



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 26 April 2022
Commencing 4.00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 26 April 2022 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

2.00pm Briefing Session

4.00pm Council Meeting

LISA CLACK
CHIEF EXECUTIVE OFFICER
22 April 2022

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Merredin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Common Acronyms Used in this Document	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy Chief Executive Officer
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
ES	Executive Support Officer
GECZ	Great Eastern Country Zone
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



Shire of Merredin April Ordinary Council Meeting

1. Official Opening.....	4
2. Record of Attendance / Apologies and Leave of Absence.....	4
3. Public Question Time.....	4
4. Disclosure of Interest.....	4
5. Applications of Leave of Absence.....	4
6. Petitions and Presentations.....	4
7. Confirmation of Minutes of Previous Meetings.....	5
8. Announcements by the Person Presiding without Discussion.....	5
9. Matters for Which the Meeting may be Closed to the Public.....	5
10. Receipt of Minutes of Committee Meetings.....	5
11. Recommendations from Committee Meetings for Council Consideration.....	5
12. Officer's Reports - Development Services.....	7
12.1 Application for Development Approval Proposed Office Building and Associated Infrastructure – Lot 141 (No 38) Railway Avenue Merredin.....	7
12.2 RSPCA (WA) Dog/Cat Sterilization Pilot Program.....	13
13. Officer's Reports - Engineering Services.....	17
13.1 Acceptance of Unbudgeted Income – Main Roads WA.....	17
14. Officers' Reports – Corporate and Community Services.....	20
14.1 Statement of Financial Activity (February 2022).....	20
14.2 List of Accounts Paid – February 2022.....	23
14.3 Pioneers' Pathway Interpretation Plan Stage 2 - Storytown Podcast Project.....	25
14.4 Winter Sports Working Group Proposal.....	28
15. Officers' Reports - Administration.....	33
15.1 Status Report – April 2022.....	33
16. Motions of which Previous Notice has been given.....	35
17. Questions by Members of which Due Notice has been given.....	35
18. Urgent Business Approved by the Person Presiding or by Decision.....	35
19. Matters Behind Closed Doors.....	35
19.1 Nomination of Eric Hind Scholarship.....	35
19.2 Award of Contract – RFT 03 2021/22 Pioneer Park Revitalisation (Retendered).....	35
20. Closure.....	35

Shire of Merredin
Ordinary Council Meeting
4:00pm Tuesday, 26 April 2022



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr M McKenzie	President
Cr L Boehme	Deputy President
Cr R Billing	
Cr J Flockart	
Cr R Manning	
Cr P Patroni	
Cr M Simmonds	
Cr P Van Der Merwe	

Staff:

L Clack	CEO
A Prnich	DCEO
L Mellor	A/EMCS
P Zenni	EMDS
D Hay-Hendry	A/EMES
M Wyatt	EA/ES

Members of the Public:

Apologies:

Approved Leave of Absence: Cr Crook (CMRef 82875)

3. Public Question Time

Members of the public may submit questions up to 2pm on the day of the meeting by emailing ea@merredin.wa.gov.au.

4. Disclosure of Interest

5. Applications of Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 29 March 2022
Attachment 7.1A

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation

That the Minutes of the Ordinary Council Meeting held on 29 March 2022 be confirmed as a true and accurate record of proceedings.

8. Announcements by the Person Presiding without Discussion

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

- 19.1 Nomination of Eric Hind Scholarship
19.2 Award of Contract – RFT03 2021/22 Pioneer Park Revitalisation (Retendered)

10. Receipt of Minutes of Committee Meetings

- Minutes of Great Eastern Operations Advisory Committee Meeting
10.1 Attachment 10.1A
Minutes of Bush Fire Advisory Committee Meeting
10.2 Attachment 10.2A

11. Recommendations from Committee Meetings for Council Consideration

- 11.1 Bush Fire Advisory Committee Meeting held on 17 March 2022

Recommendations from Committee Meetings for Council Consideration

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

1. RECEIVE the minutes of the Shire of Merredin Bush Fire Advisory Committee; and
2. ADOPT the Shire of Merredin Standard Bushfire Operating Procedures as per Attachment 1 to the Bush Fire Advisory Committee Minutes, noting the amendments requested by the committee have been made in the attached document.
3. MAKE the following appointments for the 2022/23 fire season:
Chief Bush Fire Control Officer
Mr Stephen Crook be appointed to the position of Chief Bush Fire Control Officer.

Deputy Chief Bush Fire Control Officer

Mr Michael Caughey be appointed to the position of Deputy Chief Bush Fire Control Officer.

