

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Streets, Merredin
Tuesday, 25 March 2025
Commencing 4.00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 25 March 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
21 March 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
EO	Executive Officer
EMCS	Executive Manager Corporate Services
EMDS	Executive Manager Development Services
EMES	Executive Manager Engineering 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
MP	Manager of Projects
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



March Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
4:00pm Tuesday, 25 March 2025



1. Official Opening

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	President
Cr R Manning	Deputy President – Via Zoom
Cr B Anderson	
Cr H Billing	
Cr M McKenzie	
Cr L O’Neill	
Cr M Simmonds	
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
A Bruyys	GO

Members of the Public:

Apologies:

Approved Leave of Absence:

Cr Manning’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

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

5. Applications of Leave of Absence

6. Petitions and Presentations

Nil

7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 17 February 2025
Attachment 7.1A
- 7.2 Special Council Meeting held 10 March 2025
Attachment 7.2A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation

That the following Minutes be confirmed as true and accurate records of proceedings:

- 1. Ordinary Council Meeting held 17 February 2025; and
- 2. Special Council Meeting held 10 March 2025.

8. Announcements by the Person Presiding without Discussion

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

- 19.1 CEACA Housing Support Request

10. Receipt of Minutes of Meetings

- 10.1 Minutes of the Great Eastern Country Zone Meeting held 13 February 2025.
Attachment 10.1A
- 10.2 Minutes of the Central East Accommodation & Care Alliance Inc Management Committee Meeting held 24 February 2025.
Attachment 10.2A
- 10.3 Minutes of the Wheatbelt North Regional Road Group Kellerberrin Sub-Group Meeting held 7 March 2025.
Attachment 10.3A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council

1. **RECEIVE** the minutes of the Great Eastern Country Zone Meeting held on 13 February 2025;
2. **RECEIVE** the minutes of the Central East Accommodation and Care Alliance Inc Management Committee Meeting held on 24 February 2025; and
3. **RECEIVE** the minutes of the Wheatbelt North Regional Road Group Kellerberrin Sub-Group Meeting held 7 March 2025.

11. Recommendations from Committee Meetings for Council Consideration

12. Officer's Reports – Development Services

12.1 Application for Development Approval – Telecommunications Infrastructure Lot 17079 Korbelka Road Korbel

<h2>Development Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	<i>Planning and Development Act 2005</i> <i>Shire of Merredin Local Planning Scheme No.6</i>	
File Reference:	A7082	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – Application for development approval and supporting documentation	

Purpose of Report

Executive Decision

Legislative Requirement

For Council to consider approving the application for Development Approval (DA) lodged by CRISP Pty LTD for the erection of telecommunications infrastructure on Lot 17079 Korbelka Road, Korbel.

Background

The Shire of Merredin (the Shire) has received an application for development approval for the erection of telecommunications infrastructure on Lot 17079 Korbelka Road, Korbel.

Comment

The proposed telecommunications infrastructure will comprise of a single 30m telecommunications tower, a combination of dual pole parabolic antennas (dishes) and sector antennas as well as a sea container housing communications equipment, fitted with solar panels, and will be located on Lot 17079 Korbelka Road, Korbel. 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 not permitted by the LPS unless 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 property for farming purposes.

Local Planning Scheme Policy No.1 – Moveable Buildings

The proposed placement of a sea container on site is subject to policy requirements specified by the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings.

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.

Whilst sea containers within a town boundary are only permitted in 'industrial' zoned areas, Council has discretion to approve them in 'general farming' zoned areas outside of a townsite.

The Shire has previously granted development approval for the installation of telecommunication infrastructure as well as the placement of sea containers in the general farming zone within the Shire.

There are no sensitive premises in the vicinity and there should be no adverse impact on the amenity of the surrounding area as a result of the proposed development. The sea container will not be visible from the road.

The proposed development 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 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.

Policy Implications

Compliance with Local Planning Scheme Policy No.1 – Moveable Buildings.

Statutory Implications

Compliance with the *Planning and Development Act 2005*.

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

Strategic Implications

∅ Strategic Community Plan

Theme:	5. Places and Spaces
Service Area Objective:	5.4 Town Planning & Building Control 5.4.2 The Shire has current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth
Priorities and Strategies for Change:	Nil

∅ Corporate Business Plan

Theme:	5. Places and Spaces
Priorities:	Nil
Objectives:	5.4 Town Planning & Building Control 5.4.2 The Shire has current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

The proposed development will not result in an adverse impact on the amenity of the surrounding area. The Shire has previously granted development approval for the installation of telecommunication infrastructure as well as the placement of sea containers in the general farming zone within the Shire. Accordingly, the risks associated with this proposal are considered Low (3) based on the likelihood of Rare (1) and consequence of Moderate (3) of adverse events associated with the proposed development taking place.

Financial Implications

Development application fees have been paid.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That Council:

1. **GRANTS** development approval for the erection of telecommunication infrastructure comprising of a single 30m telecommunications tower, a combination of dual pole parabolic antennas (dishes) and sector antennas as well as a sea container housing communications equipment on Lot 17079 Korbelka Road, Korbel, as outlined in Attachment 12.1A; and
2. **ADVISES** 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.

12.2 Application for Development Approval – Grouped Dwelling Lot 500 (No 60) Fitzpatrick Road Hines Hill

<h3>Development Services</h3> 	
Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Planning and Development Act 2005</i> <i>Shire of Merredin Local Planning Scheme No.6</i>
File Reference:	A6146
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Application for development approval and supporting documentation

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider approving the application for Development Approval (DA) for the placement and use of two (grouped) relocatable dwellings on Lot 500 (No 60) Fitzpatrick Road, Hines Hill.

