SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

MINUTES

Ordinary Council Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 27 October 2026
Commencing 5:00pm

Common Acronyms Used in this Document	
BFAC	Bush Fire Advisory Committee
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CWVC	Central Wheatbelt Visitors Centre
DSO	Development Services Officer
EO	Executive Officer
ELT	Executive Leadership Team
EMCS	Executive Manager Corporate Services
EMIS	Executive Manager Infrastructure Services
EMS&C	Executive Manager Strategy & Community
GECZ	Great Eastern Country Zone
GO	Governance Officer
LEMC	Local Emergency Management Committee
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
OAG	Office of the Auditor General
OCM	Ordinary Council Meeting
SCM	Special Council Meeting
SRP	Strategic Resource Plan
WAEC	Western Australian Electoral Commission
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils

October Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
5:00pm Tuesday, 27 October 2026.

1. OFFICIAL OPENING

The President acknowledged the Traditional Owners of the land on which we meet today, and paid her respects to Elders past, present and emerging. The President then welcomed those in attendance and declared the meeting open at 5:00pm.

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

2. RECORD OF ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

Councillors:

Cr D Crook	Shire President
Cr P Van Der Merwe	Deputy President
Cr B Atkinson	
Cr H Billing	
Cr P Boehme	
Cr P Madigan	
Cr L O'Neill	

Staff:

C Watts	CEO
C Brindley-Mullen	SCEM
L Boehme	EMCS
M Mono	EMIS
M Hussey	EO

Members of the Public: Nil

Apologies:

Approved Leave of Absence:

3. PUBLIC QUESTION TIME

Due to unforeseen circumstances the Edgecombe's were unable to attend to discuss this matter and called through their apologies.

Mr Neil Edgecombe

Question: Will the Council support a request to change the zoning of Lots 11, 13, & 15 Colin Street, Merredin, from Light Industrial zoning to Residential Zoning?

Answer: Council suggests testing the market to sell the properties as light industrial utilising a commercial real estate agent. The Shire will provide contact details for DPLH for the owners to contact and confirm whether the process could be supported at a State Government level.

4. DISCLOSURE OF INTEREST

Nil

5. APPLICATIONS OF LEAVE OF ABSENCE

Nil

6. PETITIONS AND PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting held on 22 September 2026

Attachment 7.1A

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr Madigan** **Seconded:** **Cr O'Neill**

83860 **That the Minutes of the Ordinary Council Meeting held 22 September 2026 be confirmed as a true and accurate record of proceedings.**

CARRIED 7/0

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

Against: Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

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

Nil

10. RECEIPT OF MINUTES OF MEETINGS

10.1 Minutes of the Shire of Merredin Local Emergency Management Committee Meeting held Thursday 1 October 2026.
Attachment 10.1A

10.2 Minutes of the Bush Fire Advisory Committee Meeting held Wednesday 14 October 2026.
Attachment 10.2A

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr Billing** **Seconded:** **Cr Madigan**

That Council:

83861

1. **RECEIVES the minutes of the Shire of Merredin Local Emergency Management Committee Meeting held Thursday 1 October 2026; and**
2. **RECEIVES the minutes of the Shire of Merredin Bush Fire Advisory Committee Pre-Season Meeting held Wednesday 14 October 2026.**

CARRIED 7/0

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

Against: Nil

11. RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR CONSIDERATION

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Bush Fire Advisory Committee Recommendation – Bush Fire Advisory Committee Pre-Season Meeting held 14 October 2026

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

That Council ENDORSE the following recommendations from the Bush Fire Advisory Committee Pre-Season Meeting held 14 October 2026 being;

83862

1. **APPOINTS Alex Wilson (CESM) as the Fire Control Officer of the Shire of Merredin for the 2026/27 fire season; and**
2. **REMOVES Sheree Lowe as the Fire Control Officer of the Shire of Merredin for the 2026/27 fire season from 1 December 2026.**

CARRIED 7/0

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

Against: Nil

The Shire President acknowledged the work of Ms Sheree Lowe in her Fire Control Officer capacity, and for working with the Bush Fire Brigades during the past years.

