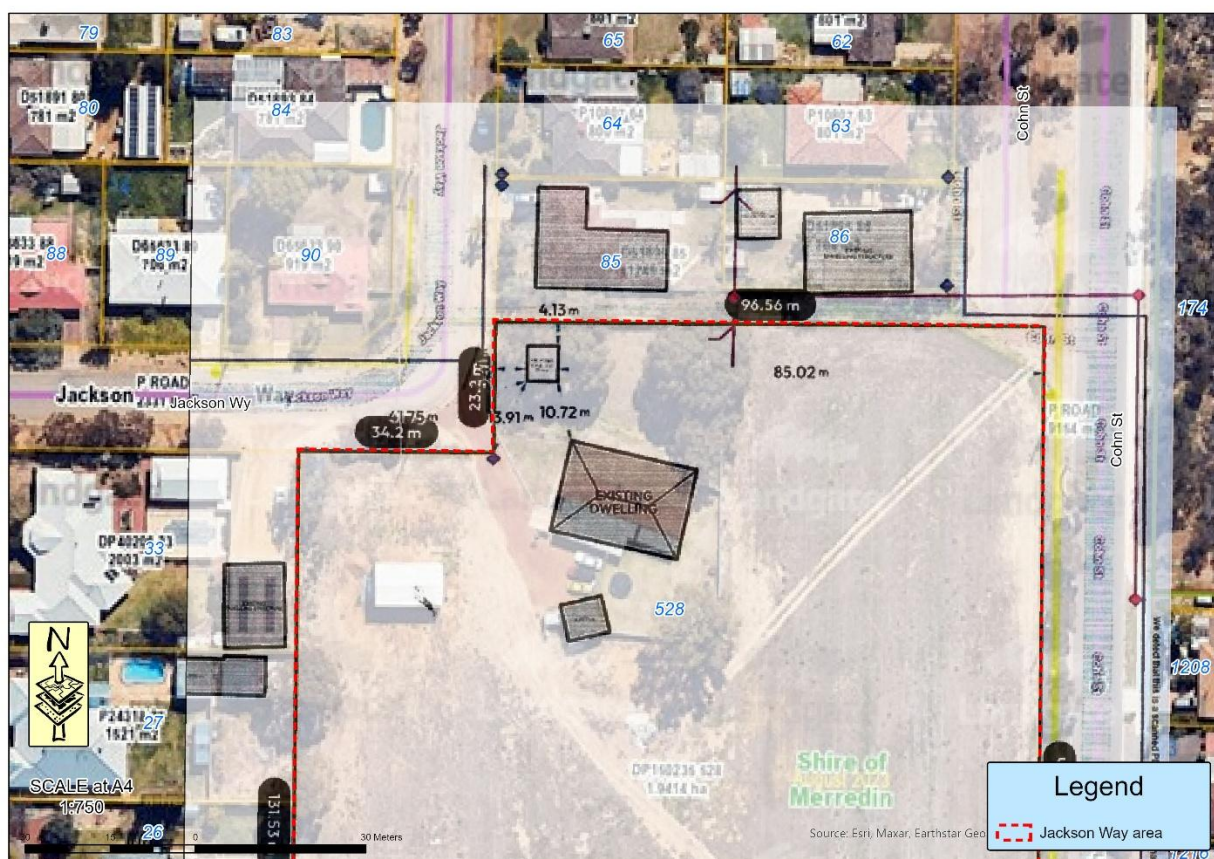
FIGURE 2 – GOOGLE STREET VIEW



Source: Google Street View, Planwest

Figure 3 shows the DA site plan overlayed on the aerial photograph showing the relationship of the proposed dwelling to other features nearby.

FIGURE 3 – SITE PLAN EXTRACT



Source: Landgate, DA, Planwest

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

Local Planning Scheme

31 Jackson Way, Merredin, is zoned 'Residential' under the Shire of Merredin Local Planning Scheme No.6 (LPS) with an R10/30 density code. As the lot is connected to sewerage system, the R30 code applies.

A single house is a 'P' use in a Residential zone – which means that the use is permitted in a Residential Zone.

Figure 4 provides an extract from the Scheme designations with the Bushfire Prone mapping overlayed.

FIGURE 4 – EXTRACT FROM SCHEME MAP



Source: Landgate, DPLH, DFES, Planwest.

Local Planning Scheme Policy No.1 – Moveable Buildings

Under the provisions of the Shire of Merredin **Local Planning Scheme No. 6 (the Scheme)**, the Council has adopted a number of **Local Planning Policies (LPPs)** to guide development within the Shire. The proposed transportable dwelling, being relocated from another site, is subject to the requirements of **Local Planning Policy No. 1 – Moveable buildings**.

This policy establishes standards to ensure that moveable buildings are of a suitable condition, appearance, and design quality so as not to adversely affect the amenity of the locality.

The objectives of Planning Scheme Policy No.1 – Moveable Buildings, are as follows;

- a) ***To maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire.***
- b) ***To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.***
- c) ***To ensure that the moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (eg. asbestos).***
- d) ***To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.***
- e) ***To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.***
- f) ***To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of 'containers' within the non-industrial areas of the townsite.***

The placement of the transportable dwelling on 31 Jackson Way, Merredin is in accordance with relevant setback requirements specified by the Residential Design Codes and meets the objectives specified by the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings.

It should be noted that the placement of proposed transportable dwelling is required to be consistent with the visual aesthetics of the residential area, The residential amenity should be maintained by minimising any potential visual impact of the development. While the existing fence helps to reduce the visual impact, additional approaches should be undertaken to minimise the visual impact.