Fire Control Officers

Chris Barnett	Burracoppin
Nigel Edgecombe / David Beck	Burracoppin South
Stephen Crook / Glenn Crees / Kael Crees	Collgar
Cam Gethin / Colin Miller	Hines Hill
Chris Hooper / John Flockart	Korbelka
Darren Major / Paul Wanless	Muntadgin
Michael Caughey / Neil Smith / Philip Gray	Nukarni/Nokanning
Sheree Lowe Phil Van Der Merwe (<i>subject to appropriate training completed</i>)	Shire of Merredin

Fire Weather Officers

North East	Chris Barnett
South East	Nigel Edgecombe
North	Neil Smith
South West	Chris Hooper
Central	Stephen Crook
South	Paul Wanless
West	Cam Gethin

Dual Fire Control Officers

Bruce Rock	Chris Hooper / John Flockart
Kellerberrin	Cam Gethin and Colin Miller
Nungarin	Michael Caughey / Neil Smith
Narembeen	Darren Major / Paul Wanless
Westonia	Chris Barnett

12. Officer's Reports - Development Services

12.1 Application for Development Approval Proposed Office Building and Associated Infrastructure – Lot 141 (No 38) Railway Avenue Merredin

<h2 style="margin: 0;">Development Services</h2> 	
Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	Shire of Merredin Local Planning Scheme No 6. <i>Planning and Development Act 2005</i> <i>Building Act 2011</i> <i>Health (Miscellaneous Provisions) Act 1911</i>
File Reference:	A9952
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A – Application for development approval and associated plans and specifications. (Confidential)

Purpose of Report

Executive Decision

Legislative Requirement

Background

The Shire of Merredin has received an application from Mr Michael Hayden on behalf of Maarli Services Pty Ltd, for development (planning) approval for a proposed office building (14.45m x 4.22m), proposed veranda with decking, concrete ramp, proposed patio (9m x 6m), proposed new septic system, proposed carparking, landscaping and fencing to be situated on Lot 141 (No 38) Railway Avenue, Merredin.

Comment

Lot 141 (No 38) Railway Avenue, Merredin until fairly recently was owned by MR & JP Townrow who reside on the adjoining lot (Lot 140 No 40 Railway Avenue, Merredin) and was leased by Mr Michael Hayden who operates his business from an existing workshop located on the property.

At some time in early 2021 the Shires Executive Manager of Development Services (EMDS) became aware that a transportable office building had been placed on site at Lot 140 (No 38) Railway Avenue, Merredin, without valid development or building approvals. On the 15th of February 2021 a meeting was held on site and attended by the Shires EMDS and AMO, Julie Townrow (the then property owner) and Michael Hayden (lessee and site operator).

The meeting was aimed at clarifying the status of the unauthorised works, associated remedial and retrospective approval measures and commitments from all parties relating to timeframes for the submission of required documentation to commence the retrospective approval process.

A subsequent email dated 7th April 2021 was sent by the EMDS to Michael Hayden as a reminder of the commitments made during the 15th February 2021 site meeting and highlighted the need for retrospective approvals from the Shire with a focus on the following matters;

- Lodgement of an application for development approval including confirmation as to the presence or lack thereof of any asbestos materials in the transportable office building as per Councils Policy on Moveable Buildings;
- Information relating to the provision of suitable landscaping to the frontage of the Lot to act as a screen, buffer to minimise any visual impact;
- Lodgement of a Certificate of Building Compliance and an application for an Occupancy Permit together with supporting documentation that would allow the Shire to issue a Building Approval Certificate.
- Information addressing issues associated with the existing onsite effluent disposal system crossing property boundaries.

Lot 141 (No 38) Railway Avenue Merredin was recently purchased by Michael Hayden (Maarli Services Pty Ltd), who has now lodged an application with the Shire of Merredin for development approval.

Statutory Requirements

Shire of Merredin Local Planning Scheme No.6

Lot 141 (No 38) Railway Avenue, Merredin is zoned ‘Light Industrial’ under the Shire of Merredin Local Planning Scheme No. 6 (LPS). An ‘Office’ is a “D” use under the LPS. This means that the proposed office development is not permitted unless the local government has exercised its discretion by granting development approval.

Shire of Merredin Local Planning Policy No. 1 – Moveable Buildings.

The proposed office is a skid mounted moveable building.

The Shire of Merredin Local Planning Policy No. 1 – Moveable Buildings, in part states as follows;

“The Council will only permit donga type structures for uses other than residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy”

The objectives of the policy being;

- a) To maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire.
- b) To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.
- c) To ensure that the moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (E.G asbestos).

- d) To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.
- e) To prevent the introduction of housing, or other structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.
- f) To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of 'containers' within the non-industrial areas of the townsite.

It should be noted that the proposed development will not contravene the abovementioned objectives, will be in a light industrial zoned area and will have minimal impact on the visual amenity of the surrounding locality. This will be further reduced using appropriate landscaping. The proposed development will not be out of character when compared to existing development on adjacent properties in Railway Avenue and will complement the operation of the existing workshop.

