

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Unconfirmed copy of Minutes from Ordinary
Council Meeting held on
17 February 2025 subject
to confirmation at the Ordinary Council
Meeting to be held
25 March 2025

SHIRE OF MERREDIN

These Minutes were presented to Council at
its Ordinary Council Meeting of
25 March 2025.

Donna Crook - Shire President

MINUTES

Ordinary Council Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Monday, 17 February 2025
Commencing 4.00pm

Common Acronyms Used in this Document	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
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



February Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
2:30pm Monday, 17 February 2025



1. Official Opening

The President acknowledged the Traditional Owners of the land on which we meet today, and paid her respects to Elders past, present and emerging. The President then welcomed those in attendance and declared the meeting open at 2:30pm.

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 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 Bruyns	GO

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Cr L O'Neill, Cr M Simmonds

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

Nil

4. Disclosure of Interest

Cr Van Der Merwe declared an Impartiality Interest in Item 12.2.

5. Applications of Leave of Absence

Nil

6. Petitions and Presentations

Nil

7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 28 January 2025
Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Billing

Seconded:

Cr McKenzie

83541

That the Minutes of the Ordinary Council Meeting held 28 January 2025 be confirmed as a true and accurate record of proceedings.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

8. Announcements by the Person Presiding without Discussion

Nil

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

- 19.1 Disposal of Property

10. Receipt of Minutes of Meetings

- 10.1 Minutes of the Audit, Risk and Improvement Committee Meeting held on 17 February 2025.
Attachment 10.1A

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr McKenzie **Seconded:** Cr Anderson

83542 That Council RECEIVE the minutes of the Audit, Risk and Improvement Committee Meeting held on 17 February 2025.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil



MINUTES

Audit, Risk and Improvement Committee Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Monday, 17 February 2025
Commencing 1:30pm



Common Acronyms Used in this Document	
CEO	Chief Executive Officer
EMSC	Executive Manager Strategy and Community
EMDS	Executive Manager Development Services
EMES	Executive Manager Engineering Services
EMCS	Executive Manager Corporate Services
EO	Executive Officer
GO	Governance Officer
MCS	Manager Corporate Services
SFO	Senior Finance Officer
CBP	Corporate Business Plan
SCP	Strategic Community Plan
OAG	Office of the Auditor General

Shire of Merredin
Audit, Risk and Improvement Committee
Meeting
1.30pm Monday 17 February 2025



1. Official Opening

The Presiding Member acknowledged the Traditional Owners of the land on which we meet today, and paid his respects to Elders past, present and emerging. The Presiding Member then welcomed those in attendance and declared the meeting open at 1:31pm.

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr D Crook	President
Cr R Manning	Deputy President – Via Zoom
Cr M McKenzie	Chair
Cr B Anderson	

Staff:

C Watts	CEO
L Boehme	EMCS
L Carr	A/EMES
C Brindley-Mullen	EMS&C
M Wyatt	EO
A Bruyns	GO

Members of the Public: Nil

Apologies: Cr M Simmonds

Approved Leave of Absence: Nil

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

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Minutes of the Previous Meeting

5.1 Audit Committee Meeting held on 17 December 2024
Attachment 5.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Resolution

Moved: Cr McKenzie **Seconded:** Cr Crook

83537 That the minutes of the Audit Committee Meeting held on 17 December 2024 be confirmed as a true and accurate record of proceedings.

CARRIED 4/0

For: Cr McKenzie, Cr Anderson, Cr Crook, Cr Manning

Against: Nil

6. Officer's Reports

6.1 Risk and Regulation Action Plan February 2025

Corporate Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government (Audit) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 6.1A – Risk and Regulation Action Plan February 2025

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

To provide the Audit, Risk and Improvement Committee with an update on the Shire of Merredin's (the Shire) progress toward the actions highlighted during the 2023/24 Audit and the Shire's Financial Management Review (FMR), which was presented to the Audit Committee and Council in December 2023.

Actions relating to the Shire of Merredin Risk Dashboard are also incorporated in the document. It should be noted that a full review of the Risk Dashboard has been scheduled for the Executive Leadership Team to undertake in March – April 2025. Once this is completed, older points on the current document will be reviewed and potentially removed.

Background

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* directs the Chief Executive Officer (CEO) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews. The FMR for the Shire was undertaken in the last quarter of 2023 and results were presented to the Audit Committee and Council. The previous FMR was completed in 2020.

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of the local government systems and procedures in relation to risk management, internal control and legislation compliance.

The review may relate to any or all of the matters referred to the sub-regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every three (3) financial years. The CEO is to report to the Audit, Risk and Improvement Committee the results of that review and then provide updates on the progress toward identified actions on a regular basis.

The Shire undertook this review in December 2022 and all identified actions have now been closed out. The Shire will look to complete this review again prior to the end of 2025.

Comment

As with the previous Action Plan presented to Council, works toward the completion of the actions have been outlined throughout the document (Attachment 6.1A).

Policy Implications

Policy 3.24 – Risk Management applies.

Statutory Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* applies.

Strategic Implications

➤ Strategic Community Plan

Theme:	4. Communications and Leadership
Service Area Objective:	4.2 Decision Making. 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. 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

➤ Corporate Business Plan

Theme:	4. Communications and Leadership.
Priorities:	Nil
Objectives	Nil

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

There is a risk to the organisation if regulation and risk items are not regularly reviewed and presented to the Audit, Risk and Improvement Committee. The rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2).

By regularly reviewing the Shire's Risk and Regulation Action Plan, and providing updates to the Audit, Risk and Improvement Committee and Council, the risk to the organisation should decrease.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved:

Cr Anderson

Seconded: Cr Crook

That the Audit, Risk and Improvement Committee;

83538

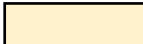
1. **NOTES** the quarterly Risk and Regulation Action Plan for February 2025 as presented in Attachment 6.1A; and
2. **RECOMMENDS** that Council **NOTES** the Risk and Regulation Action Plan, as tabled to the Audit, Risk and Improvement Committee.

CARRIED 4/0

For: Cr McKenzie, Cr Anderson, Cr Crook, Cr Manning

Against: Nil

Risk and Regulation Action Plan – January 2025

Completed  In progress  Ongoing  Not yet commenced  Reviewed elsewhere 

2023/24 Financial Audit

Area's Actions Required	Actions:	Date completed/ comment:
Corporate IT Strategy **previous Audit	Develop a Corporate IT Strategy for the Shire of Merredin that links to the business objectives outlined in the Shire of Merredin Corporate Business Plan.	Not yet commenced, will be working with the Office of Digital Government, Department of Premier and Cabinet on the Cyber Security Pilot Project until 30 June 2026. Initial meetings held.
IT Policies/ Procedures **previous Audit	Though a range of processes are currently in place in relation to backups, physical security, HR security and a number of the other areas listed below, the Shire will formalise/ develop documented IT and Cyber Security policies/ procedures that include: - Access control (including Account management, Account requests and approvals, Account monitoring, User authentication, Account auditing) - Physical security - Backup protocols - Change management - HR security - Information classification - Data loss prevention	Documents not yet developed, will be working with the Office of Digital Government, Department of Premier and Cabinet on the Cyber Security Pilot Project until 30 June 2026. Initial meetings held.
Outdated Workforce Plan	Complete a full review of the current document, taking into account planned organisation changes and predicted needs of the organisation in the coming five years.	Full review has been commenced.
Excessive Leave Balances	Executive staff will work with any members of their team with around or over 300 hours of annual leave to develop Leave Plans that ensure that excess leave is cleared as soon as possible.	Discussions held with staff members who have excessive leave balances. All staff members have leave booked in 2025 to reduce excess leave.

Financial Management Review

Recommendations:	Actions:	Date completed/ comment:
Bank Reconciliations processes require review to ensure current practices are documented.	Documented processes and procedures to be developed relating to bank reconciliations	Three of four bank reconciliations are now completed utilising the Altus Bank Reconciliation module. This has been in place for nine months. The fourth is completed manually. Procedure to be developed. No further progress due to vacancy in the team
End of Month checklist to be developed to ensure all processes are completed.	The End of Month Checklist has been developed, however is not being used regularly. This will become part of the usual end of month process, with the EMCS to sign off each month moving forward. Some additional items will also be added to deal with items raised in the FMR relating to end of month procedures.	End of Month Checklist is now used at the end of each month to ensure all processes are complete. Further checklists will be put in place for each of the positions. No further progress due to vacancy in the team
Key reconciliations should be completed prior to the finalisation of the monthly financial reports.	This will be added to the End of Month Checklist moving forward to ensure completion and sign off occurs each month within the required timeframe.	These processes are now included in the End of Month Checklist. These are currently checked each month and the EOM checklist is reviewed and authorised. This will continue to be completed moving forward.
Monthly payroll reconciliations noted three imbalances, however these imbalances were reported at the time and records were maintained to support the reasons for the imbalances. It is suggested that these controls and practices are continued.	The current controls will be documented to ensure their continuation.	Monthly payroll reconciliations are completed and imbalances rectified prior to the commencement of the following pay. A payroll end of month checklist will be implemented to ensure processes continue. No further progress due to vacancy in the team.
Credit card reconciliations are not completed prior to the monthly funds direct debit being completed. The recommendation is for staff to check their statements earlier in the billing cycle.	The EMCS will check credit card statements when pulling through creditor / payroll batches each week and check any suspicious looking transactions with the respective executive. A work instruction for this will be developed.	The EMCS checks all credit cards at least fortnightly and queries any unusual payments with the cardholder. A spreadsheet has been developed and checks are entered as completed. However the work instruction has not yet been developed. No further progress due to vacancy in the team.
Fixed asset reconciliations are delayed until the sign off of the annual financials each year, the	In future, a comment will be included in the monthly statement of financial activity for months prior to the completion of the Fixed	Fixed Asset Reconciliations were completed in December 2023 and

reviewers suggest that attention be drawn to this in the monthly statement of financial activity.	Asset Reconciliations until the sign off of the Annual Financial Report.	reported in the monthly statement of financial activity. This note has been completed in the monthlies since July. Asset reconciliations will occur in January.
Regular review of cost reallocations to ensure accuracy and so that administration costs are not being incorrectly capitalised.	A review will be undertaken to review cost allocations prior to the 2024/25 budget adoption. This review will be added to the Budget Checklist to ensure it is undertaken annually as part of the budget process.	The Engineering Team work closely with Finance Team and capitalise completed projects on monthly. Plant op costs and public works overheads have been reviewed prior to adoption of the new budget. Allocations were also reviewed during Budget Review 1.
Review of activity based costings to support calculation of rates being applied. Procedures to be developed to ensure regular review and monitoring of these costs.	A review of activity based costing will be undertaken prior to the 2024/25 budget adoption. This review will be added to the Budget Checklist to ensure it is undertaken annually as part of the budget process. These costs will also be monitored and added to the End of Month Checklist.	Review completed with adjustments made to the REC and MEMBERS areas to account for the large increase to workload related to the MRCLC since taking management back in house. Reviews will be completed annually to check accuracy moving forward.
Written procedures are required for the reconciliation of borrowings.	A work instruction will be developed and this will be added to the End of Month Checklist moving forward to ensure completion and sign off occurs each month within the required timeframe.	No further progress due to vacancy in the team.
Timely reconciliation of stock (including fuel) is required and controls need to be established.	This issue has already been identified through the risk register and processes are beginning to be developed.	Fuel dips have been completed for December - current, however the reconciliation process and work instruction are to be developed. No further progress due to vacancy in the team.
Documentation of controls relating to general journal procedures are required. This should include regular audit trails being completed to ensure no unauthorised journals have been completed.	The printing and review of audit trails will be added to the end of month checklist moving forward to ensure completion and sign off occurs each month. A written procedure will also be drafted to outline the processes required.	No further progress due to vacancy in the team.
The investment register is not routinely reviewed by a more senior officer.	Currently the Shire do not have any active investments, with all funds being in the form of cash and held with our Bank. Moving forward the "cash" register which is completed will be added to the End of Month Checklist to ensure sign off occurs each month.	Investment Register has been added to the End of Month Checklist to be authorised each month by a more senior officer.

The Business Continuity Plan requires routine testing to ensure validity.	Desktop testing of the Business Continuity Plan will be scheduled prior to the end of the financial year.	Desktop exercise with ELT members led by the CEO occurred 23 January 2025.
Policy 3.5 - Investment Policy requires review and updating. It is suggested that the review timeframe could be amended to align with organisational requirements.	This Policy, along with a number of others, will be reviewed in the coming months.	

Risk Dashboard Review

Asset Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
In house QGIS training for Exec and AMO	N	Dec-24	This will no longer occur due to previous EMES choosing this program and it not being the standard for LGs. The Shire are looking to revert to the RAMS program asap.
Maintain roads data in QGIS	Ongoing	ongoing	Verification of Roads Data was completed and presented to Council in March 2024
Continue quarterly stocktakes at works depot, review oncosts	Ongoing	ongoing	Oncosts were review during 2024/25 budget development.
Review and update Asset Management Policy	Y	Jun-25	Reviewed and presented to Council 8 June 2023. This will be reviewed in June 2025.
Create Asset Management Strategy	N	Dec-25	
Business and Community Disruption			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Implement internal emergency management arrangements across Shire	Y	ongoing	
Review LEMA annually	N	ongoing	Adopted at LEMC Meeting 26 October 2023
Hold at least one evacuation practice in each Shire facility each year	N	ongoing	Practices held at Landfill Site and Cummins Theatre 28/03/2024. Administration completed 23/10/2024. Depot 28/11/2024.

Desktop testing of IT Disaster Recovery Plan/ Business Continuity Plan	Y	Sep-24	Completed September 2024 – minor tweaks recommended to improve efficiency
Failure to Fulfil Compliance Requirements (statutory, regulatory)			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review Compliance Calendar within Attain	ongoing	ongoing	Weekly due items report sent to Exec
Review process for CAR completion	Y	ongoing	2023 CAR presented to Audit and Council in February 2024
Policy and Plan Spreadsheets	Y	ongoing	Spreadsheets developed Q3 2023 and sent to Exec
Document Management Process			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Add policy review to SMG	Y	Jun-24	Included in SMG agenda.
Digitise vital records	Partial	Jun-25	Some old records digitised, most new digitised as created
Review policies by due dates	Partial	ongoing	Policy Index developed. A number of policies have been reviewed.
Review procedures and create Procedure Index with 'last reviewed date' component	Partial	Jun-25	Commenced October 2023
Creation of key secure documents that are unable to be edited (H Drive – templates, procedures etc)	Partial	Dec-24	Most folders / documents secured
Continue to review archives of the Shire	Partial	Ongoing	Records officer and Governance Officer have continued review
Employment Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Ensure Recruitment Process are implemented consistently	Partial	ongoing	Mostly completed – PDs and Classifications reviewed and updated. Onboarding and offboarding checklists developed and utilised.
Updating HR Synergy module	Partial	Dec-24	Commenced - majority of staff information in now being stored in Definitiv.
Review of qualification, licenses and tickets for required staff	Partial	ongoing	In progress. Training register updated and reviewed regularly.
Engagement Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review Engagement & Consultation Framework	N	Dec-25	

Complete Community Scorecard Survey	N	Dec-25	Will require funds in 2025/26 budget – CEO KPI to engage contractor to completed community scorecard or similar prior to August 2025, with scorecard to be undertaken during 2025/26.
Environment Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Maintenance and monitoring of waste water re-use scheme	Y	ongoing	Monthly sampling complies with legislation requirements.
Training to be completed for the waste water management program	As required	ongoing	Ongoing training consistently provided to new employees. Current employees working with waste water have up to date training.
Develop Landfill Operational Management and Landfill Closure Plans	Y	Jun-24	Completed (final documents to be issued by November 2024.
Errors, Omissions and Delays			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Identify key procedures for ALL areas, to be documented	Partial	Jun-25	A number of Corporate procedures identified via FMR and Audit
Create Procedural/Internal Management procedures and policies	Partial	Jun-25	Some initial Corporate procedures created. Strategy and Community team have commenced documenting procedures in the correct template
Regularly review key information on website for accuracy	Partial	ongoing	Commenced – Exec to review own information.
Review process to track complaints/ work requests	Partial	Dec-24	A spreadsheet is in place currently to log requests / Snap Send Solves.
External Theft, Fraud or Damage			
Action	Completed Y/N	Date Due	Date Completed/ Notes

Review Admin Security Procedure to include individual 4 digit access system for relevant staff. Removal of access when staff leave.	Y	ongoing	Alarm and swipe card system in use, all staff have individual pins.
CCTV review	Partial	Sep-24	Discussions with local contractor have occurred. Existing CCTV repaired, POs issued for CWVC and town centre in December. Apex Park quotes received.
Review of contractor access and induction processes, including assessment of effectiveness and consistency.	Partial	ongoing	Review of DAMSTRA contractors completed.
Management of Facilities/ Venues/ Events			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review internal procedures for events and bookings - communication focus	As required	ongoing	Project plans implemented which serve as part of the procedure, including a communication plan section
Review facility/ venue hire forms created for Cummins Theatre & other external facilities	As required	ongoing	
IT or Communications Systems and Infrastructure			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review IT equipment register and replacement plan	Partial	Dec-24	One third fleet replacement commenced June 2024. A budget for further one third in 24/25 has been allocated.
Develop and implement Corporate IT Strategy	N	Dec-24	Not yet commenced, will be working with the Office of Digital Government, Department of Premier and Cabinet on the Cyber Security Pilot Project until 30 June 2026. Entry into the pilot received 7 October 2024.
Implement staff and councillor training for enhanced IT security	Partial	Dec-25	Cyber security video rolled out to all staff who have computer access. Cyber security posters installed. Lock computer reminders on Admin Building computers. Discussed with DLGSC as part of Cyber Security Pilot.

Review staff IT access profiles on shared drive and in SynergySoft	Partial	ongoing	Quarterly review of synergy user access commenced in April 2024.
Misconduct			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review of Induction Procedure	Partial	ongoing	Commenced, but still being refined. Most documents now updated to new templates etc
Authorised officers' letters of appointment	Y	ongoing	All current staff have letters. New staff will receive on commencement.
Ethical and Accountable Decision-Making training	Y	ongoing	Will be completed as required moving forward.
Projects/ Change Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Develop project management plans for the management of major projects (i.e. CBD)	As required	As required	Kept as live documents, updated as required.
Project plans for events in place	As required	ongoing	Processes currently in place are working well. Ensure hand over processes documented.
Safety and Security Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Determine contractor/ site inspection procedural approach	Partial	Dec-24	Working with Regional Risk Coordinator (LGIS) to utilise DAMSTRA contractor induction system. Procedure to be developed.
Review WHS and new guidelines as identified	Partial	ongoing	A number of processes in place. WHS Committee Meetings held every two months.
Conduct Annual building inspection for BFB and SES	Y	ongoing	Completed by ESO and RRC January 2024.
Supplier/ Contract Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Regular review of Tenders, Contracts, Agreements and Grants SynergySoft module	Y	ongoing	Contract and Grant milestones emailed weekly
Development of TCAG procedure	N	Mar-25	

Use of standard templates for contracts and tenders	Partial	ongoing	Administration investigating Vendor Panel subscription to ensure consistency of process.
Procurement and Disposal			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review local panel of suppliers	Partial	Dec-24	Two tenders June 2024: - Suppliers & Trades - Plant Hire – Contractors
Development of Asset Disposal procedures	Yes	Dec-24	Major revision of policy occurred 27 November 2023. Presented to Council 27 February 2024. Procedures have been commenced.
Training for requisitions and purchase orders	Partial	ongoing	Purchasing procedure developed with supporting work instruction. Mandatory procurement training for all staff (inc. new staff as part of induction)

6.2 2024 Compliance Audit Return

Corporate Services



Responsible Officer:	Craig Watts, CEO
Author:	Meg Wyatt, EO
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i>
File Reference:	GR/17/19
Disclosure of Interest:	Nil
Attachments:	Attachment 6.2A – 2024 Compliance Audit Return

Purpose of Report



Executive Decision



Legislative Requirement

For the Audit, Risk and Improvement Committee to receive the 2024 Compliance Audit Return and consider recommending the information presented in the 2024 Compliance Audit Return (CAR) be adopted by Council.

Background

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*, each year every local government is required to carry out a compliance audit in relation to the period 1 January to 31 December against the requirements of the CAR. The completed CAR for 2024 is presented as Attachment 6.2A.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires each local government's Audit, Risk and Improvement Committee to review the CAR and report the results of that review to the Council.

After the CAR has been reviewed by the Audit, Risk and Improvement Committee and presented to Council, a copy certified by the President and Chief Executive Officer (CEO), along with the relevant section of the minutes and any additional information explaining or qualifying the CAR, is to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March.

Comment

The CAR is one of the tools available to Council in its governance monitoring role. The CAR also forms part of the DLGSC's monitoring program. The CAR enables the Council to monitor

the level of compliance achieved and to take corrective action if required or proposed to prevent future like occurrences.

The 2024 CAR contains the following compliance categories:

1. Commercial Enterprises by Local Governments;
2. Delegation of Power/Duty;
3. Disclosure of Interest;
4. Disposal of Property;
5. Elections;
6. Finance;
7. Integrated Planning and Reporting;
8. Local Government Employees;
9. Official Conduct;
10. Optional; and
11. Tenders for Providing Goods and Services.

The CAR provides the tools for Council to monitor legislative compliance by examining a range of prescribed subjects under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail.

Generally, the outcomes for the 2024 CAR show relatively consistent results for the organisation, with improvements in some areas. There have been some changes made by the Administration which have improved the accuracy of the reporting in the return, and the governance standards met. Once endorsed by Council, the CAR will be lodged with the DLGSC, confirming a greater than 95% compliance for the Shire of Merredin (the Shire).

Policy Implications

Nil

Statutory Implications

Section 7.13(1)(i) of the *Local Government Act 1995* states:

“7.13. Regulations as to audits

1) *Regulations may make provision as follows —*

- i. *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are*

—

- i. *of a financial nature or not; or*
- ii. *under this Act or another written law.”*

Regulations 14 and 15 of the Local Government (Audit) Regulations 1996 states:

“14. Compliance audits by local governments

- 1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- 2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- 3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
 - (a) presented to the council at a meeting of the council; and*
 - (b) adopted by the council; and*
 - (c) recorded in the minutes of the meeting at which it is adopted.*

“15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- 1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- 2) *In this regulation —*

certified *in relation to a compliance audit return means signed by —*

 - (a) the mayor or president; and*
 - (b) the CEO.”*

Strategic Implications	
➤ Strategic Community Plan	
Theme:	4. Communications 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
➤ Corporate Business Plan	
Theme:	4. Communications and Leadership.
Priorities:	Nil
Objectives	4.2 Decision Making
Sustainability Implications	
Ø Strategic Resource Plan	
Nil	

Risk Implications

The objective of the CAR is to identify risks to the organisation where noncompliance may have occurred enabling processes and procedures to be developed, reviewed or amended, as required.

There is a compliance risk associated with this Item, as the Shire would be contravening the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* if this Item was not presented to the Audit, Risk and Improvement Committee. 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

Resolution

Moved: Cr Crook **Seconded:** Cr McKenzie

That the Audit, Risk and Improvement Committee RECOMMENDS to Council that it:

83539

- 1. RECEIVES the 2024 Compliance Audit Return;**
- 2. ADOPTS the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as contained in Attachment 6.2A; and**
- 3. AUTHORISES the Shire President and Chief Executive Officer to sign the joint certification and submit the completed 2024 Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.**

CARRIED 4/0

For: Cr McKenzie, Cr Anderson, Cr Crook, Cr Manning

Against: Nil



Department of
**Local Government, Sport
and Cultural Industries**

Merredin – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	No major trading undertaken during this period.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	No major trading undertaken during this period.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	The Shire of Merredin has not given any delegations to committees.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	The Shire of Merredin has not given any delegations to committees.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	The Shire of Merredin has not given any delegations to committees.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	The Shire of Merredin has not given any delegations to committees.



5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	The Shire of Merredin has not given any delegations to committees.
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Register is kept on the Attain system and put on the Shire website.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Records of all exercised delegations are kept using the Attain system.

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Confirming Councillors left the Chambers for items which they did not have approval to remain and participate. CMRef 83421 30/07/2024, CMRef 83429 30/07/2024, CMRef 83452 17/09/2024, CMRef 83478 22/10/2024, CMRef 83485 26/11/2024.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	CMRef 83524 17/12/2024



Department of
**Local Government, Sport
and Cultural Industries**

4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	



15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Confirming Employees disclosed interest and if needed left the Chambers. CMRef 83524 17/12/2024.
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	The Shire of Merredin previously adopted one at the April OCM held 20/04/2021, CMRef 82721, and published on the website. As there have been no changes to the model code of conduct, an updated one has not needed to be adopted.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	The prescribed model code of conduct was used to develop the Shire's code of conduct for Council members, committee members and candidates. No additional requirements have been adopted.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Published to the Shire website 22/12/2022.
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Published to the Shire website 26/11/2024.



Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	Met the requirements as per section 3.58(3). 30/04/2024 CMRef 83381 (Lot 502 Crooks Road, Merredin), 17/09/2024 CMRef 83460 (Lot 19 & 19 Wattle Street, Hines Hill, 17/09/2024 CMRef 83461 (Lot 110 Cunningham Street, Nangeenan).
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Public notices published on 18/03/2024 for Lot 502 Crooks Road and 20/08/2024 for Lot 18 & 19 Wattle Street and 110 Cunningham Street on: Shire website, public notice board, local newspaper, social media.

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	An extraordinary election was held in 2024 and no disclosures were received.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes	An extraordinary election was held in 2024 and no disclosures were received.



3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	An extraordinary election was held in 2024 and no disclosures were received.
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Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Members were appointed by absolute majority at the October 2023 Ordinary Council Meeting - CMRef 83262, 24/10/2023.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No powers or duties were delegated to the audit committee.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Received from Auditors on 6/12/2024. Report went to Council on 17/12/2024, CMRef 83511.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant findings.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	



Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No recommendations to employ or dismiss were rejected by Council.

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The CEO has been designated to be the complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	No complaints resulting in a finding in the reporting period.
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	No complaints resulting in a finding in the reporting period.
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No complaints resulting in a finding in the reporting period.

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments



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and Cultural Industries**

1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	



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9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No EOIs in 2024.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	No EOIs in 2024.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	No EOIs in 2024.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No pre-qualified supplier panels called.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	



18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	20/04/2021 CMRef 82725 20/04/2021.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27/06/2023 CMRef 83185 27/06/2023. An update on works underway and completed against the Corporate Business Plan was provided to Council at the July 2024 Council Meeting, CMRef 83430, 30/07/2024.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	



Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	11/12/2023 CMRef 83290 11/12/2023.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	20/12/2022 The review was completed and the report accepted at the December Ordinary 20/12/2022 CMRef 83070.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	A reviewed policy was adopted at the November OCM - CMRef 83497, 26/11/2024 and placed on the website on 4/12/2024.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	A reviewed policy was adopted at the November OCM - CMRef 83497, 26/11/2024 and placed on the website on 4/12/2024.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	



8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	Council approved for the Administration to apply for a two week extension through the Minister on 24/09/2024 CMRef 83464. The extension was applied for on 25/09/2024 and the Minister granted approval for the two week extension until 14/10/2024 on 27/09/2024. The final annuals were submitted to the auditor on 2/10/2024.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

6.3 Audit, Risk and Improvement Committee – Amendments to Terms of Reference	
Corporate Services 	
Responsible Officer:	Leah Boehme, EMCS
Author:	Craig Watts, CEO
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 6.3A - Updated Terms of Reference for the Audit Risk and Improvement Committee

Purpose of Report



Executive Decision



Legislative Requirement

For the Audit, Risk and Improvement Committee (ARIC) to consider an amendment to the Terms of Reference for the ARIC.