Statutory Requirements – Bush Fire Attack Level

31 Jackson Way, Merredin is partly designated as bushfire prone, the proposed transportable dwelling is outside of the designated bushfire prone. Thus, allowing the placement of the transportable dwelling on site subject to the applicable building permit requirements.

Statutory Requirements – Building Act Considerations

Building work including the placement or erection of a building or incidental structure on land is subject to building permit requirements. In this case the builder will need to apply to the Shire of Merredin for relevant building permit to place the transportable dwelling on site at 31 Jackson Way, Merredin.

Statutory Requirements – Health Act considerations

A dwelling house must comply with requirements specified by the Health (Miscellaneous) Provisions Act 1911 and the Shire of Merredin Health Local Laws, including a suitable supply of potable water to the house as well as the connection to the sewer system.

In this case the potable water supply will be provided through mains water supply. The sewer system is connected to the lot.

The Shire of Merredin has received confirmation that the transportable dwelling does not contain any asbestos materials.

Strategic Implications

Local Planning Strategy (the Strategy)

The Council's Strategy has recently been reviewed and is currently with the WA Planning Commission for final adoption. There are no strategic implications that relate to this proposal.

Ø Council Plan 2025-2035

- Theme: 1 Community and Culture
- Strategic Objective: 1.1 Maintain the health, safety and wellbeing of our community through application of regulatory frameworks which support legislative compliance.
- Priority Actions: 1.1.1 Promote responsible strategic and statutory planning to meet current and future needs.

Sustainability Implications

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

Risk Implications

The development will need to comply with provisions of the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings. The risk rating is considered to be LOW (4), which is determined by a likelihood of Minor (2) and a consequence of Unlikely (2). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

- 1. GRANTS Development Approval for the placement of a single transportable dwelling on 31 Jackson Way, Merredin, as outlined in attachment 12.4A, subject to the following conditions:**
 - a) Mature Vegetation (trees) on the site should be retained.**
 - b) Detailed elevations, compatible and consistent with the existing streetscape, are to be provided to the satisfaction of the local government.**
 - c) A visual vegetation screen should be established along the existing fence to maintain the visual aesthetics and residential character of the area.**
- 2. ADVISES the applicant that the granting of development approval does not constitute a building permit and that an application for a building permit must be submitted to the local government for all building work.**
- 3. ADVISES the applicant that any sandwich panel material used in the construction of the transportable dwelling must be covered with appropriate cladding on all sides to retain the residential character of the area.**

13. Officer's Reports – Engineering Services

Nil.

14. Officer's Reports – Corporate and Community Services

14.1 STATEMENT OF FINANCIAL ACTIVITY – AUGUST 2025

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 – 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 August 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

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

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Simple Majority

☒

Absolute Majority

Officer's Recommendation

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

14.2 STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2025

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 14.2A – Statement of Financial Activity Attachment 14.2B – Detailed Statements Attachment 14.2C – Capital Works Progress Attachment 14.2D – 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 September 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 14.2A 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

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

14.3 LIST OF ACCOUNTS PAID - SEPTEMBER 2025

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 14.3A - Payments Listing September 2025

Purpose of Report



Executive Decision



Legislative Requirement

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

Background

The attached list of accounts paid during the month of September 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

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 September 2025 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$1,041,741.92 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

14.4 IT STRATEGY & IT CHANGE MANAGEMENT FRAMEWORK

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 14.4A – IT Strategy Attachment 14.4B – IT Change Management Framework

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a proposed new IT Strategy and IT Change Management Framework for the Shire of Merredin (the Shire).

Background

During the 2022/23 Financial Audit, the Office of the Auditor General (OAG) commenced a focus on reviewing the Information Technology (IT) controls of local governments (LGs) as part of their audit process. During the Shire's audit, it was identified that there were no strategic IT documents in place.

The Management Letter highlighted that 'The Shire does not have a structured IT strategic plan to align IT initiatives with the overall business objectives' and further commented that 'Without an appropriately approved IT Strategic Plan, there is a risk that IT resources will not be aligned to the business strategy and priorities.'

In August 2024, the Shire were approached by the Department of Local Government Sport and Cultural Industries (DLGSC) about a Cyber Security Pilot Project that they would be undertaking alongside the Office of Digital Government (DGov) that they had received funding for. They were looking for five LGs to be part of the pilot project, which aimed to uplift the cyber security of each of those LGs. The Shire elected to nominate to be part of the project and were notified of our inclusion in October 2024.

Since then, the DGov team have undertaken assessments of the Shire's IT environment and planned ways to improve security. This also included supporting the Shire to develop the documentation outlined as being required during the 2022/23 and 2023/24 Financial Audits.

Comment

In partnership with DGov, an IT Strategy and IT Change Management Framework have been developed to act key drivers for all IT practices and processes within the Shire. These documents sit under the IT Framework, which was adopted by Council in August.

Once these documents have been adopted by Council, we will begin to develop the final IT governance pieces, as well as the policy and procedure documents to support the achievement of the Framework.

The draft Strategy can be found at Attachment 14.4A and the draft IT Change Management Framework can be found at Attachment 14.4B.

Consultation

No Councillor, Officer or Community consultation is required. However, these documents have been developed in partnership with the Office of Digital Government.

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: 4.2 Decision Making

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

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

There is a service interruption risk associated with this Item as the Shire could be vulnerable to Cyber attack if proper IT processes are not in place. 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 should be decreased by the adoption of the Officer's Recommendation and subsequent implementation of the documents.

Financial Implications

There are no financial implications associated with this report.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council ADOPTS the Shire of Merredin IT Strategy and IT Change Management Framework, as presented in Attachment 14.4A and 14.4B.