Building Act 2011

The skid mounted, moveable office building has been placed on site without valid building approvals. Ordinarily this would be sorted out via an externally provided Certificate of Building Compliance (CBC) which in turn would allow the Shire of Merredin to issue a Building Approval Certificate, thus formalising the approval process and giving certainty to all parties involved.

In this case, the moveable office building will have to be relocated on site and placed in a new position to achieve a minimum separation from the side boundary of at least 3.0 meters thereby obviating any additional work on the external cladding associated with National Construction Code (BCA) Fire Resistance Level (FRL) requirements.

The existing workshop has been identified as being located within the 3.0m meter setback required by the NCC from the adjacent side boundary and as such will require additional work to achieve the required FRL.

The moveable building which will house the proposed office will require appropriate tie downs following relocation on site as well as provision of access and services in accordance with AS 1428.1 – mobility and access standards relating to persons with a disability. This will also extend to the existing workshop which currently houses the only toilet facility located on the site.

Because of the need for additional works (relocation on site etc), the proposed building works are best addressed via an externally certified building application (BA2) being submitted to the Shire of Merredin. The BA2 application must be accompanied by a Certificate of Design Compliance (CDC) which will reference all relevant documentation specifying the scope of proposed works to bring the buildings in to compliance with the NCC-BCA.

Once the required building works have been completed the certifying Building Surveyor will submit a Certificate of Construction Compliance (CCC) to the Shire, thus allowing for an Occupancy Permit to be issued formally permitting the occupancy and use of the building.

Health (Miscellaneous Provisions) Act 1911

The septic system servicing the ablution facility forming part of the existing workshop crosses the boundary on to the adjacent Lot. This is in contravention of statutory requirements where the services and onsite effluent disposal facilities must be located on the one Lot.

The existing workshop plumbing, and drainage services will need to be disconnected from the leaching component located on the adjacent Lot and the Workshop provided with a suitable effluent disposal system wholly located on Lot 140 (No 38) Railway Avenue, Merredin.

Impacts

Environmental (Noise)

The proposed office building will be located on a light industrial zoned sit and will be incidental to the existing workshop facility. There is an existing noise sensitive premises (residential dwelling at 40 Railway Avenue) which enjoys non-conforming use rights under the LPS, but given the existing zoning, limited number of workers on site and nature of office related activities there should be no unreasonable noise emissions associated with the proposed development activity. This is exemplified by the fact that the activities associated with the existing workshop operations have been in place for several years but have not resulted in any complaints lodged with the Shire of Merredin.

Environmental (Waste/Nuisance)

The Shire of Merredin Local Planning Scheme Policy No. 1 precludes the movement into the Shire of any relocatable buildings containing unacceptable materials (asbestos). The Shire of Merredin has received confirmation that the relocatable office building in question does not contain asbestos materials.

Road Infrastructure

The Shires Acting Executive Manager Engineering Services has confirmed that vehicular traffic associated with the use of the premises will not pose a hazard to other road users. There are only a couple of employees engaged on the site and any heavy vehicles accessing the property will be limited in nature. There is also sufficient turning space on the Lot for heavy vehicles thus ensuring that they will not be forced to reverse back on to Railway Avenue. The costs associated with the ongoing maintenance of crossovers in adjacent to the property in question will be borne by the applicant.

Conclusion

Given that the proposed development does not differentiate markedly from previous development approvals granted by the Shire of Merredin in light industrial zoned areas, the limited potential for any impact on the amenity of the surrounding locality and compliance with the Shires Local Planning Policy on Moveable Buildings, it is the view of the EMDS that the development application should be granted development approval.

Policy Implications

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

Statutory Implications

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

Strategic Implications

➤ Strategic Community Plan

Theme: 5. Places and Spaces
Service Area Objective: 5.4. Town Planning and 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
Priorities and Strategies for Change: N/A

➤ Corporate Business Plan

Key Action: 4.1.1 Continue to upgrade the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
Directorate: Development Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

The relevant development application fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

1. **GRANT development (planning) approval for a proposed office building (14.45m x 4.22m), proposed veranda with decking, concrete ramp, proposed patio (9m x 6m), proposed new septic system, proposed carparking, landscaping and fencing to be situated on Lot 141 (No 38) Railway Avenue, Merredin, as outlined in Attachment 12.1A, subject to;**
 - a) **Provision of suitable landscaping to the satisfaction of the Shire of Merredin, along the frontage adjacent to Railway Avenue, as well as along the Southern boundary of the Lot, as identified in Wayne's Design and Drafting, Drawing No 2 of Job 21012, dated March 2022;**
 - b) **Provision of hardstand carparking bays including a dedicated car parking bay for persons with a disability as identified in Wayne's Design and Drafting, Drawing, No 2 of Job 21012, dated March 2022; and**
 - c) **The applicant being responsible for all costs associated with the ongoing maintenance of crossovers used to access Lot 140 (No 38) Railway Avenue, Merredin.**
2. **ADVISE the applicant of the following;**
 - a) **This development approval does not constitute a building permit. An application for a building permit must be lodged with the Shire of Merredin and be approved before any building work can commence on site;**
 - b) **Compliance is required with provisions of the National Construction Code (BCA) and relevant standards including disability access requirements and associated provision of suitable toilet facilities;**
 - c) **The new office building must not be occupied until such time as the Shire of Merredin has issued an Occupancy Permit for use of the building;**
 - d) **The existing workshop plumbing and drainage services must be disconnected from the leaching component located on the adjacent Lot and the Workshop provided with a suitable effluent disposal system wholly located on Lot 140 (No 38) Railway Avenue, Merredin;**
 - e) **An application for an onsite effluent disposal system will need to be submitted to the Shire of Merredin and be approved before any work on the installation of an onsite effluent disposal system can commence on site; and**
 - f) **All new fencing on the property must comply with requirements specified by the Shire of Merredin Local Laws Relating to Fencing;**