12. OFFICER'S REPORTS – DEVELOPMENT SERVICES

12.1 Lot 504 Goldfields Road – Proposed Office Building, Silos, Sampling Hut and Weighbridge

Development Services

Responsible Officer:	Musa Mono, EMIS
Author:	Xinyi Zhao, DSO
File Reference:	A9489
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 supporting documentation Attachment 12.1B – Crossover Guideline

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

For Council to consider a Development Application (DA) for proposed works at Lot 504 Goldfields Road, Merredin, comprising of;

1) An office building with a floor area of approximately 51.67 m²;
2) 4 x 12,000 tonne grain silos;
3) A sampling hut with a floor area of approximately 18.42 m²; and
4) A 36m long weighbridge.

Background

The Shire of Merredin (the Shire) has received a DA for the construction of multiple industrial primary production development structures which include an office, 4 grain silos, a sampling hut and a weighbridge at Lot 504 Goldfields Road, Merredin (Subject site). The site is accessible from Gabo Road and has the main frontage to Gabo Road.

The existing structures onsite include 4 x 12,000 tonne silos, which were granted development approval in March 2024.

The site is zoned as General Industry under the Shire of Merredin Local Planning Scheme No.6 Amendment No.8 (LPS6).

Comment

It is proposed to construct the following industrial structures for the storage and transfer of grain;

1. A transportable office building measuring 16.83m x 3.07m, with a ceiling height of 3.1m;
2. 4 x 12,000 tonne grain silos, similar in size as the silos existing onsite. The diameter of each proposed silo is 28.3m;
3. A weighbridge approximately 36.07m long; and
4. A sampling hut measuring 6.00m x 3.07m, with a height of approximately 3.33m. The raised platform for the sampling hut will be 2.75m in height.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

Based on the zoning map of LPS6, the subject site is located within the buffer zone of SCA2 Wastewater Treatment Plant. In accordance with clause 5.3.6 and 5.3.7 of LPS6, the proposal was referred to the Department of Water and Environmental Regulation (DWER) on 22 September 2026.DWER responded on 25 September 2026 and advised that they had no comments to provide, noting there are no known water and environmental constraints on the subject site.

Policy Implications

There are no policy implications.

Statutory Implications

Local Planning Scheme

The subject site, Lot 504 Goldfields Road, is zoned ‘General Industry’ according to LPS6. The Lot area is 10.5153 hectares.

The proposed office is listed within LPS6 as a ‘D’ use, meaning that the development is “not permitted unless the local government has exercised its discretion by granting development approval”.

The remainder of the proposal is considered Industry – Primary Production in accordance with the Zoning table, which is a ‘P’ (permitted) use in the ‘General Industry’ zone according to the LPS6. The placement of the proposed structures will meet the objectives of the General Industry Zone.

The proposed development currently has no formal crossover or formalised internal road network. Due to the expected oversized vehicles transporting grain to and from the site, the crossover and the internal roads will need to be developed to meet the requirements of the Main Roads WA. A correctly formed sealed crossover, together with compacted gravel internal roads will minimise damage to the Shire’s road network and reduce the likelihood of dust nuisance.

The proposed office development requires a maximum plot ratio for 0.5, meaning that the office floor space cannot exceed 50% of the property area. The table also specifies the

minimum number of onsite car parking bays to be 1 car parking bay for every 30 m² plot ratio area. Based on the site plan provided, the proposed office would meet these requirements.

Statutory Requirements – Planning Regulation Considerations

Due to the site's location, this development falls within the Shire flood plain. In addition, the soil type for this site is identified as Kellerberrin, Merredin Subsystem which is a loamy soil that is common in the eastern wheatbelt. This soil type experiences moderate risk of waterlogging and high chance of being a poorly drained floodplain due to being this soil subsystem in a flood plain. This poses a risk to the site if a flood management plan and a stormwater management plan are not implemented.

Statutory Requirements – Building Act Considerations

Building work including the placement or erection of a building or incidental structure on land will be subject to the provisions of the *Building Act 2011* and the *Building Regulations 2012*, meaning that if a DA is granted, the applicants will be required to obtain building permits from the Shire before construction commences, and an occupancy permit for the office before it is used.