Background

The Shire of Merredin (the Shire) has received an application for development approval for the placement and use of two (grouped) relocatable dwellings on Lot 500 (No 60) Fitzpatrick Road, Hines Hill.

Comment

Statutory Requirements - Planning Considerations

Lot 500 (No 60) Fitzpatrick Road, Hines Hill is zoned 'General Farming' under the Shire of Merredin Local Planning Scheme No.6 (LPS).

Until recently the placement of a grouped dwelling on a single lot in a General Farming zoned area was not permitted under the LPS.

This changed with the gazettal of Amendment No. 4 to the LPS which occurred on 6 April 2018, and which had the following effect:

Modified Table One – Zoning Table by deleting the 'X' against 'grouped dwelling' in a General farming zone and inserting a 'D¹', and adding a footnote to Table as follows;

¹ Subject to clause 4.13'.

Clause 4.13- deleted paragraph 2 and replaced it with the following-

'In the 'General Farming' zone, the erection of more than one (1) single house per lot will generally not be supported. The local government may, at its discretion, approve the erection of one (1) additional dwelling on a rural lot, provided that;

- a) the total number of dwellings on the lot will not exceed three (3) dwellings;*
- b) the additional dwelling complies with the setback requirements not less than those specified for the residential Design Code R2;*
- c) the lot has an area of not less than 40 hectares;*
- d) it can be demonstrated that the additional dwelling is for workers or family members employed for primary production activities on the lot;*
- e) adequate provision of potable water for, and disposal of sewerage from, the additional dwelling can be demonstrated;*
- f) the additional dwelling will not adversely detract from the rural character and amenity of the area or conflict with primary production on the subject lot or adjoining land;*
- g) access to the existing road network is to be provided for any additional dwelling and shared with any existing dwelling where practicable;*
- h) the existence of more than one dwelling on a lot in the 'General Farming' zone shall not be considered by itself to be sufficient grounds for subdivision.'*

With respect to the above requirements, the Executive Manager Development Services (EMDS) makes the following comments:

- a) The total number of dwellings following the approval of this application and placement of the proposed dwellings on the Lot will be two (2) dwellings.
- b) The placement location of one of the proposed dwellings on the Lot will not comply with the required setback requirements due to the small size of the Lot in question;
- c) The Lot in question has an area of 1.234 hectares.
- d) The grouped dwellings being placed on the Lot will be used for habitation with the land being used in a hobby farm capacity due to the small overall size of the Lot.
- e) The grouped dwellings will be provided with mains water supply and onsite effluent disposal facilities in compliance with requirements of the *Health (Miscellaneous Provisions) Act 1911*.
- f) The grouped dwellings will not adversely affect the rural character and amenity of the area given the size of the Lot and the presence of existing dwellings on adjacent properties.
- g) Existing road network will be utilised to gain access to each of the grouped dwellings.

As can be seen from the above, the proposed grouped dwelling development will not comply with some of the provisions of Clause 4.13 of the LPS.

Whilst there is a minor risk involved in setting a precedent with Council using its discretion and providing some flexibility with respect to approving the proposed grouped dwelling development, this is mitigated to a large part by the specific circumstances of the Lot in question.

Lot 500 Fitzpatrick Road is physically situated in two parts, these parts being separated by the main railway corridor forming part of the Perth – Kalgoorlie railway line.

In essence to the casual observer, Lot 500 Fitzpatrick Road, Hines Hill would appear to be two distinct, individual properties.

If the two parts of Lot 500 Fitzpatrick Road, Hines Hill were two separate Lots, the application currently under consideration would consist of the relocation and placement of a single dwelling on each of the Lots, a land use permitted by the LPS in the ‘General Farming’ zone.

Lot 500 Fitzpatrick Road, Hines Hill and specifically the smaller portion of the Lot on the South side of the railway line whilst zoned ‘general farming’ under the LPs is far too small to be used for broadacre agricultural purposes. This makes the use of that portion of the Lot redundant for anything apart from the placement of a dwelling for habitable purposes.

Furthermore, the LPS specifically allows for discretion by Council with respect to an application of this nature in accordance with Clause 4.5 of the LPS, which states as follows;

4.5 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS

4.5.1 Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.

4.5.2 In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to –

- a) consult the affected parties by following one or more of the provisions for advertising uses under clause 64 of the deemed provisions; and AMD 5 GG 04/07/17*
- b) have regard to any expressed views prior to making its determination to grant the variation.*

4.5.3 The power conferred by this clause may only be exercised if the local government is satisfied that –

- a) approval of the proposed development would be appropriate having regard to the criteria set out in clause 67 of the deemed provisions; and AMD 5 GG 04/07/17*
- b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality*

Given the specific circumstances of Lot 500 Fitzpatrick Road, Hines Hill, that the land in question is not subject to the Residential Design Codes and the proposal will not be inconsistent with existing development in the locality, it is recommended that Council use its discretion to approve the development application.

Local Planning Scheme Policy No.1 – Moveable Buildings

The proposed grouped dwellings are relocatable structures and as such is subject to policy requirements specified by the Shire of Merredin LPS Local Planning Scheme Policy No.1 – Moveable Buildings.

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.

Asbestos Materials

It should be noted that the relocatable structures contain asbestos materials. The applicant has provided the following advice with respect to compliance with Local Planning Scheme Policy No.1 – Moveable Buildings:

Both houses currently contain asbestos. The intention is to strip and re clad them in situ, then obtain certification that the houses are asbestos free, prior to relocation.

It is recommended that the development approval from the Shire incorporate a planning condition requiring the removal of all asbestos containing materials from both of the relocatable structures prior to their placement onsite on Lot 500 Fitzpatrick Road, Hines Hill.