Background

The Terms of Reference for the ARIC were adopted at 17 December 2024 Ordinary Council Meeting. It has been identified that a term used in the document could create ambiguity, therefore an amendment is recommended to ensure that the Council’s decision-making powers are not challenged.

Comment

The adopted Terms of Reference for the ARIC include a provision in which all members of the Committee are to be appointed by Council. Underneath this clause, there is a second provision which states that the Chairperson and Deputy Chairperson are to be elected by the Committee. The Terms of Reference also confirm that the Committee has no decision making powers. Although any decision to elect a chairperson must be endorsed by the Council, it has the potential to create ambiguity if the decision of the committee for the election of the chairperson or deputy chairperson was not endorsed.

The intent of this clause was to have the Committee recommend the chairperson and deputy chairperson roles, with these then being endorsed by Council. To rectify this issue, it is recommended that the Terms of Reference be amended to clearly state that the Committee may recommend a chairperson and deputy chairperson, with this recommendation then being considered by Council. The clause relating to a meeting

quorum has also been amended to include at least one independent member at all meetings.

The amended version of the Terms of Reference is attached.

Policy Implications

Nil

Statutory Implications

The ARIC is established under part 7 of the *Local Government Act 1995* and part 2 of the *Local Government Amendment Act 2024*.

Strategic Implications

➤ Strategic Community Plan

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

➤ Corporate Business Plan

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

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

There is a reputational and compliance risk associated with this item as the Shire could be viewed as not complying with the provisions of the *Local Government Act 1995*. The risk rating is considered to be Low (4), which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Cr McKenzie

Seconded: Cr Crook

That the Audit, Risk and Improvement Committee RECOMMENDS that Council ADOPTS the updated “Audit, Risk and Improvement Committee Terms of Reference” as shown in Attachment 6.3A.

CARRIED 4/0

For: Cr McKenzie, Cr Anderson, Cr Crook, Cr Manning

Against: Nil

Shire of Merredin

Audit, Risk and Improvement Committee

Terms of Reference 2025

Introduction:

The Audit, Risk and Improvement Committee (ARIC) is an advisory group formally appointed by the Council that is responsible to the Council. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Committee does not have any management functions and is therefore independent of management.

Appointing Legislation:

The ARIC is established under section 7.1A of the *Local Government Act 1995*.

Delegated Authority:

The ARIC has no delegated power and has no authority to implement its recommendations without approval from Council.

Purpose:

The purpose of the Terms of Reference is to;

1. facilitate the operation of the ARIC;
2. support the Council in fulfilling its responsibilities in relation to:
 - a. risk management systems
 - b. internal control structure
 - c. financial reporting
 - d. compliance with laws and regulations
 - e. internal and external audit functions

Objectives:

The primary objective of the ARIC is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The ARIC will also oversee critical areas including risk management & governance.

Reports from the ARIC will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The ARIC will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

More specifically, the objectives of the ARIC are to oversee:

1. The integrity of external financial reporting, including accounting policies.
2. The scope of work, objectivity, performance and independence of the external auditor.
3. The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical assets.
4. The framework and systems that are designed to ensure the Shire complies with relevant statutory and regulatory requirements.
5. The framework for recognising risks arising from the Shire's operations and consider the adequacy of measures taken to manage those risks.
6. The framework and systems which protect the Council against fraud and irregularities.

The ARIC must also add to the credibility of Council by promoting ethical standards through its work.

Members of the Committee are expected to:

- understand the legal and regulatory obligations of the Council for governing the entity;
- understand the governance arrangements that support achievement of the Shire's strategies and objectives;
- exercise due care, diligence and skill when performing their duties;
- adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates;
- be aware of contemporary and relevant issues impacting the public sector; and
- only use information provided to the Committee to carry out their responsibilities, unless expressly agreed by Council.

Powers of the ARIC:

The ARIC is a formally appointed committee of Council and is responsible to that body. The ARIC does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The ARIC does not have any management functions and cannot involve itself in management processes or procedures.

The ARIC is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The ARIC has the authority of Council to:

- Review the external auditor's annual audit plans along with the outcomes / results of all audits undertaken;
- Review internal audit plans along with the outcomes / results of all audits undertaken;
- Formally meet with the Shire's appointed external auditor as necessary;
- Ensure that any matters raised by external audit that require action are actioned; and
- Advise Council on any or all of the above as deemed necessary.

Membership:

The membership criteria of the ARIC is set out below.

- The committee shall consist of four elected members and two independent members who will act as the Presiding Member and Deputy Presiding Member. All members shall have full voting rights.
- The CEO and employees are not members of the committee.
- The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.
- The Shire shall provide secretarial and administrative support to the committee.
- The Council will appoint all members of the committee.
- Members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Council Elections, unless Council resolves otherwise.
- The Presiding Member and Deputy Presiding Member will be ~~appointed~~ nominated by the ARIC, biennially by election by all committee members after the Local Government Ordinary Council Elections, for endorsement by Council. These positions will be filled by independent members.
*The first independent Presiding Member and Deputy Presiding Member will be elected after the adoption of these Terms of Reference, with a term concluding October 2025, after the Ordinary Council Elections.
- The quorum at any meeting shall be 3 voting members, including at least one independent member.
- Committee members are required to abide by the *Local Government Act 1995* and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.

Meetings:

The ARIC shall meet every four (4) months or more regularly as required at the discretion of the Presiding Member of the committee, the Shire President or the CEO, with all members expected to attend each meeting in person. Electronic attendance is permitted where a member is unable to be present in person, however the Presiding Member and CEO must be informed of this at least 24 hours prior to the meeting. Elected Members, who are not part of the committee are invited to observe meetings, however they are not entitled to participate in the meeting. The CEO, or their delegate and the Executive Manager Corporate Services, is to attend all meetings to provide advice and guidance to the committee, however the CEO and employees are not members of the committee. The CEO will invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.

The members of the ARIC are to elect an independent Presiding Member at the first meeting of the committee following the adoption of these Terms of Reference, then at the first meeting after each Ordinary Local Government Election. The Presiding Member will preside at all meetings. In their absence, the Deputy Presiding Member will assume the Presiding Member role for that meeting.

Each member of the Committee at a meeting will have one vote. The Presiding Member will have a casting vote and simple majority will prevail. A committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Meeting agendas will be prepared and provided at least three days in advance to members, along with appropriate briefing materials. Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation. Reports and recommendations of each committee meeting shall be presented to the next appropriate ordinary council meeting, which may not be meetings held on the same day.

ARIC meetings are generally open to the public unless the Presiding Member or CEO deem it necessary to proceed behind closed doors pursuant to section 5.23 of the *Local Government Act 1995*.

Duties and Responsibilities:

The duties and responsibilities of the ARIC will be:

Risk Management

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- Assess whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities.
- Assess the impact of the Shire's risk management framework on its control environment and insurance arrangements.
- Review the process of developing and implementing the Shire's fraud control arrangements and satisfy itself the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

Business Continuity

- Assess whether a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

Internal Control

- Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- Consider how management identifies any required changes to the design or implementation of key internal controls.

Financial Reporting

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements, and legislative changes, and understand their effect on the financial report.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial report and performance report of the Shire of Merredin and consider whether it is complete, consistent with information known to the committee members, and reflects appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the ARIC under the Australian Auditing Standards.
- Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council, in accordance with the timeframes as prescribed.
- Review the mid-year budget review and recommend the adoption of this to Council.

Compliance

- Review the processes that track the effectiveness of compliance monitoring systems with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to those findings.
- Obtain regular updates from management about compliance matters.
- Review the annual Compliance Audit Return and report to the Council the results of the review.

Audit

- Note the auditor's proposed audit scope and approach for financial performance audits.
- Consider the findings and recommendations of relevant Management Letters undertaken by the external auditor and ensure the Shire implements relevant recommendations.
- Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- Provide an opportunity for the Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed privately.
- Annually review the performance of external audit including the level of satisfaction with external audit function.
- Monitor management's implementation of audit recommendations.

Reporting Responsibilities

- Report regularly to the Council about ARIC activities, issues, and related recommendations through circulation of minutes.
- Monitor that open communication between the external auditor and the Shire's management occurs.

Other Responsibilities

- Perform other activities related to these Terms of Reference as requested by the Council.
- Annually review and assess the adequacy of the Terms of Reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation

Payment of Independent Committee Members:

Payments will be made to Independent Committee Members at the following rates:

- Presiding Member at each ARIC meeting \$100.
- Deputy Presiding Member at each ARIC meeting \$75.
- Deputy Presiding Member who presides at meeting due to absence of Presiding Member \$100.

Please note: If an independent member is unable to attend a meeting, they will not be paid for that meeting.

7. Closure

There being no further business, the Presiding Member thanked those in attendance and declared the meeting closed at 1:37pm.

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11. Recommendations from Committee Meetings for Council Consideration

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Resolution – Audit, Risk and Improvement Committee Meeting held 17 February 2025

Moved: Cr McKenzie

Seconded:

Cr Anderson

That Council ENDORSE the following recommendations from the Audit, Risk and Improvement Committee Meeting held 17 February 2025 being;

1. Item 6.1: That Council NOTES the Risk and Regulation Action Plan, as tabled to the Audit, Risk and Improvement Committee;
2. Item 6.2: That Council Receives the 2024 Compliance Audit Return, ADOPTS the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as contained in Attachment 6.2A, and AUTHORISES the Shire President and Chief Executive Officer to sign the joint certification and submit the completed 2024 Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2025; and
3. Item 6.3: That Council ADOPTS the updated “Audit, Risk and Improvement Committee Terms of Reference” as shown in Attachment 6.3A.

83543

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

12. Officer's Reports – Development Services

12.1 Proposed Parking Amendment Local Law

Development Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Peter Zenni, EMDS
Author:	Chris Liversage – Conway Highbury
Legislation:	Local Government Act 1995
File Reference:	LE/08/09
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A Draft Shire of Merredin Parking Amendment Local Law

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider advertising a draft Shire of Merredin Parking Amendment Local Law to reflect changes in other legislation and increase modified penalties currently in place as part of the Shire of Merredin Parking and Parking Facilities Local Law 2002, advertise the draft local law for public comment, and send a copy of the draft local law to the CEO of the Department of Local Government, Sport and Cultural Industries (DLGSC) as required by the *Local Government Act 1995* (the Act).

Background

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

In general, the local law is suitable for use in the Shire of Merredin (the Shire), however the penalties have not been reviewed to meet amendments in the Act.

Comment

Section 9.14 of the Act provides that a local law may provide for a maximum penalty of up to \$5,000 for a breach if prosecuted through a court, and s9.17(3) provides that a modified penalty of up to \$500 can also be imposed. The current penalty for a breach of the local law is \$1,000 (court imposed), with modified penalties (infringements) ranging from \$30 to \$60. The Local Law has not been updated since it came into effect.

A 'modified penalty' can be issued by an authorised person where a breach of a local law occurs and establishing the facts are relatively straightforward; alleged offences can still be heard in a court at an alleged offenders choice but rarely happens. Payment of the modified penalty is a relatively efficient way of dealing with the matter.

Maximum penalties are dealt with in clause 8.1(3) of the Parking Local Law. It is proposed to increase this to \$5,000 as provided in the Act.

Unless otherwise prescribed by regulation, s9.17(3) of the Act provides that the modified penalty (i.e. an infringement) that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court.

While this could then be up to \$500, if set too high collection of unpaid fines is likely to become problematic. In the Shire's case, it is suggested that a uniform modified penalty of \$100 be set for lower level offences and \$150 for more serious breaches. This can be done by replacing Schedule 2 of the Parking Local Law.

Changes to the *Local Government (Parking for People with Disabilities) Regulations 2014* have resulted in replacement of the term 'ACROD sticker' with the term 'disability parking permit'. The proposed amendment local law will address this issue and align the terminology with that specified by the regulations.

A draft Shire of Merredin Parking Amendment Local Law is attached (Attachment 12.1A).

Policy Implications

Nil

Statutory Implications

Amending a local law is done by making an amendment local law, using the process is set out in section 3.12(3) of the Act.

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

The purpose and effect of the Shire of Merredin Parking Amendment local law is:

Purpose

To amend the Shire of Merredin Parking and Parking Facilities Local Law 2002 to reflect changes in other legislation and to increase the maximum and modified penalties that may be imposed.

Effect

The Shire of Merredin Parking and Parking Facilities Local Law 2002 is amended.

A copy of the proposed local law is also to be sent to the Departmental CEO of the WA Department of Local Government, Sport and Cultural Industries.

The results of the consultation process are to then be considered by Council, who may then decide to make the local law, or make changes. If the changes are not minor, the new draft local law must be re-advertised for comment.

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 a skilled administration team who are committed to providing timely, strategic information and advice
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	Nil
Objectives:	4.4.1 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, to both act as a deterrent for motorists who park in an unsafe or irresponsible manner and to comply with the frequency of review provisions within the Act. Should the Shire not amend the parking local law, this will result in the application of out of date provisions and penalties. Accordingly, the risks associated with this proposal are considered Low (3) based on the Likelihood (1) and Consequence (3). Adoption of the Officer's Recommendation will eliminate this risk.

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

Resolution

Moved: Cr Billing

Seconded:

Cr McKenzie

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 Parking Amendment Local Law, and a summary of its purpose and effect;
 - b) Copies of the proposed local law may be inspected or obtained at the Shire of Merredin's offices during normal opening hours;
 - c) Submissions about the proposed local law may be made to the Shire of Merredin 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.

83544

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

LOCAL GOVERNMENT ACT 1995
Shire of Merredin
Parking Amendment Local Law 2025

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Shire of Merredin resolved on dd mm 2025 to make the following local law:

1. Citation

This local law is cited as the *Shire of Merredin Parking Amendment Local Law 2025*.

2. Principal local law

The *Shire of Merredin Parking and Parking Facilities Local Law* published in the *Government Gazette* on 7 October 2002 is referred to as the principal local law.

3. Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

4. Principal local law amended

The principal local law is amended as follows:

(a) In clause 1.3(1):

- i. The definition of 'ACROD' is deleted;
- ii. The following definition is added in the appropriate place in alphabetical order:
Disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

(b) In clause 2.3(3)(a) replace 'an ACROD sticker' with 'a disability parking permit';

(c) In clause 2.3(3)(b) replace 'ACROD sticker' with 'disability parking permit';

(d) In clause 3.1(2)(a)(i) replace 'an ACROD sticker' with 'a disability parking permit';

(e) In clause 3.1(2)(a)(ii) replace 'ACROD sticker' with 'disability parking permit';

(f) Clause 6.15 is deleted and replaced with 'Stopping by persons in parking stalls set aside for people with disabilities is dealt with by the *Local Government (Parking for People with Disabilities) Regulations 2014*';

(g) Clause 8.1(3) of the principal local law is deleted and replaced with the following:

- (3) Any person who commits an offence under this Local Law shall be liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

(h) The Second Schedule of the principal local law is replaced with the following:

**'Schedule 2
Parking and Parking Facilities Local Law
Prescribed Offences**

Item No.	Clause No.	Nature of Offence	Modified Penalty (\$)
1	2.2	Failure to park wholly within parking stall	100
2	2.2(4)	Failure to park wholly within parking area	100
3	2.3(1)(a)	Causing obstruction in parking station	150
4	2.3(1)(b)	Parking contrary to sign in a parking station	100
5	2.3(1)(c)	Parking contrary to directions of an authorised person	100
6	2.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	100
7	3.1(1)(a)	Parking wrong class of vehicle	100
8	3.1(1)(b)	Parking by persons of a different class	100
9	3.1(1)(c)	Parking during a prohibited period	100
10	3.1(3)(a)	Parking in a no parking area	100
11	3.1(3)(b)	Parking contrary to signs or limitations	100
12	3.1(3)(c)	Parking vehicle in a motorcycle only area	100
13	3.1(4)	Parking motorcycle in stall not marked "M/C"	100

Item No.	Clause No.	Nature of Offence	Modified Penalty (\$)
14	3.1(5)	Parking without permission in an area designated for "Authorised Vehicles Only"	100
15	3.2(1)(a)	Failure to park on the left of two-way carriageway	100
16	3.2(1)(b)	Failure to park on boundary of one-way carriageway	100
17	3.2(1)(a) or 3.2(1)(b)	Parking against the flow of traffic	100
18	3.2(1)(c)	Parking when distance from farther boundary less than 3 metres	100
19	3.2(1)(d)	Parking closer than 1 metre to another vehicle	100
20	3.2(1)(e)	Cause obstruction	100
21	3.3(b)	Failure to park at approximate right angle	100
22	3.4(2)	Failure to park at an appropriate angle	100
23	3.5(2)(a) and 6.2	Double parking	100
24	3.5(2)(b)	Parking on or adjacent to a median strip	100
25	3.5(2)(c)	Denying access to private drive or right of way	100
26	3.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	100
27	3.5(2)(e)	Parking within 10m of a traffic island	100
28	3.5(2)(f)	Parking on a footpath/ pedestrian crossing	100
29	3.5(2)(g)	Parking contrary to continuous line markings	100
30	3.5(2)(h)	Parking on intersection	100
31	3.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	100
32	3.5(2)(j)	Parking within 3 metres of a public letter box	100
33	3.5(2)(k)	Parking within 10 metres of intersection	100
34	3.5(3)(a) or (b)	Parking within 10 metres of the departure side of a bus stop, children's crossing or pedestrian crossing	100
35	3.5(4)(a) or (b)	Parking within 20 metres of the departure side of a bus stop, children's crossing or pedestrian crossing	100
36	3.5(5)	Parking within 20 metres of the approach side or departure side of a railway level crossing	100
37	3.6	Parking contrary to direction of an authorised person	100
38	3.7(2)	Removing mark of an authorised person	100
39	3.8	Moving vehicle to avoid time limitation	100
40	3.9(a)	Parking in thoroughfare for purpose of sale	100
41	3.9(b)	Parking unlicensed vehicle in thoroughfare	100
42	3.9(c)	Parking trailer/ caravan on a thoroughfare	100
43	3.9(d)	Parking in a thoroughfare for purpose of repairs	100
44	3.9(e)	Parking in a thoroughfare for purpose of maintenance	100
45	3.10(1) or (2)	Parking on land that is not a parking facility without consent	100
46	3.10(3)	Parking on land not in accordance with consent	100
47	3.11	Driving or parking on reserve	100
48	3.13	Failure to display ticket in parking station or area set aside	100
49	4.1(1)	Stopping contrary to a 'no stopping' sign	150
50	4.1(2)	Parking contrary to a 'no parking' sign	150
51	4.1(3)	Stopping within continuous yellow lines	150
52	5.1	Stopping unlawfully in a loading zone	150
53	5.2	Stopping unlawfully in a taxi zone or bus zone	150
54	5.3	Stopping unlawfully in a mail zone	150
55	5.4	Stopping in a zone contrary to a sign	150
56	6.1	Stopping in a shared zone	150
57	6.3	Stopping near an obstruction	150
58	6.4	Stopping on a bridge or tunnel	150
59	6.5	Stopping on crests/curves etc	150
60	6.6	Stopping near a fire hydrant	150
61	6.7	Stopping near a bus stop	150
62	6.8	Stopping on a path, median strip or traffic island	150
63	6.9	Stopping on verge	150
64	6.10	Obstructing a path, median strip or traffic island	150

Item No.	Clause No.	Nature of Offence	Modified Penalty (\$)
65	6.11	Stopping near letter box	100
66	6.12	Stopping heavy or long vehicles on carriageway	150
67	6.13	Stopping in bicycle parking area	100
68	6.14	Stopping in motorcycle parking area	100
69	7.6	Leaving vehicle so as to obstruct a public place	150
70		All other offences not specified	100

Dated dd mm 2025

The Common Seal of the Shire of Merredin was affixed by authority of a resolution of the Council in the presence of –

.....
President

.....
Chief Executive Officer

12.2 Application for Subdivision (WAPC 201283) Lots 50 and 104 South Ave, Merredin

Cr Van Der Merwe declared an Impartiality Interest in this Item.

Cr Van Der Merwe left the Chambers at 2:39pm for a personal matter.

Development Services 	
Responsible Officer:	Peter Zenni, EMDS
Author:	Paul Bashall, Planwest (WA) Pty Ltd, Consultant
Legislation:	<i>Planning and Development Act 2005</i> <i>Shire of Merredin Local Planning Scheme No.6</i>
File Reference:	A9220/A9211
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – WAPC Referral Documentation.

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider providing advice to the Western Australian Planning Commission (WAPC) that it has no objection to the proposed subdivision of Lots 50 and 104 South Ave (York-Merredin Rd), Merredin (WAPC Application No: 201283) resulting in the creation of three new lots, proposed Lot 110 (8.5ha), proposed Lot 111 (9ha) and proposed Lot 112 (0.39ha).

Background

An application for subdivision of land located in the southern part of Merredin townsite, has been submitted to the WAPC for approval. The WAPC is seeking comments from several servicing agencies, including the Shire of Merredin (the Shire), prior to issuing a determination on the application.

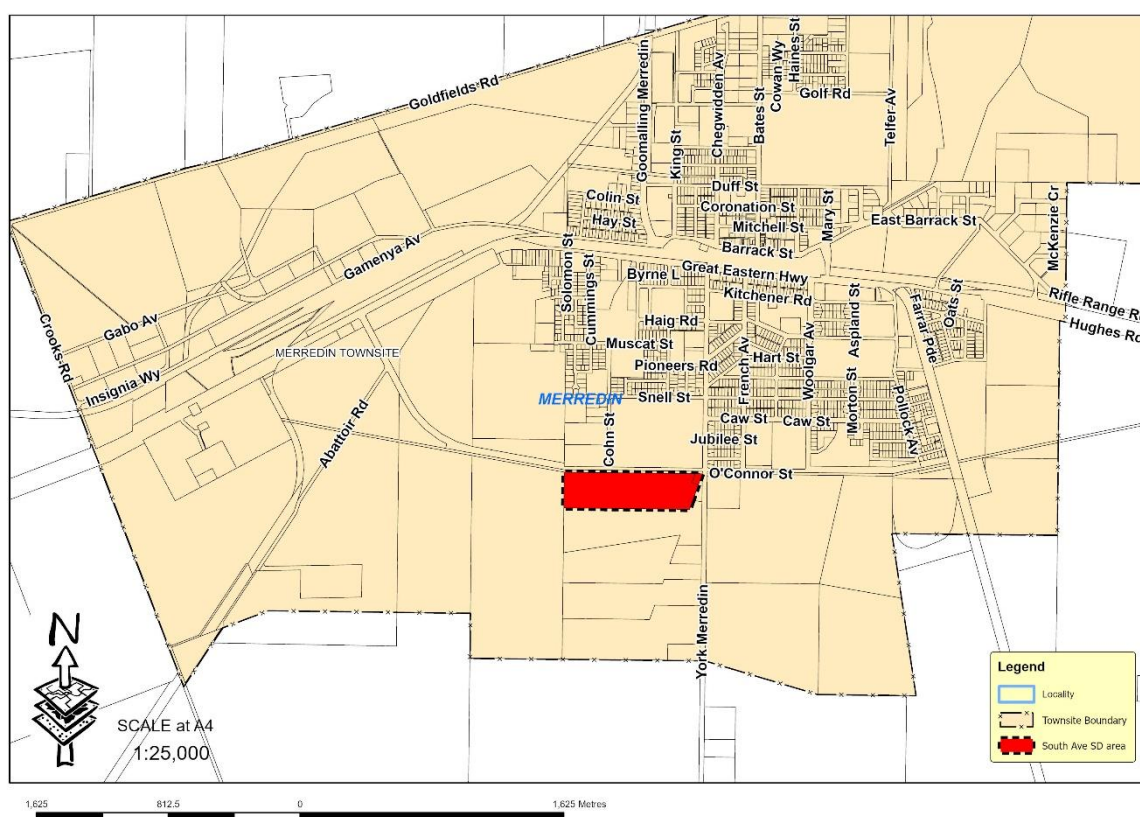
The proposed subdivision will slightly enlarge existing Lot 50 from 2,804m² to 3,900m², and subdivide the balance of Lot 104 into two lots of 8.5 and 9 ha. The net result is only one additional single lot.

Comment

The subject land is located on the Southwest corner of the York-Merredin Road and O'Connor Street. Strictly, the land has no frontage of an existing road reserve. Figure 1 provides a location plan showing the site in relation to the Merredin townsite.

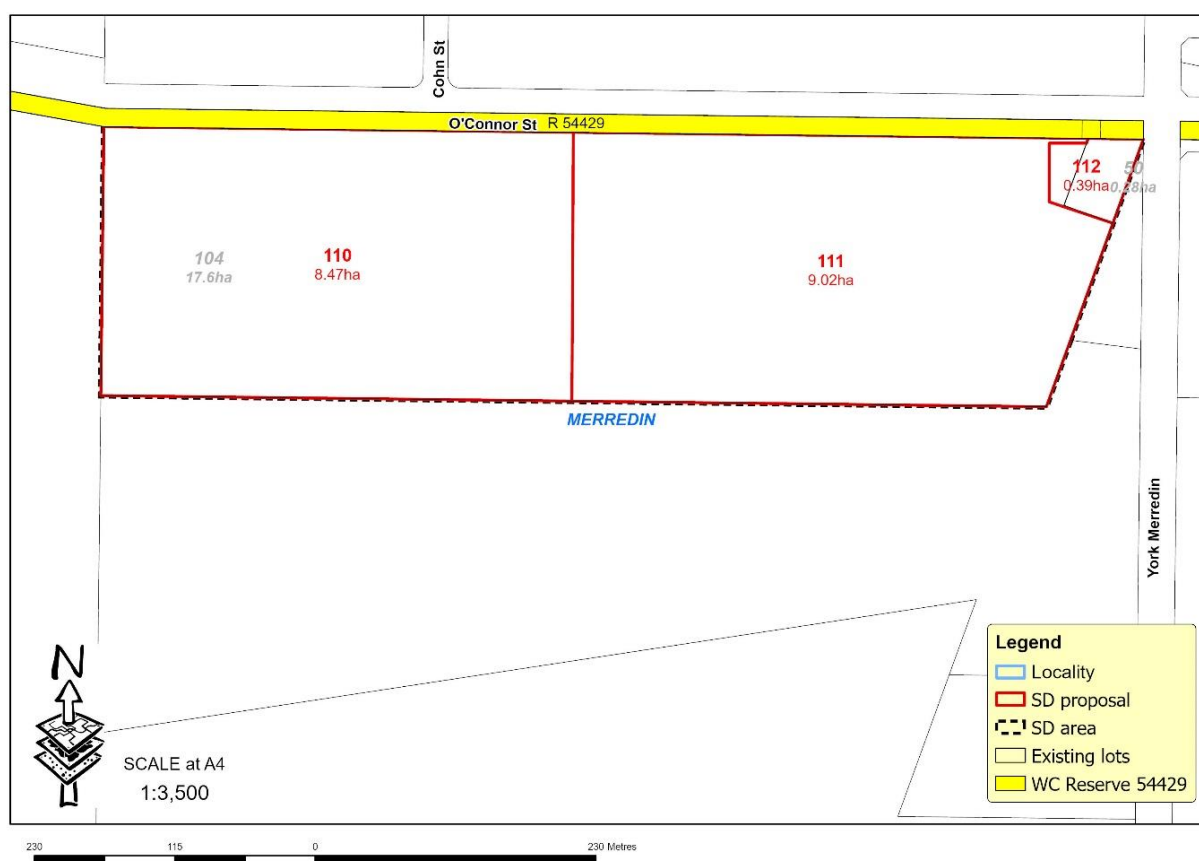
Figure 2 shows an enlargement of the subject land and the approximate proposed subdivision in red.