The use of the office would require provision of access and services in accordance with AS 1428.1 – mobility and access standards (AS 1428.1) relating to persons with disability. The requirements of AS 1428.1 would be applied to the proposed toilet to ensure universal access.

Statutory Requirements – Health Act considerations

In order to meet the requirements under the *Health (Miscellaneous Provisions) Act 1911* and Shire of Merredin Health Local Law, the office Toilets/Showers have to be connected to a reticulated sewer system or serviced by an onsite effluent disposal system.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	2 Economy and Growth
Service Area Objective:	2.4 Support the growth and diversity of local business through facilitation, building opportunities and network connections.
Priority Actions:	2.4.5 Advocate for the development of new business opportunities within Merredin to provide a diversity of retail and commercial offerings.

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 proposed development is located within the General Industry Zone and is generally consistent with the objectives and requirements of LPS6. There is a reputational risk associated with this item, should the Council not consider conditional approval of the development application, due to this impacting on business operations of a local company.

The risk rating is considered to be Moderate (9), which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be minimised by the adoption of the Officer's Recommendation.

Financial Implications

Once construction is complete, it is likely that the valuation of the property will increase, with a corresponding increase in rates revenue.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

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

That Council:

1. **GRANT Development Approval for a proposed office building, 4 x 12,000 tonne grain silos, a sampling hut and a weigh bridge, to be situated on Lot 504 Goldfields Road, Merredin, as outlined in Attachment 12.1A, subject to following conditions;**
   a. **Development must be carried out in compliance with the plans and documentation listed and endorsed by the Shire of Merredin;**
   b. **The development shall be connected to a suitably designed sewerage disposal system prior to the commencement of any use. A permit must be obtained before the construction of onsite sewage treatment apparatus commences;**
   c. **Provision of internal access roads constructed from compacted gravel to the satisfaction of the Shire of Merredin, to prevent vehicular activity related ground erosion and associated dust emissions form the property;**

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   d. **The development of a Flood Management Plan, to the satisfaction of the Shire of Merredin;**
   e. **The development of a Stormwater Management and Drainage Plan ensuring that stormwater is managed and disposed of onsite, to the satisfaction of the Shire of Merredin;**
   f. **Vehicle crossovers to access Lot 504 Goldfields Road, Merredin being constructed from concrete or similar durable materials to the satisfaction of the Shire of Merredin;**
   g. **All car parking and associated vehicle access areas indicated on the approved plans shall be constructed, drained, paved/sealed and marked in accordance with AS2890.1 prior to use, and thereafter maintained to the satisfaction of the Shire of Merredin;**

h. The applicant being responsible for all costs associated with the ongoing maintenance of crossovers used to access Lot 504 Goldfields Road, Merredin; and

i. Compliance with provisions of the National Constriction Code (BCA) and relevant standards including disability access requirements in accordance with AS 1428.1 prior to use.

2. ADVISE the applicant that the Development Approval remains valid for a period of two (2) years from the granting of the approval. Within this period, the development must be substantially commenced for the approval to remain valid;

3. ADVISE the applicant that the granting of Development Approval does not constitute a building permit and that an application for a building permit for the proposed building work must be submitted to the Shire of Merredin and be approved before any building work can commence on site; and

4. ADVISE the applicant that 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.

CARRIED 7/0

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

Against: Nil

13. OFFICER'S REPORTS – INFRASTRUCTURE SERVICES

13.1 Gravel Road Sealing by Rural Property Driveways

Infrastructure Services

Responsible Officer:	Musa Mono, EMIS
Author:	Ely Yu, AMIO
File Reference:	Nil
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 13.1A - Draft Policy – 7.15 Gravel Road Sealing by Rural Property Driveways

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

For Council to consider a draft policy for gravel road sealing adjacent to rural property frontage on basis of owner applications.

Background

This draft policy was presented to Council at the August Ordinary Council Meeting held on 25 August 2026. Council deferred the Item for consideration at a later meeting, with officers instructed to further review the Policy to ensure costs of sealing the roads on request are fully funded by the applicant.