15. Officer's Reports – Administration

15.1 ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

Administration 	
Responsible Officer:	Craig Watts, CEO
Author:	Kristen Ornig, EA
File Reference:	
Disclosure of Interest:	The Author and Authorising 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 appointing Councillor Representatives to both committees of Council and External committees.

Background

There are two types of Committees for consideration:

Committees of Council

In accordance with section 5.10 of the *Local Government Act 1995*, a Councillor is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Additionally, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. The CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

In respect the Deputy Delegates, Council protocol appoints the Councillors who are not members to the committee as Deputy Delegates to enable their attendance and participation in committee meetings to ensure quorums.

External Committee Representation

Appointment of Council representatives to External Committees will be in accordance with each appropriate constitution, and will have regard to the Council endorsement of the selected representative. As such, representation will be voted on by resolution of Council.

Comment

Council is requested to nominate elected members to the following committees of Council, together with external committees which representation has been requested.

Committees of Council

1. Shire of Merredin Audit Committee	
Current Members:	Cr McKenzie, Cr Manning, Cr Crook, Cr Anderson
Deputies:	All other Councillors
Membership:	4 Councillors, 2 Independent Members
Quorum:	4 Members
Purpose:	Regulation 16 of the Local Government (Audit) Regulations 1996 states: “An audit committee — (a) is to provide guidance and assistance to the local government — (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and (b) may provide guidance and assistance to the local government as to — (i) matters to be audited; and (ii) the scope of audits; and (iii) its functions under Part 6 of the Act; and (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to — (i) report to the council the results of that review; and (ii) give a copy of the CEO’s report to the council.”
Meeting Cycle:	At least once annually to recommend adoption of the Annual Report and Compliance Audit Return, and at least once every three years to recommend adoption of the CEO’s Report.

2. Eric Hind Scholarship Committee

Current Members:	Cr Billing
Deputies:	All other Councillors
Membership:	1 Councillor and 2 community members
Quorum:	3 Members
Purpose:	To award the Eric Hind Music Scholarship as per Council Policy 3.10
Meeting Cycle:	Once annually (if required)

3. Shire of Merredin Bush Fires Advisory Committee (BFAC)

Current Members:	Cr Van Der Merwe
Deputies:	All other Councillors
Membership:	1 Councillor and Fire Control Officers
Quorum:	3 Members
Purpose:	To enable the communication and coordination of bush fire related matters within the Shire.
Meeting Cycle:	At least twice annually

4. Shire of Merredin Local Emergency Management Committee (LEMC)

Current Members:	Cr Van Der Merwe	
Deputies:	All other Councillors	
Membership Agencies:	Shire of Merredin	Merredin SES
	WA Police	Main Roads WA
	Department of Fire & Emergency Services	Water Corporation
	Department of Communities	Western Power
	Department of Primary Industries & Regional Development	Primary Health, Eastern Wheatbelt
	Department of Biodiversity, Conservation & Attractions	Merredin College
	St John Ambulance	St Mary's School, Merredin
	WA Country Health Services	Merredin Residential College
	Merredin Volunteer Fire & Rescue	Merredin Bushfire Brigades

Quorum:	N/A
Purpose:	Regulation 39 of the <i>Emergency Management Act 2005</i> states: <i>“The functions of a local emergency management committee are, in relation to its district or the area for which it is established —</i> <i>(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;</i> <i>(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and</i> <i>(c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”</i>
Meeting Cycle:	Quarterly

External Committees Requiring Councillor Representation

5. Western Australian Local Government Association Great Eastern Country Zone (GECZ)	
Current Members:	Cr McKenzie, Cr Manning
Deputies:	Cr Crook
Membership:	Shires of Bruce Rock, Cunderdin, Dowerin, Kellerberrin, Kondinin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Tammin, Trayning, Westonia, Wyalkatchem and Yilgarn
Quorum:	8
Purpose:	1. To provide a united voice for Local Governments in the GECZ; 2. To work collectively to enhance the sustainable social, environmental and economic development of the GECZ at strategic and project levels; 3. To promote the profile of Local Government within the region encompassed within the GECZ; 4. To speak on behalf of Local Governments in the GECZ; 5. To elect, nominate and appoint Committees and representatives of the Zone to other organisations, 6. To enter into agreements, formal or informal, with organisations having similar aims and objectives, 7. To represent the views of Local Governments within the GECZ at the State Council of the Association; 8. To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the

	attainment of these objects or any of them, or anything considered beneficial to the Zone; and
	9. To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes.
Meeting Cycle:	GECZ meetings are usually held on a Thursday in the middle of the month in February, April, June, August and November.

6. Wheatbelt East Regional Organisation of Councils (WEROC)	
Current Members:	Cr O'Neill, CEO
Deputies:	Nil
Membership:	2 members from each of the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn
Quorum:	3
Purpose:	1. The Objects of WEROC shall be: (a) To effectively represent the businesses, community and local governments of the Central Eastern Wheatbelt Region in its broadest sense and to promote the economic, cultural and environmental development of the region; (b) To take an active interest in all matters of the moment affecting the Central Eastern Wheatbelt Region with the view to improving, promoting and protecting the interests of Members and the Community; (c) To establish a rapport with civic, business, ethnic and other sectors of the Community; (d) Be recognised as representing and presenting the view of community to the relevant agencies and communities of the participating Members; (e) To keep Members informed on important matters affecting the economic, cultural and environmental development of the region; (f) To consider and respond to and advocate the amendment of Commonwealth or State legislation, regulations and policies and the local laws, regulations and policies of local government bodies and other corporations directly or indirectly affecting the interests of the Central Page 5 of 16 Eastern Wheatbelt Region and for such purposes to take all such steps or proceedings as may be expedient;