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. An application for a building permit must be submitted to the Shire and be approved before any building work can commence on site.

It should be noted that Lot 500 (No 60) Fitzpatrick Road, Hines Hill is not considered as being bushfire prone.

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 the supply of a suitable supply of potable water to the house as well as the installation of an approved onsite effluent disposal system.

In this case the potable water supply will be provided through mains water supply, in addition a rainwater tank will be provided on site. The applicant has also advised that the Shire will receive an application for the installation of an onsite effluent disposal system

Policy Implications

Compliance with Local Planning Scheme Policy No.1 – Moveable Buildings

Statutory Implications

Compliance with the *Planning and Development Act 2005*.

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

Compliance with the *Building Act 2011*.

Compliance with *Health (Miscellaneous Provisions) Act 1911*.

Compliance with Shire of Merredin Health Local Laws.

Strategic Implications

∅ Strategic Community Plan

Theme:	5. Places and Spaces
Service Area Objective:	5.4 Town Planning & Building Control 5.4.2 The Shire has current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth
Priorities and Strategies for Change:	Nil

∅ Corporate Business Plan

Theme:	5. Places and Spaces
Priorities:	Nil
Objectives:	5.4 Town Planning & Building Control 5.4.2 The Shire has a current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth.

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

The proposed development will not result in an adverse impact on the amenity of the surrounding area. Council has discretion to approve an application in accordance with Clause 4.5 of the LPS which allows for variation from LPS standards and requirements. The specific circumstances of the Lot in question offer sufficient justification for use of Councils discretion and minimise risk of such a decision setting a precedent. Accordingly, the risks associated with this proposal are considered Low (3) based on the likelihood of Rare (1) and consequence of Moderate (3) of adverse events associated with the proposed development taking place.

Financial Implications

Development application fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **GRANTS development (planning) approval for the placement and use of two (grouped) relocatable dwellings on Lot 500 (No 60) Fitzpatrick Road, Hines Hill as outlined in Attachment 12.2A, subject to;**
 - a) **The removal of all asbestos containing materials from both of the relocatable dwellings prior to their placement onsite on Lot 500 (No 60) Fitzpatrick Road, Hines Hill ;**
 - b) **Provision of potable water to the dwelling via mains water supply or suitable onsite rainwater tank storage prior to occupation;**
 - c) **The connection of each dwelling to an onsite effluent disposal system in accordance with requirements of the Health (Miscellaneous Provisions) Act 1911 prior to occupation; and**
2. **ADVISES the applicant that;**
 - a) **The granting of planning approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Merredin and be approved before any building work can commence on site; and**
 - b) **An application for an on-site effluent disposal system must be submitted to the Shire of Merredin and be approved before any work on the installation of the effluent disposal system can commence on site.**

12.3 Proposed Shire of Merredin Local Government Property Amendment Local Law

<h3>Development Services</h3> 	
Responsible Officer:	Peter Zenni, EMDS
Author:	Chris Liversage – Conway Highbury
Legislation:	<i>Local Government Act 1995</i>
File Reference:	LE/08/09
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A Draft Shire of Merredin Local Government Property Amendment Local Law

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting a Shire of Merredin Local Government Property Amendment Local Law to reflect changes to give greater powers to Shire of Merredin (Shire) Authorised Persons to direct persons to leave and not return to specified local government property due to antisocial or undesirable behaviour.

Background

The Shire of Merredin Local Government Property Local Law 2002 was published in the Government Gazette on 7 October 2002.

While the Shire has temporarily addressed issues associated with antisocial behaviour on local government property, it is considered that addition of a number of clauses to the local government property local law will be of assistance if such issues do arise.

Comment

Part 4 of the local law deals with behaviour on local government property.

It is proposed to add Clauses 4.7 to 4.9 as set out in the attached proposed Shire of Merredin Local Government Property Amendment Local Law 2025 to provide power for an Authorised Person to direct a person to leave local government property and not re-enter within a specified period of up to 12 months.

A draft Shire of Merredin Local Government Property Amendment Local Law is attached.

If Council adopt the proposed Shire of Merredin Local Government Property Amendment Local Law, the draft will be advertised for public comment and a copy will be sent to the CEO

of the Department of Local Government, Sport and Cultural Industries (DLGSC) as required by the *Local Government Act 1995*.

Policy Implications

Nil

Statutory Implications

The process to amend a local law is the same as making one, and is set out in s3.12 of the *Local Government Act 1995*.

Amongst other things this requires a local government to give local public notice stating that it proposes to make an amendment local law, the purpose and effect of which is summarised in the notice for a period of 6 weeks after it first appears. A copy is also to be sent to the CEO of DLGSC.

The purpose and effect of the proposed Shire of Merredin Local Government Property Local Law is:

Purpose

To amend the Shire of Merredin Local Government Property Local Law 2002 to strengthen provisions to deal with antisocial behaviour on local government property.

Effect

The local law is amended.

The results of the community consultation and feedback from DLGSC are to be considered by Council before it makes the local law.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2.3 The Council is well informed in their decision-making, supported by 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:	4.4.1 The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

The Shire should keep its local laws up to date. An initial review of the existing Local Law at the officer level has identified a need to strengthen provisions to deal with antisocial behaviour on local government property. The proposed Local Government Property Amendment Local Law will be subject to public advertising as well as receiving further consideration by Council, and the Parliamentary Standing Committee on Legislation. Accordingly, the risks associated with this proposal are considered Low (3) based on the likelihood of Rare (1) and consequence of Moderate (3) of an adverse event associated with the proposal taking place.