FIGURE 1 – LOCATION PLAN



Source: Landgate, DPLH, Planwest

FIGURE 2 – PROPOSED SUBDIVISION



Source: Landgate, DPLH, Planwest

The aerial photograph in Figure 3 is sourced from the subdivision application and shows several activities on the land including an existing dam, equipment storage shed and dwelling.

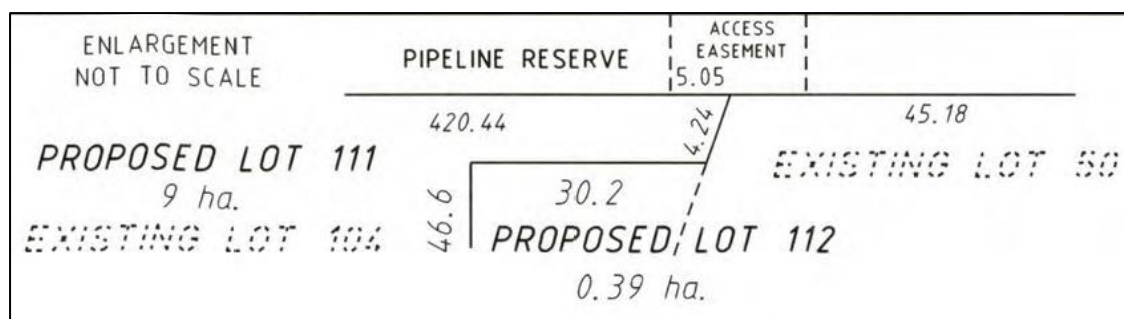
FIGURE 3 – AERIAL PHOTOGRAPH OF SUBJECT LAND



Source: SD Application, Planwest

Although Landgate mapping shows that the land fronts O'Connor Street, the abutting long property (shown yellow in Figure 2) is actually a Water Corporation Reserve for Water Supply. The application plan indicates that there is an 'Access Easement' across the Reserve (see Figure 4 for extract), however there is no documented evidence of this easement on the application or in a covering letter. Verbal advice from the surveyor indicates that the WAPC is aware of another access easement that will/could service proposed Lot 110. The subject land is in a difficult position as it has no frontage to a dedicated road reserve.

FIGURE 4 – EXTRACT FROM PLAN OF SUBDIVISION



Source: SD Application, Planwest

Statutory Planning Considerations

The subject land is zoned Rural Residential RR3. Figure 5 provides an extract from the Shire of Merredin Local Planning Scheme No 6 (the Scheme) mapping.

The Scheme text outlines the requirements for subdivision and development for land included in the Rural Residential zone, as shown below.

4.11 RURAL RESIDENTIAL DEVELOPMENT

4.11.1 Residential development shall comply with the R2 general site requirements of the Residential Design Codes.

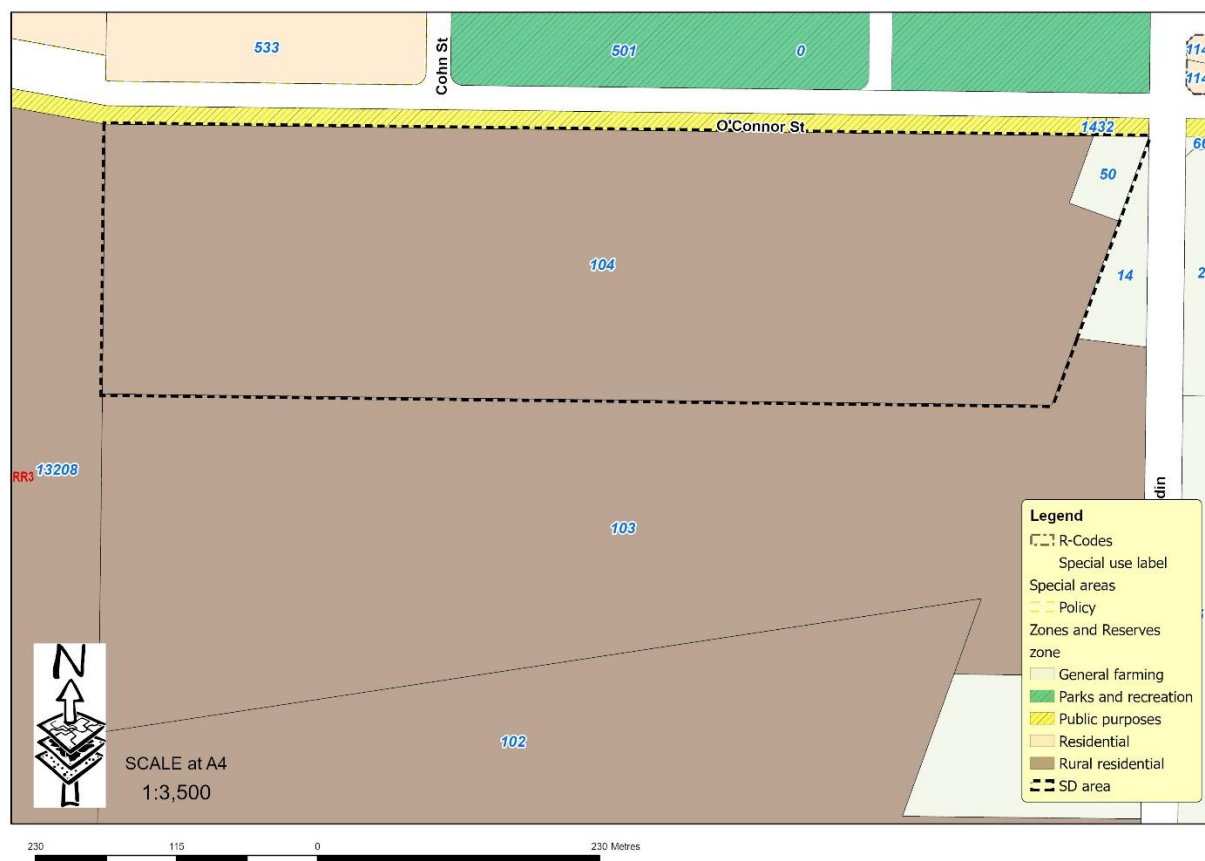
4.11.2 Subdivision and development shall only occur in accordance with an adopted Structure plan prepared in accordance with Part 4 of the deemed provisions.

4.11.3 Uses shall only be permitted in accordance with Table 1 - Zoning Table.

4.11.4 a) All lots within the Rural Residential zone will be connected to a reticulated water supply at the time of subdivision.

b) Notwithstanding clause a), where it is not practical and reasonable for lots to connect to a reticulated supply, the WAPC may consider a fit-for purpose domestic and potable water supply that includes water for firefighting. The supply must be demonstrated, sustainable and consistent with the appropriate standards for water and health.

FIGURE 5 – EXTRACT FROM SCHEME MAPPING



Source: Landgate, DPLH, Planwest

The intent of requiring a Structure Plan (SP) in these areas is to ensure that any development or subdivision does not compromise, or restrict, the future development or subdivision of the area. In this case, a SP would provide a better solution to assign a dedicated road to all lots in the SP design. The minimum lot size for the Rural Residential zone is 5,000m² (R2).

Clause 16 of the Deemed Provisions, that relates to the preparation of a SP, provides the WAPC with the authority to decide what manner or form, and what information, should be included in a SP.

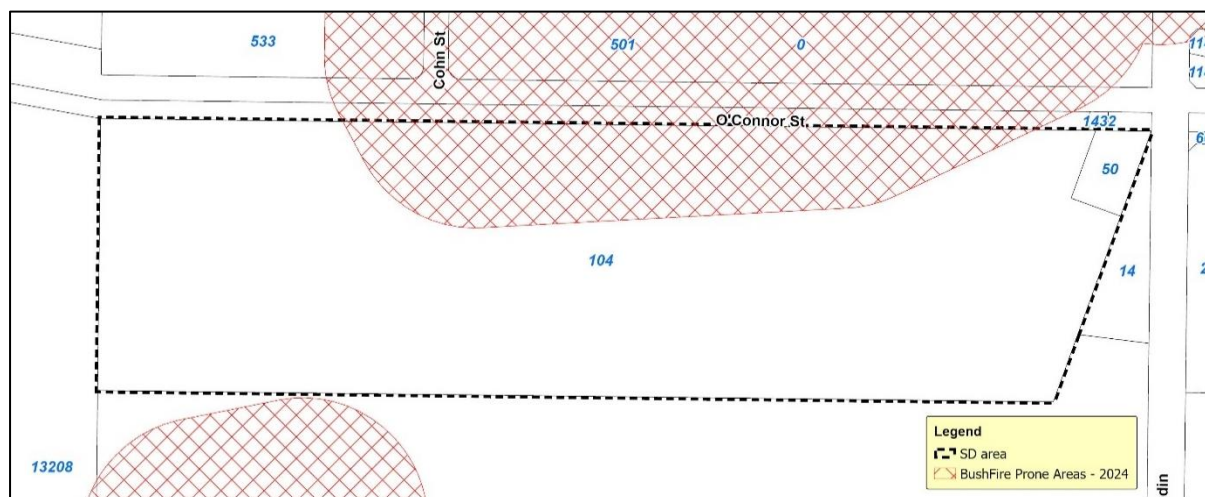
Currently the Shire is not aware of the existence of a SP for this area.

Bush Fire Management

The land is affected by Bushfire Prone mapping (see Figure 6) and therefore requires a Bushfire Management Plan (BMP).

The subdivision application is accompanied by a BMP that results in the establishment of a building envelope for each of the larger lots.

FIGURE 6 – BUSHFIRE PRONE MAPPING



Source: DFES, Landgate, Planwest

The smaller Lot (proposed Lot 112) has a small area of about 540m² with a BAL (Bushfire Attack Level) of 29. Notwithstanding this, as the Lot already supports an existing house, and is being made larger, the proposed subdivision does not create any new concerns.

Figure 7 shows an extract from the BMP for the BAL contours and setbacks for Proposed Lot 112. It is assumed that this proposed Lot will also need to use the 'Access Easement' across the Water Corporation Reserve as it also has no direct frontage to a dedicated road reserve.

FIGURE 7 – BUSHFIRE PRONE MAPPING FOR PROPOSED LOT 112



Source: BMP, Planwest

Road Access

As mentioned, the subject land currently has no frontage to a dedicated road reserve. O'Connor Street is a gravel road from the York-Merredin Road (South Ave) through to Cohn Street. All three new lots will need to be provided with access to an existing road reserve without any expense for the local government. This includes the applicant (or holder of the easement) making sure that the roadway crossover on the easement is constructed to the satisfaction of the local government.

Policy Implications

Nil

Statutory Implications

Compliance with the *Planning and Development Act 2005*.

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

The Scheme is currently the subject of an Omnibus Amendment that seeks to update and improve the relevance of the Scheme, however the control of subdivision and development within the rural residential areas remain unchanged.

Strategic Implications

Ø 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

Ø 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

Ø Strategic Resource Plan

Nil

Risk Implications

Subdivisional processes are statute-based requirements subject to approval of the WAPC with comments from various stakeholders including the relevant local government authority.

Whilst the Council may not object to the principle of the subdivision, it is the WAPC that needs to determine the compliance with the Scheme and basic subdivisional requirements like servicing, access, bushfire restrictions and the need to upgrade facilities due to a potential increase in usage. Overall, the risks associated with this proposal are considered Low (3) based on the Likelihood (1) and Consequence (3) of an adverse event associated with the proposed subdivision taking place.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr McKenzie

Seconded:

Cr Billing

That Council ADVISES the Western Australian Planning Commission that it has no objection to the proposed subdivision of Lots 50 and 104 South Ave (York-Merredin Rd), Merredin (WAPC Application No: 201283), resulting in the creation of three new lots, proposed Lot 110 (8.5ha), proposed Lot 111 (9ha) and proposed Lot 112 (0.39ha) as outlined in Attachment 12.2A, subject to the following;

83545

1. Compliance with the Shire of Merredin Local Planning Scheme No.6 provisions relating to subdivision and development of land within the Rural Residential zone (clause 4.11 of the Scheme refers);
2. All proposed Lots to be connected to a dedicated road reserve that may require legal agreements with Water Corporation for access across the Water Supply Reserve 54429;
3. Access easements to be located and constructed to the satisfaction of the local government;
4. Compliance with the Bushfire Management Plan; and
5. The Applicant is advised that the Shire does not intend to undertake any upgrade works to O'Connor Street as part of this subdivision application.

CARRIED 5/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie

Against: Nil

OFFICIAL



Our Ref : 201283
 Previous Ref :
 Your Ref : Lot 50 & 104 South Avenue Merredin
 Enquiries : Andrew Karagoglou (6552 4563)

17 January 2025

Application No: 201283 - Lot 50 & 104 South Avenue Merredin

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by 28 February 2025 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule (1 January 2024) in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: <http://www.dplh.wa.gov.au>

Please send responses via Planning Online Portal here:
<https://planningonline.dplh.wa.gov.au/>

This proposal has also been referred to the following organisations for their comments:
Main Roads, Wheatbelt, Merredin, Shire of, DBCA - Wheatbelt, Western Power, Water Corporation and LG Merredin, Shire of.

Yours faithfully



Ms Sam Boucher
 WAPC Secretary

APPLICATION DETAILS

Application Type	Subdivision	Application No	201283
Applicant(s)			

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Owner(s)			
Locality	Lot 50 & 104 South Avenue Merredin		
Lot No(s).	104, 50	Purpose	Subdivision
Location	No street address information available, No street address information available	Local Gov. Zoning	GENERAL FARMING, RURAL RESIDENTIAL
Volume/Folio No.	2136/471, 2022/959	Local Government	Merredin, Shire of
Plan/Diagram No.	95166, 86549	Tax Sheet	
Centroid Coordinates			
Other Factors	BUSHFIRE PRONE AREA, THREATENED FAUNA BUFFER, MRWA - STATE ROAD EXTERNAL REFERRAL		

Form 1A - Preliminary approval application

Lodgement ID	2025-00008		
Date submitted	10/01/2025		
Submitted by	Lee Maclean		
Your reference	Lot 50 & 104 South Avenue Merredin		
Location of subject property	Lot 50 & 104 South Avenue Merredin		
Existing tenure	Freehold (Green Title)	Application type	Subdivision
Proposed tenure	Freehold (Green Title)		

Applicants

Applicant (1)			
Is person the primary applicant?	Yes		
Is the applicant an organisation/company?	Yes	Is the applicant a landowner?	No
Organisation/company	[REDACTED]	ACN/ABN	11054353687
Name	[REDACTED]	Position	Director
Email	[REDACTED]		
Phone number	[REDACTED]	Additional phone no.	N/A
Address	[REDACTED]	Additional phone no. type	N/A
	Gosnells 6990 Australia		

Certificate of Title details

Certificate of Title (1)			
Volume	2022	Folio	959
Plan number	86549	Lot number	50
Part lot?	No	Location	No street address information available
Reserve number	N/A		
Address	No Street Address Information Available Merredin	Nearest road intersection	N/A
Certificate of Title (2)			
Volume	2136	Folio	471
Plan number	95166	Lot number	104
Part lot?	No	Location	No street address information available
Reserve number	N/A		
Address	No Street Address Information Available Merredin	Nearest road intersection	N/A

--

Landowners

Have all registered proprietors (landowners) listed on the Certificate/s of Title provided consent?	Yes
Are any of the landowner's names different from that shown on the certificate of title?	No

Landowner (1)

Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	██████████	Position	N/A
Email	██████████████████		
Phone number	██████		
Address	██████		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	22/11/2024		

Landowner (2)

Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	██████████	Position	N/A
Email	██████████████████		
Phone number	██████		
Address	██████		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	22/11/2024		

Landowner (3)

Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	██████████	Position	N/A
Email	██████████████████		
Phone number	██████		
Address	██████		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	27/11/2024		

Landowner (4)

Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	[REDACTED]	Position	N/A
Email	[REDACTED]		
Phone number	[REDACTED]		
Address	[REDACTED]		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	27/11/2024		
Landowner (5)			
Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	[REDACTED]	Position	N/A
Email	[REDACTED]		
Phone number	[REDACTED]		
Address	[REDACTED]		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	10/12/2024		
Landowner (6)			
Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	[REDACTED]	Position	N/A
Email	[REDACTED]		
Phone number	N/A		
Address	[REDACTED]		
	Merredin 6415 Australia		
Consent to apply:			
Has this landowner provided consent to apply?		Yes	
Date of consent document	10/12/2024		

Additional consent to apply

Consent to apply checklist

Current copies of all records of title are attached

Yes

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All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. This includes landowners specified on a certificate of title for a leasehold lot	No
Consent to apply is given on behalf of landowners or tier 1 corporation	Yes
The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance	No
Consent to apply is given by or on behalf of joint tenant survivors	No
Consent to apply is given by or on behalf of an executor of a deceased estate	No
This application includes land that is owned by or vested in or held by management order by a government agency or local government	No
This application includes Crown land	No

Summary of the Proposal			
Existing tenure	Freehold (Green Title)	Application type	Subdivision
Proposed tenure	Freehold (Green Title)		
Local government where the subject land is located		Merredin, Shire of	
Additional local government/s where the subject land is located		N/A	
Have you submitted a related application?		No	
Lodgement ID of related application		N/A	
How is the application related?		N/A	
Land use and lots			
Current land use	Residential & Grazing (sheep)		
Total number of current lot/s subject of this application	2	Number of proposed lot/s	3

Proposed use/development:			
Proposed zone (1)	Residential	Zone lot size	3000 - 3999 m2
		Number of zone lots	1
Proposed zone (2)	Rural	Zone lot size	5 HA - 10 HA
		Number of zone lots	2

Reserved lots:			
Reserve lot type (N/A)	N/A	Number of reserve lots	N/A

Dwellings, outbuildings and structures			
Does the subject lot/s contain existing dwellings, outbuildings and/or structures?			Yes
Dwellings:			
Number of dwellings	1	Specify details	All to be retained
Details of partially retained/ removed dwellings	N/A		
Outbuildings:			
Number of outbuildings	1	Specify details	All to be retained
Details of partially retained/ removed outbuildings	N/A		
Other development:			
Specify details	5 Sea containers on Lot 104		

Amendment		
Type 1 (a) Addition of land from outside the parcel of a strata titles scheme to common property in the scheme (but not including temporary common property)		No
Type 1 (b) Conversion of a lot in a strata titles scheme to common property in the scheme		No
Type 2 Removal from the parcel of a strata titles scheme of land comprised of common property		No
Type 3 Consolidation of 2 or more lots in a strata titles scheme into 1 lot in the scheme (not affecting common property in the scheme)		No
Type 4 Subdivision that does not involve the alteration of the boundaries of the parcel and is not a type 1, type 2 or type 3 subdivision		No
Termination		
Strata company resolution in support of the termination proposal is available?		No
Has an outline termination proposal been prepared?		No
Survey-Strata or Leasehold (Survey-Strata)		
Is common property proposed?		No
Does the plan of subdivision show the indicative internal sewer and water connections to each lot?		No
Proposed leasehold scheme term		N/A
Is an option for postponement of the leasehold expiry scheme proposed?		No
What is the proposed postponement timeframe?		N/A
Strata or Leasehold (Strata)		
Is common property proposed?		No
Does this application relate to an approved development application?		No
Development application approval date/s	N/A	Development application reference number/s
		N/A
Does this application relate to an approved building permit?		No
Building permit issue date/s	N/A	Building permit reference number/s
		N/A
Is it proposed to create a vacant strata lot by registration of the plan?		No
Number of vacant strata lot/s	N/A	
Details of restrictions to be placed on any lots on the plan	N/A	
Leasehold scheme proposed timeframe	N/A	
Is an option for postponement of the leasehold expiry scheme proposed?		No
Proposed postponement timeframe	N/A	

Subdivision details	
Transport impacts	
Are there 10 - 100 vehicle trips in the subdivision's peak hour?	No
Are there more than 100 vehicle trips in the subdivision's peak hour?	No
Access to/from, right-of-way or private road	
Access is to be provided from an existing right of way or private road?	Yes
Road and rail noise	
Is the proposal within the trigger distance of a strategic transport route as defined by State Planning Policy 5.4?	No
Contaminated sites	
Has the land ever been used for potentially contaminating activity?	No

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Does the land contain any site or sites that have been classified under the Contaminated Sites Act 2003?	No
Does the land contain any site or sites that have been reported or are required to be reported under the Contaminated Sites Act 2003?	No
Information requirements liveable neighbourhoods	
Is this application to be assessed under the Liveable Neighbourhoods policy?	No
Acid sulfate soils	
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location?	No
Bushfire prone areas	
Is all, or a section of the subdivision in a designated bushfire prone area?	Yes
Has a Bushfire Attack Level (BAL) Contour Map been prepared?	Yes
Does the BAL Contour Map indicate areas of the subject site as BAL-12.5 or above?	Yes
Has a Bushfire Management Plan (BMP) been prepared?	Yes
On-site sewerage disposal	
Is on-site sewerage disposal proposed?	Yes
Is it proposed to create lots of 4ha or smaller?	No
Has a site and soil evaluation been provided?	No

Final Checklist	
Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval	Yes
Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached	Yes
The subdivision plan is capable of being reproduced in black and white format	Yes
The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4	Yes
All dimensions on the subdivision plan are in metric standard	Yes
The north point is shown clearly on the subdivision plan	Yes
The subdivision plan shows all lots or the whole strata or community titles (land) scheme plan (whichever is applicable)	Yes
The subdivision plan shows all existing and proposed lot boundaries	Yes
The subdivision plan shows all existing and proposed lot dimensions (including lot areas)	Yes
The subdivision plan shows the lot numbers and boundaries of all adjoining lots	Yes
Is a battleaxe lot/s proposed?	No
The subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot	No
The subdivision plan shows the name/s of existing road/s	Yes
Is a new road/s proposed to be created?	No
The subdivision plan shows the width of proposed road/s	No
Is the land vacant?	No
The subdivision plan shows all buildings and/or improvements, including driveways and crossovers (including setbacks) which are to be retained, or removed	Yes
Does the land contain features such as watercourses, wetlands, significant vegetation, flood plains and dams?	No
The subdivision plan shows features such as watercourses, wetlands, significant vegetation, flood plains and dams?	No
The subdivision plan shows all electrical, sewer and water infrastructure. For on-site sewerage disposal, the indicative disposal areas for wastewater distribution are to be shown	Yes
Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas	No

Estimated Fee & Payment Details			
Estimated fee payable	[REDACTED]		
Number of proposed lots	3	Number of reserved lots	0
Payer details			
Would you like to nominate that the invoice is sent to another party for payment?			No
Payer name	Alan Marsh	Organisation/company	[REDACTED]
Phone number	[REDACTED]	Email	[REDACTED]
Postal address	[REDACTED]	City/Town/Suburb	Gosnells
Postcode	6990		
Submit application			
Are the payer's details correct?			Yes
Have you checked the Summary of the Proposal and acknowledged all items?			Yes

Attachments	
Document type	Document
Certificate of Title	CT Lot 50.pdf
Certificate of Title	CT Lot 104.pdf
Export PDF - Lodged application	20250110 2025-00008 No Street Address Information Available, Merredin - Form 1A.pdf
Landowners Consent	Form 1A Consent.pdf
Other (please specify)	BAL Report pages 1 to 7 Introduction & Proposal details.pdf
Other (please specify)	BAL Report pages 8 to 23 Environmental Considerations.pdf
Other (please specify)	BAL Report pages 24 to 32 Compliance & Justifications.pdf
Other (please specify)	BAL Report pages 33 to 44 Roles & Responsibilities.pdf
Other (please specify)	20241219 Form 1A Application - [REDACTED] - Lot 104 O'Connor St and Lot 50 South Avenue, Merredin.pdf
Other (please specify)	Image090125115302.pdf
Plan or diagram of survey	Image090125115233.pdf
Subdivision plan	Plan.pdf
Tax Invoice	Tax Invoice - INV0004216 - 20250113.pdf
Tax Invoice - Receipt	Tax Invoice Receipt - INV0004216 - 20250115.pdf

WAPC contact information			
Infoline	1800 626 477	Planning Online	https://planningonline.dplh.wa.gov.au
Web address	www.dplh.wa.gov.au	Email	corporate@wapc.wa.gov.au
Perth	Albany	Bunbury	Mandurah
140 William Street Perth, 6000 Locked Bag 2506 Perth, 6001 (08) 6551 9000	178 Stirling Terrace PO Box 1108 Albany 6331 (08) 9892 7333	Sixth Floor Bunbury Tower 61 Victoria Street Bunbury 6230 (08) 9791 0577	Level 1 - Suite 94 16 Dolphin Drive Mandurah 6210 (08) 9586 4680

1. ALL DIMENSIONS AND AREAS ARE SUBJECT TO SURVEY
2. PORTION OF LAND IS BUSHFIRE PRONE AND IS SUBJECT TO BMP INCLUDED AS PART OF APPLICATION
3. O'CONNOR STREET & SOUTH AVENUE ARE CONSTRUCTED
4. NO EXISTING INFRASTRUCTURE AFFECTED

DEPARTMENT OF PLANNING, LANDS
AND HERITAGE

DATE
16-Jan-2025

FILE
201283

ENLARGEMENT
NOT TO SCALE

PIPELINE RESERVE

ACCESS
EASEMENT
5.05

PROPOSED LOT 111
9 ha.
EXISTING LOT 104

420.44
30.2
46.6
PROPOSED LOT 112
0.39 ha.

45.18
EXISTING LOT 50

13208



103

50 0 250
SCALE 1:3000
ALL DISTANCES ARE IN METRES



LEGEND

- PROPOSED LOT BOUNDARY
- - - EXISTING LOT BOUNDARY
- CONTOUR
- P — EXISTING POWER LINE

EXISTING LOT DETAILS

LOT 104 ON D 95166
C/T 2136 / 471
AREA 17.61 ha.

LOT 50 ON D 86549
C/T 2022 / 959
AREA 0.28 ha.