	(g) To gain greater recognition of the Central Eastern Wheatbelt Region; (h) To encourage Government and private enterprise to support the Central Eastern Wheatbelt Region; (i) To deliver projects considered beneficial to the whole of the Central Eastern Wheatbelt Region.
Meeting Cycle:	WERO Council & Executive alternate monthly meetings

7. Wheatbelt North (WBN) Regional Road Group (RRG)

Current Members:	Cr Crook
Deputies:	Cr Manning
Membership:	Shires of Chittering, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Gingin, Goomalling, Kellerberrin, Koorda, Merredin, Moora, Mt Marshall, Mukinbudin, Northam, Nungarin, Tammin, Toodyay, Trayning, Victoria Plains, Westonia, Wyalkatchem, Wongan-Ballidu, Yilgarn and York
Quorum:	N/A
Purpose:	The WBN RRG is provided with State funding from a number of categories contained within the State Road Funds to Local Government Agreement with the RRG able to prioritise, allocate and approve its funding to specific local road projects.
Meeting Cycle:	Twice annually

8. Central East Aged Care Alliance (CEACA) Inc

Current Members:	Cr Anderson
Deputies:	CEO
Membership:	1 person resident in and appointed by the Council in the each of the following Shires - Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Trayning, Westonia, Wyalkatchem and Yilgarn.
Quorum:	50% of membership plus 1

Purpose:	1. To capture economic benefit in the Wheatbelt by providing older people with the necessary services and infrastructure to remain living in their community of interest; 2. To provide housing for an ageing population in the CEACA Region; 3. To secure funding from various sources for the construction of housing; 4. To manage the housing across the Region, including its tenants and sale; 5. To maintain the housing constructed in the Region; and 6. To ensure the ongoing viability and increase the number of accommodation units across the Region as required.
Meeting Cycle:	Quarterly with Executive Committee Meetings held within a similar timeframe, or as required.

9. Mid-West/Wheatbelt Development Assessment Panel (DAP)

Current Members:	Cr Manning
Deputies:	Cr Crook, Cr Anderson
Membership:	Shires of Beverley, Boddington, Brookton, Bruce Rock, Carnamah, Chapman Valley, Chittering, Coolgardie, Coorow, Corrigin, Cuballing, Cue, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Dumbleyung, Dundas, Esperance, Greater Geraldton, Gingin, Goomalling, Irwin, Kalgoorlie-Boulder, Kellerberrin, Kondinin, Koorda, Kulin, Lake Grace, Laverton, Leonora, Merredin, Meekatharra, Menzies, Mingenew, Moora, Morawa, Mt Magnet, Mt Marshall, Mukinbudin, Murchison, Narembeen, Narrogin, Ngaanyatjaraku, Northam, Northampton, Nungarin, Pingelly, Quairading, Ravensthorpe, Sandstone, Tammin, Three Springs, Toodyay, Trayning, Victoria Plains, Wagin, Wandering, West Arthur, West Arthur, Westonia, Wickepin, Williams, Wiluna, Wongan-Ballidu, Wyalkatchem, Yalgoo and Yilgarn.
Quorum:	3 members
Purpose:	To determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
Meeting Cycle:	As required – DAP's only meet when there is a DAP application to determine. Local government representatives will only sit on the panel when the application(s) being determined by the panel have been made under their local planning scheme. Note: panel members must complete compulsory training prior to attending a DAP meeting.

10. Rural Water Council of Western Australia

Current Members:	Cr Crook
Deputies:	Nil (Proxy position available)
Membership:	Local government (paid) membership from the rural and dryland agricultural region, and relevant state government departments.
Quorum:	No information provided

Purpose:	The Rural Water Council was formed in 1953 to promote water issues in rural areas including completion of the Comprehensive Water Scheme. Today the Group's aims and objectives are focussed on – 1. Raising awareness of water supply issues relating to farmland and communities in rural and dryland agricultural areas. 2. Endeavouring to obtain equitable distribution state wide of funds for water supply improvement to minimise the difficulty caused by the inadequate domestic, spraying and stock water in dryland agricultural areas. 3. Working with all relevant Government agencies, water advisory groups and other stakeholders to encourage and support research and development to optimise alternative management and use of water supplies. 4. Raising awareness of the need to improve and maintain rural and town water supplies and infrastructure. 5. Contributing to regional planning and policies relating to the allocation and use of water resources in rural and dryland agricultural areas. 6. Representing the water needs of our member communities. 7. Raising awareness of the need to effectively manage water resources. 8. Providing input to and seeking membership of appropriate water advisory groups and the like. Work undertaken by the Wheatbelt Development Commission in relation to regional infrastructure planning highlighted the provision of water, including infrastructure, headwork charges and water allocations as a significant issue. Provision and access to adequate water supply is a major impediment to development throughout rural and dryland agricultural areas. The Group is supported by the Water Corporation and the Department of Water and Environmental Regulation with representatives attending our meetings and providing updates on programs in the rural and dryland agricultural region.
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Meeting Cycle:	Meeting dates can vary but generally they are held in March (AGM), July and October.
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11. Eastern Wheatbelt Biosecurity Group

Current Members:	Cr Crook
Deputies:	Nil (Proxy position available)
Membership:	11 Local Government Authorities which border the eastern edge of the Wheatbelt agricultural area and bounded on the eastern side by the State Barrier Fence.
Quorum:	5 members
Purpose:	EWBG is a Recognised Biosecurity Group under the Biosecurity and Management Act. A Recognised Biosecurity Group is a mechanism under the Biosecurity and Agricultural Management Act 2007 to enable landholders and managers to develop a coordinated approach to control and manage declared pests in their area. Their mission is to protect and support the future of the Eastern Wheatbelt by working with landholders to fulfil their responsibility of managing declared pests on their land. The EWBG believes declared pests can be better managed by working together as a community in conjunction with industry and government. Through a coordinated approach utilising a variety of strategies and technologies, EWBG can better assist and support landholders.
Meeting Cycle:	Meetings are usually held twice per year in March/April and then in September/October.