Financial Implications

There are costs associated with the drafting, advertising and Gazettal of the proposed amendment local law. An allocation of funds for the completion of the local law review project forms part of the Shire's 2024/25 Annual Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **GIVE** local public notice in accordance with section 3.12(3)(a) of the Local Government Act 1995, stating that:
 - a) It is proposed to make a Shire of Merredin Local Government Property Amendment Local Law, and a summary of its purpose and effect;
 - b) Copies of the proposed local law may be inspected at the Shire's offices during normal opening hours;
 - c) Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;
2. **SENDS** a copy of the proposed local law to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries in accordance with s3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given;
3. **SUPPLY** a copy of the proposed local law to any person requesting it in accordance with s3.12(3)(c) of the Local Government Act 1995; and
4. **PRESENT** the results of the public consultation to Council for consideration of any submissions received at a future meeting.

12.4 WAPC Subdivision Application No: 201381 – Proposed Subdivision (CBH Group Network Strategy Implementation Project) Nukarni

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Planning and Development Act 2005</i> <i>Shire of Merredin Local Planning Scheme No.6</i>
File Reference:	A9846
Disclosure of Interest:	Nil
Attachments:	Attachment 12.4A – WAPC Referral Documentation

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider advising the Western Australian Planning Commission (WAPC) that it has no objection to the proposed subdivision application (WAPC No: 201381), resulting in the creation of a new 4.1ha freehold lot from existing Lot 28518 and portion of the railways reserve in Nukarni.

Background

An application for subdivision of land has been lodged with the WAPC for approval. The WAPC is seeking comments from Council prior to issuing a determination on the application (WAPC No: 201381), which will result in the creation of a new 4.1ha freehold Lot from existing Lot 28518 and portion of the railways reserve in Nukarni.

Comment

All of the land subject to the application is identified as a Local Scheme 'Railway' Reserve under the Shire of Merredin Local Planning Scheme No. 6 (LPS). The LPS identifies the objectives of this Reserve as follows:

- To provide land and facilities for railway purposes and associated activities.
- To protect land from activities considered inappropriate to the successful continued operation of the railway infrastructure.

The land houses an existing Co-operative Bulk Handling (CBH) grain storage and loading infrastructure.

The continued use of the site for grain loading activities is ancillary to the purpose of the reserve and the applicant seeks to maintain this arrangement going forward whilst giving

certainty to CBH with respect to its ongoing operations via the proposed creation and acquisition of freehold title for the land.

The applicant proposes to create a 4.17ha freehold Lot from existing Lot 28518 and a portion of the railways reserve, consistent with CBH's existing 99-year lease with the PTA. The lease area boundary adjoining the rail corridor is located approximately 5m from the centre line of the rail, with no changes proposed to this alignment.

This application will facilitate the conversion of the leasehold to freehold to allow CBH to acquire the Lot and protect its existing grain handling infrastructure within its own Lot. As mentioned above, the lease area that is being proposed to be converted to a standalone freehold Lot includes a part of the railway reserve.

The applicant in support of the application has provided the following advice;

The Government Railways Act 1904 was amended specifically for CBH in 1998 to allow for lease terms up to 99 years, which provided CBH with the option to purchase all or part of the land subject to the 99-year lease agreements, at any time during the lease term. Section 63B (3) of the Government Railways Act 1904 outlines the terms of the 99-year lease arrangements, which provides the mechanism for CBH to convert leasehold titles to a freehold lot subject to a subdivision approval being granted.

CBH have been in ongoing discussions with the PTA regarding its intent to convert the current lease arrangements via subdivision to facilitate their sale to CBH. As the responsible authority of the railways reserve, PTA have provided their consent on the enclosed application form.

It is important to note that Lot 28518 (the current leasehold) is already connected to all necessary services, including power, demonstrated by this land already supporting CBH's current grain handling facilities.

The new lot will retain legal road frontage and access to Nukarni Bin Road to the north, ensuring the lot is able to continue to be accessed.

The ongoing use of the proposed area by CBH aligns with LPS objectives and the subdivision application and it is recommended that creation of the proposed free hold Lot be supported.

The new Lot will have direct access to the existing road network.

The land in question is not identified with a street name and as such for the purposes of Council's comments to the WAPC, will be identified via the WAPC Application Number and supporting documentation.

Policy Implications

Nil

Statutory Implications

Compliance with the *Planning and Development Act 2005*.

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

Strategic Implications

∅ Strategic Community Plan

Theme: 5. Places and Spaces
Service Area Objective: 5.4 Town Planning & Building Control
5.4.2 The Shire has current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth
Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 5. Places and Spaces
Priorities: Nil
Objectives: 5.4 Town Planning & Building Control
5.4.2 The Shire has current local planning scheme and associated strategy which is flexible and able to suitably guide future residential and industrial growth

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

Subdivisional (amalgamation) processes are statute-based requirements subject to approval of the WAPC with comments from various stakeholders including the relevant local government authority. Risks associated with the Shire of Merredin (the Shire) not opposing the proposed subdivision application are considered Low (3) based on the likelihood of Rare (1) and consequence of Moderate (3) of adverse events associated with the proposed subdivision taking place.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation


That Council ADVISES the Western Australian Planning Commission that it has no objection to the proposed subdivision application (WAPC No: 201381), resulting in the creation of a new 4.1ha freehold Lot from existing Lot 28518 and portion of the railways reserve in Nukarni, as identified in Attachment 12.4A.

13. Officer's Reports – Engineering Services

Nil

14. Officer’s Reports – Corporate and Community Services

14.1 Statement of Financial Activity – January 2025

<h2>Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As Above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
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 January 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. Asset reconciliations have been commenced and it is hoped that these will be completed by the end of March 2025.

It should also be noted that this Item was unable to be presented to the February Ordinary Council meeting due to the change of date for the meeting that was requested by Councillors.