PROJECT:

PROPOSED SUBDIVISION OF
LOT 104 ON D 95166 & LOT 50 ON D 86549
SOUTH AVENUE MERREDIN
SHIRE OF MERREDIN

CONTACT:



CLIENT:

G & C DAVIES
and K & W SHELTON
D & G McCALL

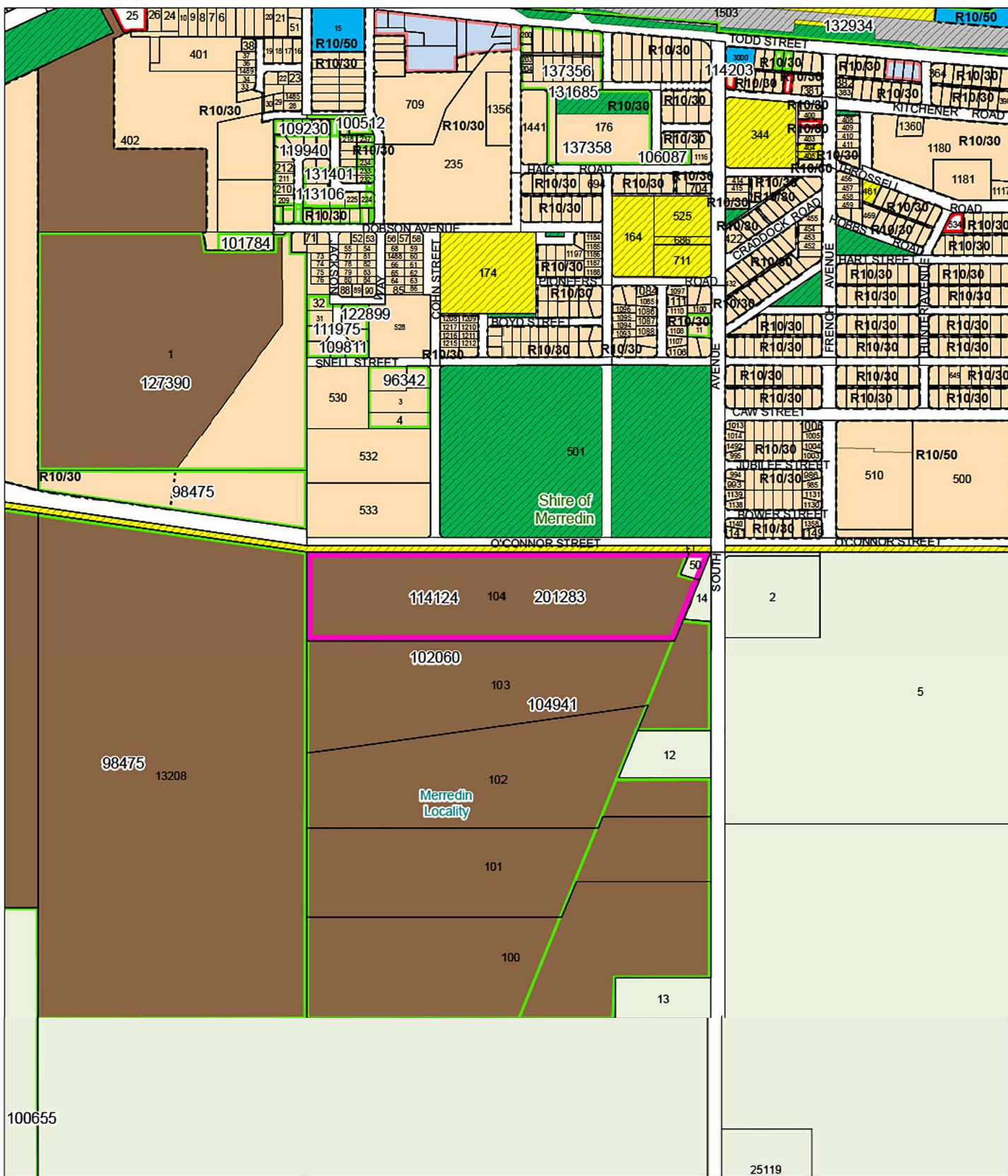
Date : 4/12/2024

Scale : 1: 3000 @ A3

Datum : AHD

Co-ord : ASSUMED

DWG :



Location Plan for: Subdivision Application

This data is to be used only for the processing of a
Subdivision Application

Application Number: **201283**

Decision: **Outstanding**

Printed: **16/01/2025**

WAPC
Western Australian
Planning Commission

Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1447-2023-1

Application Status

- Approved
- Refused
- Outstanding

Existing LPS Zones and Reserves

- R Code boundaries

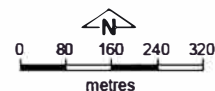
Easements and Referrals

- Easements

Region Scheme Reserves

Localities & Local Government Boundaries

- Local government boundary
- Locality





Lot 104 & 50 O'Connor Street.

Merredin, WA

Version 3.0

BMP No: 24297v3.0

Bushfire Management Plan
Proposed Development of Single Lot

Sb- Multi Lot Subdivision, 2x Proposed Building
Envelopes

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List of figures

- Figure 1: Copy of site plan(s)
Figure 2: Proposed Location
Figure 3: Map of bushfire prone areas for the subject site
Figure 4: Vegetation Classification Map
Figure 5: Indicative BAL Contour Map
Figure 6: Individual Lot minimum Setback Maps

Bushfire Management Plan Coversheet

Addressing the Bushfire Protection Criteria

Site Address: Lot 104 & 50 O'Connor Street, Merredin, Western Australia,

Site Visit: Yes ☒ No ☐

Date of site visit: 5 March 2024

Report Author: Dwayne Griggs, WA Fire & Safety

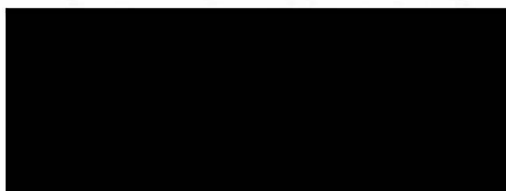
(BMP) Bushfire Management Plan Number: BMP 24297v3.0

BMP Date: 6 December 2024

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?		X
Have any of the bushfire protection criteria elements been addressed using a performance principle (tick no if only acceptable solutions have been used to address all the bushfire protection criteria elements)?		X
Is the proposal any of the following (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)		X
Strategic planning proposal (including rezoning applications)		X
High risk land-use		X
Vulnerable land-use		X

Note: Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

The information provided within this bushfire management plan to the best of my knowledge is true and correct:



Dwayne Griggs, WA Fire & Safety, 6 December 2024

Document control

Report version	Purpose	Author/reviewer and accreditation details	Date submitted
1.0	Approval of a 3 Lot Subdivision, 2x Proposed Building Envelopes	Dwayne Griggs Level 2- BPAD40466	14 October 2024
2.0	Building Envelope Changes	Dwayne Griggs Level 2- BPAD40466	5 November 2024
3.0	Building Envelope Changes	Dwayne Griggs Level 2- BPAD40466	6 December 2024

Disclaimer

The Bushfire Management Plan prepared by WA Fire & Safety (Dwayne Griggs BPAD40466), is solely intended for the use of:

1. Current & future landowners
2. Developers & contractors engaged by the current landowners
3. Local Government Authority (LGA)

The enclosed strategies intended for the mitigation of the bushfire risk for this development are the minimum standard and the risk is assessed to the ability of the bushfire consultant and provided information from all stakeholders at the time of the accepted task.

This BMP considers the bushfire aspects of planning only and does not consider all the environmental aspects involved. A limited environmental survey has been completed and further consultation and/or approval for vegetation clearances is up to the Local Government Authority (LGA).

The setbacks and distances for the Asset Protection Zone(s) APZs should be confirmed at the time of vegetation modification for the proposed structures and after the vegetation clearance a final inspection may be required to provide a to confirm distance and issue a BAL certificate, thus ensuring the correct risk mitigation distances has been achieved, the decision for a final inspection is up to the LGA.

There is no guarantee that in the event of a bushfire that property loss will not occur, and the author has used the information provided, appropriate guidelines and due care to provide what they believe is the best possible solution to combat a relatively unpredictable fire threat.

WA Fire & Safety (Dwayne Griggs) excludes all liability for any damage, loss, injury or claim from any fire event, by the acceptance of this BMP the property owner is made aware and agrees to this exclusion of liability.

The ongoing responsibility falls on the landowner for the correct site maintenance to maintain the BAL Levels outlined inside this BMP and their continuance to mitigate the risks involved with extreme fire behaviour. The poor maintenance of vegetation, fuel loads, APZ requirements, Local government fire break notices and fire risk mitigation strategies provided within this BMP can severely impact the level of risk that a fire event can have. If the landowner believes that any factors have changed or modified the potential risk, then the bushfire consultant should be informed, and a new BMP may be required.

On submission of this BMP the landowner authorises direct contact from the LGA to the bushfire consultant for any issues, changes, or queries, contact details are below.

This Bushfire Management Plan is Valid for 3 years from the date completed.

Compliance Statement

This document has been prepared in accordance to the State Planning Policy 3.7 Planning in bushfire prone areas 2021 and the Guidelines for planning in bushfire prone areas v1.4 December 2021.

Bushfire Management Plan Author & Reviewer:

WA Fire & Safety, Maida Vale, Western Australia

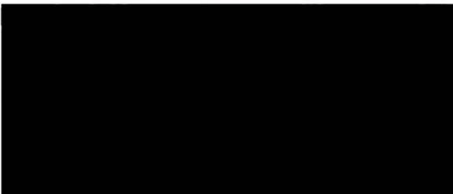
Dwayne Griggs

Level 2 FPAA Accredited Practitioner

Accreditation Number: BPAD40466

Phone: 0415684681

Email Admin@wafiresafety.com.au



1.0 Introduction and Proposal Details

This BMP has been requested by the landowners for the proposed subdivision of Lot 104 & 50 O'Connor Street, Merredin, Western Australia, within the LGA of the Shire of Merredin.

The zoned General Farming lot is currently identified as inside the bushfire prone area, existing Lot 104 that is in an undeveloped stage.

The zoned General Farming existing Lot 50 is outside the bushfire prone area and has an established class 1a Dwelling which is positioned at the northeast corner

This proposed application is for a 3 lot subdivision with the subject lot being split down the centre and the existing dwelling Lot to be split in the northeast corner creating:

1. Lot 112 (Northeast corner) of 0.39 ha keeping the established structures and,
2. Lot 110 (Western side) 8.5 ha being not developed but with the ability to provide building envelope (Blue) 110m x 80m entirely inside the lot that achieves BAL-29 or less.
3. Lot 111 (Eastern side) 9 ha being not developed but with the ability to provide building envelope (Blue) 110m x 80m entirely inside the lot that achieves BAL-29 or less.

The assessed bushfire risk for the lot is Low to extreme, BAL-29 or less is achievable for both Proposed Building Envelopes of Lots 110 & 111 with vegetation separation and an APZ (Asset Protection Zone) established inside the lot(s).

Determined BAL rating is BAL-FZ on the day of the site visit and further vegetation modification is required to achieve BAL-29 or below for both Proposed Building Envelopes of Lots 110 & 111.

1.1 Site Location

The proposed development is located 2km South of Merredin Centre on O'Connor Street with access from all directions.

1.2 Aims and Objectives

The aim of this Bushfire Management Plan is to identify issues, requirements and provide bushfire risk mitigation measures for the proposed development. Aims for this site include:

- avoid increasing the threat to people, property and infrastructure
- reduce the developments vulnerability from extreme bushfire behaviour
- allow ingress and egress for fire and emergency services
- consider and minimize environmental impacts by reducing vegetation modification.

The objectives of this Bushfire Management Plan are to:

- demonstrate suitability for development
- display bushfire risk levels, fuels, vegetation types and the impact before and after
- show Bushfire management strategies recommended for the site
- demonstrate compliance with the bushfire protection criteria and the use of acceptable solutions for the site.

1.3 Document Preparation

Dwayne Griggs from WA Fire & Safety a BPAD Level 2 accredited practitioner with the Fire Protection Association of Australia has conducted the site assessment and prepared this BMP.

FIGURE 1: Copy of Site Plans

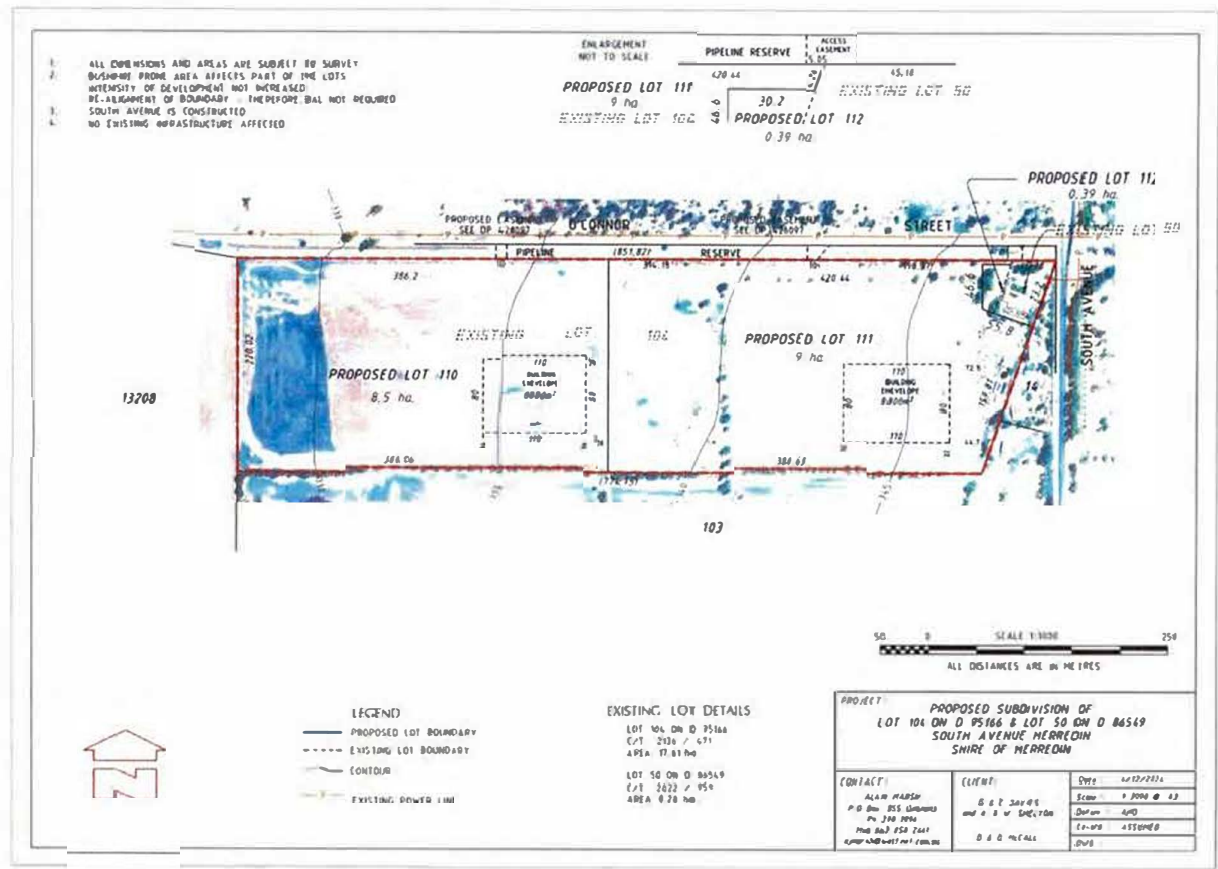


FIGURE 2: Proposed Location

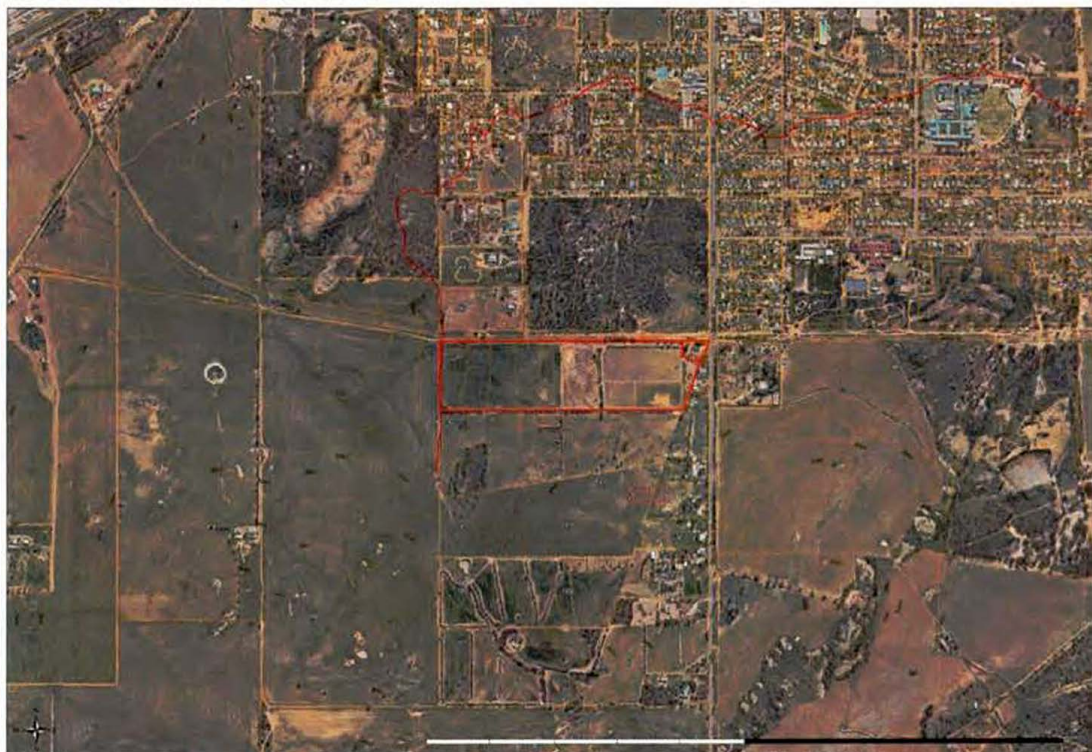
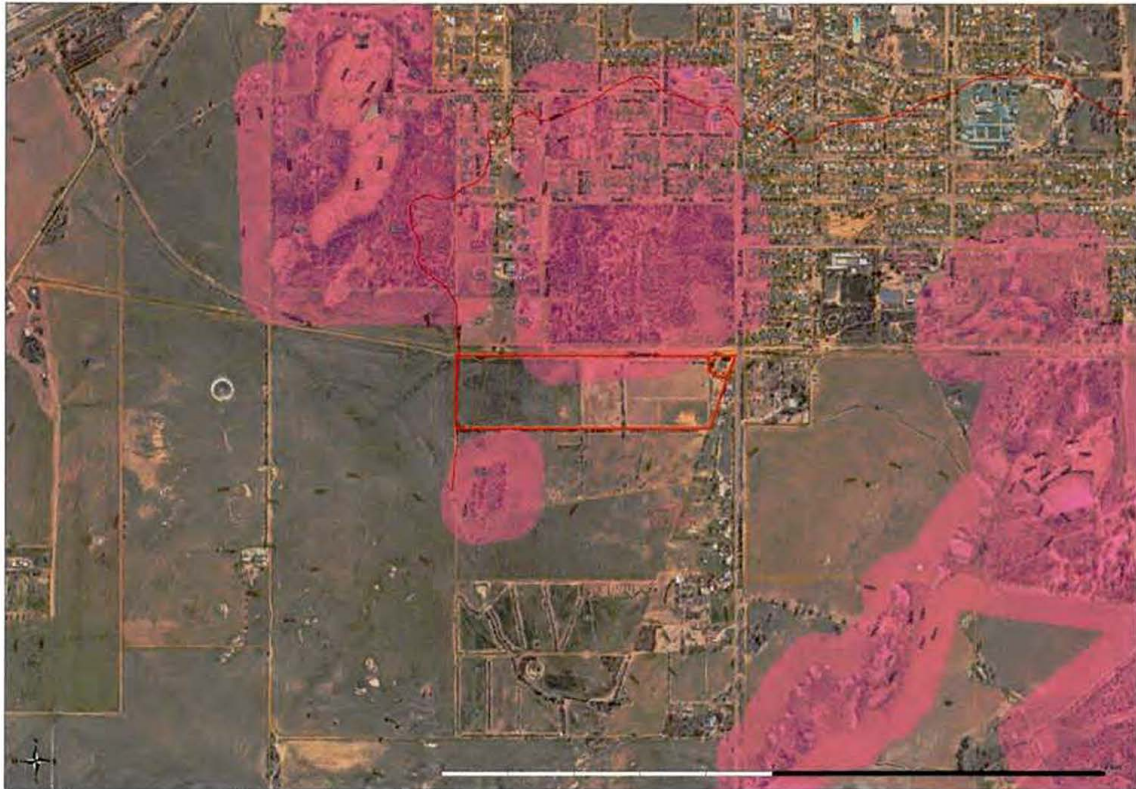


FIGURE 3: Map of Bushfire Prone Areas for the subject site



Site is partly inside the bushfire prone area.

2.0 Environmental Considerations

Limited considerations below have been assessed with no issues:

Department of Biodiversity, Conservation and Attractions (DBCA)

Conservation category wetlands and buffer DBCA-019,

Augusta to Walpole DBCA-017)

RAMSAR wetlands (DBCA-010)

Threatened and priority flora (DBCA-036) – May require investigation.

Threatened Ecological Communities (DBCA-038) – May require investigation.

Department of Planning, Lands and Heritage

Bush Forever areas 2000 (DPLH-019)

Department of Water and Environmental Resources (DWER)

Clearing regulations – Environmentally Sensitive Areas (DWER-046)

Swan Bioplan Regionally Significant Natural Areas 2010 (DWER-070)

Department of Primary Industries and Regional Development (DPIRD)

Conservation Covenants Western Australia (DPIRD-023)

2.1 Native vegetation – Modification and Clearing

No Vegetation Modification or clearing is required for this current proposal.

2.2 Revegetation/Landscape Plans

Revegetation inside the APZ will be designed and maintained as per the standards for APZ's (Appendix 1) and the Local Government Authority Firebreak Notice (Appendix 2)

Landscaping plans have not been provided; the intention is to have the existing native vegetation modified to a low threat state inside the APZ as per the Standard for APZ's (Appendix 1).

3.0 Bushfire Assessment Results

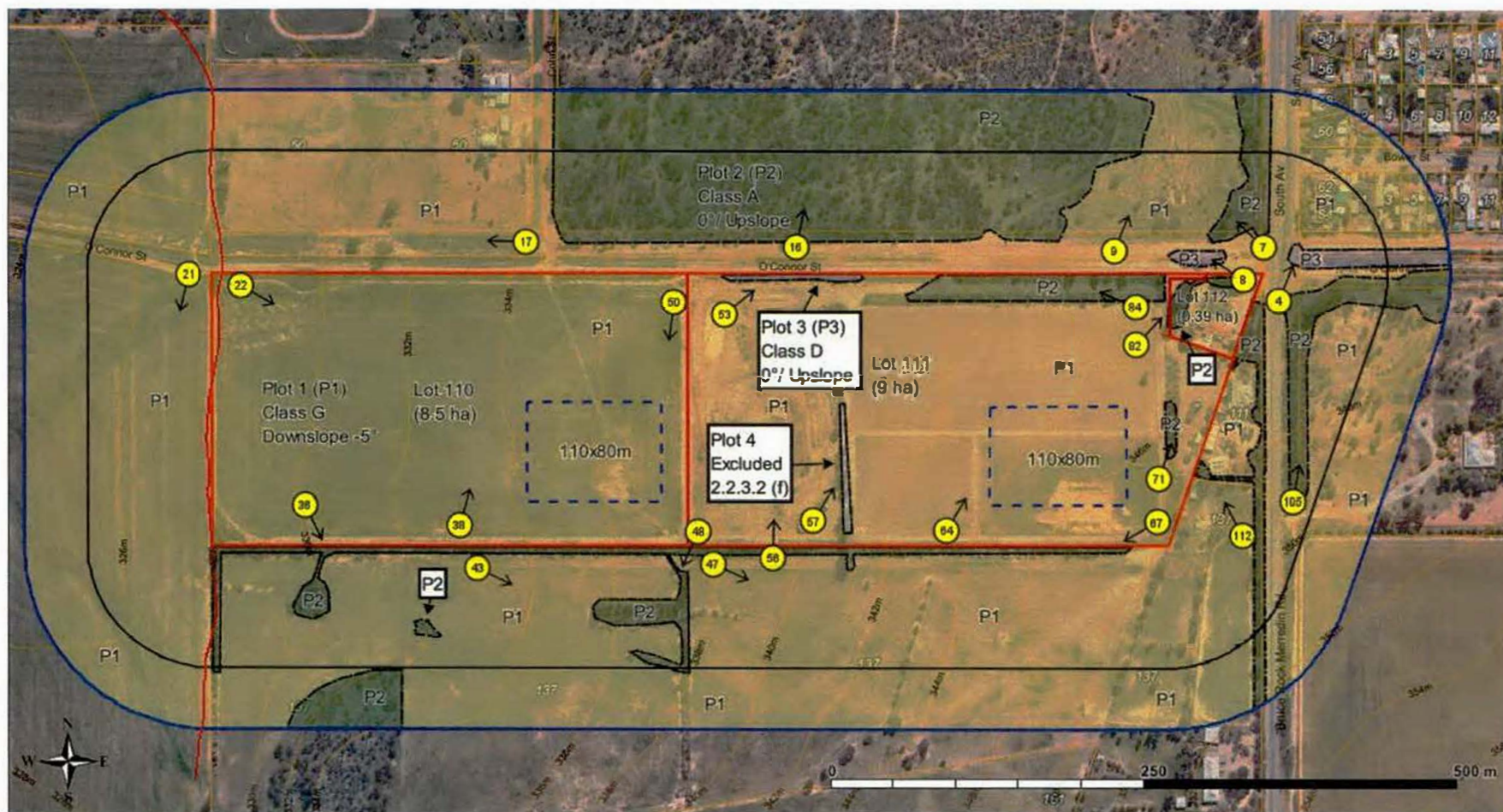
The site requires a BAL assessment in accordance with clause 6.5 of SPP 3.7. The assessment of this site or development was undertaken by Dwayne Griggs of WA Fire & Safety, a BPAD Accredited Level 2 Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1). All vegetation within 150m of the proposed site has been assessed and classified in accordance with AS3959.

3.1 Vegetation Classification

Vegetation and land use within 150 m of the site has been classified as per descriptions included in AS 3959 – 2018 *Construction of Buildings within Bushfire Prone Areas*.

All vegetation inside the 150m Vegetation survey is either Class A Forest, Class G Grassland and Class D.