Consultation

Councillor/Officer Consultation

Discussion with Councillors has taken place at the confidential briefing held 21 October 2025.

Community Consultation

Contact has been made with several of the external committees to confirm membership and councillor representation.

Policy Implications

Council Policy 1.19 – Election of Committees and Representatives is applicable,

Statutory Implications

Section 5.10 of the *Local Government Act 1995* is applicable, and enables all Councillors to become a member of any Council committee of their choosing.

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

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 representation on several of the committees is legislated, leading to non-compliance with the *Local Government Act 1995*. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Long-Term Financial Plan. Committees and groups requiring payment of a membership have funds already allocated within the 2025/26 annual budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

1. That Council, in accordance with sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, ENDORSE Councillors _____, _____, _____ and _____ to be appointed as delegates to the Shire of Merredin Audit Committee, with all other Councillors appointed as Deputies

2. That Council, in accordance with sections 5.10 and 5.11A of the Local Government Act 1995, ENDORSE Councillor _____ to be appointed as delegate to the Eric Hind Scholarship Committee, with all other Councillors appointed as Deputies.
3. That Council, in accordance with Sections 5.10 and 5.11A of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954, ENDORSE Councillor _____ to be appointed as delegate to the Shire of Merredin Bush Fires Advisory Committee, with all other Councillors appointed as Deputies.
4. That Council, in accordance with section 5.10s and 5.11A of the Local Government Act 1995, ENDORSE Councillor _____ to be appointed as Chair and Delegate to the Shire of Merredin Local Emergency Management Committee, with all other Councillors appointed as Deputies.
5. That Council:
 - A. ENDORSE Councillor _____ and Councillor _____ to be appointed as delegates to the Western Australian Local Government Association Great Eastern Country Zone, with Councillor _____ appointed as Deputy;
 - B. ENDORSE the CEO to represent and vote on behalf of the Shire of Merredin when no other Councillor delegate is in attendance.
6. That Council ENDORSE Councillor _____ and the Chief Executive Officer, Mr Craig Watts to be appointed as delegates to the Wheatbelt East Regional Organisation of Councils.
7. That Council ENDORSE Councillor _____ to be appointed as delegate to the Wheatbelt North Regional Road Group with Councillor _____ appointed as Deputy.
8. That Council:
 - A. ENDORSE Councillor _____ to be appointed as delegate to the Central East Aged Care Alliance (CEACA) Inc with the CEO, Mr Craig Watts appointed as Deputy;
 - B. ENDORSE the CEO to represent and vote on behalf of the Shire of Merredin when no other Councillor delegate is in attendance.
9. That Council ENDORSE Councillors _____ and _____ to be nominated as Members and Councillors _____ and _____ as Alternate Members for the Shire of Merredin on the Mid-West/Wheatbelt Development Assessment Panel and their nomination be submitted to the Minister for Planning for consideration.

- 10. That Council ENDORSE Councillor _____ to be appointed as delegate to Rural Water Council of WA**
- 11. That Council ENDORSE Councillor _____ to be appointed as delegate to the Eastern Wheatbelt Biosecurity Group.**

15.2 AMENDMENT TO ORDER OF BUSINESS

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts, CEO
Author:	As above
File Reference:	
Disclosure of Interest:	The Author/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 amending the order of business for Ordinary Council Meetings to reflect the changes in organisational structure.

Background

The Shire of Merredin Standing Orders Local Law 2017 (the Local Law) specifies the order of business to conduct Ordinary Council Meetings (OCM) which was reflective of organisational structure at the time when the Local Law was first gazetted. Since that time, the structure of the Shire Administration has changed, with the Local Law and OCM agenda not reflecting this.

Comment

The current “Order of Business” described within the Local Law segregates officer reports into Development Services, Engineering Services, Corporate and Community Services and Administration. Since the gazettal of the Local Law, the structure of the Shire Administration has changed, with the demerger of Community and Corporate Services, and change of name to Infrastructure Services.

To formally change the Local Law to make amendments would normally require a formal gazettal process consuming time, resources and finances. However, Local Law 3.1 states:

“Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows”

The Shire Administration has reviewed this Local Law and has interpreted this to enable Council to amend the order of business by way of a Council decision, rather than a formal gazettal process.

Although there is no longer an Executive Manager Development Services position within the organisational structure, it is considered appropriate to retain Town Planning and Building Application matters in a separate reporting section. Engineering Services is proposed to be renamed Infrastructure Services, with Corporate and Community Services each having their own sections.

It is proposed to retain the existing order of business with the exception of Officer's reports as shown in the table below:

Item	Existing order	Proposed order
12	Development Services	Development Services
13	Engineering Services	Infrastructure Services
14	Corporate and Community Services	Corporate Services
15	Administration	Community Services
16		Administration

Item numbers within the order of business will be amended to reflect the changes as listed. Item numbers 16 - 20 will change to 17 - 21 respectively.

The Shire Administration supports these amendments which will provide clarity for Councillors and residents and better reflect the organisational structure.

Consultation

Councillor/Officer Consultation

Consultation has taken place between the Shire Executive Leadership Team, with Council briefed on the proposal at the October Confidential Briefing.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

The order of business is detailed within the Shire's Standing Orders Local Law, however, provides for Council to decide the order of business.