As stated in the August 2026 Agenda Report, a number of rural properties in the Shire of Merredin (the Shire) have frontages directly adjacent to sections of unsealed roads. Frequent community requests from rural property owners have been made for the Shire to seal sections of unsealed roads, with the issue of dusting due to frequent traffic being the main complaint. To standardise the process of assessing these requests and to outline funding, delivery, and construction responsibilities, this revised Draft Policy is being presented to Council for consideration.

Comment

The Policy outlines the procedures and responsibilities of the Shire and rural property owners who seek to have the gravel road adjacent to their property sealed. The main points of note include:

- Applications will be assessed on a case-by-case basis and, where the criteria of the Policy are met, referred to Council for approval.

- Requests will only be considered following an assessment of the existing road condition and where alternative dust suppression or maintenance treatments are not considered appropriate.
- Eligibility is limited to roads meeting minimum criteria for road hierarchy, RAV network classification, traffic volumes and proximity of the dwelling to the road (FHR category ≥ 4; RAV rating ≥ 4; ADT ≥ 30 OR ESA ≥ 20; (Local Access Road (Type A) Local Distributor Road and Regional Distributor Road); House to be within a minimum of 200m of road reserve boundary).
- The Shire will arrange construction in accordance with the Shire's Procurement Policy and continue routine maintenance of the sealed section.
- The standard of construction, maximum seal length and payment requirements are prescribed to ensure a consistent approach to all applications.
- The applicant will be responsible for funding 100% of the construction and future renewal costs and for supplying gravel and water.

The proposed Policy provides a transparent and standardised framework for assessing requests. Given the current amount of community requests, having a standardised policy is crucial, as it would work towards efficiency which would in turn increase community satisfaction. The financial aspect addressed in the Policy would alleviates the Shire's expenditure in these works which draw benefits to individual property owners, ensuring budget compliance as well as being equitable to all community members. It balances the Shire's need to provide improved residential amenity against the Shire's Strategic Resource Plan.

A potential disadvantage is the 100% financial contribution which the applicants are required to make towards both the initial construction and future renewal of the sealed road section, which may hinder residents' uptake. However, this is outweighed by the advantages listed above.

An alternative option is for Council to continue assessing requests on an ad hoc basis. However, this may result in inconsistent decision-making and increased difficulty in managing expectations.

The Shire Administration supports the implementation of the Policy to provide clarity to residents and in its decision making.

Consultation

Councillor/Officer Consultation

Council Confidential Briefing Session held on 15 September 2026

Community Consultation

No community consultation is required.

Policy Implications

This Policy should be read in conjunction with Policy 7.8 Sealing of Roads.

This Policy will also function in conjunction with Policy 3.12 – Purchasing Policy, which outlines how the Shire will deliver best practice in the purchasing of goods, services and works.

Statutory Implications

With this new Policy, the Shire is exercising its functions under the relevant provisions of the *Local Government Act 1995,* which includes:

- Section 3.18 – Enables the local government to perform its executive functions and provide services and facilities.
- Section 3.57 – Procurement associated with any approved works must comply with legislative tender requirements and the Shire's Procurement Policy.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	6 Transport and Networks
Service Area Objective:	6.1 Maintain safe an efficient sealed road and transport networks, together with supporting infrastructure within the Shire of Merredin 6.1.4 Maintain safe and effective transport networks and associated civil infrastructure.

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

There is a reputational risk if the Officer's Recommendation is not endorsed, due to the potential for community dissatisfaction arising from misunderstanding and misinterpretation due to a lack of eligibility criteria, financial contribution requirements and assessment process.