Policy Implications

Nil

Statutory Implications

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

Authorisation of expenditure - the Local Government Act 1995 Part 6 Division 4 s6.8 (1) requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure:

(b) Is authorised in advance by resolution*

“Additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

*requires an absolute majority of Council.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources
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

Compliance with the *Local Government (Administration) Regulations 1996* and to also give Council some direction regarding its management of finance over an extended period of time.

Risk Implications

The Statement of Financial Activity is generally 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 31 January 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

14.2 Statement of Financial Activity – February 2025

<h1>Corporate Services</h1> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As Above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A – Detailed Statements Attachment 14.2B – Capital Works Progress Attachment 14.2C – Investment Report

Purpose of Report

Executive Decision

Legislative Requirement

For Council to receive the Detailed Statements, Capital Works Progress and Investment Report for the month of February 2025, and be advised of associated financial matters.

Background

The 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. Due to a backend system error, the Statement of Financial Activity for February has not yet been finalised. The other reports are included at Attachments 14.1A to C inclusive. The Statement of Financial Activity for February will be presented to Council at the April Ordinary Council Meeting.

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. Asset reconciliations have been commenced and it is hoped that these will be completed by the end of March 2025.

Policy Implications

Nil

Statutory Implications

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

Authorisation of expenditure - the Local Government Act 1995 Part 6 Division 4 s6.8 (1) requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure:

(b) Is authorised in advance by resolution*

“Additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

*requires an absolute majority of Council.

Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership
Service Area Objective: 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources
Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

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

Sustainability Implications

∅ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to also give Council some direction regarding its management of finance over an extended period of time.

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 Detailed Statements, Capital Works Progress and Investment Report for the period ending 28 February 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

14.3 List of Accounts Paid – February 2025

<h2 style="margin: 0;">Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A - Payments Listing February 2025

Purpose of Report

- Executive Decision
 Legislative Requirement

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

Background

The attached list of accounts paid during the month of February 2025, under Delegated Authority, is provided for Council’s information and endorsement.

Comment

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership

Service Area Objective: 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 4. Communication and Leadership

Priorities: Nil

Objectives: 4.2 Decision Making

Sustainability Implications

∅ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to also give Council some direction regarding its management of finance over an extended period of time.

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 February 2025 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$797,948.60 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

14.4 Creation of New Housing Reserve and Update of Policy 3.18

<h3>Corporate Services</h3> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A – Policy 3.18 Financial Reserves update

Purpose of Report

Executive Decision

Legislative Requirement

For Council to consider approving the creation of a new reserve account for the purpose of building residential housing. The creation of this reserve will also require an amendment to Policy 3.18 – Financial Reserves.

Background

On a number of occasions, Council has discussed the Shire of Merredin's (the Shire) residential housing stock with the Administration. In March 2021, Council requested the Acting Chief Executive Officer (CEO) complete a review of the housing stock (CMRef 82698), with a view to possibly selling off older stock and building new houses.

That Council instruct the Chief Executive Officer to;

- 1. Obtain a valuation from a suitably qualified registered valuer for Lot 1498 Caridi Close, Merredin;*
- 2. Engage local real estate agents to determine the availability and value of suitable executive housing within the Merredin townsite.*
- 3. Report to Council preliminary estimates for the construction of a 4 bedroom, 2 bathroom executive home on an appropriate lot within the Merredin townsite;*
- 4. Invite local real estate agents to submit quotations for the sale of six existing houses constructed earlier than the year 2000. The quotations are to include details of the agent's proposed marketing strategy to obtain maximum value. The addresses of the properties to remain confidential in the interim. (Note: this does not include the house currently utilised for housing "travelling players" which should be the subject of a separate report);*

5. *Report further on the optimum number of houses that should be held in the portfolio including how many (if any) of the houses for sale should be replaced and the process for doing so; and*
6. *Examine, as part of the asset management planning for the portfolio, the replacement program for the newer houses currently held and not included in the above recommendations.*
7. *Review Policy 2.10 Council Staff Housing and report to Council.*

A valuation company had previously been engaged to value the 15 Shire properties, with their report from 30 November 2020 presented as part of the Item before Council in March 2021.

No further action was taken.

For the 2024/25 Annual Budget, the Administration revisited the idea of selling off older housing stock, with an approach made by a staff member to purchase the house that she was residing in. After the formal process was completed, Council resolved to accept the offer to purchase and settlement is expected to occur prior to 30 June 2025. The Council resolution outlined that profit from the sale, after settlement costs were taken into account, would be transferred into reserve, with discussions taking place at that time around the creation of a housing reserve.

Comment

Policy 3.18 – Financial Reserves provide guidelines for the type and use of Shire financial reserves. The Policy was adopted by Council on 16 March 2010. It has been regularly reviewed with minor amendments made when required. The most recent review occurred in December 2023.

Policy 3.18 states:

4.1 Creation of Reserves

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- *The purpose of the Reserve;*
- *The basis of calculation for any transfer to the Reserve;*
- *The basis of calculation for any transfer from the Reserve; and*
- *The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.*

Every Reserve created must have a specific purpose and relate to the adopted 'Strategic Plan/Plan for the Future' of Council.

The Administration proposes that a new Reserve account is created to support the future construction of residential housing for the Shire. It is proposed that the parameters in relation to the Reserve are as follows:

Reserve Name:	<i>Housing Reserve</i>
Purpose:	To ensure adequate funds are available to finance future Shire residential housing development and/ or upgrades.
Calculation Basis:	Transfers to and from the Reserve are to be by Council resolution or in accordance with the Shire of Merredin Annual Budget.