12.2 RSPCA (WA) Dog/Cat Sterilization Pilot Program

<h3>Development Services</h3>		
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	<i>Dog Act 1976</i> <i>Cat Act 2011</i>	
File Reference:	LE/15/1	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - Correspondence from RSPCA (WA)	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin has been approached by RSPCA (WA) with respect to participation in a pilot program aimed at subsidising dog and cat sterilisations. The RSPCA is seeking support in the form of fee waivers.

Comment

The RSPCA (WA) is preparing to launch a state-wide pilot program in the 2022/23 financial year aimed at subsidising dog and cat sterilisations. RSPCA (WA) has approached the Shire of Merredin to participate in the pilot program.

In its correspondence to the Shire of Merredin the Chief Executive Officer of RSPCA (WA) states as follows;

"I am sure that you are acutely aware of the burden placed on Local Government due to deficient pet management by some owners. Failure to sterilise, microchip and register dogs and cats leads to poor welfare outcomes for the animals as well as increased workload and costs for councils when animals stray or otherwise cause a nuisance.

This innovative pilot program will;

- *Help community members meet requirements to register and sterilise their pets.*
- *Support Local veterinary businesses.*
- *Enable those experiencing financial hardship to better care for their pets.*

- *Assist cat owners to comply with the Cat Act 2011, which mandates that all cats over six months of age be sterilised, microchipped and registered with their local government.*
- *Assist dog owners to comply with the sterilisation requirements introduced under the Dog Amendment (Stop Puppy Farming Bill 2021), at reduced cost when the Bill becomes law.*
- *Reduce local government workload by reducing the number of unwanted litters and, consequently, the number of strays and incoming animals in local pounds.*

Given the social and economic benefits of the program, and to add further incentives to strengthen the program even further, I am seeking your support in the form of Shire of Merredin offering free lifetime registration to those pet owners who participate in the Pet Sterilisation Program.”

The Shire does experience problems with irresponsible pet ownership. Cats especially are prolific breeders, and the Shire contract rangers are facing significant challenges associated with unwanted and feral cats and responding to ratepayers with respect to cat related complaints. The presence of feral cats in residential areas as well as adjacent parkland is an annoyance to the local residents as well as taking a toll on native wildlife.

The Shires Executive Manager of Development Services (EMDS) has spoken with the RSPCA program coordinator, Ms Emily Mostyn-Brown and has received advice that the proposed program incorporates incentives whereby the RSPCA will cover 75% of the cost of the sterilisation of each pet animal, with the owner being required to contribute the additional 25% of the sterilisation costs as well as ensuring that the animal is microchipped.

As an added incentive they are requesting the Shire of Merredin offer free lifetime registration for pet animals that participate in the sterilisation program.

The EMDS has also spoken with representatives from the Merredin Veterinary Clinic who have indicated their support for the pilot program.

Based on the benefits of the program and support from local vets, the EMDS supports the Shire of Merredin participating in the RSPCA (WA) Dog/Cat Sterilisation Pilot Program for the 2022/23 financial year.

Policy Implications

Nil

Statutory Implications

Compliance with the *Dog Act 1976*.

Strategic Implications

➤ Strategic Community Plan

Theme: 4. Community 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

Priorities and Strategies for Change: N/A

➤ Corporate Business Plan

Key Action: 4.1.1 Continue to upgrade the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations

Directorate: Development Services

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

Nil

Financial Implications

By participating in the pilot program, the Shire of Merredin would forego some of the income associated with registration of the animals that have been sterilised as part of the pilot program. The income obtained from animal registrations for the 2020/21 financial year was \$9,700. A portion of this income will be lost due to the waiver of some of the registration fees. This portion is unknown. The Administration anticipates over time, this cost would be offset by limiting stray animal numbers and the associated reduction in ratepayer complaints, trapping, destruction costs and impact on native wildlife.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council;