The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2). The risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no immediate costs associated with the initial implementation of this Policy. However, approved applications may result in financial implications in the long term including preparatory and procurement works, with routine maintenance work including shoulder grading and bitumen patching being carried out by the Shire. While these obligations may create additional operational and maintenance costs over time, it is not anticipated that they will result in a significant increase to the Shire's existing roads program Strategic Resource Plan.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

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

83864 **That Council ADOPT the Draft Policy – 7.15 Gravel Road Sealing by Rural Property Driveways, as presented in Attachment 13.1A.**

CARRIED 7/0

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

Against: Nil

14. OFFICER'S REPORTS – CORPORATE SERVICES

14.1 Statement of Financial Activity – August 2026

Corporate Services

Responsible Officer:	Leah Boehme, EMCS
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.1A – Statement of Financial Activity Attachment 14.1B – Detailed Statements

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

For Council to receive the Statements of Financial Activity for the month of August 2026 and be advised of associated financial matters. The Capital Works Progress and Investment Report were presented to the September Ordinary Council Meeting, however, due to the implementation of a new financial system, the remaining reports were delayed.

Background

The Statement of Financial Activity and Detailed Statements are attached for Council's information.

Comment

Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire of Merredin (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 and 14.1B.

It should be noted that as the end of financial year audit is still to be completed, the attached financials are draft documents and may be subject to changes prior to the final audited annuals being received. Depreciation will also not be completed on assets until after the audited financial are received.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

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

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objective:	4.8 Financial Management
Priorities Actions:	4.8.1 Maintain strong fiscal and financial management of Council's budget

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

The Statement of Financial Activity is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at 10% or $10,000 whichever is greater, for operating and capital, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud.

The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring.

These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr O'Neill** **Seconded:** **Cr Boehme**

83865 **That Council RECEIVE the Statements of Financial Activity for the period ending 31 August 2026 in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.**

CARRIED 7/0

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

Against: Nil

14.2 Statement of Financial Activity – September 2026

Corporate Services

Responsible Officer:	Leah Boehme, EMCS
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.2A – Capital Works Progress Attachment 14.2B – Investment Report

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

For Council to receive the Capital Works Progress and Investment Reports for the month of September 2026 and be advised of associated financial matters.

Background

The 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 of Merredin (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. The Capital Works Progress and Investment reports are included at Attachments 14.2A and 14.2B. The Statement of Financial Activity and detailed statements for September will be presented to the November Ordinary Council Meeting.

It should be noted that as the end of financial year audit is still to be completed, the attached financials are draft documents and may be subject to changes prior to the final audited annuals being received. Depreciation will also not be completed on assets until after the audited financial are received.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

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

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objective:	4.8 Financial Management
Priorities Actions:	4.8.1 Maintain strong fiscal and financial management of Council's budget

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

The Statement of Financial Activity is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at 10% or $10,000 whichever is greater, for operating and capital, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud.

The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring.

These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr Billing** **Seconded:** **Cr O'Neill**

83866 **That Council RECEIVE the Capital Works Progress and Investment Reports for the period ending 30 September 2026.**

CARRIED 7/0

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

Against: Nil

14.3 List of Accounts Paid – September 2026

Corporate Services

Responsible Officer:	Leah Boehme, EMCS
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 14.3A - Payments Listing September 2026

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

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

Background

The attached list of accounts paid during the month of September 2026, under Delegated Authority, is provided for Council's information and endorsement.

Comment

Nil

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

No community consultation is required.

Policy Implications

There are no policy implications.

Statutory Implications

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

Strategic Implications

Ø Council Plan 2025-2035

Theme:	4 Communication and Leadership
Strategic Objective:	4.8 Financial Management
Priorities Actions:	4.8.1 Maintain strong fiscal and financial management of Council's budget

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

There is a compliance risk associated with this Item as the Shire of Merredin (the Shire) would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr Madigan** **Seconded:** **Cr Boehme**

83867 **That Council RECEIVE the schedule of accounts paid during September 2026 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling $549,195.11 from the Merredin Shire Council Municipal bank account and $0.00 from the Merredin Shire Council Trust bank account.**

CARRIED 7/0

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

Against: Nil

15. OFFICER'S REPORTS – COMMUNITY SERVICES

Nil

16. OFFICER'S REPORTS – ADMINISTRATION

16.1 Amendment to Lease – Merredin Men's Shed

Administration

Responsible Officer:	Craig Watts, CEO
Author:	As above
File Reference:	Nil
Disclosure of Interest:	The Author/Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 16.1A – Letter of Request from Merredin Men's Shed.