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

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 it seeks to change the current order of business to minimise any confusion between the order of business and the organisational structure. The risk rating is considered to be Low (1), which is determined by a likelihood of Rare (1) and a consequence of Insignificant (1). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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 **ADOPTS** the amendments to the order of business for all future Council meetings, with these being Development Services, Infrastructure Services, Corporate Services, Community Services, and Administration, and amends the numbering of Items to accommodate for these changes.

15.3 2025/27 COMMUNICATIONS AGREEMENT

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts, CEO
Author:	As Above
File Reference:	
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	15.3A 2025/27 Communications Agreement

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider endorsing the 2025-27 Communications Agreement with the Shire Administration.

Background

At the request of Council, a communications agreement was developed in January 2025 and circulated to Elected Members. This agreement was based on those applied within state government departments which are already in effect. Communications Agreements for Local Government were outlined in the Minister for Local Government's Reform Proposals released in 2022, with amendments to achieve these reforms provided within the Local Government Amendment Act 2023 which are yet to take effect.

Comment

Communications agreements support governance within each local government by setting out minimum expectations for formal communications between council members and employees of the local government. A similar approach is used at state government level, where communications agreements are in place between each WA Government Minister and the agencies that support them.

Although not currently legislated, the Shire's Communications Agreement has been in place for over six (6) months by agreement between the Council and Chief Executive Officer. The current version provides Councillors and committee members access to information as per the proposed amendments to Section 5.92 of the *Local Government Act 1995*.

Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council

Members and Committee Members. The Shire's Communications Agreement will comply with the provisions of the Draft Regulations once they take effect.

This includes:-

- Providing the mechanisms by which Elected Members can seek information from the Shire Administration
- Identification of positions within the Administration which are responsible for receiving information requests from Elected Members, including media communications.
- Providing transparency and inclusivity whereby each Elected Member will be provided copies of responses to information requests, correspondence sent by the Shire President on behalf of the shire and any other pertinent information.

Consultation

Councillor/Officer Consultation

Councillors were consulted in relation to the Communications Agreement in January 2025, prior to the current agreement coming into effect.

Community Consultation

No community consultation is required.

Policy Implications

The Code of Conduct for Council Members, Committee Members and Candidates, and Employee Code of Conduct are applicable to this item.

Statutory Implications

There are no statutory implications. Reforms provided within the Local Government Amendment Act 2023 which relate to Communications Agreements are yet to take effect.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4	Communication and Leadership
Strategic Objective:	4.5	Keep internal and external customers informed through a variety of mediums
Priority Actions:	4.5.1	Deliver accurate, effective and timely information to internal and external stakeholders.

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 lack of agreement may see confusion of responsibilities and communication between Elected Members and Employees, leading to potential breaches of the current Local Government Act 1995. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council **ADOPTS** the 2025-27 Communications Agreement, as provided in Attachment 15.3A.

15.4 ADOPTION OF COUNCIL POLICIES

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts, CEO
Author:	As Above
File Reference:	
Disclosure of Interest:	The Author/Responsible Officer declares that they have an interest in attachment 15.4B as they are an Emergency Services Volunteer, and confirms they do not have any conflicts of interest in relation to the remainder of this item.
Attachments:	15.4A New Personal Memorials Policy 15.4B New Emergency Volunteers Policy 15.4C New Community Enhancement Fund Policy 15.4D Amended Recreational Vehicle Camping Policy 15.4E Response from Caravan Park Management

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting policies in relation to personal memorials, staff emergency volunteers and a community enhancement fund from significant developments within the Shire, together with amending policy 5.14 Recreational Vehicle Camping Policy.

Background

The Shire Executive Leadership Team (ELT) has commenced a review of all Shire Policies including Council Policies. A number of new Council Policies have been developed in response to emerging issues within the community, to enable the Shire Administration to provide guidance to the broader community and maintain consistency of approach and application to these emerging issues.

Comment

The Shire maintains two policy manuals with these being the Staff Policy Manual and Council Policy Manual. The Staff Policy Manual is managed within the Administration and amended by the ELT as necessary to remain current and address emerging issues. The Council Policy Manual details the approach to issues of a broader nature which impact on the community,

with the initial policy and any amendments to that policy requiring the endorsement of Council. The following are proposed additions and amendments to Council policies, therefore requires the endorsement of Council to enable their application.

PERSONAL MEMORIALS POLICY

The Shire already has Policy 7.10 Roadside Memorials Policies and Guidelines, this relates to the installation of remembrance memorials installed within the road reserve to honour family members whose lives have been lost at that location. The Shire received a request from a family member of a previous resident who was seeking to have a memorial (sponsorship of a park bench or a drinking fountain), however as no policy was in place and details of the deceased person were minimal, this request was refused.

To enable the Shire Administration to consider any future requests for memorials to be placed on Shire reserves and other land holdings, including provision of street furniture, trees and other items, together with eligibility criteria for the nominated person. This has been based on similar policies developed by the City of Canning and Town of Cambridge which have been in effect for several years. Applicants will be required to pay an application fee, together with all costs associated with the purchase and installation of the memorial. The Shire will maintain the memorial for a maximum period of 25 years.

EMERGENCY VOLUNTEERS POLICY

There are a number of Shire staff members who volunteer their time to emergency service units within Merredin including Volunteer Fire and Rescue, Bush Fire Brigade, State Emergency Service and St John Ambulance Service. This policy aims to support these organisations in their community service by enabling registered staff members to attend incidents during work hours without loss of wages. Similar policies are in place at the City of Karratha and Town of Port Hedland, on which this shire policy has been developed. The Policy proposes to enable a registered volunteer to attend a recognised emergency incident with the approval of their Executive Manager and be paid the equivalent of ordinary time wages to a maximum of five (5) hours per fortnight pay period, to a maximum of 50 hours per calendar year. The emergency services volunteer will be required to provide the Shire with documented evidence of their attendance to receive this payment. Attendance at longer duration incidents is at the discretion of the Chief Executive Officer.

