

Notice of Special Meeting



Dear Councillors and Prospective Councillors,

A Special Council Meeting of the Shire of Merredin will be held on Tuesday, 21 October 025 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

5.30pm

Special Council Meeting (Swearing in ceremony)

Confidential Briefing (commences immediately following the Special Council Meeting)

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
17 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	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DSO	Development Services Officer
EO	Executive Officer
EMCS	Executive Manager Corporate Services
EMDS	Executive Manager Development 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 Special Council Meeting

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**Shire of Merredin
Special Council Meeting
5:30pm Tuesday, 21 October 2025**



1. Official Opening

This meeting will be chaired by the Chief Executive Officer until such time as the Shire President is elected and is sworn into this position.

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 H Billing
Cr R Manning
Cr P Van Der Merwe

Councillors Elect: To be determined by the election held 18th October 2025

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:

3. Swearing In of Councillors Elect

Section 2.29 of the *Local Government Act 1995* and regulation 13 of the *Local Government (Constitution) Regulations 1998* requires a person elected to the office of Councillor to make a declaration in the prescribed form before acting in that office. The declaration must be made before an Authorised Person under the Oaths, Affidavits and Statutory Declarations Act 2005.

The declaration will be made on the prescribed form, which will be provided to newly elected Councillors prior to the making of the declaration.

4. Election of President

Schedule 2.3, Division 1 of the *Local Government Act 1995* requires that an election be conducted for the position of Shire President as the first item of business at the first meeting of Council following an ordinary local government election. The Chief Executive Officer is to preside at the meeting until the office of Shire President is filled and is to act as Returning Officer for the electoral process. The election must be conducted by the Chief Executive Officer in accordance with the prescribed procedure.

The election will be conducted as follows:

1. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief Executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
2. If a Councillor is nominated by another Councillor, then the Chief Executive Officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
3. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
4. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
5. For the purposes of clarity, a valid vote can only be cast by in person, so remote attendees cannot vote.
6. As soon as is practicable after the result of the election is known, the Chief Executive Officer will declare and give notice of the result.
7. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in the count, the count is to be discontinued and the meeting adjourned for not more than seven (7) days. At the resumption of the meeting, the voting process will recommence.
8. At this point, any nomination previously submitted may be withdrawn and new nominations will be received by the Chief Executive Officer up to a specified time.
9. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.

10. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
11. If there is still an equality of votes following the second count, then in accordance with schedule 4.1 of the *Local Government Act 1995* and regulation 77A of the *Local Government (Election) Regulations 1997*, the Chief Executive Officer will draw lots to determine which candidate is elected.

The result will be declared by the Chief Executive Officer. The successful candidate will be called upon to make their declaration of office in accordance with s2.29 of the *Local Government Act 1995* and regulation 13 of the *Local Government (Constitution) Regulations 1998*, and will then assume the Chair as Presiding Member for the remainder of the meeting.

5. Election of the Deputy President

Schedule 2.3, Division 2 of the Local Government Act 1995 requires that an election be conducted for the position of Deputy Shire President as the next item of business after the election of the Shire President at the first meeting of Council following an ordinary local government election.

The Chief Executive Officer is to preside at the meeting until the office of Shire President is filled and is to act as Returning Officer for the electoral process.

The election must be conducted by the President, (the Chief Executive Officer conducts the election in the absence of the President) in accordance with the prescribed procedure.

The election will be conducted as follows:

1. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief Executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
2. If a Councillor is nominated by another Councillor, then the Chief Executive Officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
3. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
4. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
5. As soon as is practicable after the result of the election is known, the person conducting the election will declare and give notice of the result.

6. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count is to be discontinued and, not more than 7 days later, a special meeting of the Council is to be held.
7. Any nomination previously submitted may be withdrawn and new nominations made before the special meeting is held. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
8. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
9. If there is still an equality of votes following the second count, then in accordance with Schedule 4.1 of the Local Government Act 1995 and Regulation 77A of the Local Government (Election) Regulations 1997, the person conducting the election will draw lots to determine which candidate is elected.
10. The result will be declared by the person conducting the election.

6. Decision or Draw for the Position at the Council Table

Council's Standing Orders Local Law Clause 8.2 states:

“Members to occupy own seats

- (1) *At the first meeting held after each election day, the Council shall allot a position at the Council table to each member.*
- (2) *Each member is to occupy his or her allotted position at each Council meeting.”*

Either a decision by consensus, or a draw will be conducted for the position at the Council table. Existing Councillors may wish to retain their existing seating position.

7. 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.

8. Disclosure of Interest

Nil.

9. Applications of Leave of Absence

Nil.

10. Petitions and Presentations

Nil.

11. Confirmation of Minutes of Previous Meetings

Nil.

12. Announcements by the Person Presiding without Discussion

13. Matters for which the Meeting may be Closed to the Public

14. Receipt of Minutes of Meetings

Nil

15. Recommendations from Committee Meetings for Council Consideration

Nil.

16. Officer's Reports – Development Services

Nil.

17. Officer's Reports – Engineering Services

Nil.

18. Officer's Reports – Corporate and Community Services

Nil.

19. Officer's Reports – Administration

Nil.

20. Motions of which Previous Notice has been given

Nil.

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

Nil.

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

Nil.

23. Matters Behind Closed Doors

Nil.

24. Closure

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

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