Target Balance:	Sufficient to ensure adequate funding of capital renewal or upgrades to Shire Residential Housing stock in accordance with the Shire of Merredin’s strategic planning documentation.
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The creation of this reserve will ensure that funds are available in future for Council to utilise to build new residential housing.

In line with the creation of a new reserve account, the Policy has also been revised and amended to include the proposed new reserve. The updated document is available at Attachment 14.4A.

Policy Implications

Policy 3.18 – Financial Reserves.

Statutory Implications

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

Strategic Implications

∅ Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources 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

∅ Corporate Business Plan

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

Sustainability Implications

∅ Strategic Resource Plan

Nil

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

There are no financial implications associated with the adoption of this Item at this time.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council;

1. **APPROVES** the creation of a new reserve account, 'Housing Reserve';
2. **AUTHORISES** the purpose, calculation basis and target balance, as per the below table; and

Reserve Name:	<i>Housing Reserve</i>
Purpose:	To ensure adequate funds are available to finance future Shire residential housing development and/ or upgrades.
Calculation Basis:	Transfers to and from the Reserve are to be by Council resolution or in accordance with the Shire of Merredin Annual Budget.
Target Balance:	Sufficient to ensure adequate funding of capital renewal or upgrades to Shire Residential Housing stock in accordance with the Shire of Merredin's strategic planning documentation.

3. **ADOPT** the revised Policy 3.18 – Financial Reserves, as presented in Attachment 14.4A.

14.5 Budget Review 2 – March 2025

<h1>Corporate Services</h1> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.5A – Budget Review March 2025 Attachment 14.5B – Budget Review Detailed Notes (CONFIDENTIAL)

Purpose of Report



Executive Decision



Legislative Requirement

To inform Council of proposed budget amendments as part of the statutory budget review. The review is based on the year-to-date budget figures at 28 February 2025.

Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that the Council is required to conduct a review of its approved annual budget after considering the changes in its operating environment since the beginning of the financial year, with a view to forecasting the financial impacts likely to arise for the remainder of the year. This is required to be completed between 1 January and the last day of March in each financial year.

Comment

Council is required to consider the submitted budget review and make a determination in relation to the outcomes and recommendations.

The review of the 2024/25 Annual Budget has been completed. A number of variations to existing budget allocations have been identified and included in the revised budget, which can be found in Attachment 14.5A.

It should be noted that actual costs presented in this document are representative of February 2024 end of month figures.

Issues and options considered.

The budget review has comprised of:

- a review of the adopted budget and an assessment of actual results to date against that budget;
- an assessment and projection of likely results over the remainder of the financial year against the adopted budget; and
- consideration of any issues not provided for in the adopted budget that may need to be addressed.

The review of the adopted budget has taken into account what has transpired in the first two-thirds of the year, the likely operating environment over the remaining part of the year under prevailing economic conditions, and the most likely impact on the Council's financial position.

The focus of this review has been on ensuring that there is sufficient operational capacity to deliver the services, projects and budgeted programs as set out in the adopted 2024/25 Annual Budget and to accommodate events and issues that have arisen since budget adoption.

The most significant variations between the original adopted budget and the revised budget are as follows:

Surplus Brought Forward

As the 2023/24 Audit had been completed prior to Budget Review 1 (31 October 2024 figures), surplus figures were amended in the previous review.

Operating Income and Expenditure

Throughout the budget, a range of amendments are proposed. The key items of note are presented below.

Income

- All income accounts have been adjusted to reflect the actual income received and predictions on income to be received to 30 June 2025.
- Reserve fund interest has been increased by \$10,000 in line with actuals received and predicted monthly amounts for the remainder of the financial year. This has also resulted in an increase in the transfer of reserve interest to the three identified reserves by \$10,000, split 50:25:25 as per Council resolution.
- Municipal fund interest has been increased by \$40,000 in line with actuals received and predicted monthly amounts for the remainder of the financial year. These funds have been utilised to balance the budget.
- Budgeted transfers from the Building reserve have been removed, with the transfer from the Recreation reserve being decreased from \$250,000 to \$50,000. By not drawing down these funds in this financial year, they can be utilised for expected projects that will be completed in 2025/26.
- The transfer from the Cummings Unit Reserves has been increased by \$30,000 in line with the expected settlement transfer.
- 3090290 OTH HOUSE – Profit of Disposal of Assets has been increased to \$40,000 to recognise profit from the sale of a Shire house. Settlement is expected prior to the end of the financial year.
- 3100620 PLAN – Planning Application Fees was increased by \$20,000 due to an expected development application.
- 3110221 SWIM AREAS – Kiosk Income was increased by \$12,000 to match actuals.

- 3110300 REC – Contributions and Donations has been increased by \$50,000 to account for the contribution of the Merredin Bowling Club toward the replacement of one green.
- 3120201 ROADM – Road Contribution Income (Tampia) has been increased in line with actual funds received. All funds have been budgeted to move into the Chandler-Merredin Road Reserve.
- 3140290 ADMIN – Profit on disposal of assets has been increased to match actuals from sale of land during the period.
- 3140736 UNCLASS – Insurance Income has been increased by \$25,000 to cover actual expected funds to be received from claims made.