COMMUNITY ENHANCEMENT FUND POLICY

Community Enhancement (Benefits) Funding arrangement are already established in the eastern states, with the Western Australian government considering a number of options to support development of renewable energy and carbon sequestration projects within regional areas. Several guidance documents have been prepared, however there is no legislated mechanism developed to support a broader community benefit package being provided as part of a larger renewable energy or carbon sequestration project. The Shire of Northam has developed a policy which has been adopted by other local governments including the Shire of Yilgarn. Although the Shire has not received any applications for carbon sequestration projects within the district, there have been presentations to the Shire administration by proponents. Based on the potential for a future carbon sequestration project to be developed in Merredin, similar provisions are proposed to those adopted by the Shire of Yilgarn. This policy sets out the expectations and requirements for negotiations with project developers/proponents, providing for both financial and non-financial benefits to the

community. It includes the principles of the package being appropriate, providing opportunity, equity and inclusivity, building legacy, being bespoke to the needs of the community and proponent, and transparency. The policy provides a contribution formula for each type of project together with a minimum expected contribution level. The governance of the fund and end uses for the funding are also explained. Although the community enhancement fund policy cannot be legislatively enforced, it provides the basis on which discussions can commence to support the community and enable the proponents to minimise the impact of their development through long term benefits.

5.14 RECREATIONAL VEHICLE CAMPING POLICY

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. Furthermore it is proposed to permit 24 hour camping for self-contained RVs within the carpark opposite the Merredin CRC allowing for travellers passing through. The Shire will continue to use the MRCLC grounds as an overflow caravan park area when the Merredin Tourist Park is at capacity.

Consultation

Councillor/Officer Consultation

These policies have been discussed generally at previous briefings with Councillors. They have also been discussed at Executive Leadership Team Meetings. The Emergency Volunteer Policy has been discussed with several staff members who volunteer with emergency services.

Community Consultation

The Visitor Information Centre has contacted the Merredin Tourist Park in relation to the amendments to camping at the Merredin Peak to allow 72 hour camping. The response received from the caravan park management objected to the extension for a number of reasons as shown in attachment 15.4E, including use of the dump point within the Caravan park by non-paying customers, impact on business and regulatory requirements. It is intended that these policies be advertised to inform the community once they have been adopted by Council.

Policy Implications

Policy 5.14 Recreational Vehicle Camping Policy is proposed to be amended to allow for 72 hour self contained camping. The personal memorials, staff emergency volunteers and a community enhancement fund are proposed to be new policies

Statutory Implications

As these are Council Policies, they provide guidance to the Shire Administration and carry no legislative enforcement powers. Amendments to Policy 5.14 Recreational Vehicle Camping Policy 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.
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

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:

- 1) **ADOPT the Personal Memorials Policy as shown in Attachment 15.4A;**
- 2) **ADOPT the Emergency Volunteers Policy as shown in Attachment 15.4B;**
- 3) **ADOPT the Community Enhancement Fund Policy as shown in Attachment 15.4C; and**
- 4) **ADOPT the amendments to policy 5.14 Recreational Vehicle Camping Policy as shown in Attachment 15.4D.**

15.5 2026 COUNCIL MEETING AND AUDIT COMMITTEE MEETING DATES

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts, CEO
Author:	Kristen Ornig, EA
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 proposed 2026 Council Briefing Session dates, Ordinary Council Meeting and Audit Committee Meeting dates as per Attachment 15.5A.

Background

The *Local Government Act 1995* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary Meetings of Council are held within the next 12 months.

All Committee and Council meetings are held in the Council Chambers at the Shire of Merredin (the Shire) Administration Building at Corner King and Barrack Streets, Merredin.

Comment

For the past three (3) years the Ordinary Council Meetings have been held on the fourth Tuesday of every month commencing at 4.00pm.

Council also currently holds two agenda briefing sessions a month which are closed to the public. In 2021, these briefing sessions were held on the first Tuesday of the month at 5.30pm, and prior to the Council meeting on the third Tuesday of the month at 2pm. In 2022 and 2023 the first briefing session of the month was held on the second Tuesday each month instead of the first Tuesday. At the confidential briefing held on 21 October 2025, Councillors expressed an interest in amending the start time of the Ordinary Council Meeting to be 5:00pm with the confidential briefing to commence at 3:00pm.

Councillors have previously agreed that holding the first briefing session of the month on the second Tuesday was the preferred option. Council may wish to revise the day on which the meetings and briefings are held and/or their commencement time.

For 2024 and 2025, the Administration did not take a strict approach to keeping to the second and fourth Tuesday of each month, this was to help give consideration to school holidays and public holidays. The Administration has taken the same approach for 2026.

Accordingly, in the attached proposal, the Administration have taken into account public holidays and school holidays when scheduling the dates and have tried to work the meetings around these dates.

Where possible the Administration have tried to keep a week between meetings, however this was not possible for the months of April and July as the Briefing Session and Ordinary Council Meeting have been pushed back due to school holidays, and December as the Ordinary Council Meeting has been brought forward due to school holidays, however this date may change closer to the event, depending on the Office of the Auditor General's deadlines for the acceptance of the Annual Report and Annual Financials.

The Administration have also included dates for the Audit, Risk and Improvement Committee Meetings to ensure we are compliant. They will be held before the Council Meetings in February, May, August, and November at 2:30pm. If further Audit, Risk and Improvement Committee Meetings need to be held these will be advertised.

