



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

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

SHIRE OF MERREDIN

These Minutes were presented to Council at
its Ordinary Council Meeting of
27 May 2025.

Donna Crook - Shire President

MINUTES

Special Council Meeting

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

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



Shire of Merredin Special Council Meeting

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



1. Official Opening

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

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

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Nil

Apologies: Cr D Crook - President

Approved Leave of Absence: Nil

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

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications of Leave of Absence

Nil

6. Petitions and Presentations

Nil

7. Announcements by the Person Presiding without Discussion

Nil

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

13.1 Endorsement of Contract – Executive Manager Engineering Infrastructure Services

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

Nil

10. Officers' Reports

10.1 Policy Review – 1.2 Senior Employees

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

Purpose of Report



Executive Decision



Legislative Requirement

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

Background

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

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

Comment

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

Policy Implications

Policy 1.2 - Senior Employees.

Statutory Implications

As outlined in the *Local Government Act 1995*.

Strategic Implications

Ø Strategic Community Plan

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

Ø Corporate Business Plan

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

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

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

The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr O'Neill

Seconded: Cr McKenzie

83594

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

CARRIED 6/0

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

Against: Nil



1.2 Senior Employees

1. POLICY PURPOSE

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

2. POLICY SCOPE

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

3. LEGISLATIVE REQUIREMENTS

Local Government Act 1995.

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4. POLICY STATEMENT

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

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

5. KEY POLICY DEFINITIONS

N/A

6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy.

7. MONITOR AND REVIEW

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

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

1.2 Senior Employees

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3. LEGISLATIVE REQUIREMENTS

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4. POLICY STATEMENT

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

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

5. KEY POLICY DEFINITIONS

N/A

6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this Policy.

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11. Motions of which Previous Notice has been given

Nil

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

Nil

13. Matters Behind Closed Doors

In accordance with section 5.23 (2)(a)(b)(c)(e)(ii)(iii), of the *Local Government Act 1995* Council will go Behind Closed Doors to discuss these matters.

Council Decision

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

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

CARRIED 6/0

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

Against: Nil

Reason

That matters related to a matter affecting an employee or employees, the personal affairs of any person, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting, and a matter that if disclosed would reveal information that has a commercial value to a person, or information about the business, professional, commercial or financial affairs of a person were to be discussed.

13.1 Endorsement of Contract – Executive Manager Engineering Infrastructure Services

Administration



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

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr McKenzie

Seconded: Cr Van Der Merwe

83596

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

CARRIED 6/0

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

Against: Nil

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

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

	Council Resolution
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Moved: Cr O'Neill

Seconded: Cr Billing

83597

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

CARRIED 6/0

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

Against: Nil

14. Closure

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

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