FIGURE 4: Vegetation Classification Map



Legend

Photo points ●	100m Vegetation Survey □ 100m	150m Vegetation Survey Excl 2.2.2.2(a) □ 150m	Property boundary(Size) ALL □ Property Boundary 17.89 ha □ Lot 110 □ Proposed Lot 110 (8.5 ha)	Lot 111 □ Proposed Lot 111 (9 ha) Lot 112 □ Proposed Lot 112 (0.39 ha)	Building Envelopes □ BE Lot 110 □ BE Lot 111	Vegetation 0-150m ALL □ A. Forest, 0 □ D. Scrub, 0	Excluded, 1, 0 □ G. Grassland, -5 State Roads	Other Roads DPRD 2m Contours
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Photo ID: 17 Plot: 1	BRG: 271° W (T) POS: -31.494442, 118.269322 ±5 m ALT: 317m  104 O'Connor's Street Merredin 05 Mar 2024, 12:15:54 pm BMP WAFS DG
Vegetation Classification or Exclusion Clause Class G Grassland	
Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads	
Photo ID: 20 Plot: 1	BRG: 31° N (T) POS: -31.49454, 118.267597 ±5 m ALT: 312m  104 O'Connor's Street Merredin 05 Mar 2024, 12:16:28 pm BMP WAFS DG
Vegetation Classification or Exclusion Clause Class G Grassland	
Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads	
Photo ID: 21 Plot: 1	BRG: 194° S (T) POS: -31.49462, 118.266225 ±4 m ALT: 310m  104 O'Connor's Street Merredin 05 Mar 2024, 12:16:54 pm BMP WAFS DG
Vegetation Classification or Exclusion Clause Class G Grassland	
Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads	
Photo ID: 38 Plot: 1	
Vegetation Classification or Exclusion Clause	

Class G Grassland				 BRG: 17° N (T) POS: -31.496537, 118.268414 ±7 m ALT: 311m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:24:30 pm
Description / Justification for Classification				
Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads				
Photo ID:	43	Plot:	1	 BRG: 115° E (T) POS: -31.496653, 118.268537 ±3 m ALT: 309m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:25:20 pm
Vegetation Classification or Exclusion Clause				
Class G Grassland				
Description / Justification for Classification				
Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads				
Photo ID:	50	Plot:	1	 BRG: 188° S (T) POS: -31.494716, 118.270386 ±5 m ALT: 316m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:28:20 pm
Vegetation Classification or Exclusion Clause				
Class G Grassland				
Description / Justification for Classification				
Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads				
Photo ID:	47	Plot:	1	
Vegetation Classification or Exclusion Clause				

Class G Grassland Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			BRG: 114° E (T) POS: -31.496648, 118.270461 ±8 m ALT: 315m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:26:55 pm
Photo ID: 56 Plot: 1 Vegetation Classification or Exclusion Clause Class G Grassland Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			BRG: 2° N (T) POS: -31.496529, 118.271116 ±3 m ALT: 317m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:31:24 pm
Photo ID: 28 Plot: 1 Vegetation Classification or Exclusion Clause Class G Grassland Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			BRG: 280° W (T) POS: -31.494647, 118.267391 ±4 m ALT: 313m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:20:36 pm
Photo ID: 64 Plot: 1			

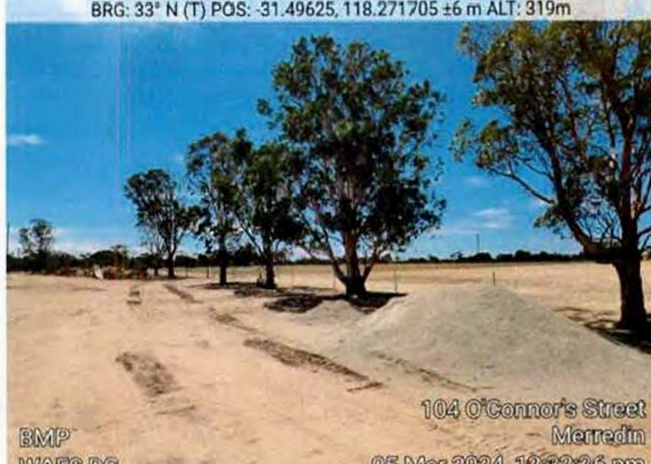
Vegetation Classification or Exclusion Clause Class G Grassland Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			
Photo ID: 9		Plot: 1	
Vegetation Classification or Exclusion Clause Class G Grassland Description / Justification for Classification Grassland of >100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			
Photo ID: 36		Plot: 2	
Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads			

Photo ID: 48	Plot: 2	Vegetation Classification or Exclusion Clause Class A Forest	
Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads			
Photo ID: 67	Plot: 2	Vegetation Classification or Exclusion Clause Class A Forest	
Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads			
Photo ID: 112	Plot: 2	Vegetation Classification or Exclusion Clause Class A Forest	
Description / Justification for Classification			

Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	BRG: 332° NW (T) POS: -31.496509, 118.275289 ±4 m ALT: 329m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:52:03 pm
Photo ID: 105 Plot: 2 Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	BRG: 9° N (T) POS: -31.496196, 118.275656 ±5 m ALT: 328m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:50:52 pm
Photo ID: 71 Plot: 2 Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	BRG: 20° N (T) POS: -31.495692, 118.274503 ±13 m ALT: 324m  BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:36:48 pm

Photo ID: 82 Plot: 2 Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	
Photo ID: 84 Plot: 2 Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	
Photo ID: 7 Plot: 2 Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	

Photo ID: 16	Plot: 2	Vegetation Classification or Exclusion Clause Class A Forest Description / Justification for Classification Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads	 BRG: 11° N (T) POS: -31.494401, 118.271133 ±5 m ALT: 320m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:15:30 pm
Photo ID: 53	Plot: 3	Vegetation Classification or Exclusion Clause Class D Scrub Description / Justification for Classification More than 2m in height less than 6m Canopy Cover of 30-70% Understorey of Grasses Moderate surface, Near surface and Intermediate Fuel loads	 BRG: 50° NE (T) POS: -31.49482, 118.270901 ±96 m ALT: 317m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:29:55 pm
Photo ID: 4	Plot: 3	Vegetation Classification or Exclusion Clause Class D Scrub Description / Justification for Classification More than 2m in height less than 6m Canopy Cover of 30-70% Understorey of Grasses Moderate surface, Near surface and Intermediate Fuel loads	 BRG: 21° N (T) POS: -31.494669, 118.275673 ±4 m ALT: 326m BMP WAFS DG 104 O'Connor's Street Merredin 05 Mar 2024, 12:01:28 pm

Photo ID:	8	Plot:	3	BRG: 303° W (T) POS: -31.494558, 118.274961 ±3 m ALT: 326m  104 O'Connor's Street Merredin 05 Mar 2024, 12:02:55 pm BMP WAFS DG
Vegetation Classification or Exclusion Clause				
Class D Scrub				
Description / Justification for Classification				
More than 2m in height less than 6m Canopy Cover of 30-70% Understorey of Grasses Moderate surface, Near surface and Intermediate Fuel loads				
Photo ID:	57	Plot:	4	BRG: 33° N (T) POS: -31.49625, 118.271705 ±6 m ALT: 319m  104 O'Connor's Street Merredin 05 Mar 2024, 12:32:26 pm BMP WAFS DG
Vegetation Classification or Exclusion Clause				
Excludable - 2.2.3.2(f) Low Threat Vegetation				
Description / Justification for Classification				
Canopy Cover of Less than 10% Maintained Area Insufficient Fuels to increase the risk from bushfire				

3.2 Slope

The survey has downslopes no more than 0-5° all over the subject lot(s)

Table 3A: Vegetation Classification and Slopes

Plot	Vegetation Classification	Effective Slope
1	Class G Grassland	0-5 Downslope
2	Class A - Forest	0/Upslope
3	Class D Scrub	0/Upslope
4	Excludable – Clause 2.2.3.2(f)	-

3.3 Fire Danger Index

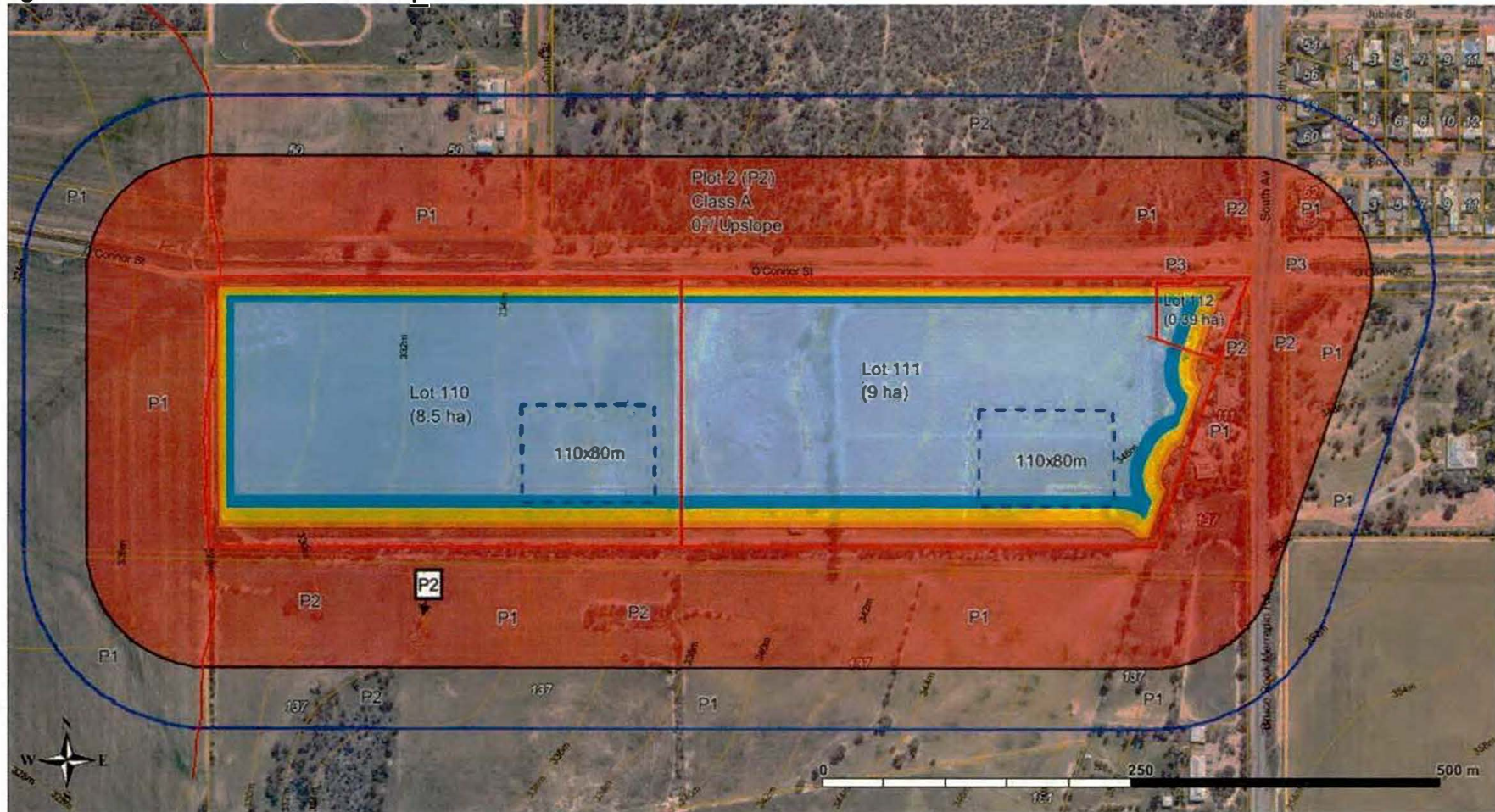
The nominated fire danger index (FDI) for Western Australia is 80

3.4 BAL- Contour Assessment

Figure 6 is a BAL Contour assessment that shows the ratings within the subject lot where the vegetation inside the lot is in a managed state, this is not what the site will be when completed and demonstrates what ratings are possible inside the subject lot.

An indicative Building envelope is also provided for the siting of any class 1a or associated class10a structures at a rating of BAL-29 or less within proposed lots 110 & 111

Figure 5: Indicative BAL Contour Map



Legend

100m Vegetation Survey □ 100m	150m Vegetation Survey Excl 2.2.2.2(a) □ 150m	Property boundary(Size) ALL □ Property Boundary 17.89 ha Lot 110 □ Proposed Lot 110 (8.5 ha)	Lot 111 □ Proposed Lot 111 (9 ha) Lot 112 □ Proposed Lot 112 (0.39 ha)	Building Envelopes □ BE Lot 110 □ BE Lot 111	Contour 0-100m □ BAL-12.5 □ BAL-19	□ BAL-29 □ BAL-40 □ BAL-FZ	State Roads Other Roads	DPIRD 2m Contours
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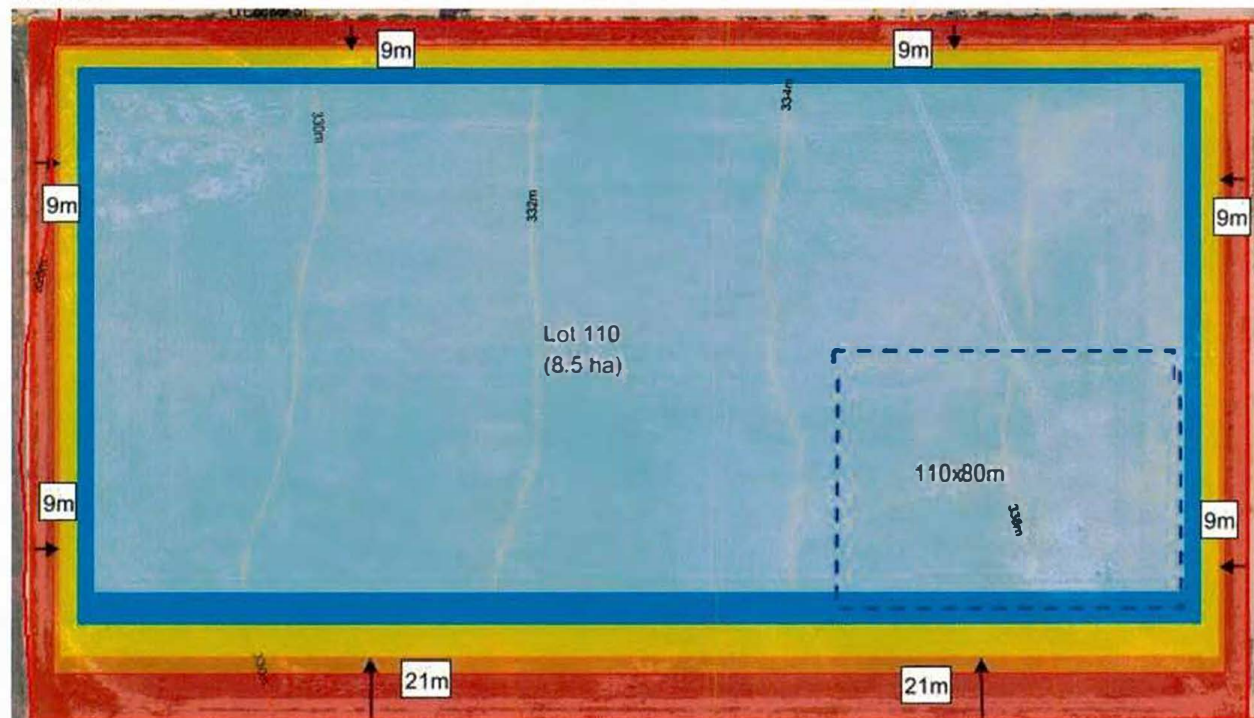
Table 3B provides the indicative BAL separation distances to the subject lot and indicates that BAL-29 or less is achievable within Proposed lots.

Table 3B: Indicative BAL contour ratings

Lot	Vegetation Class	Effective Slope	Separation (m)	Highest BAL	Lowest BAL
110	Class A - Forest	0/Upslope	21m(APZ)	BAL – 19	BAL – 12.5
111	Class A - Forest	0/Upslope	21m(APZ)	BAL – 19	BAL – 12.5
112	Class A - Forest	0/Upslope	21m(APZ)	BAL – 19	BAL – 12.5

Figure 7 Individual Lot minimum Setback Maps

Lot 110



Lot 111



Lot 112



Table 3C: Lot Setbacks

Table 3C: Lot minimum setbacks

Lot	North	South	East	West
110	9m	21m	9m	9m
111	9m	21m	21m	9m
112	21m	9m	21m	21m

3.5 Additional Bushfire Hazard Issues

Below are the identified bushfire hazard issues relating to this site:

- The subject lot consists mainly of Class G Grassland but has strips of Class A Forest that runs along the Southern and Eastern boundaries.
- Indicative building envelopes are provided to ensure the any proposed future class 1a dwellings or associated class 10a structures will achieve BAL-29, or less and building outside the BE will not be supported.
- Due to the Building Envelope locations for both Proposed Lots 110 & 111, any future dwellings will be located outside the bushfire prone area and a BAL report will not be required.
- The indicative BAL ratings are to demonstrate compliance only and will need to be established during the building process.
- As this development is above BAL-LOW the relevant bushfire protection criteria apply and will need to be addressed (section 4.0).

4.0 Compliance and Justifications

4.1 SPP 3.7 Objectives and Application of Policy Measures

The intent of *State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas* (Department of Planning and Western Australian Planning Commission, 2015) is to ensure that bushfire risks are considered in a timely manner and that planning documents demonstrate the appropriate application of the various policy measures. Table 3 summarises the intent and objectives of SPP 3.7 and provides evidence of how the site complies.

Table 3: Evidence of compliance with SPP 3.7 intent and objectives

SPP Reference	Description	Evidence of Compliance
Intent	Ensure that risks associated with bushfires are planned using a risk-based approach	- Preparation of a bushfire management plan in accordance with SPP 3.7 - BAL assessment indicates risks associated with bushland are manageable
Objective 1	Avoid any increase in the threat of bushfire to people, property and infrastructure	- BAL assessment indicates risks associated with bushland are manageable - Structures within 100 m of vegetation assigned BAL-rating as per AS-3959 – 2018
Objective 2	Reduce vulnerability to bushfire	- BAL assessment indicates risks associated with bushland are manageable - Structures within 100 m of vegetation assigned BAL-rating as per AS-3959 – 2018
Objective 3	Ensure that higher order strategic planning documents and proposals consider bushfire protection requirements at an early stage	- Planning at the site is largely complete, with bushfire risk being considered at an appropriate stage of the development - This bushfire management plan documents the risks as they stand
Objective 4	Achieve an appropriate balance between bushfire risk management and biodiversity conservation	- Biodiversity values will remain in the surrounding bushland area - Site environmental values have been considered during previous stages of the planning approvals process

4.2 Compliance table

The Bushfire protection criteria have been provided to assist in the assessment of proposed bushfire risk management measures required for development applications in bushfire prone areas. Table 4 demonstrates the Site's Compliance with Bushfire Protection Criteria.

Bushfire Management Plan – BAL Assessment

Table 4: Compliance with bushfire protection criteria

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
Element 1: Location Ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure Element 2: Siting and design To ensure that the siting and design of development minimises the level of bushfire impact	A1.1 Development location 1. Bushfire hazard level is or on completion will be moderate or low or 2. BAL Rating is BAL-29 or lower A2.1 Asset Protection Zone Every habitable building is surrounded by, and every proposed lot can achieve an APZ depicted on plans that meets the following: 1. Width – bushfire radiant heat does not exceed radiant heat of 29 kW/m² (BAL-29) as measured from any external wall or supporting post or column in all circumstances 2. Location – APZ contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot(s) will be managed in a low-fuel state on an ongoing basis, in perpetuity 3. Management – the APZ is managed in accordance with the requirements of Schedule 1 'Standards for Asset Protection Zones' (BMP Appendix 1)	BMP concludes that with appropriate vegetation modification and APZ establishment a BAL-29 rating is possible within the proposed Building Envelopes for Lots 110 & 111. APZ will need to be addressed in the development stage when the dwellings are sited for both Proposed Lots 110 & 111
Element 3: Vehicular access	A3.1 Public Roads Minimum requirements under the acceptable solution are applicable to all proposed and existing roads.	The Surrounding Roads are Suitable and comply with Table 6, Column 1

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
Vehicular access servicing a subdivision/development is available and safe during a bushfire event	- Public Roads are to meet minimum technical requirements in Table 6, Column 1 (BMP Appendix 3) SP – Strategic planning proposal and structure plan where the lot layout is not known Sb – Structure plan where the lot layout is known and subdivision application Do – Development application for any other development A3.2a Multiple Access Routes Public road access is to be provided in two different directions to at least two different destinations with an all-weather surface (Two Way Access) - If the public road access to the subject site is via a no-through road which cannot be avoided due to demonstrated site constraints, the road access is to be a maximum of 200m from the subject lot(s) boundary to and intersection providing two way access. - The no-through road may exceed 200 metres if it is demonstrated that an alternative access, including an emergency access way, cannot be provided due to site constraints and the following requirements are met: - the no-through road travels towards a suitable destination; and the balance of the no-through road, that is greater than 200 metres from the subject - site, is wholly within BAL-LOW, or is within a residential built-out area SFI – Strategic planning proposal and structure plan where the lot layout is not known Sb – Structure plan where the lot layout is known and subdivision application Do – Development application for any other development	O'Connor Street West (Blue) O'Connor Street East (Yellow) 

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
	A3.2b Emergency Access Way Where it is demonstrated that A3.2a cannot be achieved due to site constraints, or where an alternative design option does not exist, an emergency access way can be considered as an acceptable solution. An emergency access way is to meet all the following requirements: 1. requirements in Table 6, Column 2 (BMP Appendix 3); 2. provides a through connection to a public road. 3. be no more than 500 metres in length; and 4. must be signposted and if gated, gates must open the whole trafficable width and remain unlocked.  – Strategic planning proposal and structure plan where the lot layout is not known  – Structure plan where the lot layout is known and subdivision application  – Development application for any other development	N/A
	A3.3 Through Roads All public roads should be through-roads. No-through roads should be avoided and should only be considered as an acceptable solution where: 1. it is demonstrated that no alternative road layout exists due to site constraints; and 2. the no-through road is a maximum length of 200 metres to an intersection providing 3. two-way access, unless it satisfies the exemption provisions in A3.2a of this table. 4. A no-through road is to meet all the following requirements: 5. requirements of a public road Table 6, Column 1 (BMP Appendix 3); and 6. turn-around area as shown in (BMP Appendix 3)  – Strategic planning proposal and structure plan where the lot layout is not known  – Structure plan where the lot layout is known and subdivision application	N/A

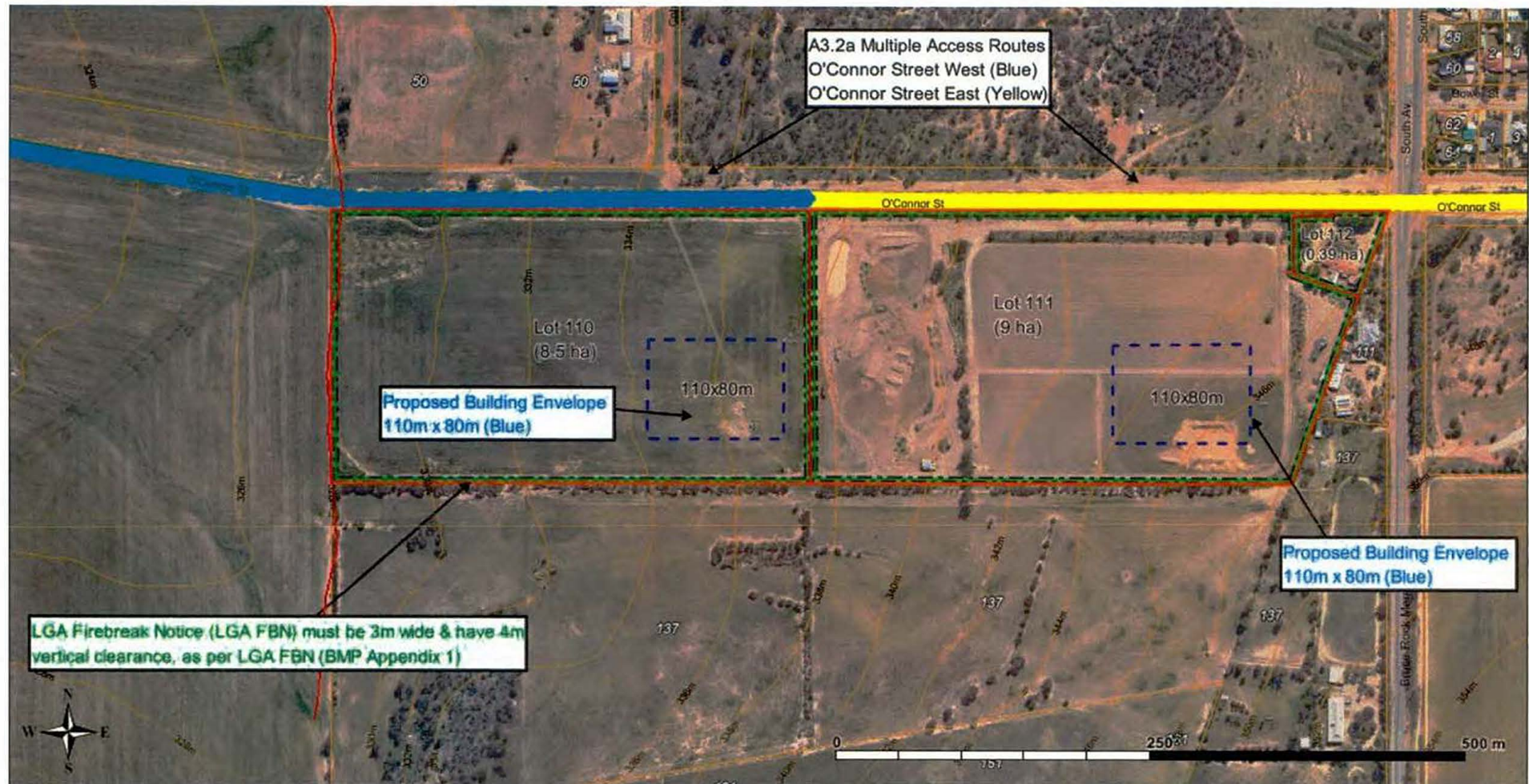
Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
	A3.4a Perimeter roads A perimeter road is a public road and should be provided for greenfield or infill development where 10 or more lots are being proposed (including staged subdivision) with the aim of: 1. Separating areas of classified vegetation under AS3959, which adjoin the subject site, from the proposed lot(s) and 2. Removing the need for battle-axe lots that back onto the areas of classified vegetation A perimeter road is to meet the requirements contained in Table 6, Column 1 (BMP Appendix 3) A Perimeter Road may not be required where: 1. The adjoining classified vegetation is class G 2. Lots are zoned for rural living or equivalent 3. It is demonstrated that it cannot be provided due to site constraints; or 4. All lots have frontage to an existing public road SP – Strategic planning proposal and structure plan where the lot layout is not known Sb – Structure plan where the lot layout is known and subdivision application	N/A
	A3.4b Fire service access route (FSA) Where proposed lots adjoin classified vegetation under AS3959, and a perimeter road is not required in accordance with A3.4a, a FSA route can be considered as an acceptable solution to provide fire fighter access, where access is not available to the classified vegetation. FSA is to meet all the following requirements:	N/A

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
	1. Table 6, column 3 (BMP Appendix 3) 2. Be "through roads" with no dead ends 3. Linked to an internal road system at regular intervals, every 500 metres 4. Be signposted 5. No further than 500 metres to a public road 6. If gated, gates must open the required horizontal clearance and can be locked by the LGA or emergency services, if keys are provided for each gate 7. Have turn-around areas for 3.4 fire appliances every 500m SP – Strategic planning proposal and structure plan where the lot layout is not known Sb – Structure plan where the lot layout is known and subdivision application A3.5 Battle-axe access legs Where it is demonstrated that a battle-axe cannot be avoided due to site constraints, it can be considered as an acceptable solution. There are no battle-axe technical requirements where the point the battle-axe access leg joins the effective area of the lot, is less than 50 metres from a public road in a reticulated area. In circumstances where the above condition is not met, or the battle-axe is in a non-reticulated water area, the battle-axe is to meet all the following requirements: 1. requirements in Table 6, Column 4; and 2. passing bays every 200 metres with a minimum length of 20 metres and a 3. minimum additional trafficable width of two metres (i.e. the combined trafficable 4. width of the passing bay and constructed private driveway to be a minimum six metres). See (BMP Appendix 3 E3.5) Sb – Structure plan where the lot layout is known and subdivision application	N/A

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
Element 4: Water Water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire	A3.6 Private Driveways There are no private driveway technical requirements where the private driveway is: 1. within a lot serviced by reticulated water; 2. no greater than 70 metres in length between the most distant external part of the development site and the public road measured as a hose lay; and 3. accessed by a public road where the road speed limit is not greater than 70 km/h. In circumstances where all of the above conditions are not met, or the private driveway is in a non-reticulated water area, the private driveway is to meet all the following requirements: 1. Requirements in Table 6, Column 4; 2. Passing bays every 200 metres with a minimum length of 20 metres and a minimum additional trafficable width of two metres (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum six metres); and 3. Turn-around area as shown in (BMP Appendix 3, E3.6) and within 30 metres of the habitable building. See BMP Appendix 3, E3.6 Dd – Development application for a single dwelling, ancillary dwelling or minor development Do – Development application for any other development	N/A- will need to be addressed in the development stage of dwelling siting for both Proposed Lots 110 & 111
	A4.1 Identification of future water supply Evidence that a reticulated or sufficient non-reticulated water supply for bushfire fighting can be provided at the subdivision and/or development application stage, in accordance with the specifications of the relevant water supply authority or the requirements of Schedule 2 (BMP Appendix 4, Schedule 2). Where the provision of a strategic water tank(s) is required a suitable area within a road reserve or a dedicated lot the location should be identified, should be	N/A

Bushfire protection criteria Intent	Acceptable solutions	Proposed bushfire management strategies/solutions
	identified on the structure plan, to the satisfaction of the local government. SP – Strategic planning proposal and structure plan where the lot layout is not known A4.2 Provision of water for firefighting purposes Where a reticulated water supply is existing or proposed, hydrant connection(s) should be provided in accordance with the specifications of the relevant water supply authority. Where these specifications cannot be met, then the following applies: 1. The provision of a water tank(s), in accordance with the requirements of Schedule 2 (BMP Appendix 4, Schedule 2); and 2. Where the provision of a strategic water tank(s) is applicable, then the following requirements apply: 3. land to be ceded free of cost to the local government for the placement of the tank(s); 4. the lot or road reserve where the tank is to be located is identified on the plan of subdivision. 5. tank capacity, construction, and fittings, provided in accordance with the requirements of Schedule 2(BMP Appendix 4, Schedule 2); and 6. a strategic water tank is to be located no more than 10 minutes from the subject site (at legal road speeds). Where a subdivision includes an existing habitable building(s) that is to be retained, a water supply should be provided to this existing habitable building(s), in accordance with the requirements listed above. Sb – Structure plan where the lot layout is known and subdivision application Dd – Development application for a single dwelling, ancillary dwelling or minor development Do – Development application for any other development that is not a single dwelling, ancillary dwelling or minor development	N/A- This will need to be addressed on future development.