- 1. APPROVE the Shire of Merredin participation in the pilot program proposed by the RSPCA (WA) for the 2022/23 financial year as per Attachment 12.2A; and**
- 2. NOTES the waiver of registration fees for participating pet animals will be reflected in the 2022/23 budget, schedule of fees and charges.**

13. Officer's Reports - Engineering Services

13.1 Acceptance of Unbudgeted Income – Main Roads WA

<h2 style="margin: 0;">Engineering Services</h2> 	
Responsible Officer:	Daniel Hay-Hendry, Manager of Projects (A/EMES)
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

Background

As part of the South Avenue Road upgrades completed in partnership with Main Roads WA, an existing section of centre island kerbing needed to be replaced. When Main Roads WA were completing the leveling for the new section of road along the Southbound Lane, it was found the centre kerbing was significantly different levels to the new pavement levels. When the kerbing was originally laid it was situated to match the existing levels of the road and followed the existing undulations in the road surface. Consequently, if the new road was to match the existing centre kerbing it would be quite uneven and uncomfortable to drive on.

Main Roads WA contacted the Administration on Friday 18th February 2022, to discuss the issue and requested that a 900m section of kerbing be removed to allow their works to proceed to a high standard. Main Roads WA agreed to complete the removal of the section of existing kerbing required at their own cost and fund up to \$15,000 towards the new kerbing. The Shire was responsible to replace the kerbing when the rest of the kerbing for South Avenue was completed.

Council was notified of this at the February briefing session on the 21st February 2022. The Shire's kerbing Contractor was subsequently notified of the issue and a variation to complete the additional works was agreed.

Comment

The Shire's Contractor has now completed the additional 900m of kerbing along the southbound Lane within Straight Line Kilometre (SLK) 192.52 – SLK 193.85. As such, the Administration will be invoicing Main Roads WA for the full \$15,000 to recoup their agreed contribution for the works.

The Administration have organised an invoice to be made to Main Roads WA for funds to be transferred to the Shires income budget. The Administration recommends that the Council accept this unbudgeted income into the 2021/22 annual budget.

Policy Implications

Council Policy 3.8 – Implementing the budget.

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 6 – Transport and networks
Zone Statement: Merredin provides transport networks that connect it locally, nationally and internationally.
Key Priority: 6.1 Developing and maintaining a road hierarchy and providing an appropriate level of service for the road network.

➤ Corporate Business Plan

Key Action: 6.1.2 Advocate for improved road infrastructure networks across the region.
Directorate: Engineering Services

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil.

Risk Implications

If Council do not accept the funds from Main Roads WA for \$15,000 the Project will exceed the allocated budget.

Financial Implications

The unbudgeted income of \$15,000 will be allocated to Income Account (GL 131407350). The variation will be addressed in the mid-year budget review which is yet to come to Council.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council;

- 1. ACCEPT the unbudgeted income of \$15,000 from Main Roads WA as a contribution to the South Avenue kerbing works into the 2021/22 Annual budget.**

14. Officers' Reports – Corporate and Community Services

14.1 Statement of Financial Activity (February 2022)

<h1>Corporate Services</h1> 	
Responsible Officer:	Lindon Mellor, A/EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.1A – Statement of Financial Activity Attachment 14.1B – Detailed Statements Attachment 14.1C – Capital Works Progress Attachment 14.1D – Management Report (Confidential)

Purpose of Report

Executive Decision

Legislative Requirement

Background

The Statement of Financial Activity, Detailed Statements, Capital Works Progress and Management Report are attached for Council's information.

Comment

Statement of Financial Activity

Regulation 34 of the Local Government (Financial Management) Regulations requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report.

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

➤ Strategic Community Plan

Theme: Nil
Service Area Objective: Nil
Priorities and Strategies for Change: Nil

➤ Corporate Business Plan

Key Action: Deliver long term financial planning for asset replacement and new capital projects
Directorate: 2
Timeline: Continue to provide prudent financial controls and compliance systems

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud.

The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996 regulation 5*, seek to mitigate the possibility of this occurring.

These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

Financial Implications

The adoption on the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, RECEIVE the Statement of Financial Activity and the Investment Report for the period ending 28 February 2022.

14.2 List of Accounts Paid – February 2022

<h1>Corporate Services</h1> 	
Responsible Officer:	Lindon Mellor, A/EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A - Payments Listing February 2022

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached list of Accounts Paid during the Month of February 2022 under delegated Authority is provided for Council's information and endorsement.

Comment

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

➤ Strategic Community Plan

Theme: Nil

Service Area Objective: Nil

Priorities and Strategies Nil
for Change:

➤ Corporate Business Plan

Key Action: Deliver long term financial planning for asset replacement and new capital projects

Directorate: 2

Timeline: Continue to provide prudent financial controls and compliance systems

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* should this item not be presented to Council.

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation

That Council RECEIVE the schedule of accounts paid during February 2022 as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$445,364.15 from Council's Municipal Fund Bank Account and NIL from Council's Trust Account.