Expenditure

- Significant cuts were made throughout the budget to ensure that a balanced budget could be achieved.
- 2030118 – Rates Write Off – increased by \$10,000 due to three properties with large outstanding debts being auctioned and predicted write-off amounts
- 2040104 MEMBERS – Training and Development was reduced by \$10,000 as it is not anticipated that all funds will be required.
- 2040109 MEMBERS – Travel and Accommodation was reduced by \$9,000 as it is not anticipated that all funds will be required.
- 2040116 MEMBERS – Election Expenses was reduced to \$0 due to no election expenses being required to be paid in this financial year.
- 2050192 FIRE – Depreciation was increased due to the two new appliances having significant depreciation rates.
- W0245 Housing Maintenance was decreased by \$10,800 due to no emergency repairs being required to date.
- W0075 Merredin Landfill Site was increased by \$20,000. These funds were moved from the landfill capital account due to no capital works being completed this financial year.
- 4100180 SAN – Infrastructure Other (Capital) was decreased by \$50,000 due to no capital works being completed this financial year. \$20,000 reallocated to maintenance account.
- BM005 was increased by \$9,500 due to a number of unplanned maintenance and repairs requiring completion in the financial year.
- 2110200 SWIM AREAS – Employee Costs was reduced due to not having a staff member for a portion of the financial year.
- BO020 Simming Pool – Building Operations has been increased by \$13,600 due to higher than predicted costs to date.
- 2110300 REC – Employee Costs has been decreased by \$28,900 due to changes to staffing requirements at the Merredin Regional Community and Leisure Centre.
- 2110350 REC – Grandstand Bar Stock has been reduced by \$10,000 in line with actual spend and the Shire not running the bar for the remainder of the financial year.
- 2110356 REC – MRCLC – Building Maintenance has been decreased by \$12,500 as lock project funds have been moved to capital.
- W0028 Merredin Rec Centre Gardens has been increased by \$10,100 in line with actual year to date spend.

- BM002 Cummins Theatre – Building Maintenance has been decreased by \$20,000 as lock project funds have been moved to capital and all remaining funds are not anticipated to be required.
- 2120211 ROADM – Road Maintenance – Built Up Areas has been decreased by \$23,000 due to all funds not being expected to be utilised prior to the end of the financial year.
- 2140210 ADMIN – Motor Vehicle expenses has been increased by \$16,500 to cover actual expenditure and predictions for remainder of financial year.
- 2140291 ADMIN – Loss on Disposal of Assets has been increased to \$23,500 to account for losses on land sold throughout the period.
- 2140304 PWO – Training and Development has been decreased by \$10,000 to allow funds to be reallocated to 2140310 PWO – Motor Vehicle Expenses.
- 2140412 POC – Fuel and Oils has been decrease by \$30,000 to allow funds to be reallocated to 2140411 POC – External Parts and Repairs.
- 2140761 UNCLASS – Insurance Expenditure has been increased by \$10,000 to cover purchase orders raised for insurance claims that have not yet been completed.

Capital Expenditure

Capital expenditure has various proposed amendments, the main items are outlined below:

- PC001D Apex Park revitalisation – SoM has been increased by \$43,400 to cover actual expenditure and allow for final works to take place.
- BC004 North Merredin Library – Building (Capital) has been decreased by \$13,000 due to the projects coming in under budget.
- Roads to Recovery funding has been reviewed and underspends reallocated to Chandler-Merredin Road works.
- Funds for a new dump point have been removed under direction of Council. These funds have been utilised to balance the budget.
- WC002 Watersmart Farms – Desalination Project has been increased by \$9,250 due to the actual spend.

Further explanation of the proposed amendments can be found in Confidential Attachment 14.5B.

Policy Implications

Nil

Statutory Implications

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

Section 33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government’s financial position as at the date of the review;
 and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has decided, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted in Gazette 31 Mar 2005 p. 1048-9; amended in Gazette 20 Jun 2008 p. 2723-4.]

	Strategic Implications
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∅	Strategic Community Plan
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Theme:	4. Communication and Leadership
Service Area Objective:	4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources 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

∅	Corporate Business Plan
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Theme:	4. Communication and Leadership
Priorities:	Nil
Objectives:	4.2 Decision Making

	Sustainability Implications
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∅	Strategic Resource Plan
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Nil

	Risk Implications
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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 Moderate (6), which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer’s Recommendation.

Financial Implications

Suggested amendments to the 2024/25 Annual Budget, as outlined in Attachment 14.5A and 14.5B.

Voting Requirements

Simple Majority


Absolute Majority

Officer's Recommendation

That Council;

1. **APPROVES** the review of the 2024/25 Annual Budget (Budget Review 2) as at 28 February 2025;
2. **AUTHORISES** the recommended budget amendments, as detailed in Attachment 14.5A and 14.5B; and
3. **PROVIDES** a copy of the 2024/25 Annual Budget Review and determination to the Department of Local Government, Sport and Cultural Industries, in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996.

14.6 Merredin Blue Light Unit - Partnership

<h3>Community Services</h3>		
Responsible Officer:	Codi Brindley-Mullen, EMS&C	
Author:	As above	
Legislation:	Nil	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.6A – Partnership between SoM and PCYC	

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider ceasing action in relation to a partnership agreement with the Merredin Blue Light Unit due to it no longer being active.

Background

At the June Ordinary Council Meeting held 28 June 2022, Council resolved the following (CMRef 82951):

That Council;

- 1. ENDORSE the CEO or their delegate to enter into a partnership agreement with the Merredin Blue Light Unit for the provision of Blue Light events in Merredin.*
- 2. NOTES The partnership in (1) above, will be to waive the fees associated with the free use of Shire facilities and non-staff resources, when the Merredin Blue Light Unit are providing agreed youth programs in Merredin within their available resources and capacity.*
- 3. NOTES this partnership supports a maximum of 4 events per year or 5 events per year in the years where a large fundraising event is hosted; and*
- 4. AUTHORISES the CEO to determine the terms of the partnership in (1) above, including the length of the partnership, the Shire resources to be allocated, and how the Shire will be recognised through the partnership with the Merredin Blue Light Unit.*

Comment

On Thursday, 6 February 2025 the Chief Executive Officer (CEO) and Executive Manager Strategy and Community (EMS&C) met with the Senior Sargeant of the Merredin Police Station relating to Blue Light Unit to gain a better understanding of how the unit operates.