5.0 Bushfire Management Strategies



Legend

Property boundary(Size) ALL	Lot 110	Lot 111	Lot 112	Building Envelopes	A3.2a Multiple Access Routes	FBN - Firebreaks	Other Roads
Property Boundary 17.89 ha	Proposed Lot 110 (8.5 ha)	Proposed Lot 111 (9 ha)	Proposed Lot 112 (0.39 ha)	BE Lot 110	O'Connor Street (East)	3m (w) & 4m (vc)	Other Roads
				BE Lot 111	O'Connor Street (West)	State Roads	DPIRD 2m Contours

6.0 Roles & Responsibilities

Responsibilities & implementation measure for the proposed development, these are shared by the Current and future landowners, project developer and the Local Government Authority (LGA).

Table 5: Roles & Responsibilities

DEVELOPER/LANDOWNER/CONSULTANT – PRIOR TO USE/DISPOSAL/SALE	
No.	Implementation action
1	A notification, pursuant to Section 165 of the Planning and Development Act 2005, is required to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows "This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is/may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land." (Western Australian Planning Commission). Notification placed on title ☐ dated the ___ of _____ 20___ - Certified by
2	Maintain the lot(s) as per the LGA firebreak notice until disposal and handover where the responsibility is transferred to the purchaser.
3	Maintain the firebreaks, defensible spaces, fuels and fully comply with the relevant Local Government Authority (LGA) annual firebreak notice issued under s33 of the Bush Fires Act 1954 to required standard in perpetuity as per Local Government Authority Firebreak Notice (Appendix 2).
LANDOWNER – ONGOING	
No.	Management action
1	Maintain the firebreaks, defensible spaces, fuels and fully comply with the relevant Local Government Authority (LGA) annual firebreak notice issued under s33 of the Bush Fires Act 1954 to required standard in perpetuity as per Local Government Authority Firebreak Notice (Appendix 2).
LOCAL GOVERNMENT AUTHORITY (LGA) – ONGOING MANAGEMENT	
No.	Management action
1	Inspection and issue of works orders or fines for non-compliance, this includes firebreaks, access, APZ and water supply.

Bushfire Management Plan Appendices

Appendix 1 – Information and SPP3.7, Schedule 1 - Standards for APZ's

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. The width of the required APZ varies with slope and vegetation. The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m^2 (BAL-29). It should be lot specific and will extend from the walls and supporting posts of a dwelling or any structure that is associated (<6m) from the dwelling.



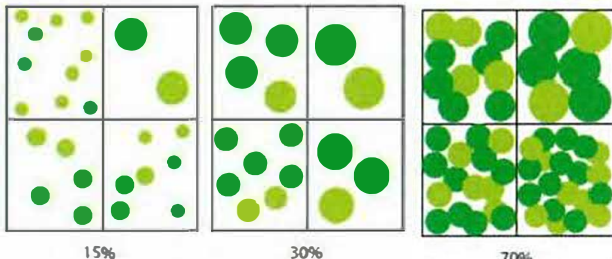
The APZ includes a defensible space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defensible space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defensible space is dependent on the area which is available on the property, but as a minimum should be 3 metres.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity or rating of BAL-29 or less is achieved.

APZs can adversely affect the retention of native vegetation. Where the loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives, such as waterway foreshore areas and wetland buffers, reducing lot yield may be necessary in order to minimise the removal and modification of remnant vegetation.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'. It is further recommended that maintenance of APZs is addressed through the local government firebreak notice, issued under s33 of the Bushfires Act 1954, and preferably included in a Bushfire Management Plan specifically as a how-to guide for the landowner.

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	- Should be managed and removed on a regular basis to maintain a low threat state. - Should be maintained at <2 tonnes per hectare (on average). - Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	- Trunks at maturity should be a minimum distance of six metres from all elevations of the building. - Branches at maturity should not touch or overhang a building or powerline. - Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. - Canopy cover within the APZ should be <15 per cent of the total APZ area. - Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.
Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity 	
Shrub* and scrub* (0.5 metres to six metres in height) Shrub and scrub >6 metres in height are to be treated as trees	- Should not be located under trees or within three metres of buildings. - Should not be planted in clumps >5 square metres in area. - Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	- Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. - Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	- Grass should be maintained at a height of 100 millimetres or less, at all times. - Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	- Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. - The pressure relief valve should point away from the house. - No flammable material within six metres from the front of the valve. - Must sit on a firm, level and non-combustible base and be secured to a solid structure.

E2 Managing an Asset Protection Zone (APZ) to a low threat state

An APZ is a low fuel area maintained around a habitable building to increase the likelihood that it will survive a bushfire, by providing a defendable space and reducing the potential for direct flame contact, radiant heat exposure and ember attack.

Vegetation management within an APZ should provide defendable space and be maintained to a low threat state, in perpetuity, in accordance with the requirements outlined in Schedule 1.

The width of an APZ varies with slope and vegetation type, however it should only be as wide as needed to ensure the potential radiant heat impact of a bushfire does not exceed $29\text{kW}/\text{m}^2$ (BAL-29), or $10\text{kW}/\text{m}^2$ where a building is identified for use as an on-site shelter. An APZ is generally not required where a building or development site achieves $29\text{kW}/\text{m}^2$ (BAL-29) or lower in its pre-development state (prior to any vegetation clearing or modification).

An APZ should include an area of defendable space immediately adjoining a building, that is kept free from combustible items and obstructions, within which firefighting operations can be undertaken to defend the structure. Where a lot contains a building envelope, it may not be necessary for the entire building envelope to achieve $29\text{kW}/\text{m}^2$ (BAL-29) as this may result in significant unnecessary clearing. It is recommended that the BMP identifies that a sufficient APZ can be accommodated within the building envelope, with the development site and associated APZ to be determined at the development approval stage.

An APZ should be contained within the boundaries of the lot on which the building is situated, except in instances where it is demonstrated that the vegetation on the adjoining land is managed in a low threat state, as per cl. 2.2.3.2 of AS 3959, such as a road, managed park, rocky outcrop or a water body.

The siting of a habitable building and associated APZ should aim to minimise the clearing of vegetation. The BMP should demonstrate that the proposed APZ has minimised the unnecessary loss of vegetation or potential for conflict with landscape or environmental objectives, and complies with environmental approvals/exemptions (where necessary). A re-design or reduction in lot yield may be necessary to minimise the removal and modification of remnant vegetation.

It is recommended that development be located on flat areas or slopes less than 20 degrees (especially where classified vegetation is located downslope to a building) and away from ridge tops, crests or narrow gullies, as bushfire can spread rapidly in these areas. Circumstances where these locations may be suitable for development to occur include where the land is already cleared, and $29\text{kW}/\text{m}^2$ (BAL-29) or lower can be achieved for the whole development site without the use of an APZ. To ensure soil stability within an APZ, vegetation removal on slopes exceeding 18 degrees is discouraged.

Fine fuel load should be maintained to less than two tonnes per hectare, however this is often a subjective assessment. Reducing fuel load levels does not necessarily require the removal of existing vegetation. A combination of methods can be utilised to reduce fuel load such as raking, weed removal, pruning, mulching and/or the removal of plant material.

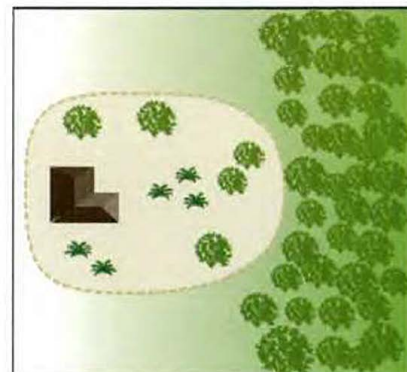
A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter is approximately 100 grams per handful, so two handfuls of litter per square metre will roughly equate to two tonnes per hectare. Different types of fine fuel, like mulch or pine needles may be more or less than a handful, however the 100 grams per square metre rule of thumb can still be used.

The landowner or proponent is responsible for maintaining an APZ in accordance with Schedule 1 - Standards for Asset Protection Zones. Ongoing maintenance of an APZ is usually enforced through the local government firebreak notice issued under section 33 of the *Bushfires Act 1954*, and/or through a condition of a development approval, which requires the implementation of measures identified within a BMP.

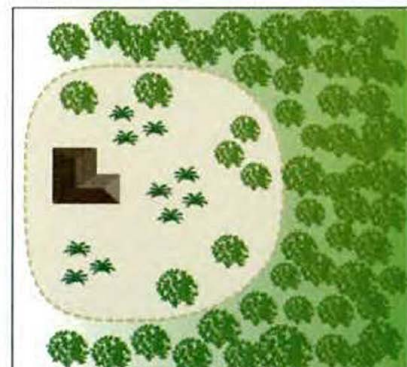
A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, it should be noted that fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation is unsafe.

Hazard on one side



Hazard on three sides



Legend

-  APZ
-  trees
-  shrubs

Figure 18: Design of Asset Protection Zone

E2 Landscaping and design of an asset protection zone

Landscaping, design, and maintenance of an APZ in a bushfire prone area can significantly improve the bushfire resilience of a building. An APZ should not be seen as an area entirely cleared of vegetation, but as a strategically designed space that gives holistic consideration to how existing or proposed vegetation or non-combustible features interact with, or affect the building's bushfire resilience.

A well designed APZ provides a greater level of vegetation management within the first few metres of a building with, for example, less vegetation or inclusion of non-combustible materials. The vegetation within the remainder of an APZ can increase further away from the building with carefully considered plant selection and landscaping techniques.

Strategic landscaping measures can be applied, such as replacing weeds with low flammability vegetation (refer to E2 Plant Flammability) to create horizontal and vertical separations between the retained vegetation. The accumulation of fine fuel load from different plants is an important consideration for ongoing maintenance in accordance with Schedule 1. For example, when planting ground covers under deciduous trees within an APZ, the total fine fuel load prescribed in Schedule 1 will include any dead plant material from ground covers and leaf litter from the trees.

Plant density and final structure and form of mature vegetation should be considered in the initial landscaping stages. For example, clumps of sapling shrubs planted at a density without consideration of future growth, may increase the bushfire risk as a clump will quickly grow to exceed 5m². It should be noted that in some cases, a single shrub in a mature state may be so dense as to fill a 5m² clump alone.

The location of plants within an APZ is a key design technique. Separation of garden beds with areas of low fuel or non-combustible material, will break up fuel continuity and reduce the likelihood of a bushfire running through an APZ and subjecting a dwelling to radiant heat or direct flame contact. It is important to note, where mature trees are separated from a building by six metres, but the canopy has grown to extend or overhang a building, maintenance and pruning to remove the overhanging branches should be undertaken without the entirety of the tree being removed.

Mulches used within the APZ should be non-combustible. The use of stone, gravel, rock and crushed mineral earth is encouraged. Wood mulch >6mm in thickness may be used, however it is recommended that it is used in garden beds or areas where the moisture level is higher by regular irrigation. These materials could be sourced from non-toxic construction and demolition waste giving the added benefit of reducing the environmental impact of any 'hard landscaping' actions.

Combustible objects, plants, garden supplies such as mulches, fences made from combustible material, should be avoided within 10 metres of a building. Vines or climbing plants on pergolas, posts or beams, should be located away from vulnerable parts of the building, such as windows and doors. Non-flammable features can be used to provide hazard separation from classified vegetation, such as tennis courts, pools, lawns and driveways or paths that use inorganic mulches (gravel or crushed rock). Consider locating firewood stacks away from trees and habitable buildings.

Incorporation of landscaping features, such as masonry feature walls can provide habitable buildings with barriers to wind, radiant heat and embers. These features can include noise walls or wind breaks. Use of Appendix F of AS 3959 for bushfire resistant timber selection within areas of 29kW/m² (BAL-29) or below, or the use of non-combustible fencing materials such as iron, brick, limestone, metal post and wire is encouraged.

In addition to regular maintenance of an APZ, further bushfire protection can be provided at any time by:

- ensuring gutters are free from vegetation;
- installing gutter guards or plugs;
- regular cleaning of underfloor spaces, or enclosing them to prevent gaps;
- trimming and removing dead plants or leaf litter;
- pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors;
- removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank; and/or
- following the requirements of the relevant local government section 33 fire break notice, which may include additional provisions such as locating wood piles more than 10 metres from a building.

Preparation of a property prior to the bushfire season and/or in anticipation of a bushfire is beneficial even if your plan is to evacuate. As embers can travel up to several kilometres from a bushfire and fall into small spaces and crevices or land against the external walls of a building, best practice recommends that objects within the APZ are moved away from the building prior to any bushfire event. Objects may include, but are not limited to:

- door mats;
- outdoor furniture;
- potted plants;
- shade sails or umbrellas;
- plastic garbage bins;
- firewood stacks;
- flammable sculptures; and/or
- playground equipment and children's toys.

E2 Plant flammability

There are certain plant characteristics that are known to influence flammability, such as moisture or oil content and the presence and type of bark. Plants with lower flammability properties may still burn during a bushfire event, but may be more resistant to burning and some may regenerate faster post-bushfire.

There are many terms for plant flammability that should not be confused, including:

- Fire resistant – plant species that survive being burnt and will regrow after a bushfire and therefore may be highly flammable and inappropriate for a garden in areas of high bushfire risk.
- Fire retardant – plants that may not burn readily or may slow the passage of a bushfire.
- Fire wise – plants that have been identified and selected based on their flammability properties and linked to maintenance advice and planting location within a garden.

Although not a requirement of these Guidelines, local governments may develop their own list of fire wise or fire-retardant plant species that suit the environmental characteristics of an area. When developing a recommended plant species list, local governments should consult with ecologists, land care officers or environmental authorities to ensure the plants do not present a risk to endangered ecological communities, threatened, or endangered species or their habitat.

When selecting plants, private landholders and developers should aim for plants within the APZ that have the following characteristics:

- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed);
- do not produce or hold large amounts of fine dead material in their crowns; and/or
- will not become a weed in the area.

Appendix 2 – Local Government Authority Firebreak Notice

Definitions

In this Fire Control Order unless the contrary intention appears:

"Rural Land"

all land not located within the boundaries of a townsite as shown on the Shire of Merredin Town Planning Scheme No. 6.

"Townsite Land"

all land located within the boundaries of a townsite as shown on the Shire of Merredin Town Planning Scheme No. 6.

"Firebreak"

ground from which all flammable material has been removed to a height of four (4) metres and on which no flammable material is permitted.

"Flammable materials"

material that can be easily ignited, i.e. – dead or dry grass, leaves, timber, paper, plastic and other material or thing deemed by an authorised officer to be capable of combustion but does not include green growing trees or green growing plants in gardens.

"Occupier of land"

a person or persons as defined in Section 7 of the Bush Fires Act 1954.



IMPORTANT CONTACTS

Chief Bush Fire Control Officer:
Michael Caughey – 0429 441 067

Deputy Chief Bush Fire Control Officer:
Glenn Crees – 0428 447 017

Emergency Services Officer:
Sheree Lowe – 0499 553 221

Shire of Merredin:
(08) 9041 1611

Merredin Volunteer Fire and Rescue Service:
(08) 9041 2522

In an emergency dial 000

(08) 9041 1611
admin@merredin.wa.gov.au
Cnr King and Barrack Sts, Merredin
www.merredin.wa.gov.au



FIREBREAK & BURNING NOTICE 2023/24

Bush Fires Act 1954 Firebreak Notice

Pursuant to section 33 of the Bush Fires Act 1954, all owners and/or occupiers of land are required to comply with the terms of this notice.

Due Date: 31 October annually
Maintained Until: 16 March annually

Note: If you purchase land during this period, you have fourteen (14) days from settlement to comply with this order.

Failure to comply may result in a fine or prosecution.

Variation to Firebreak Notices

If for any reason it is not possible to comply with any of the requirements of the firebreak notice, you should apply for a variation. Requests must be made to the Shire of Merredin in writing by 16 October in any given year and must include details of proposed alternate measures.

If permission is not granted in writing by the Shire of Merredin, you must comply with the requirements of this notice.

Fire Danger Rating (FDR)

Each level of the FDR system shows you how dangerous a bushfire could be if one starts and comes with clear actions to take. The higher the FDR, the more severe the bushfire could be. Merredin's FDRs are updated daily on the Shire of Merredin website homepage, as well as on the FDR signs at each entrance to town.



Duties of the Owner and/or Occupier

Townsite Land with a building on it:

- Where the area of land is two thousand (2,000) square metres or less, the land shall be cleared of all flammable materials;
- Where the area of land exceeds two thousand (2,000) square metres, install a 3-metre-wide firebreak immediately inside the external boundaries of the land;
- Maintain all grass on the land to a height no greater than 5cm (50mm);
- Prune trees and shrubs and remove dead flammable material within 6 metres of all buildings on the land; and
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter.

Vacant Townsite Land:

- Where the area of land is two thousand (2,000) square metres or less maintain all grass and flammable matter on the land to a height no greater than 5cm (50mm); and
- Where the land exceeds two thousand (2,000) square metres install a 3-metre-wide firebreak immediately inside all external boundaries of the land by removing all flammable matter within that 3-metre-wide fire break to a height of four (4) metres.

Rural Land:

- Install firebreaks to a width of three (3) metres immediately inside and along all external boundaries of the land;
- Install firebreaks to a width of twenty (20) metres around all buildings, hay sheds and fuel storage areas on the land; and
- Where the land is greater than 400 hectares in area, install sufficient internal 3-metre-wide firebreaks so as to divide the land into areas of 400 hectares or less which are bounded by a 3-metre-wide firebreak.

Fuel Dumps and Depots:

- Remove all flammable matter within ten (10) metres of where fuel drums, fuel ramps or fuel dumps are located and where fuel drums, whether containing fuel or not, are stored.

Burning Periods 2023/24

OPEN PERIOD 17 March - 15 September Burning Permitted
RESTRICTED BURNING 16 September - 31 October Permit Required to Burn
PROHIBITED BURNING 1 November - 17 February No Burning
RESTRICTED BURNING 18 February - 16 March Permit Required to Burn

Burning Permits

Permits to burn are required for the whole of the restricted burning periods and can only be obtained from the Fire Control Officers in your area as listed on the Shire of Merredin website. Any special conditions stated on the permit or imposed by the permit issuing officer, and all conditions detailed on the back must be strictly adhered to.

To apply for a permit online, please visit merredin.wa.gov.au/lorms/burning-permit/18

Penalties

Penalties apply for non-compliance with this order, and may include infringement, prosecution and recovery of costs by the Shire of Merredin.

For more information

www.emergency.wa.gov.au
www.dfes.wa.gov.au
www.merredin.wa.gov.au

In an emergency dial 000

Appendix 3 – Vehicular Access Requirements

Table 6: Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

E3.6 Private driveways

In areas serviced by reticulated water, where the road speed limit is not greater than 70 km/h, and where the distance from the public road to the further part of the habitable building is no greater than 70 metres, emergency service vehicles typically operate from the street frontage.

In the event the habitable building cannot be reached by hose reel from the public road, then emergency service vehicles will need to gain access within the property. Emergency service vehicles will also need to gain access within the property, where access to reticulated water (fire hydrants) is not possible. In these situations, the driveway and battleaxe (if applicable) will need to be wide enough for access for an emergency service vehicle and a vehicle to evacuate.

Turnaround areas should be available for both conventional two-wheel drive vehicles of residents and Type 3.4 fire appliances. Turn-around areas should be located within 30 metres of habitable buildings. Circular and loop driveway design may also be considered. Note that the design requirements for a turn-around area for a private driveway or battleaxe differ to a cul-de-sac.

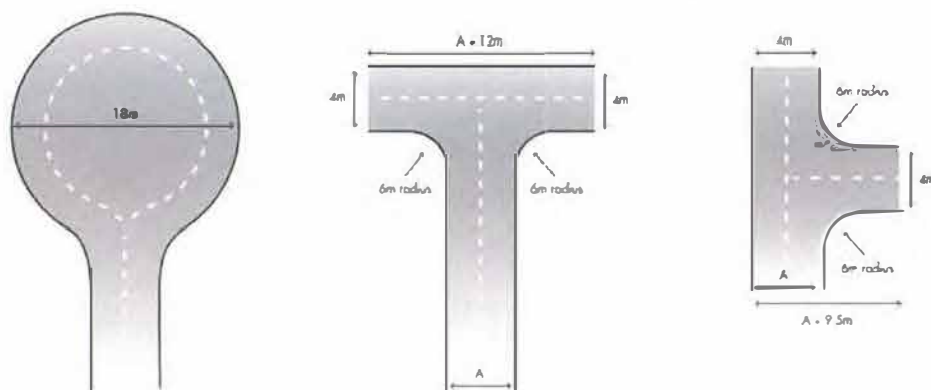
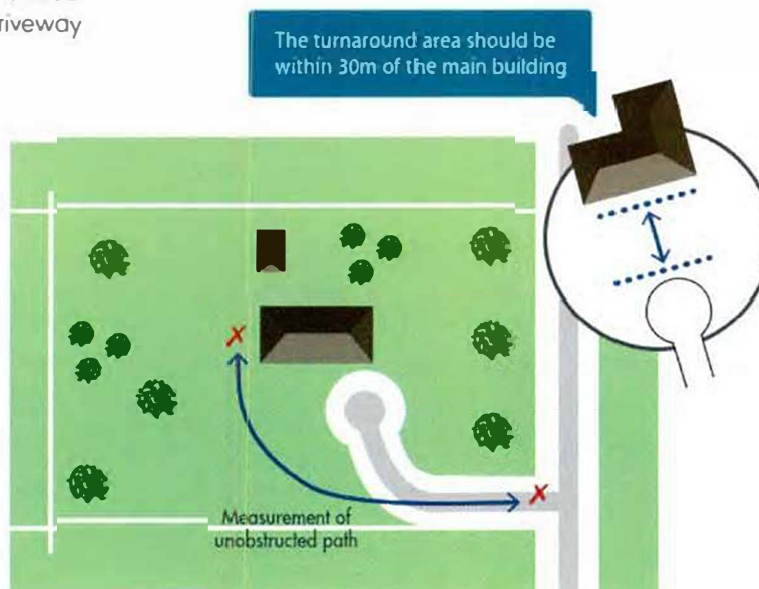


Figure 28: Design requirements for a turn-around area for a private driveway or battleaxe

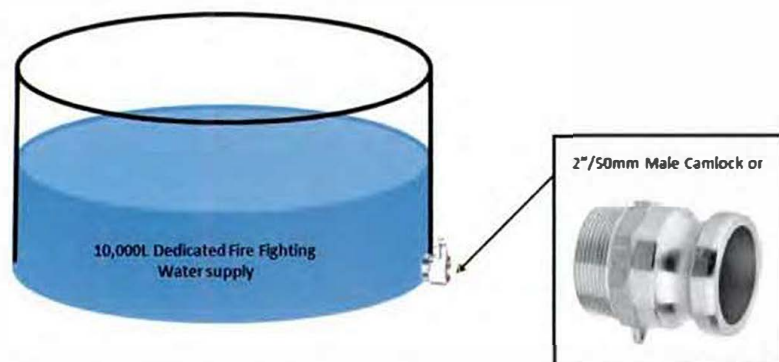
Figure 29: Design requirements for a private driveway where required under A3.6



Appendix 4 – Water Supply & Schedule 2

To ensure that water is available to enable people property and infrastructure to be defended a permanent dedicated fire water supply with:

1. Water tank with 10,000L capacity, constructed of steel or able to maintain integrity though a bushfire



2. 50mm male camlock coupling with full flow valve shielded from the bushfire hazard by facing away from the threat and towards the emergency vehicle access.
3. Having unobstructed hardened ground provided 4m from water supply point where emergency vehicles can freely move.
4. Within 50m of the dwelling and 30m from the turn around area.



Use of Water Supply:

Water supply for firefighting in the event of a bushfire can be provided on a lot for use by emergency services or for use by the landowner, if their Bushfire Survival Plan is to stay and defend their property. Water supply in the form of a dedicated standalone tank may be provided solely for use by emergency services, and/or a water supply may be provided for use by the landowner in the form of non-drinking water (garden or grey water for firefighting) or drinking water. **It is important to note, that a combined tank of drinking water and water for firefighting purposes is not recommended.** It is required to be separated in accordance with section 4.2.3 of AS/NZS 3500.1:2018.

This requirement is necessary, as stagnant water may alter the quality of the drinking water and the emergency services, by law, may not be able to take water from the water supply to suppress a bushfire.

SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot or 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

2.2 Technical requirements

2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

2.2.2.2 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.

13. Officer's Reports – Engineering Services

Nil

14. Officer's Reports – Corporate and Community Services

Cr Van Der Merwe returned to Chambers at 2:40pm.