Assuming that the 2024/25 Annual Report is received and adopted at the 16 December 2025 Ordinary Council Meeting, the Local Government Act requires the Annual Electors meeting to be held 56 days afterward. The last date that this can be held to remain compliant is Tuesday 10 February 2026.

Proposed dates of Confidential Briefings, the Electors Meeting, Ordinary Council Meetings, and the Audit, Risk and Improvement Committee meetings is as follows:

	Confidential Briefing (Electors Meeting*)	Ordinary Council Meeting (ARIC**)
January	Tuesday 20 th	Tuesday 27 th
February	Tuesday 10 th *	Tuesday 24 th **
March	Tuesday 10 th	Tuesday 24 th
April	Tuesday 21 st	Tuesday 28 th
May	Tuesday 12 th	Tuesday 26 th **
June	Tuesday 9 th	Tuesday 23 rd
July	Tuesday 21 st	Tuesday 28 th
August	Tuesday 11 th	Tuesday 25 th **
September	Tuesday 8 th	Tuesday 22 nd
October	Tuesday 13 th	Tuesday 27 th
November	Tuesday 10 th	Tuesday 24 th **
December	Tuesday 8 th	Tuesday 15 th

Consultation

Councillor/Officer Consultation

Proposed dates for the 2026 Council Meetings were discussed with Elected Members at the 21 October 2025 Confidential Briefing.

Community Consultation

No community consultation is required. If the officers recommendation is adopted, an advertisement of the dates will be placed in the local community paper, placed on the Shire's website and on the Shire's notice boards

Policy Implications

There are no policy implications.

Statutory Implications

Regulation 12 of the *Local Government (Administration) Regulation's 1996*, requires the Shire to advertise meeting details at least annually.

Section 5.27 of the Local Government Act 1995 requires a general meeting of electors in the district to be held no more than 56 days after the local government accepts the annual report for the previous financial year.

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

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*, 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

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. **MEETS** for Ordinary Council Meetings at 5.00pm according to the dates as provided in this report;
2. **HOLDS** confidential agenda briefing sessions at 5.30pm, and prior to the Monthly Ordinary Meetings commencing at 3.00pm as per the dates provided in this report;
3. **HOLDS** an Audit Committee Meeting before the Ordinary Council Meetings in February, May, August and November at 1:30pm as per the dates provided in this report ; and
4. **HOLDS** the Annual Electors Meeting on Tuesday 10 February 2026 at 5.00pm, provided that the 2024/2025 Annual Report is received and adopted at the 16 December 2025 Ordinary Council Meeting.

15.6 SHIRE OF MERREDIN CHRISTMAS / NEW YEAR'S OPENING HOURS

Administration The logo for the Shire of Merredin, featuring a stylized wheat sheaf in the center, surrounded by a circular border with the text 'SHIRE OF MERREDIN' and 'INNOVATING THE WHEATBELT' below it.	
Responsible Officer:	Craig Watts, CEO
Author:	Kristen Ornig, EA
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:	15.6A - Proposed Shire Facility Christmas Hours 2025

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the proposed Shire of Merredin (the Shire) 2025 Christmas / New Years holiday opening hours.

Background

For a number of years, the majority of the Shire venues have closed during the Christmas / New Year period as it is usually an extremely quiet time with minimal public visitations and phone enquires.

It is also common for many residents of the Shire to travel elsewhere at this time of year, with many other businesses in town also closing.

Comment

The Christmas Day public holiday will be observed on Thursday, 25 December 2025 with the Boxing Day public holiday being observed on Friday, 26 December 2025, meaning Shire offices and facilities will be closed on both of these days.

Similarly, the New Year's Day public holiday will be observed on Thursday, 1 January 2026 meaning Shire offices and most facilities will also be closed on that day.

Council is advised that the Administration intends for Shire venues to close from Midday, Wednesday 24 December 2025 to Friday 2 January 2026 inclusive. The Administration will reopen as usual on Monday, 5 January 2026. There will be some exceptions to this, such as the Landfill, Visitor Centre and Swimming Pool, as shown in Attachment 1.

The opening times for all venues and facilities over the Christmas / New Year period will be extensively advertised and circulated in advance.

As per previous years, on-call arrangements will be put in place prior to the proposed Christmas closure to ensure emergencies can be responded to. Senior staff will be available on mobile phones and emergency contact details will also be distributed where required.

Consultation

Councillor/Officer Consultation

Consultation has taken place with facility managers to confirm likely patronage and staffing requirements for this period.

Community Consultation

Subject to Council's the adoption of the Officer's recommendation, the 2025 Shire Christmas opening hours will be advertised via the Shire's webpage and social media.

Policy Implications

There are no policy implications.

Statutory Implications

There are no statutory implications.

Strategic Implications

Ø Council Plan 2025-2035

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

Sustainability Implications

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 closure of various Shire facilities will reduce services to the community. The risk rating is considered to be Low (3), which is determined by a likelihood of possible (3) and a consequence of Insignificant (1). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

Staff will be required to take time off in lieu, annual leave or accrued rostered days off during the period. These costs are contained within the 2025/26 Annual Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

1. **NOTES the closure of the Shire Administration Office from Midday Wednesday, 24 December 2025 to the morning of Monday, 5 January 2026, with closures at other facilities as provided in Attachment 1; and**
2. **NOTES information relating closures will be advertised to community in early December, including hours of operation and emergency contact information.**

16. Motions of which Previous Notice has been given

17. Questions by Members of which Due Notice has been given

18. Urgent Business Approved by the Person Presiding or by Decision

19. Matters Behind Closed Doors

20. Closure

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

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