14.3 Pioneers’ Pathway Interpretation Plan Stage 2 - Storytown Podcast Project

<h2 style="margin: 0;">Community Services</h2> 	
Responsible Officer:	Andrina Prnich, DCEO
Author:	Robyn McCarthy, Manager CWVC
Legislation:	<i>Local Government Act 1995</i>
File Reference:	ED/3/5
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A - Pioneers’ Pathway Financial Contribution Request Attachment 14.3B - Storytown Prospectus Attachment 14.3C - Storytown and Regional Arts Grant Costing

Purpose of Report

Executive Decision

Legislative Requirement

Background

The Pioneers’ Pathway Advisory Group (PPAG) was established in the late 1990s as a Shire of Goomalling Council Sub-Committee and comprises of the six Member Councils who share a common interest in the Pioneers’ Pathway and regional boundaries (Shire of Dowerin, Shire of Goomalling, Shire of Merredin, Shire of Nungarin, Shire of Toodyay, and the Shire of Wyalkatchem).

The Shire of Merredin is a member shire of the PPAG and a signatory to a Memorandum of Understanding (MoU) agreement between each of the Member Councils for the period 1 July 2020 to 30 June 2023.

In 2021, the first stage of the implementation of the Pioneers' Pathway Interpretation Plan was completed through Building Better Regions Funding and Lotterywest Grants. This project comprised a total investment of \$120,000 for the development of stories and associated infrastructure along the Pioneers' Pathway.

The PPAG are now seeking to complete Stage 2 of the Interpretation Plan and has secured external funding to progress this work. A contribution is now sought from each of the Member Councils.

Comment

On 24 March 2022, the Shire was informed that the Shire of Goomalling, on behalf of the Pioneers' Pathway Advisory Committee, was successful in receiving grant funding from the Regional Arts WA 21 - Cultural Tourism Accelerator Experience Initiative WA to the value of \$20,000 (Attachment 1).

The purpose of this funding is to create a podcast through Storytowns for each town in the Pioneers' Pathway. It is anticipated that this product would be a marketing tool that will help to increase visitor numbers with memorable stories, add cultural relevance and legacy, reveal unknown stories and facts about the region, retention of visitors and stories will travel - word of mouth. This project is being conducted in partnership with the North Eastern Wheatbelt Travel Association (NEWTRAVEL) for the towns along the Wheatbelt Way Drive Trail and will see a total of 12, 7 minute geolocated townscape podcasts created.

The project commenced on 1 April 2022 and is due to be completed by 30 September 2022. The total cost of this project is \$30,000, with the remaining \$10,000 to be funded by requesting the remaining contribution from participating Shires. Further information about the Storytown podcast opportunity is attached (Attachments 2 and 3). It is requested that each participating Council contribute \$833 towards the production of the podcast for their town.

As the mid-year budget review has not been completed and the project commencement date was 1 April 2022, should Council support this initiative, the additional Shire contribution will be a consideration for the 2021/2022 FY budget review.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

Theme: 2 Economy and Growth

Service Area Objective: 2.2 Tourism

Service Area Objective: 2.2.1 Visitors to the Shire are well serviced and accommodated, with opportunities that leverage our historic, cultural environmental and natural assets

Service Area Objective: 2.2.3 Leveraging on our local strengths, our tourism-based economy is resilient and adaptable to change

➤ Corporate Business Plan

Key Action: 2.4.1 Showcase Merredin with improved visibility and promotion through initiatives

Key Action: 2.4.2 Collaborate with tourism stakeholders to increase the tourism profile of Merredin and the wider region

Directorate: Community Services

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

Nil

Financial Implications

The MoU endorsed by Council in 2020 includes the agreement to provide an annual contribution of \$3,500 to assist in product development (\$1,500 annually) and to employ an executive officer to project manage the Pioneers' Pathway initiative (\$2,000). to continue to collaboratively develop historical tourism in the region through the development, promotion, and marketing of the Pioneers' Pathway Self Drive Trail from Perth to Merredin reminiscing the path of the Pioneers' during the gold rush in the eastern goldfields and the development of agriculture and communities in the region.

The PPAG have requested a further \$833 contribution towards the Storytown Podcast Project which can be considered within the upcoming mid-year budget review.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That Council

1. **APPROVES** a contribution of \$833 towards the production of the podcast for Merredin for the commencement of the Pioneers' Pathway Stage 2 Interpretation Plan implementation of the Storytown Podcast Project.
2. **NOTES** the additional contribution will be addressed in the mid-year 2021/2022 Budget Review

14.4 Winter Sports Working Group Proposal

<h3>Community Services</h3> 	
Responsible Officer:	Andrina Prnich, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A – Winter Sports Working Group Proposal – Shire of Merredin

Purpose of Report

Executive Decision

Legislative Requirement

Background

Across the eastern district of the Wheatbelt, there has been continuous feedback from associations, clubs and community leaders, who desire to see sport played as a whole of community, at one venue, on one day. The key objective of this aspiration is to 'support clear development pathways for juniors and increased participation both on and off the field, without increasing volunteer workloads'.