14.1 List of Accounts Paid – January 2025

Corporate Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
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 - Payments Listing January 2025

Purpose of Report



Executive Decision



Legislative Requirement

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

Background

The attached list of accounts paid during the month of January 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

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Billing

Seconded:

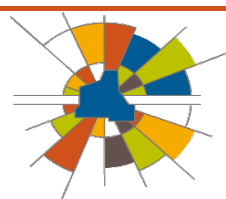
Cr McKenzie

83546 That Council RECEIVE the schedule of accounts paid during January 2025 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totalling \$909,647.73 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

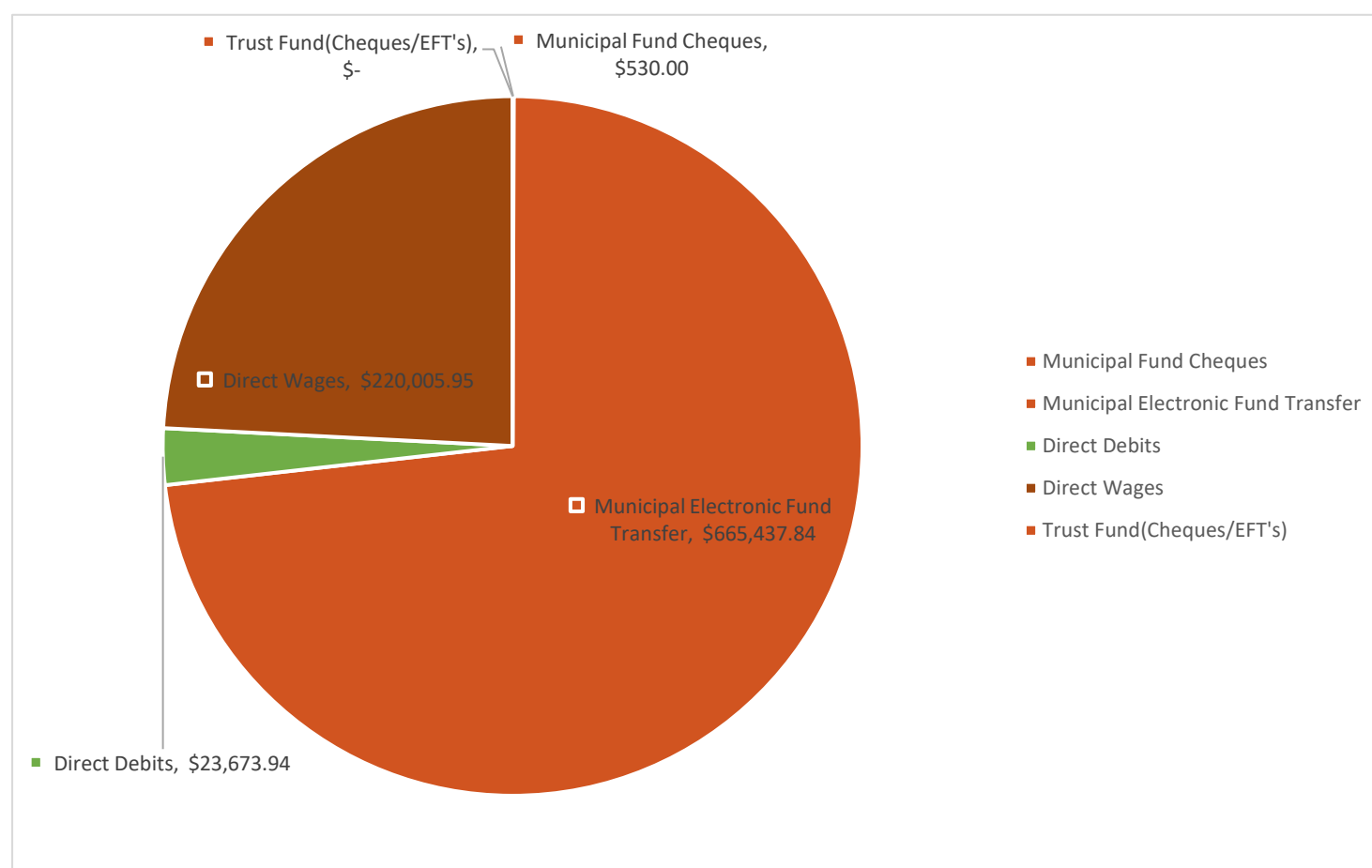


**SHIRE OF
MERREDIN**
INNOVATING THE WHEATBELT

SUMMARY OF PAYMENTS FOR THE PERIOD

1/01/2025 to 31/01/2025

Account	Cheque No's	Total
Municipal Fund Cheques	25534	-\$ 530.00
Municipal Electronic Fund Transfer	EFT28547- EFT28710	-\$ 665,437.84
Direct Debits	DD13947.1 - DD13954.1	-\$ 23,673.94
Direct Wages	PPE25/12/24 - PPE 15/1/25	-\$ 220,005.95
Trust Fund(Cheques/EFT's)	NIL	\$ -
TOTAL		-\$ 909,647.73



LIST OF ACCOUNTS PAID & SUBMITTED TO COMMITTEE JANUARY 2025

Municipal Cheque Payments					
Chq/EFT	Date	Name	Description	Amount	
25534	30/01/2025	SHIRE OF MERREDIN	MRCLC Bar Float	-\$	530.00
Cheque Payments Total				-\$	530.00
Municipal Electronic Funds Transfer					
EFT28547	07/01/2025	ASK WASTE MANAGEMENT	Variation due to supplying incorrect topo survey by MP	-\$	3,507.24
EFT28548	07/01/2025	BRADLEY ANDERSON	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28549	07/01/2025	AVON WASTE	waste collection charges	-\$	19,134.89
EFT28550	07/01/2025	ACCREDIT BUILDING SURVEYING & CONSTRUCTION SERVICES PTY LTD	Provision of CDC for proposed extensions to existing house at Lot 25514 Downsborough RD Burracoppin	-\$	770.00
EFT28551	07/01/2025	AXFORD PLUMBING & GAS PTY LTD *PREVIOUS AUSWEST PLUMBING	Town centre toilet – Unblock toilet pan.	-\$	231.00
EFT28552	07/01/2025	BARTLETT MECHANICAL PTY LTD	Inspect and Service	-\$	1,078.92
EFT28553	07/01/2025	BURGESS RAWSON (WA) PTY LTD	water charges	-\$	4,367.49
EFT28554	07/01/2025	BGC QUARRIES	5mm Cracker Dust	-\$	5,073.51
EFT28555	07/01/2025	BOC LIMITED	Oxygen Acetylene & Dept gases	-\$	46.64
EFT28556	07/01/2025	HAYLEY MARIE BILLING	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28557	07/01/2025	CB TRAFFIC SOLUTIONS	Traffic Mangement 2024 3 Traffic Controllers, 3 Vehicles	-\$	5,401.44
EFT28558	07/01/2025	DONNA MARIE CROOK	Councillor payment, in-lieu of meeting attendance fees for	-\$	5,662.50
EFT28559	07/01/2025	CENTRAL WHEATBELT EARTHMOVING	As per RFQ01 - Relocation, compaction and coverage of general and putrescible waste	-\$	10,796.50
EFT28560	07/01/2025	CORSIGN WA	APEX PARK SIGNS	-\$	1,314.50
EFT28561	07/01/2025	COMBINED TYRES PTY LTD	4 new tyres	-\$	1,695.10
EFT28562	07/01/2025	DUNNING'S DIRECT NORTHAM	small plant fuel	-\$	204.03
EFT28563	07/01/2025	ENDEAVOUR GROUP LTD - Woolworths Group (BWS)	Drinks for Business After Hours Sundowner	-\$	158.00
EFT28564	07/01/2025	MERREDIN GLAZING	Unit 3/1 Cummings – Replace broken shower screen.	-\$	1,003.20
EFT28565	07/01/2025	GEARING WHEATBELT SERVICES	Cleaning of Barrack Street Public Toilets	-\$	450.00
EFT28566	07/01/2025	JH COMPUTER SERVICES WA PTY	Monthly Contracted costs	-\$	7,969.50
EFT28567	07/01/2025	MERREDIN NEXTRA NEWSAGENCY	2 x Laminating Pouches 80mic Box 100 - \$19.95 inc gst	-\$	39.90
EFT28568	07/01/2025	MDN ELECTRICAL CONTRACTORS	connecting main power to switchboard	-\$	1,210.00
EFT28569	07/01/2025	MERREDIN RURAL SUPPLIES	Standing order for bottled water for administration centre	-\$	102.00
EFT28570	07/01/2025	MERREDIN TELEPHONE SERVICES	Solar link for 7 King Street to ensure Visitor Centre internet remains if power goes out	-\$	1,270.50

EFT28571	07/01/2025 MERREDIN SUPA IGA	Depot Breakfast Supplies and Food	-\$	376.60
EFT28572	07/01/2025 RENEE MARIE MANNING	Councillor payment, in-lieu of meeting attendance fees for	-\$	3,007.50
EFT28573	07/01/2025 MARK MCKENZIE	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28574	07/01/2025 MAARLI SERVICES PTY LTD	East Barrack St - Drainage Improvements	-\$	6,925.00
EFT28575	07/01/2025 LISA ANNE O'NEILL	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28576	07/01/2025 SYNERGY	Electricity charges	-\$	3,452.57
EFT28577	07/01/2025 MEGAN SIMMONDS	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28578	07/01/2025 SALARY PACKAGING AUSTRALIA	Salary sacrifice for Employees	-\$	1,089.42
EFT28579	07/01/2025 THE WEST AUSTRALIAN NEWSPAPERS LTD	Subscription to The West Australian - option 2 (12 Weeks) – 29 December 2024 to 23 March 2025	-\$	96.00
EFT28580	07/01/2025 T & B CONSTRUCTION	Repair/ Replace nonfunctioning front door lock at 9	-\$	121.00
EFT28581	07/01/2025 PHIL VAN DER MERWE	Councillor payment, in-lieu of meeting attendance fees for	-\$	2,123.75
EFT28582	07/01/2025 WATER CORPORATION	Water charges	-\$	14,059.26
EFT28583	07/01/2025 WEST COAST ASBESTOS REGISTERS	Removal of asbestos ceiling panels from external walkway at the Merredin Library as per quote dated 12/10/2024.	-\$	6,000.00
EFT28584	07/01/2025 WA CONTRACT RANGER SERVICES PTY LTD	Provision of Ranger Services	-\$	3,291.75
EFT28585	07/01/2025 WILD POPPY CAFE	Christmas Dinner 2024	-\$	3,410.00
EFT28586	09/01/2025 THE AUSTRALIAN WORKERS UNION	Payroll Deductions/Contributions	-\$	84.00
EFT28587	09/01/2025 AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	-\$	79.50
EFT28588	09/01/2025 BUILDING AND ENERGY, DEPARTMENT OF MINES, INDUSTRY	BSL December 2024	-\$	393.12
EFT28589	09/01/2025 DEPUTY CHILD SUPPORT REGISTRAR	Payroll Deductions/Contributions	-\$	323.11
EFT28590	16/01/2025 AUSTRALIA POST	Australia Post charges	-\$	1,437.93
EFT28591	16/01/2025 AVON WASTE	Domestic Waste Collection	-\$	20,366.11
EFT28592	16/01/2025 AXFORD PLUMBING & GAS PTY LTD *PREVIOUS AUSWEST PLUMBING	Replacement of non functioning cistern to female toilet at admin building	-\$	1,474.00
EFT28593	16/01/2025 RON BATEMAN & CO	pliers extention lead power board	-\$	72.10
EFT28594	16/01/2025 BODY COOLER	40 x Body Cooler neck wrap for retail inc freight	-\$	264.00
EFT28595	16/01/2025 BLUE RIBBON DISTRIBUTORS	Kiosk Lollies - approx two (2) months worth	-\$	1,022.12
EFT28596	16/01/2025 BURRACOPPIN FOOTBALL CLUB	Volunteers x 7 hrs Cantenn 10.08.2024	-\$	630.00
EFT28597	16/01/2025 BOC LIMITED	FNY 2024/25 Cella Mix 55F 3 Units	-\$	112.53

EFT28598	16/01/2025 GLENDA BLYTH	CWVC December Consignment	-\$	163.00
EFT28599	16/01/2025 COMMERCIAL AQUATICS AUSTRALIA	Commercial Aquatics Site Inspection - QUOTE#3942 -	-\$	6,759.50
EFT28600	16/01/2025 COUNCIL DIRECT	Advertising of 10 x Job Adverts via the Council Direct	-\$	495.00
EFT28601	16/01/2025 COPIER SUPPORT	CWVC Photocopy charges	-\$	148.08
EFT28602	16/01/2025 SHIRE OF YILGARN	5 x copies of Vengeance of the Outback Book	-\$	93.00
EFT28603	16/01/2025 J.W & J CHEESEMAN	40 x 500gm Honey Jars for retail	-\$	400.00
EFT28604	16/01/2025 CENTRAL WHEATBELT EARTHMOVING	As per RFQ01 - Relocation, compaction and coverage of general and putrescible waste	-\$	13,370.50
EFT28605	16/01/2025 VAL CURTIS	CWVC December Consignment	-\$	48.00
EFT28606	16/01/2025 COCKIES AG	1 uhf kit	-\$	469.00
EFT28607	16/01/2025 DEVON DELIGHTS	CWVC December Consignment	-\$	26.00
EFT28608	16/01/2025 DUNNING'S DIRECT NORTHAM	small plant fuel charge	-\$	236.13
EFT28609	16/01/2025 DANI'S DOMESTIC CLEANING SERVICE	End of tenancy cleaning for Unit 5/1 Cummings Crescent.	-\$	930.00
EFT28610	16/01/2025 DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Annual Tip Licence fee	-\$	1,275.01
EFT28611	16/01/2025 BARBARA GREAVES	CWVC December Consignment	-\$	43.20
EFT28612	16/01/2025 GREAT SOUTHERN FUEL SUPPLIES	EMDS PCAR08 Fuel card purchases	-\$	985.02
		EMCS 40MD Fuel card purchases	-\$	60.34
		CEO 0MD Fuel card purchases	-\$	120.04
		EHO MD858 Fuel card purchases	-\$	158.32
		SCEM 60MD Fuel card purchases	-\$	74.76
EFT28613	16/01/2025 GEARING WHEATBELT SERVICES	Additional cleaning services	-\$	2,420.00
EFT28614	16/01/2025 INTEGRITY MANAGEMENT SOLUTIONS	Attain 12 month subscription renewal	-\$	7,150.00
EFT28615	16/01/2025 PAMELA JAYS	CWVC December Consignment	-\$	47.00
EFT28616	16/01/2025 JANE DRAG	CWVC December Consignment	-\$	43.20
EFT28617	16/01/2025 JEANETTE KOLATOWICZ	CWVC December Consignment	-\$	56.00
EFT28618	16/01/2025 LIBERTY OIL RURAL PTY LTD	Diesel - 10,000 litres	-\$	12,137.45
EFT28619	16/01/2025 LANDGATE	Gross Rental Valuations	-\$	50.31
EFT28620	16/01/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Job Ad for EMES through LG Professionals WA	-\$	180.00
EFT28621	16/01/2025 MERREDIN ELECTRICS	dam 4	-\$	264.00
EFT28622	16/01/2025 MERREDIN NEXTRA NEWSAGENCY	admin stationery	-\$	88.68
EFT28623	16/01/2025 MDN ELECTRICAL CONTRACTORS	Installing fuel pod @ Landfill	-\$	2,020.32

EFT28624	16/01/2025	MERREDIN FREIGHTLINES	Freight charge and fuel levy	-\$	324.61
EFT28625	16/01/2025	MERREDIN RURAL SUPPLIES	Standing order for bottled water for administration centre	-\$	124.00
EFT28626	16/01/2025	LESLEY MARGARET MCNEE	CWVC December Consignment	-\$	15.00
EFT28627	16/01/2025	ANITA METCALF	CWVC December Consignment	-\$	10.00
EFT28628	16/01/2025	MERREDIN SUPA IGA	Admin Sundry Consumables	-\$	399.64
EFT28629	16/01/2025	MERREDIN TOYOTA AND ISUZU UTE	15,000km Service for the Toyota Hilux MD858	-\$	290.00
EFT28630	16/01/2025	MERREDIN MILITARY MUSEUM	CWVC December Consignment	-\$	15.00
EFT28631	16/01/2025	MERREDIN AUTO DISMANTLERS & TOWING	Relocation of Ford Fairlane vehicle wreck from Princess Street to Shire tip site	-\$	198.00
EFT28632	16/01/2025	K.P. METCALF	CWVC December Consignment	-\$	95.00
EFT28633	16/01/2025	MERREDIN HARVEST FRESH FOOD MARKET	QUOTE - 023 fruit platters (med) to feed ten kids Swim for fruit Program	-\$	419.93
EFT28634	16/01/2025	ALLAN NEWBURY	CWVC December Consignment	-\$	75.00
EFT28635	16/01/2025	ONE WILD SEED	CWVC December Consignment commission	-\$	40.00
EFT28636	16/01/2025	PFD FOODS NORTHAM	Icecreams, and frozen food	-\$	3,650.15
EFT28637	16/01/2025	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	Progress Billing Claim No. 11	-\$	33,000.00
EFT28638	16/01/2025	TWO DOGS HOME HARDWARE	quote 102000135	-\$	443.47
EFT28639	16/01/2025	RURAL WATER COUNCIL OF W A	Membership Subscription 2024	-\$	200.00
EFT28640	16/01/2025	ROSS'S DIESEL SERVICE	1 club hammer 1 impact socket 3/4 to 15/16	-\$	415.78
EFT28641	16/01/2025	SIGMA CHEMICALS	Chemicals, Palin Tablets, Palin Test Tubes, TDS	-\$	2,196.15
EFT28642	16/01/2025	SYNERGY	Electricity charges	-\$	21,124.93
EFT28643	16/01/2025	SHEREE LOUISA LOWE	CWVC December Consignment	-\$	16.00
EFT28644	16/01/2025	IAN STUBBS	CWVC December Consignment	-\$	36.00
EFT28645	16/01/2025	SMITH EARTHMOVING P/L	The proposed scope of work includes pushing material	-\$	35,937.00
EFT28646	16/01/2025	PUBLIC TRANSPORT AUTHORITY	Trans WA fares	-\$	929.86
EFT28647	16/01/2025	T-QUIP	quote 28678 4x brush std poly 1x sealing rubber outter 1x	-\$	1,866.90
EFT28648	16/01/2025	TEAM GLOBAL EXPRESS PTY LTD	freight charges	-\$	164.25
EFT28649	16/01/2025	THE WEST AUSTRALIAN SANDALWOOD NUT COMPANY	20x100g Sweet & Salty Sandalwood Nuts, 20x100g Chocolate Coated Sandalwood Nuts, 5x 100g Sweet	-\$	515.02
EFT28650	16/01/2025	VANGUARD PUBLISHING	Shire of Merredin full page Ad 2025 AGO holiday planner	-\$	2,865.50
EFT28651	16/01/2025	VISIT BRANDS PTY LTD	200 x Merredin Magnets inc freight	-\$	442.42

EFT28652	16/01/2025 WATER CORPORATION	water charges	-\$	6,589.05
EFT28653	16/01/2025 BJ WANLESS	CWVC December Consignment	-\$	50.00
EFT28654	16/01/2025 WHEATBELT UNIFORMS SIGNS & SAFETY	Unifrom order Shirt x 1 Core Stretch Cargo x 1 Oliver Work Boots x 1 Bucket hat x 2	-\$	352.98
EFT28655	16/01/2025 WA DISTRIBUTORS PTY LTD T/A ALLWAYS FOODS	public toilet supplies	-\$	1,148.25
EFT28656	16/01/2025 WHEATBELT TECH SUPPLIES	1x Katabat 14 inch rechargeable oscillating fan for the	-\$	141.90
EFT28657	16/01/2025 MERREDIN COMMUNITY RESOURCE CENTRE	Full page colour advert 01.11.2024	-\$	160.00
EFT28658	22/01/2025 AUSTRALIAN TAXATION OFFICE	December 2024 BAS	-\$	123,672.00
EFT28659	22/01/2025 THE AUSTRALIAN WORKERS UNION	Payroll Deductions/Contributions	-\$	84.00
EFT28660	22/01/2025 AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	-\$	79.50
EFT28661	22/01/2025 DEPUTY CHILD SUPPORT REGISTRAR	Payroll Deductions/Contributions	-\$	323.11
EFT28662	22/01/2025 GRANDSTAND AGENCY	Gala 2024 Roving entertainment x 4	-\$	7,315.00
EFT28663	22/01/2025 SALARY PACKAGING AUSTRALIA	Salary Sacrifice for employees	-\$	1,089.42
EFT28664	22/01/2025 WA TREASURY CORP	Loan Guarantee Fee	-\$	6,336.61
EFT28665	30/01/2025 AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Job Ad for EMES through Australian Local Government Job Directory	-\$	770.00
EFT28666	30/01/2025 AFLEX TECHNOLOGY	Inflatables for Australia Day - Grant	-\$	3,370.40
EFT28667	30/01/2025 AVON WASTE	waste collection	-\$	20,112.06
EFT28668	30/01/2025 RON BATEMAN & CO	1 solvent 1 priming fluid 2 20mm couplins 2 3/4 slip fix	-\$	92.97
EFT28669	30/01/2025 BARTLETT MECHANICAL PTY LTD	Supply and replace faulty batteries to SES troop carrier	-\$	755.32
EFT28670	30/01/2025 BLACKWOODS & SON PTY LTD	02206081 Respirator full face 3m FF-402 medium	-\$	5,320.93
EFT28671	30/01/2025 BURGESS RAWSON (WA) PTY LTD	water charges	-\$	315.15
EFT28672	30/01/2025 BURRACOPPIN FOOTBALL CLUB	Payment for Canteen Volunteers	-\$	615.00
EFT28673	30/01/2025 COPIER SUPPORT	CWVC Copier charges for 1/7/2024 - 30/6/2025	-\$	149.43
EFT28674	30/01/2025 CENTRAL WHEATBELT EARTHMOVING	As per RFQ01 - Relocation, compaction and coverage of general and putrescible waste	-\$	10,188.75
EFT28675	30/01/2025 COMFORTSTYLE FURNITURE & BEDDING PTY LTD	Comfort Style Quote 4049 - 2 x Office Chairs & Delivery	-\$	446.00
EFT28676	30/01/2025 COMBINED TYRES PTY LTD	repair tyre	-\$	77.00
EFT28677	30/01/2025 EMU EARTHWORKS MERREDIN	Pull and fill 9 x metal grates on the Barrack St footpaths	-\$	5,405.17
EFT28678	30/01/2025 MERREDIN GLAZING	13 Cummings - Please investigate and repair shower	-\$	253.00

EFT28679	30/01/2025 JOE GOEDHART	Merredin Library - New Hardiflex ceiling to 150m² on west	-\$	9,118.00
EFT28680	30/01/2025 GEARING WHEATBELT SERVICES	Provision of public toilet cleaning	-\$	660.00
EFT28681	30/01/2025 GO MAD	Australia day merchandise - giveaways 2025	-\$	1,695.00
EFT28682	30/01/2025 JASON SIGN MAKERS	jsm06-frp-012 76*38 rhs yellow 3.4 m 40 of	-\$	1,266.75
EFT28683	30/01/2025 JH COMPUTER SERVICES WA PTY	ACR 23.8 LCD Monitor"	-\$	561.00
EFT28684	30/01/2025 KARIS MEDICAL GROUP	Pre-employment medical	-\$	198.00
EFT28685	30/01/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Course fees - Grant Writing and Business Case Development	-\$	920.00
EFT28686	30/01/2025 MERREDIN ELECTRICS	Replacement of outdated lights and wiring to external	-\$	1,446.50
EFT28687	30/01/2025 MERREDIN NEXTRA NEWSAGENCY	Stationery Order for MRCLC & Merredin Pool	-\$	1,125.80
EFT28688	30/01/2025 MERREDIN REFRIGERATION & AIR CONDITIONING	Shire admin EMCS office - It was reported a year ago of a smell coming from the AC	-\$	396.00
EFT28689	30/01/2025 MERREDIN RURAL SUPPLIES	quote number 20273264	-\$	4,967.86
EFT28690	30/01/2025 CJMADDOCK	Cover image for Eastern Wheatbelt Visitor Guide - Edition	-\$	300.00
EFT28691	30/01/2025 MERREDIN SUPA IGA	Business After Hours Sundowner	-\$	172.31
EFT28692	30/01/2025 MOVAT PTY LTD ATF MOVAT TRUST	Merredin SES monthly subscription to MOVAT 2024-25	-\$	25.00
EFT28693	30/01/2025 PFD FOODS NORTHAM	Milo Cups, Pizza and Dixie Cups	-\$	558.00
EFT28694	30/01/2025 TWO DOGS HOME HARDWARE	storm water pipe Fuel cans quote 104000112	-\$	1,313.89
EFT28695	30/01/2025 ROSS'S DIESEL SERVICE	m218 2 pce powerpack	-\$	2,607.07
EFT28696	30/01/2025 RAW CREATIVE	Graphic design to update A3 Merredin tear off map for	-\$	420.00
EFT28697	30/01/2025 ROUNDEL CIVIL PRODUCTS PTY LTD	STILCOR Corrugated Steel Pipe (30m) and Joiners x 4	-\$	3,380.30
EFT28698	30/01/2025 SHERIDAN'S FOR BADGES	Manager Corporate Services - Name Badge	-\$	45.05
EFT28699	30/01/2025 SIGMA CHEMICALS	4x 200L 20% Acid NO FUME	-\$	893.73
EFT28700	30/01/2025 SYNERGY	Electricity charges	-\$	3,387.67
EFT28701	30/01/2025 SCAVENGER SUPPLIES	Firefighting foam concentrate 4 x 2 litre bottles	-\$	270.16
EFT28702	30/01/2025 D SAYERS MECHANICAL	Carry out 500hr service and repairs to Hitachi Loader -	-\$	24,212.65
EFT28703	30/01/2025 PUBLIC TRANSPORT AUTHORITY	Trans WA Fares	-\$	686.47
EFT28704	30/01/2025 TEAM GLOBAL EXPRESS PTY LTD	freight	-\$	107.37
EFT28705	30/01/2025 VOLUNTEER ANIMAL CONSERVATION AND CONTROL	Corella Management	-\$	1,050.00
EFT28706	30/01/2025 WA TREASURY CORP	Loan No. 219 Interest payment - CBD Redevelopment -	-\$	92,107.66
EFT28707	30/01/2025 WHEATBELT COFFEE TIME	Catering Australia day pool party	-\$	550.00

EFT28708	30/01/2025	WA CONTRACT RANGER SERVICES PTY LTD	Provision of Ranger Services FY 24/25	-\$	5,643.00
EFT28709	30/01/2025	WA DISTRIBUTORS PTY LTD T/A ALLWAYS FOODS	12x Carton of toilet paper, 6x loose leaf paper hand towels 24cm by 24cm, 2x packet of face masks.	-\$	1,481.15
EFT28710	30/01/2025	MERREDIN COMMUNITY RESOURCE CENTRE	Full Page Colour Phoenix Advertisement for Australia Day Pool Party	-\$	220.00
Electronic Fund Transfers Total				-\$	665,437.84
Direct Debits Payments					
DD13947.1	21/01/2025	VONEX TELECOM	Various SOM Phone Accounts	-\$	546.10
DD13949.1	02/01/2025	NER FINANCE (EQUIPMENT RENTS)	Monthly Rental Charge for Admin Printer	-\$	515.19
DD13952.1	23/01/2025	BEAM SUPERANNUATION CLEARING	Superannuation Payment as per Pay Run # 80	-\$	20,900.02
DD13954.1	28/01/2025	COMMONWEALTH MASTERCARD			-\$1,515.01
<i>CORPORATE CHARGE CARD - CEO</i>					
	23/01/2025	Local Government		\$	95.01
	23/01/2025	Local Government		\$	1,040.00
	23/01/2025	Hotel at Booking		\$	380.00
			<i>Total</i>	\$	1,515.01
<i>CORPORATE CHARGE CARD - EMCS</i>				-\$	174.64
	3/01/2025	Two Dogs Hardware		\$	58.95
	6/01/2025	Ventraip		\$	14.00
	8/01/2025	Adobe Systems	Monthly susbscription	\$	28.99
	27/12/2024	Mailchimp		\$	72.70
			<i>Total</i>	\$	174.64
<i>CORPORATE CHARGE CARD - SCEM</i>				-\$	22.98
	9/01/2025	Merredin IGA		\$	22.98
			<i>Total</i>	\$	22.98
Direct Debits Total				-\$	23,673.94
Direct Staff Wages					
	08/01/2025	Staff Wages	PPE 25/12/24 - 7/1/2025	-\$	114,674.83
	16/01/2025	Staff Wages	PPE 8/1/2025 - 15/1/2025	-\$	28.04
	22/01/2025	Staff Wages	PPE 8/1/2025 - 15/1/2025	-\$	105,303.08
Direct Staff Wages Total				-\$	220,005.95
Trust Fund Cheques/EFTs					
		NIL		\$	-
Trust Fund Chqs/EFTs Total				\$	-

14.2 Policy Reviews – 5.13 & 6.4

Community Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Codi Brindley-Mullen
Author:	As Above
Legislation:	<i>Local Government Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A – Policy 5.13 – Cummins Theatre – Purchased Shows – tracked changes Attachment 14.2B – Policy 5.13 – Cummins Theatre – Purchased Shows – final Attachment 14.2C – Policy 6.4 Camping on Merredin Regional Community and Leisure Centre Grounds – tracked changes Attachment 14.2D – Policy 6.4 Camping on Merredin Regional Community and Leisure Centre Grounds – final

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider adopting the revised policies which relates to Cummins Theatre and the camping at the Merredin Regional Community and Leisure Centre (MRCLC).