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

For Council to consider extending the lease held by the Merredin Men's Shed (Men's Shed) to incorporate the Merredin Ram Shed, located at the Merredin Regional Community and Leisure Centre (MRCLC).

Background

The Men's Shed currently holds a lease with the Shire of Merredin (the Shire) for their current building and adjoining hardstand area adjacent to Bates Street, within the MRCLC grounds. The Men's Shed Committee Members have previously approached the Shire Administration to discuss options of building further infrastructure on site to protect farming plant and machinery that has been repaired/refurbished, or to extend their lease area to enable expansion for the same.

The Men's Shed is utilising part of the Ram Shed for storage of materials, with the permission of the Eastern Districts Merino Breeders Association (EDMBA). The EDMBA constructed the shed, however a review of Shire records could not locate any lease arrangements or other entitlement to occupy or use the Ram Shed. The Ram Shed is located within the MRCLC reserve.

Comment

The Men's Shed has made contact with the EDMBA to advise of their intentions to seek Shire approval to manage the Ram Shed. Correspondence from the EDMBA indicates that they are supportive of this change in management provided that they retain access to use the Ram Shed for livestock sales throughout the year. The Merredin Show Committee also has an

interest in the Ram Shed, with this being allocated as a livestock display area for their cancelled March 2026 Show. The Men's Shed has indicated that they would be supportive of providing access to the Merredin Show Committee to utilise the Ram Shed at future shows.

Currently the Men's Shed is using part of the Ram Shed to store project materials under an informal agreement with the EDMBA. The Men's Shed is seeking to store plant and machinery items to provide protection from the elements. Being mobile, these items can also be relocated from the Ram Shed by the Men's Shed Committee and Members to enable use of the Ram Shed for both EDMBA livestock sales and for livestock displays at the Merredin Show.

To support their application, the Men's Shed has advised that it intends to assume responsibility for the maintenance of the Ram Shed to ensure that it can continue to be used.

If this request is supported by Council, the Shire Administration intends to provide an amendment to the current lease of the Men's Shed building, to incorporate the Ram Shed. The lease of the current site expires 30 September 2033 and requires the Men's Shed to undertake all maintenance and repairs at its own expense, for a zero rental.

Consultation

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

Community Consultation

An "Expression of Interest" has been released on the Shire's webpage and social media to seek feedback and comment from the community in relation to this request. An email advising of the Expression of Interest has also been forwarded to the Merredin Show Committee seeking responses. No responses have been received in relation to the Expression of Interest.

Policy Implications

Shire Policy 8.20 Rental Charges for Agreement to Occupy Shire of Merredin Non-Residential Property is applicable.

Statutory Implications

Local Government Act 1995 Section 3.58 "Disposing of property" is applicable, enabling the Shire to lease the property. Regulation 30 of the *Local Government (Functions and General) Regulations 1996* exempts the disposition of land from requiring either a tender process or valuation and advertising process, as the Men's Shed is a charitable and benevolent group, in which members do not receive a profit from the group's transactions.

Strategic Implications

Ø Council Plan 2025-2035

Theme:	5 Places and Spaces
Strategic Objective:	5.2 Provide fit for purpose community buildings and facilities that are well maintained

Priority Actions: 5.2.1 Provide and maintain functional infrastructure that suits the needs of the Merredin Community.

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

There is a reputational risk associated with this Item as several community groups who have an interest in the building have agreed to a sharing and maintenance arrangement, which may lead to a negative perception if not supported by 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 Strategic Resource Plan.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

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

That Council:

1. **APPROVES the amendment of the Merredin Men's Shed Lease to include the Merredin Ram Shed located at the Merredin Regional Community and Leisure Centre on the following conditions:**
    a. **The Merredin Men's Shed is to make available at no cost the Ram Shed for any livestock sales undertaken by the Eastern Districts Merino Breeders Association, or under the auspice of the Eastern Districts Merino Breeders Association;**
    b. **The Merredin Men's Shed is to make available at no cost the Ram Shed for any arranged or undertaken events by the Merredin Show Committee, or as directed by the Shire of Merredin;**
    c. **Where access to the Ram Shed is required, unless by arrangement with the relevant body, the Ram Shed is to be cleared of all Merredin Men's Shed materials and equipment for a period of at least 72 hours prior to the use, and 72 hours after the event has concluded; and**

