

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Unconfirmed copy of Minutes from Special
Council Meeting held on
21 October 2025 subject
to confirmation at the Ordinary Council
Meeting to be held
28 October 2025

MINUTES

Special Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 21 October 2025
Commencing 5:30pm

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

Due to the Shire Presidents role being vacant, the Chief Executive Officer (CEO) acknowledged the traditional owners of the land on which the meeting was being held, and paid respects to Elders past, present and emerging. The CEO welcomed all in attendance and declared the meeting open at 5.33pm.

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
Cr Elect Donna Crook
Cr Elect Lisa O'Neill
Cr Elect Peter Madigan
Cr Elect Paul Boehme

Staff:

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

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

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 (Form 7) which will be provided to newly elected Councillors prior to the making of the declaration.

The following Councillors came forward to be sworn in.

Councillor Donna Crook having been elected to the office of Councillor of the Shire of Merredin, declared that he would take the office upon himself and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of his judgment and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

Councillor Lisa O'Neill having been elected to the office of Councillor of the Shire of Merredin, declared that she would take the office upon herself and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of her judgment and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

Councillor Peter Madigan having been elected to the office of Councillor of the Shire of Merredin, declared that he would take the office upon himself and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of his judgment and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

Councillor Paul Boehme having been elected to the office of Councillor of the Shire of Merredin, declared that he would take the office upon himself and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of his judgment and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

All declarations were made in the presence of Mr Craig Watts, Chief Executive Officer, being an Authorised Person under the Oaths, Affidavits and Statutory Declarations Act 2005.

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.

The Chief Executive Officer advised that he received one (1) written nomination for the position of President, being for Councillor Donna Crook. He then called for further nominations from the floor.

As there were no further nominations made, nominations were closed. Councillor Donna Crook was elected unopposed.

Cr Crook, having been elected to the office of Shire President in the Shire of Merredin, then declared that she takes the office and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of her judgement and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

The declaration was made in the presence of Mr Craig Watts, Chief Executive Officer, being an Authorised Person under the Oaths, Affidavits and Statutory Declarations Act 2005.

The Chief Executive Officer then handed over the chairing of the meeting to the Shire President.

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.

The Chief Executive Officer advised that he received one (1) written nomination for the position of Deputy President, being for Councillor Renee Manning. He then called for further nominations.

As there were no further nominations made, nominations were closed. Councillor Renee Manning was elected unopposed.

Cr Manning, having been elected to the office of Shire Deputy President in the Shire of Merredin, then declared that she takes the office and will duly, faithfully, honestly, and with integrity, fulfill the duties of the office for the people in the district according to the best of her judgement and ability, and will observe the code of conduct adopted by the Shire of Merredin under section 5.103 of the *Local Government Act 1995*.

The declaration was made in the presence of Mr Craig Watts, Chief Executive Officer, being an Authorised Person under the Oaths, Affidavits and Statutory Declarations Act 2005

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

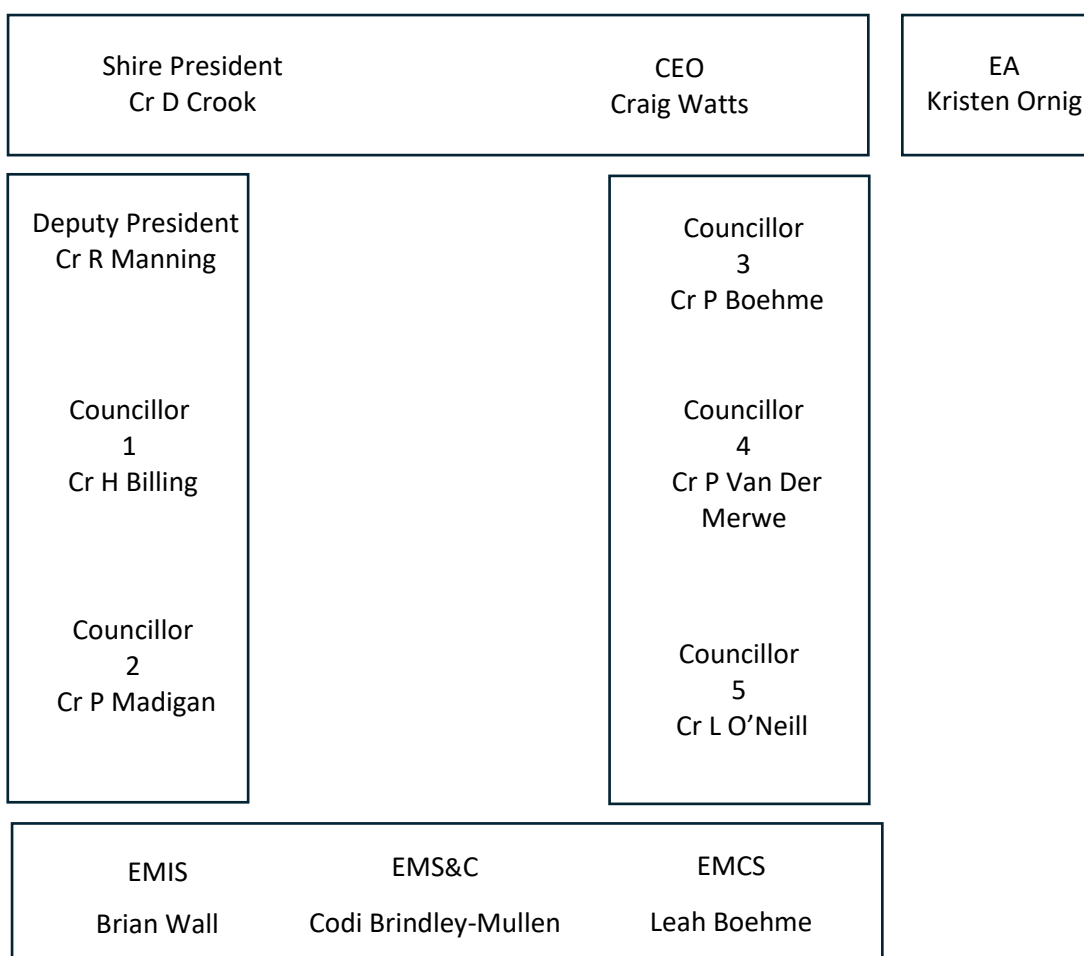
- (1) *At the first meeting held after each election day, the Council shall allot a position at the Council table to each member.*
- (2) *Each member is to occupy his or her allotted position at each Council meeting."*

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.

A draw was undertaken by Councillors to determine their seating position for each council meeting.

Councillor seat allocation will be as follows, in accordance with the below seating plan:

Name	Position
Cr D Crook	President
Cr R Manning	Deputy President
Cr H Billing	Councillor 1
Cr P Madigan	Councillor 2
Cr P Boehme	Councillor 3
Cr P Van Der Merwe	Councillor 4
Cr Lisa O'Neill	Councillor 5



7. Public Question Time

Nil.

8. Disclosure of Interest

Nil.

9. Applications of Leave of Absence

Cr Phil Van Der Merwe requested a leave of absence for the Ordinary Council Meeting on 28 October 2025.

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved:

Cr O'Neill

Seconded:

Cr Billing

83674

That Councillor Van Der Merwe be granted Leave of Absence for the Ordinary Council Meeting on 28 October 2025

CARRIED 7/7

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

Against: Nil.

10. Petitions and Presentations

Nil.

11. Confirmation of Minutes of Previous Meetings

Nil.

12. Announcements by the Person Presiding without Discussion

Nil.

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

Nil.

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 5:51pm.

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