Background

A variety of policies from the Cummins Theatre area need reviewing as it has not been undertaken for a number of years.

Policy 6.4 – Camping on Merredin Regional Community and Leisure Centre Grounds needs reviewing as it has not been undertaken for a number of years.

This review will ensure that the Administration are adhering to policies in place and community and visitor expectations are concise and transparent.

Comment

The policies have 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
- Broadening of details to ensure the policy is clear
- Update of Policy 5.9 – Updates include identifying who manages the process and who is responsible for the policy.
- Update of Policy 5.13 - Updates include identifying key policy definitions, who manages the process and who is responsible for the policy, clearly outlining the responsible officers for monitoring and reviewing the policy.

Policy Implications

This Item proposes to amend the following Council Policies:

1. Policy 5.13 – Cummins Theatre – Purchased Shows.
2. Policy 6.4 – Camping on Merredin Regional Community and Leisure Centre Grounds.

Statutory Implications

As outlined in the *Local Government Act 1995*, provides for determining procedures and systems for implementing the local government's policies as determined by the Council.

Caravan Parks and Camping Grounds Regulations 1997.

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:	Nil
Objectives:	4.2 Decision Making

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

If these policies are not reviewed and the proposed changes adopted, it would mean that the Administration are in breach of their current practices. 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

Resolution

Moved: Cr Billing

Seconded:

Cr Van Der Merwe

That Council:

83547

- 1. ADOPTS Policy 5.13 – Cummins Theatre – Purchased Shows with changes as presented in Attachment 14.2B; and**
- 2. ADOPTS Policy 6.4 – Camping on Merredin Regional Community and Leisure Centre Grounds with changes as presented in Attachment 14.2D.**

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil



5.13 Cummins Theatre – Purchased Shows

1. POLICY PURPOSE

To provide guidelines and resources that will enable the Manager Community and Culture (MCC) Theatre Manager to plan and deliver quality entertainment from the Cummins Theatre (the Theatre).

2. POLICY SCOPE

This Policy applies to all staff involved-associated with the Cummins Theatre.

3. LEGISLATIVE REQUIREMENTS

Nil

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4. POLICY STATEMENT

Policy

Council allocateallocates a reasonable provision in the annual budget for Cummins Theatre pPerformance eExpenses to support the purchase of a minimum of -seven (7) eight-(8)- quality shows annually that cater for a broad spectrum of the community.

In addition to Purchased Shows, the -Manager Community and CultureMCC- is to encourage a minimum of four (4) Hire Shows to the Theatre annually.

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Background

Many of the touring shows need to be booked well in advance of the performance dates and with no clear direction or level of support from Council in regard to regarding the level of cultural activity wanted at the Cummins Theatre, these bookings have occurred in an ad-hoc manner based on the allocated budget for that year. Thise development of this Policy will enable staff to better plan the activities at the Cummins Theatre.

4.1 Guidelines

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1. The Theatre operates as both a community space and a source of entertainment.
2. The - Manager Community and CultureMCC Theatre Manager is to ensure that both the community and entertainment areas are fairly serviced.
3. Community consultation and feedback from relevant stakeholders be taken into consideration when selecting shows.
4. As a guide, a An annual allocation of approximately \$50,000 (subject to annual budget approval by Council) will guide Councilthe Council and the - Manager Community and CultureMCC Theatre Manager in booking shows.
5. The - Manager Community and CultureMCC- Theatre Manager has authority to determine the best mixture of shows to be purchased, acknowledging that some shows are subject to touring dates.
6. - In addition to Purchased Shows, the - Manager Community and Culture Theatre Manager is to encourage a minimum of four (4) Hire Shows to the Theatre annually.
- 7.6. Preference that shows are not scheduled closer than two (2) weeks apart (it is in the best interest of both the Hirer and Theatre's interest to ensure that events are not directly competing for audiences).
- 8.7. The Theatre Programming Plan should be used by the Theatre ManagerMCC to guide the decision making process.

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5. KEY POLICY DEFINITIONS

Purchased Shows – Shows that are booked and paid for by the Shire of Merredin (the Shire). These can be theatre, musical and comedy productions etc. that are touring the Nation or State or Nation or shows that can be privately sourced and paid for. In general the purchase price is a flat rate (sometimes discounted by the producer if part of a touring package). Royalties are often included in addition to the flat rate.

Hire Shows – These are shows that are privately hired the Theatre themselves and pay the relevant hire fees payment of all relevant fees is applicable.

6. ROLES AND RESPONSIBILITIES

The Manager Community and Culture MCC is responsible for to manage the process implementing this Policy.

All shows that are above the MCC delegated authority need approval of the Executive Manager Strategy and Community.

7. MONITOR AND REVIEW

This Policy will be reviewed by the Manager Community and Culture Governance Officer every two (2) years X years.

A final review will be undertaken by the Governance Team and recommended to be endorsed by Council.

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Document Control Box				
Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	Governance Officer/Manager Community and Culture			
Compliance Requirements				
Legislation	N/A			
Document Management				
Risk Rating	Medium	Review Frequency	Biennial	Next Due April 2025
Version #	Action	Date	Records Reference	
1.	Adopted	21 June 2011	CMRef 30632	
2.	Reviewed	17 July 2012	CMRef 30925	
3.	Reviewed	20 March 2018	CMRef 82144	
4.	Reviewed		CMRef XXXXX	

5.13 Cummins Theatre – Purchased Shows

1. POLICY PURPOSE

To provide guidelines and resources that will enable the Manager Community and Culture (MCC) to plan and deliver quality entertainment from the Cummins Theatre (Theatre).

2. POLICY SCOPE

This Policy applies to all staff associated with the Theatre.

3. LEGISLATIVE REQUIREMENTS

Nil

4. POLICY STATEMENT

Council allocates a reasonable provision in the annual budget for Theatre performance expenses to support the purchase of a minimum of seven (7) quality shows annually that cater for a broad spectrum of the community.

In addition to Purchased Shows, the MCC is to encourage a minimum of four (4) Hire Shows to the Theatre annually.

Many of the touring shows need to be booked well in advance of the performance dates and with no clear direction or level of support from Council regarding the level of cultural activity wanted at the Theatre, these bookings have occurred based on the allocated budget for that year. This Policy will enable staff to better plan the activities at the Theatre.

4.1 Guidelines

1. The Theatre operates as both a community space and a source of entertainment.
2. The MCC is to ensure that both the community and entertainment areas are fairly serviced.
3. Community consultation and feedback from relevant stakeholders be taken into consideration when selecting shows.
4. An annual allocation of approximately \$50,000 (subject to annual budget approval by Council) will guide the MCC in booking shows.
5. The MCC has authority to determine the best mixture of shows to be purchased, acknowledging that some shows are subject to touring dates.
6. Preference that shows are not scheduled closer than two (2) weeks apart (it is in the best interest of both the Hirer and Theatre's to ensure that events are not directly competing for audiences).
7. The Theatre Programming Plan should be used by the MCC to guide the decision making process.

5. KEY POLICY DEFINITIONS

Purchased Shows – Shows that are booked and paid for by the Shire of Merredin (the Shire). These can be theatre, musical and comedy productions etc. that are touring the State or Nation or shows that can be privately sourced and paid for.

Hire Shows – Shows that are privately hired and payment of all relevant fees is applicable.

6. ROLES AND RESPONSIBILITIES

The MCC is responsible for implementing this Policy.

All shows that are above the MCC delegated authority need approval of the Executive Manager Strategy and Community.

7. MONITOR AND REVIEW

This Policy will be reviewed by the Manager Community and Culture every two (2) years.

A final review will be undertaken by the Governance Team and recommended to be endorsed by Council.

Document Control Box				
Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	Manager Community and Culture			
Compliance Requirements				
Legislation	N/A			
Document Management				
Risk Rating	Medium	Review Frequency	Biennial	Next Due April 2027
Version #	Action	Date	Records Reference	
1.	Adopted	21 June 2011	CMRef 30632	
2.	Reviewed	17 July 2012	CMRef 30925	
3.	Reviewed	20 March 2018	CMRef 82144	
4.	Reviewed		CMRef XXXXX	



6.4 Camping on Merredin Regional Community and Leisure Centre Grounds

1. POLICY PURPOSE

To provide guidelines on camping on the Merredin Regional Community and Leisure Centre (MRCLC) Grounds.

2. POLICY SCOPE

This ~~Policy~~ covers whether camping is appropriate, costs of camping on the MRCLC ~~Recreation~~ Grounds, access to the facilities at the MRCLC and general management of the area whilst camping on the MRCLC Grounds.

3. LEGISLATIVE REQUIREMENTS

Liquor Control Act 1988.

Caravan Parks and Camping Grounds Regulations 1997.

4. POLICY STATEMENT

The application for camping on the MRCLC Grounds can be addressed to the Recreation and Aquatics ~~MRCLC~~ Manager.

4.1 Guidelines

1. Application for camping on the MRCLC Grounds is to be made in writing to the Recreation and Aquatic Manager ~~MRCLC Manager~~ at least four (4) weeks prior to the booking.
2. Approval of the application shall be granted in writing from the Recreation and Aquatics ~~MRCLC~~ Manager prior to camping and will be based on:
 - a. ~~Investigating~~ the appropriateness of the camping event, other facility or grounds bookings;
 - b. ~~Access~~ to other accommodation facilities in the community;
 - c. ~~Need~~ for overflow accommodation for special events;
 - d. ~~Recreational~~ vehicles that are visiting Merredin as part of Caravan Clubs, larger organisations or overflow accommodation for events will be authorised to camp at the Recreation ~~MRCLC~~ Grounds;
 - e. ~~Camping~~ will be limited in duration to a maximum of 72 hours (3 nights) unless otherwise authorised by the Chief Executive Officer (CEO); and
 - f. ~~Fees~~ to be paid in advance at the MRCLC prior to camping.
 - f.g. Camping is to be limited to areas as designated by the Recreation and Aquatic Manager or Executive Manager Strategy and Community.
3. The cost of camping is in accordance with Council's the Shire of Merredin's (the Shire) fees and charges.
4. Access to facilities including showers and toilets is during normal operating hours. If additional access is required, notification is required when the user group submits the application.
5. If the hirer requires access to power, notification is required when the hirer submits the application as there is limited power provision. Charges may apply at a

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negotiated fee.

6. The following is not permitted on the MRCLC ~~Recreation~~ Grounds:

- a. ~~F~~ires;
- b. ~~D~~igging holes (exception of standard tent pegs);
- ~~c.~~ Installing posts into the ground;
- ~~c.~~ Anything that defaces the ground (paint, ice, oil);
- ~~G~~rey water or blackwater discharge to ground; and
- ~~U~~se of chemicals.

7. The hirer is to ensure that interference with any irrigation system does not occur. The user group is to be made aware of underground automatic irrigation systems prior to erecting tents.

8. The hirer is responsible for the security and safety of themselves and their belongings.

9. Approval for pet access must be sought when the user submits the application form.

10. Consumption of alcohol is not permitted unless prior permission has been received from the CEO. Permission to sell alcohol must be obtained from the Clerk of Courts by applying for a Liquor Permit, after approval has been received from the CEO.

5. KEY POLICY DEFINITIONS

Merredin Regional Community and Leisure Centre (MRCLC) Grounds – includes the facility, surrounding playing surfaces, car park and gardens.

6. ROLES AND RESPONSIBILITIES

The Recreation and Aquatics Manager is responsible for monitoring and implementing this Policy.

7. MONITOR AND REVIEW

This Policy will be reviewed by the Recreation and Aquatics Manager annually.

A final review will be undertaken by the Governance Team and recommended to be endorsed by Council.

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Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	Governance OfficerRecreation and Aquatics Manager			
Compliance Requirements				
Legislation	Liquor Control Act 1988, Caravan Parks and Camping Grounds Regulations 1997			
Document Management				
Risk Rating	Medium	Review Frequency	Annually	Next DueSeptember 2025February 2026
Version #	Action	Date	Records Reference	
1.	Adopted	18 December 2007	CMRef 29259	
2.	Reviewed	16 November 2010	CMRef 30481	
3.	Reviewed	20 November 2012	CMRef 31008	



4.	Reviewed (Unamended)	18 August 2015	CMRef 81628
5.	Reviewed	16 January 2018	CMRef 82116
6.	Reviewed		CMRef XXXXX

6.4 Camping on Merredin Regional Community and Leisure Centre Grounds

1. POLICY PURPOSE

To provide guidelines on camping on the Merredin Regional Community and Leisure Centre (MRCLC) Grounds.

2. POLICY SCOPE

This Policy covers whether camping is appropriate, costs of camping on the MRCLC Grounds, access to the facilities at the MRCLC and general management of the area whilst camping on the MRCLC Grounds.

3. LEGISLATIVE REQUIREMENTS

Liquor Control Act 1988.

Caravan Parks and Camping Grounds Regulations 1997.

4. POLICY STATEMENT

The application for camping on the MRCLC Grounds can be addressed to the Recreation and Aquatics Manager.

4.1 Guidelines

1. Application for camping on the MRCLC Grounds is to be made in writing to the Recreation and Aquatic Manager at least four (4) weeks prior to the booking.
2. Approval of the application shall be granted in writing from the Recreation and Aquatics Manager prior to camping and will be based on:
 - a. Investigating the appropriateness of the camping event, other facility or grounds bookings;
 - b. Access to other accommodation facilities in the community;
 - c. Need for overflow accommodation for special events;
 - d. Recreational vehicles that are visiting Merredin as part of Caravan Clubs, larger organisations or overflow accommodation for events will be authorised to camp at the MRCLC Grounds;
 - e. Camping will be limited in duration to a maximum of 72 hours (3 nights) unless otherwise authorised by the Chief Executive Officer (CEO); and
 - f. Fees to be paid in advance at the MRCLC prior to camping.
 - g. Camping is to be limited to areas as designated by the Recreation and Aquatic Manager or Executive Manager Strategy and Community.
3. The cost of camping is in accordance with the Shire of Merredin's (the Shire) fees and charges.
4. Access to facilities including showers and toilets is during normal operating hours. If additional access is required, notification is required when the user group submits the application.
5. If the hirer requires access to power, notification is required when the hirer submits the application as there is limited power provision. Charges may apply at a negotiated fee.

6. The following is not permitted on the MRCLC Grounds:
 - a. Fires;
 - b. Digging holes (exception of standard tent pegs);
 - c. Installing posts into the ground;
 - d. Anything that defaces the ground (paint, ice, oil);
 - e. Grey water or blackwater discharge to ground; and
 - f. Use of chemicals.
7. The hirer is to ensure that interference with any irrigation system does not occur. The user group is to be made aware of underground automatic irrigation systems prior to erecting tents.
8. The hirer is responsible for the security and safety of themselves and their belongings.
9. Approval for pet access must be sought when the user submits the application form.
10. Consumption of alcohol is not permitted unless prior permission has been received from the CEO. Permission to sell alcohol must be obtained from the Clerk of Courts by applying for a Liquor Permit, after approval has been received from the CEO.

5. KEY POLICY DEFINITIONS

Merredin Regional Community and Leisure Centre (MRCLC) Grounds – includes the facility, surrounding playing surfaces, car park and gardens.

6. ROLES AND RESPONSIBILITIES

The Recreation and Aquatics Manager is responsible for monitoring and implementing this Policy.

7. MONITOR AND REVIEW

This Policy will be reviewed by the Recreation and Aquatics Manager annually.

A final review will be undertaken by the Governance Team and recommended to be endorsed by Council.

Document Control Box					
Document Responsibilities:					
Owner:	CEO		Decision Maker:	Council	
Reviewer:	Recreation and Aquatics Manager				
Compliance Requirements					
Legislation	Liquor Control Act 1988, Caravan Parks and Camping Grounds Regulations 1997				
Document Management					
Risk Rating	Medium	Review Frequency	Annually	Next Due	February 2026
Version #	Action		Date	Records Reference	
1.	Adopted		18 December 2007	CMRef 29259	
2.	Reviewed		16 November 2010	CMRef 30481	
3.	Reviewed		20 November 2012	CMRef 31008	
4.	Reviewed (Unamended)		18 August 2015	CMRef 81628	
5.	Reviewed		16 January 2018	CMRef 82116	
6.	Reviewed			CMRef XXXXX	

14.3 Proposed New Fee and Charge – Sporting User Group Annual Fees

Community Services SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Codi Brindley-Mullen
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:	Nil

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

For Council to consider an addition to the Shire of Merredin Fees and Charges (F&C).

Background

Section 6.16 of the *Local Government Act 1995* (Imposition of fees and charges) enables a local government to apply fees and charges for the goods or services it provides, to recover costs.

Comment

Fees and Charges are endorsed by Council within the annual budget each financial year. However, In January 2025 a local sporting club raised queries with the Administration in relation to the current Fees and Charges for child participants. The Administration raised these queries with Council at the Confidential Briefing Session held on 11 February 2025, where clarification and direction was sought. The below proposed changes reflect the direction provided by Council. This proposal supports inclusion and participation of younger community members in organised sports, with positive health and wellbeing outcomes. Similar to the current adult fees, these will be charged per sport, per season, meaning that the child participant is only charged one fee, irrespective of how many teams or competitions of that one sport is played.

Current 2024/25 Fees and Charges are in the grey shaded rows, with the proposed new fees in white.

GL	Description	Unit	GST	Total Inc GST
----	-------------	------	-----	---------------

3110335	Child Participant (Under 18)	Per sport, per season	\$2.27	\$25.00
3110335	Youth Participant (Ages 9 - 18)	Per sport, per season	\$2.27	\$25.00
No Current Fee				
3110335	Child Participant (Ages 8 and under)	Per sport, per season	\$0.91	\$10.00

Policy Implications

Nil

Statutory Implications

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

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.
4.2.3 The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice.

Priorities and Strategies for Change: Nil

Ø Corporate Business Plan

Theme: 4. Communication and Leadership

Priorities: Nil

Objectives: Nil

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

Council would be contravening the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996* if this Item was not presented to Council and the appropriate process followed to charge the new fee.

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 decrease in fee for children aged 8 and under will see a small decrease in the overall sporting user group annual fees collected, however will hopefully encourage greater participation.

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr McKenzie

Seconded:

Cr Billing

That Council;

1. **AMENDS** the Shire of Merredin 2024/25 Schedule of Fees and Charges as per the table below:

Action	GL	Description	Unit	GST	Total Inc GST
Delete	3110335	Child Participant (Under 18)	Per sport, per season	\$2.27	\$25.00
Include	3110335	Youth Participant (Ages 9 - 18)	Per sport, per season	\$2.27	\$25.00
Include	No Current Fee				
Include	3110335	Child Participant (Ages 8 and under)	Per sport, per season	\$0.91	\$10.00

83548

2. **NOTES** the changes will be incorporated into the 2024/25 Schedule of Fees and Charges for the Shire of Merredin;
3. **APPROVES** advertising the changes to the fees and charges as per Item 1 above, in accordance with the Local Government Act 1995; and
4. **INITIATES** the changes to the fees and charges as per Item 1, upon completion of Item 3 of the recommendation above.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

15. Officer's Reports – Administration

15.1 Local Government Election 2025

Administration SHIRE OF MERREDIN INNOVATING THE WHEATBELT	
Responsible Officer:	Craig Watts, CEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	G/7/10
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A – WA Electoral Commission Cost Estimate Attachment 15.1B – WA Electoral Commission Written Agreement

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the proposal from the Electoral Commissioner to manage the 2025 local government election for the Shire of Merredin (the Shire).

Background

The next local government ordinary elections are to be held on Saturday, 18 October 2025. Council is required to determine the method for conducting the elections and who will be responsible for conducting the elections.

The *Local Government Act 1995* (the Act) provides that a Council may decide whether or not to conduct a postal election or hold a voting in person election. If a Council decides to conduct a postal election, the Electoral Commissioner must conduct the election.

The current procedure required by the Act is that the written agreement of the Electoral Commissioner is required prior to the vote by Council being taken. To facilitate the process, the Electoral Commissioner has written to the Shire agreeing to be responsible for the conduct of the ordinary elections in 2025 for the Shire in accordance with section 4.20(4) of the Act, together with any other elections or polls that may also be required. This agreement is also subject to the proviso that the Shire also wishes to have the election undertaken by the Western Australian Electoral Commission (WAEC) as a postal election.

The Shire of Merredin Council 2017, 2019, 2021, and 2023 elections were administered by the Electoral Commissioner and conducted using the postal method.

Comment

Elections conducted by the WAEC utilises their resources and expertise in conducting elections and also ensures the impartiality and integrity of the election process.

For many years the WAEC has conducted the local government elections for the Shire as a postal election with a good response from voters being achieved. The advantages of using the WAEC to conduct the election include:

- A postal ballot has a higher elector turnout;
- It is seen to be independent from Council; and
- It relieves Administration staff of the workload associated with the election process, although some staff may be contracted by the WAEC to assist with the vote counting.
- The WAEC has acknowledged the delays which occurred in the last election and is taking steps to improve its service.

It is therefore proposed that the WAEC again conduct the 2025 Local Government Ordinary Election via postal vote.

Policy Implications

Nil

Statutory Implications

Sections 4.20(4) and 4.61(2) of the *Local Government Act 1995* apply in appointing the WAEC to conduct the election on behalf of the Shire.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.1 Community Engagement 4.1.1 The Shire regularly engages with its community and, in return, communicates the information gathered in a clear and transparent manner
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	Nil
Objectives:	4.1 Community Engagement 4.1.1 The Shire regularly engages with its community and, in return, communicates the information gathered in a clear and transparent manner

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

If the WAEC is not endorsed to undertake the election process, the Shire will need to seek an alternate provider or undertake the election using internal resources. This will impose a burden on the Shire Administration, potentially leading to compliance issues with the electoral process including vote counting via the preferential ballot method. 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

The estimated cost for the WAEC to conduct the 2025 election via postal ballot is \$21,101 ex GST based on an estimated three positions. The details for the costs involved for the WAEC to run the election can be found in Attachment 15.1A.

The WAEC is required by the Act to conduct local government elections on a full cost recovery bases and it is important to note that what they have provided is an estimate only and may vary depending on a range of factors including, the cost of materials or number of replies received.

The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election, the Shire will be advised as early as possible.

An allocation will need to be made in the 2025/26 Annual Budget for the WAEC's costs, as well as additional advertising expenditure should Council wish to advertise locally in addition to the legislated State-wide advertising included as part of the WAEC quotation.

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Van Der Merwe

Seconded:

Cr Anderson

That Council:

83549

1. DECLARE in accordance with section 4.20(4) of the Local Government Act 1995 the Electoral Commissioner be responsible for the conduct of the 2025 ordinary election together with any other elections or polls which may be required;
2. DECIDE in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the 2025 election be as a postal election; and
3. NOTES the associated costs of conducting the 2025 Ordinary Elections will be included in the 2025/26 Annual Budget.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil



WESTERN AUSTRALIAN
Electoral Commission

Mr Craig Watts
Chief Executive Officer
Shire of Merredin
PO Box 42
MERREDIN WA 6415

Dear Mr Watts,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$21,101 (ex GST).

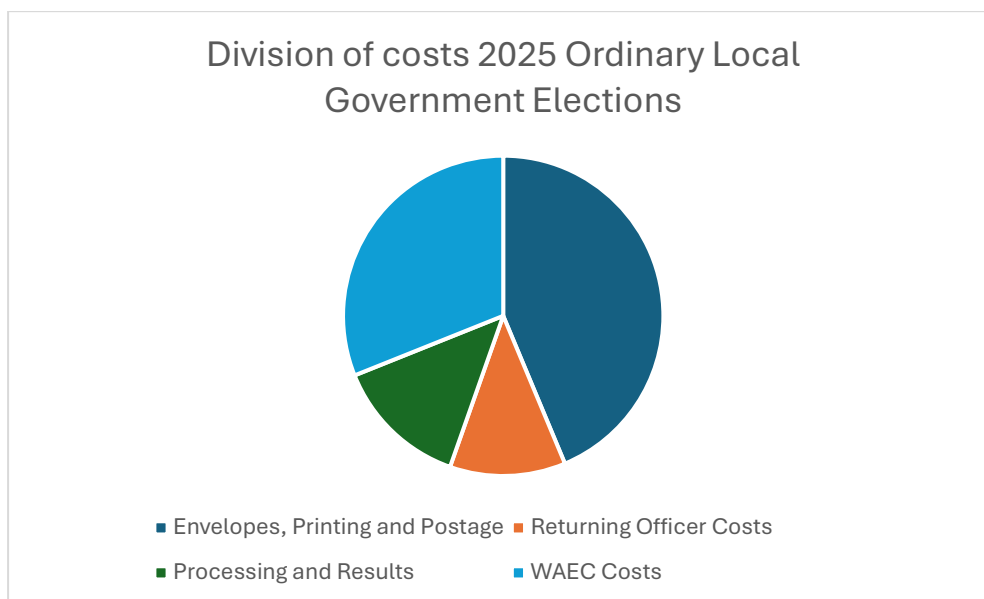
This cost has been based on the following assumptions:

- The method of election will be postal;
- 3 Councillor(s) vacancies;
- 2300 electors;
- response rate of approximately 40%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024



WESTERN AUSTRALIAN
Electoral Commission

Mr Craig Watts
Chief Executive Officer
Shire of Merredin
PO Box 42
MERREDIN WA 6415

Dear Mr Watts,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 6 February 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Merredin. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motion/s must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motion/s, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R Kennedy'.

Robert Kennedy
ELECTORAL COMMISSIONER

7 February 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

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

Council Decision

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

83550 That Council move Behind Closed Doors and that Standing Orders be suspended at 2:45pm.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

Reason

That matters related to the personal affairs of any person, and a matter that if disclosed, would reveal information that has a commercial value to a person or information about the business, professional, commercial or financial affairs of a person were to be discussed.

19.1 Disposal of Property

Corporate Services



Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 19.1A – Offers to Purchase Lot 81, 44 Jackson Way, Merredin Attachment 19.1B – Valuation Report Attachment 19.1C – Advertising

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Resolution

Moved: Cr Billing

Seconded:

Cr McKenzie

That Council:

83551

1. **ACCEPT** Offer 1 received for Assessment A2164, Lot 81, Jackson Way, Merredin WA 6415 for the amount of the offer received;
2. **DECLINE** Offer 2 received for Assessment A2164, Lot 81, Jackson Way, Merredin WA 6415 for the amount of the offer received;
3. **AUTHORISE** the Chief Executive Officer and Shire President to execute a Contract of Sale and apply the Shire of Merredin Common Seal; and
4. **TRANSFER** profit received into a reserve once settlement has occurred and final figures are known.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

Council Resolution

Moved: Cr McKenzie **Seconded:** Cr Anderson

83552 That Council return from Behind Closed Doors at 2:47pm, resume Standing Orders and that the resolutions being passed in the confidential session be confirmed in open meeting.

CARRIED 6/0

For: Cr Crook, Cr Manning, Cr Anderson, Cr Billing, Cr McKenzie, Cr Van Der Merwe

Against: Nil

20. Closure

There being no further business, the President thanked those in attendance and declared the meeting closed at 2:48pm.

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