It was discussed that the Merredin Blue Light Unit is not active due to the Western Australia Police Force (WAPOL) no longer being able to undertake this role, however it is known by the Shire Administration, there are members of the Merredin community who are still keen to undertake Blue Light events. As such, there is no formal group or entity that the Shire can enter into a partnership agreement with, therefore the previous resolution of Council cannot be actioned.

However, it should be noted that if the Merredin Blue Light Unit or similar formal group is to become operational into the future that the Shire would be open to entering a partnership, subject to Council endorsement.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

∅ Strategic Community Plan

Theme: 1.4 Community Development
Service Area Objective: 1.4.1 Activities and programs that assist in youth development and leadership are developed or promoted
Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 1.4 Community Development
Priorities: 1.4.1 Activities and programs that assist in youth development and leadership are developed or promoted
Objectives: Nil

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

There is a reputational risk associated with this Item as the Shire could be perceived as not taking direction from Council. The risk rating is considered to be Moderate (8), which is determined by a likelihood of Likely (4) 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

Officer's Recommendation

That Council:

- 1. DIRECTS the Chief Executive Officer to cease all action in relation to Resolution 82951 from the Ordinary Council Meeting of 28 June 2022, pertaining to entering into an agreement with the Merredin Blue Light Unit; and**
- 2. NOTES that a future report will be provided to Council for consideration should the Merredin Blue Light Unit reform, or a similar service organisation in Merredin is formed.**

14.7 Policy Review – Sporting Infrastructure Renewal

<h2 style="margin: 0;">Community Services</h2> 	
Responsible Officer:	Codi Brindley-Mullen, EMS&C
Author:	As above
Legislation:	<i>Local Government 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.7A – Policy 6.19 Sporting Infrastructure Policy – tracked changes Attachment 14.7B – Policy 6.19 Sporting Infrastructure Policy – final

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting the revised policy relating to the sporting infrastructure at the Merredin Regional Community and Leisure Centre (MRCLC).

Background

Policy renewals are recommended to be completed annually/biannual. This is to ensure the Administration are being concise and transparent to the community.

Policy 6.19 – Sporting Infrastructure Renewal has not been reviewed for a number of years. As this Policy is reflected in the current Memorandum of Understanding (MoU) with Clubs/Associations it is paramount that the policy is renewed.

Comment

This Policy has been in place since 2015 and was formally adopted by Council in July 2015. However, with the management of the MRCLC being undertaken by Belgravia and significant staff turnover during this time, there was confusion as to whether the policy had been rescinded as no action has been taken previously to source funding from the applicable sporting clubs and associations. After further investigation, it has been determined that this policy is still in effect. It remains an integral part of the Shire’s Policy Manual however it requires a comprehensive review as it has not been undertaken since its adoption. This is to ensure its continued relevance and effectiveness, which to date has not been enforced.

This Policy has been included in previous Memorandum of Understanding (MoUs) with clubs/associations it is crucial that it is properly enforced moving forward. This review will ensure that all associated clubs/associations fully understand and adhere to Council's policy.

The Policy has been reviewed to better reflect current practices, with a number of updates occurring. The key changes include:

- Addition of sections to match the current template:
 - Policy purpose
 - Policy scope
 - Legislative requirements
 - Policy statement
 - Key policy definitions
 - Roles and responsibilities
 - Monitor and review
- Determine the policy scope.
- Broadening of details to ensure the policy is clear and transparent.
 - Include table of active sporting areas and expectations of financial contributions. The financial contribution provisions were part of the original policy, however it is the intention of the Administration to liaise with each of the relevant sporting clubs and associations to reiterate the provisions of the policy, and provide a more equitable spread of funding between those groups sharing a sporting surface.

Policy Implications

Policy 6.19 - Sporting Infrastructure Renewal.

Statutory Implications

As outlined in the *Local Government Act 1995*.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2 Decision Making 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	4.2 Decision Making 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

Objectives: Nil

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

If this Policy is not reviewed and the proposed changes adopted, it would mean that the Administration are in breach of their MoU with local sporting clubs/associations. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Nil

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That Council ADOPTS Policy 6.19 – Sporting Infrastructure Renewal Policy with changes as presented in Attachment 14.7B.

15. Officer's Reports – Administration

15.1 Status Report – March 2025

<h2>Administration</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Craig Watts, CEO	
Author:	Meg Wyatt, EO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 15.1A – Status Report – March 2025	

Purpose of Report

Executive Decision

Legislative Requirement

For Council to consider the updated Status Report for March 2025.

Background

The Status Report is a register of Council Resolutions that are allocated to the Shire of Merredin's (the Shire) Executive Staff for actioning. When the Executive Staff have progressed or completed any action in relation to the Council Resolution, comments are provided until the process is completed or superseded by a further Council Resolution.

Comment

In the interest of increased transparency and communication with the community and Council, the Status Report is provided for information.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Ø Strategic Community Plan

Theme: 4. Communication and Leadership
Service Area Objective: 4.4 Communications
4.4.1 The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels
Priorities and Strategies for Change: Nil

Ø Corporate Business Plan

Theme: 4. Communication and Leadership
Priorities: Nil
Objectives: 4.4 Communications
4.4.1 The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

There is a reputational risk associated with this Item, as it may be perceived that the Shire is not acting upon or implementing the decisions of Council. 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

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That Council RECEIVES the Status Report on Council Resolutions for March 2025.

16. Motions of which Previous Notice has been given

Nil

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

Nil

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

Nil

19. Matters Behind Closed Doors

19.1 CEACA Housing Support Request

20. Closure

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