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2. **DIRECTS the Chief Executive Officer to take actions as necessary to amend the lease documentation to implement Council's direction, including the application of the Common Seal if required.**

CARRIED 7/0

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

Against: Nil

16.2 Policy Review – Policy 2.14 & 2.19

Administration	
Responsible Officer:	Craig Watts, CEO
Author:	Martina Hussey, E&GO
File Reference:	Nil
Disclosure of Interest:	The Author and Responsible Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 16.2A - 2.14 Volunteer Management New - tracked changes Attachment 16.2B - 2.14 Volunteer Management New – final Attachment 16.2C - 2.19 Discrimination Bullying and Harassment - tracked changes Attachment 16.2D - 2.19 Discrimination Bullying and Harassment - final

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

For Council to consider the proposed changes to the Shire of Merredin Council Policies shown in Attachment 16.2A to 16.2D.

Background

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

The policies submitted for Council consideration in this report are:

- Policy 2.14 Volunteer Management; and
- Policy 2.19 Discrimination, Bullying and Harassment.

Comment

The Shire maintains two policy manuals with these being the Staff Policy Manual and Council Policy Manual. The Staff Policy Manual is managed with the Administration and amended by the 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, amendments and removals to Council Policies, therefore requires the endorsement of Council to enable their applications.

Volunteer Management

This Policy for the management of volunteers operating in the Shire of Merredin. The proposed amendments bring the guidelines into line with the *Equal Opportunity Act 1984 [WA],* National Standards for Volunteer Involvement and *Bush Fires Act 1954.* The biggest change is regarding volunteers under the age of 16 not being permitted to undertake high risk activities including but not limited to firefighting, operating power tools and minor plant (unless authorised by the CEO) or working at heights/confined spaces.

Discrimination, Bullying and Harassment

The Policy for Discrimination, Bullying and Harassment has not been reviewed since 2014. There are several points and definitions that needed to be updated within the policy to bring it in line with the relevant legislation. Relevant legislation is also required to ensure compliance.

Consultation

Councillor/Officer Consultation
The report has been circulated to ELT members for their review and comment.

Community Consultation

No Community Consultation is required.

Policy Implications

Policies 2.14 Volunteer Management and 2.19 Discrimination, Bullying and Harassment will be updated as per the item, on adoption of the Officer's Recommendation.

Statutory Implications

As this is a Council Policy, the policy will provide guidance to the Shire Administration and carry no legislative enforcement powers. Amendments to Policy 2.14 Volunteer Management complies with the provisions of the *Equal Opportunity Act 1984 [WA] and Bush Fires Act 1954.*

Amendments to Policy 2.19 Discrimination, Bullying and Harassment comply with the provisions of the *Equal Opportunity Act 1984 [WA], Sex Discrimination Act 1984 [Cth], Industrial Relations Act 1997 [WA], Work, Health and Safety Act 2020 (WA), Work, Health and Safety (General) Regulations 2022 (WA)*.

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 for Policies 2.14 and 2.19 is considered to be Moderate (9), which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).

This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no financial implications associated with this report including within the Strategic Resource Plan. All costs associated with the implementation of this policy are provided within the current budget.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Resolution

Moved: **Cr O'Neill** **Seconded:** **Cr Boehme**

That Council:

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1. **ADOPTS the amendments to Policy 2.14 Volunteer Management as shown in Attachment 16.2B; and**
2. **ADOPTS the amendments to Policy 2.19 Discrimination, Bullying and Harassment as shown in Attachment 16.2D.**

CARRIED 7/0

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

Against: Nil

17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

20. MATTERS BEHIND CLOSED DOORS

Nil

CLOSURE

There being no further business, the President thanked those in attendance and declared the meeting closed at 5:13pm.

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