In 2021, the Department of Local Government, Sports and Cultural Industries (DLGSC); Hockey WA; Netball Western Australia; Gold Industry Group; West Australian Football Commission Inc. and the West Australian Country Football League established a Winter Sports Working Group (WSWG), comprising 11 community leaders, to collaborate on the above vision.

The WSWG community membership comprises representatives from Bruce Rock, Hyden, Kondinin, Kulin, Southern Cross, Narembreen, Kellerberrin, Lake Grace/Kukerin, Corrigin and two Merredin representatives.

The WSWG was formed with the purpose of activating Winter sports participation in the communities of the eastern Wheatbelt. The WSWG has provided guidance and support to 10 communities to enable families to travel and play together at a one-day sports competition in season 2022. The WSWG has worked collaboratively across sports and communities to present solutions to their respective associations.

The WSWG have now developed a solution, collectively supported by their respective associations, which includes a set of fixtures for the three Winter sports. Maximising one day sports across the region, this proposal will also see a new Burracoppin senior netball and junior netball side (who will follow Burracoppin football games and Burracoppin hockey

games) as well as a new Nukarni senior netball side (who will follow Nukarni football and Merredin hockey).

The WSWG have requested that the Shire of Merredin and Belgravia Leisure consider waiving or reducing the venue hire fees for the indoor netball courts on a Saturday on the above dates or include them in the current annual fee that the Burracoppin and Nukarni Football Clubs pay under their respective Memoranda of Understanding (MoU). Further, they have requested that the fees for the 2023 season be set now so that the associated clubs can have adequate time to forward plan and budget.

Comment

When formed in 2021, the WSWG was guided by the following principles:

- Three sports at one venue on Saturday (juniors and seniors) is a goal to be worked towards
- Fostering a physical and emotional sense of community is important
- Travel should be reduced for participants (volunteers, players and spectators) and their families
- Participants should have a greater choice of Winter sports to engage in
- Junior engagement and development in Winter sports is a priority
- Each community should experience more than one home game where all three sports are held on the same day (junior and senior)
- Game start times will be set to maximise junior and senior participation both on and off the field
- We will uphold the integrity of football, hockey and netball

The intention and foreseen outcomes of this proposal is well aligned to Council's vision for sports and infrastructure in Merredin, which states:

Sporting clubs are thriving in membership and volunteers, with an appropriate standard of facilities and other support services.

In line with the Shire of Merredin strategic vision for Community Sports and Infrastructure, the new one-day sports approach and new game times, both seniors and juniors in each of the 10 communities (including Merredin) can play more than one sport on the day. As a result, new teams have entered into the netball competition (under Corrigin and Districts Netball Association). Already, these parties advise that they have observed stronger numbers emerging during registrations for both junior and seniors in the outlying communities of Merredin.

Implications for existing MoU agreements

The new netball teams will be under the two existing football clubs (they are not establishing a separate club). New Burracoppin senior netball and junior netball side (who follow Burracoppin football games and Burracoppin hockey games) - will be part of Corrigin and Districts Netball Association and affiliated to Netball WA. The new Nukarni senior netball side (who will follow Nukarni football and Merredin hockey) – will be part of Corrigin and Districts Netball Association and affiliated to Netball WA. As such, there will be no need to add to or alter the current MoUs. However, this could be reviewed after the 2022 season.

In respect to the use of the MRCLC, the new fixtures will see approximately 12-14 Saturday rounds played (netball, hockey, football). The only implications to existing fee structures

attached to the current MoUs in place for Merredin's winter sports users is that the new Netball sides will require their own training days and court use for home games across the season.

Other community benefits

With the introduction of the two new netball sides, there will be a number of benefits to the MRCLC and further flow on effects to the local economy. The proposal will result in additional people at the MRCLC, from travelling netball teams as well as the new Burracoppin and Nukarni netball teams. Across the one-day sports competition there are 1,295 players, seven associations and 32 clubs, thus increasing weekly takings for the bar and canteen.

Fees and Charges

The Shire has been informed that only one court is required at a time for each home game as the Senior games will be held at 12.30pm and the Junior at 2pm. There is no extension of time required for use of the facility amenities, bar and canteen. However, to fall in line with the staffing commitments attached to other indoor users of the MRCLC, each of these home games will require staff for approximately six hours per day.

Belgravia Leisure have advised that there would be no charge for the use of the outdoor courts however the use of two indoor courts could be charged at a standard hourly rate (for six hours), totalling \$306.50 per home game. Additionally, staffing of the indoor centre will also be charged for the six hours required per game, totalling \$510. In 2022, the current fixtures, as of 11 April 2022, will see seven Burracoppin home games totalling \$5,715.50 and five Nukarni home games totalling \$4,082.50 for the season (if the indoor courts are used).

The WSWG project officer has advised that several of the other communities home grounds only offer outdoor courts and thus the outdoor court use would be suitable at this time.

In the minutes of the Sports Council Meeting held 4 April 2022, it is noted that this cost is viewed as high for the number of home games proposed. In comparison to the current fixed fee structure paid by Merredin Netball for a full season of home games, the charge does appear proportionally high. In February 2021, The Merredin Sports Council produced a user charge proposal relating to the use of Merredin Regional Community and Leisure Centre (MRCLC). At that time, a confidential presentation was made to Council however no information was submitted by the Sports Council to explain the rationale underlying the proposal. This resulted in a fixed fee structure until 2022-23 (inclusive) being supported by the Shire, setting an annual fee of \$7,500 for Merredin Netball.

While Shire officers are not in a position to comment on the rationale for the existing fee structure, if Council were to support a discount or waiver of fees for the new netball sides, the current fee structure could be used as reference point to consider its fee setting.

For example, if the Merredin Netball association sees the use of the MRCLC indoor courts for a total of 15 rounds, this equates to \$500 per game, including staff time. At time of writing, the number of rounds proposed for Merredin Netball in 2022 is yet to be confirmed, thus being a reference point only.

If the Shire was to consider charging the new netball sides \$500 per game, this would equate to annual fees of \$3,500 for Burracoppin and \$2,500 for Nukarni. In 2023, the fixtures may appear differently and result in a higher number of home games for Nukarni and lower for Burracoppin.

As such, this could be balanced at \$3,000 each side, fixed for the 2021-22 and 2022-23 financial years. The shortfall of \$3,798, would then be paid by the Shire to Belgravia Leisure.

Alternatively, the Shire could resolve to offer the outdoor courts at no charge to the new sides, with no staffing or centre opening required by Belgravia and external access only to all other centre amenities (in keeping with the MoUs for the existing Football clubs the new sides will come under).

It is recommended that the sports be offered the two options and to confirm their preference based on other sponsorship or seed funding received. This should be provided before the first round scheduled for 14 May 2022.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

Theme: 1 Community & Culture
Service Area Objective: 1.2 Community Sports and Infrastructure
Service Area Objective: 1.2.1 Sporting clubs are thriving in membership and volunteers, with an appropriate standard of facilities and other support services.

➤ Corporate Business Plan

Key Action: Nil
Directorate: Community Services

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

If Council were to support the discount of waiver of fees for the next two years, it will bring certainty to each party and could be seen to support the community vision of seeing thriving clubs and increased participation within the community.

Financial Implications

If Council support a fee discount as outlined within the recommendation, there is a financial implication to the Shire of \$3,798 of unbudgeted costs to be paid to Belgravia leisure to meet the shortfall.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That Council;

1. **RECEIVE** this report;
2. **ENDORSE** the Winter Sports Working Group request to offer a discounted fee structure to the new Burracoppin and Nukarni Netball sides;
3. **ADOPT** the proposed fee structure set out in the table below and that this be fixed for the 2021/22 and 2022-23 seasons financial years:

	Indoor Court Use	Outdoor Court Use
Burracoppin Netball	\$3,000	\$0
Nukarni Netball	\$3,000	\$0

4. **NOTE** that the new netball sides will align, respectively, with the Burracoppin Football and Nukarni Football Memoranda of Understanding, currently with the Merredin Sports Council for comment and that this will be reviewed after the 2021-22 financial year;
5. **ADVERTISE**, by public notice, the proposed fee structure in accordance with the provisions of the Local Government Act 1995; and
6. **REQUEST** that the individual sport sides confirm with the Shire of Merredin, their preference for the 2021-22 season prior to commencement on 14 May 2022.

15. Officers' Reports - Administration

15.1 Status Report – April 2022

<h1>Administration</h1> 	
Responsible Officer:	Lisa Clack, CEO
Author:	Meg Wyatt, EA
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A – Status Report – April 2022

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Status Report is a register of Council resolutions that are allocated to the Shire staff for actioning. When staff have progressed or completed any action in relation to Council's decision, comments are provided until the process is completed or superseded by more recent Council resolutions.

Comment

In the interest of increased transparency and communication with the community, the status report is provided for information.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

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

➤ Corporate Business Plan

Key Action: Nil
Directorate: Nil
Timeline: Nil

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation

That Council RECEIVES the Status Report on Council Resolutions for April 2022.

16. Motions of which Previous Notice has been given

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

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

19. Matters Behind Closed Doors

In accordance with Section 5.23 (2) (b), (c) and (d) of the Local Government Act 1995 Council will go Behind Closed Doors to discuss these matters.

19.1 Nomination of Eric Hind Scholarship

19.2 Award of Contract – RFT 03 2021/22 Pioneer Park Revitalisation (Retendered)

20. Closure

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