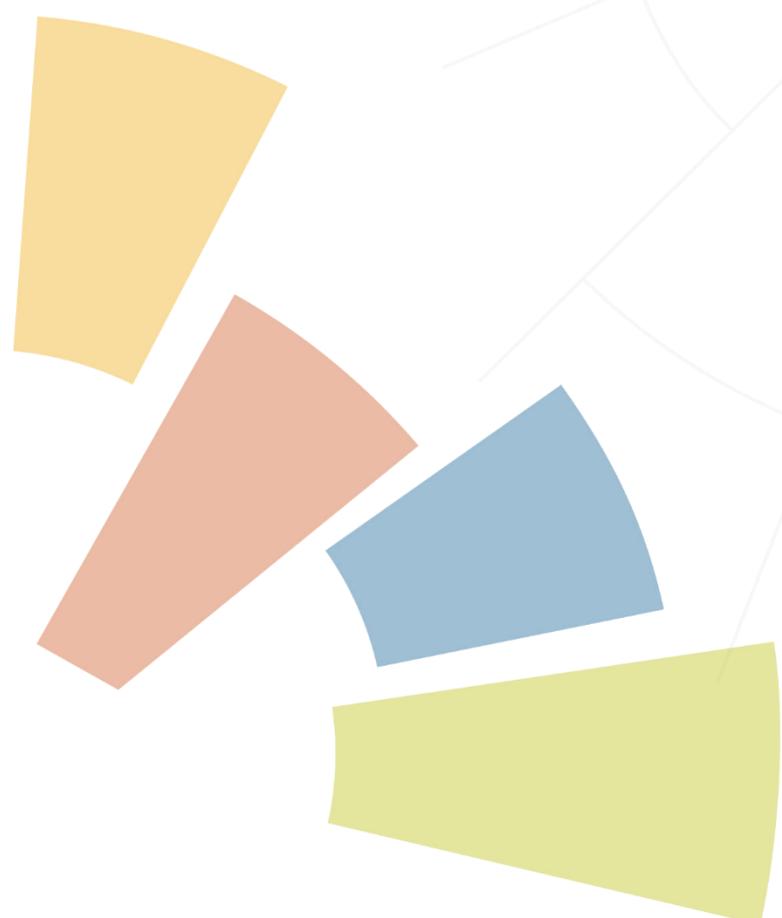


SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Special Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 17 October 2023  
Commencing 6.00pm



# Notice of Meeting



Dear President and Councillors,

A Special Meeting of the Council will be held on Tuesday, 17 October 2023 at 6.00pm in Council Chambers, Corner of King & Barrack Streets, Merredin. The purpose of the meeting is to address the following item:

- a) Request for Comment Relating to Lease Renewal or Freehold Title Over Lot 46 (On DP 189461) Hooper Road Muntadgin
- b) Local Roads and Community Infrastructure (LRCI) Program - Phase 4
- c) Letter of Intent – NRMA EV Charging Station
- d) Statement of Financial Activity – August 2023
- e) Statement of Financial Activity – September 2023
- f) List of Accounts Paid – September 2023
- g) Policy Review – Senior Employees
- h) 2024 Council Meeting & Briefing Dates
- i) Elected Member Training Timetable
- j) Award of Contract – RFQ03 2023/24 Merredin – Naremben Rd – Culvert Extension SLK 9.18
- k) CEO Performance Review/Finalisation

5.00pm	Audit Committee Meeting
5.30pm	Briefing Session
6.00pm	Special Council Meeting

Lisa Clack  
CHIEF EXECUTIVE OFFICER  
13 October 2023

## 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.

<b>Common Acronyms Used in this Document</b>	
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
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



## Shire of Merredin Special Council Meeting

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Shire of Merredin  
Special Council Meeting  
6:00pm Tuesday, 17 October 2023



**1. Official Opening**

**2. Record of Attendance / Apologies and Leave of Absence**

**Councillors:**

Cr M McKenzie	President
Cr D Crook	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
C Brindley-Mullen	EMS&C
L Boehme	EMCS
A Tawfik	EMES
P Zenni	EMDS
M Wyatt	EO

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

**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](mailto:ea@merredin.wa.gov.au).

**4. Disclosure of Interest**

**5. Applications of Leave of Absence**

**6. Petitions and Presentations**

Nil

**7. Announcements by the Person Presiding without Discussion**

**8. Matters for Which the Meeting may be Closed to the Public**

Nil

**9. Urgent Business Approved by the Person Presiding or by Decision**

Nil

## 10. Officers' Report – Development Services

### 10.1 Request for Comment Relating to Lease Renewal or Freehold Title Over Lot 46 (On DP 189461) Hooper Road Muntadgin

<h2>Development Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	Shire of Merredin Local Planning Scheme No.6 <i>Land Administration Act 1997</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A - Correspondence from the Department of Planning, Lands and Heritage and associated documents (CONFIDENTIAL)	

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to advise the Department of Planning, Lands and Heritage (DPLH) of any objection to the proposed ten (10) year lease with a further 10-year option to renew or granting of freehold title to the Applicants as per Attachment 10.1A for Lot 46 (on Deposited Plan 189461) Hooper Road, Muntadgin, subject to ongoing compliance with the Shire of Merredin Local Planning Scheme No. 6.

#### Background

The Shire of Merredin (the Shire) has received correspondence from the DPLH advising that the existing 10-year lease and further 10-year option relating to the property located at Lot 46 (on Deposited Plan 189461) Hooper Road, Muntadgin, expired on 31 March 2020.

DPLH is now considering a new 10-year lease with a further 10-year option to renew as well as the possibility of freehold title and has requested comment from the Shire with respect to this proposal.

#### Comment

The property in question is owned by the State of Western Australia with the existing lease having expired on 31 March 2020.

DPLH is now considering a new 10-year lease with a further 10-year option to renew as well as the possibility of freehold title and requesting comment from the Shire with respect to this proposal.

DPLH correspondence suggests that the proposed new lease or freehold title would be offered to the current lessee and his son, but since the receipt of the DPLH correspondence the Shire has received subsequent advice that the current lessee has since passed away and the lease/freehold title will now be offered to his son for “residential” purposes.

### **Development (Planning) Considerations**

Lot 46 (on Deposited Plan 189461) Hooper Road, Muntadgin is zoned ‘General Farming’ under the Shire of Merredin Local Planning Scheme No.6. (LPS) An inspection of Shire records relating to the property indicates that the existing house on the property received the relevant building approvals from the Shire.

The Shire’s Executive Manager Development Services (EMDS) has spoken with both officers from DPLH as well as the occupier of the premises, and advised them that whilst the existing house can be used for residential purposes, restrictions forming part of the LPS relating to grouped dwellings on “General Farming” zoned land would preclude any additional dwellings being located on the lot in question.

### **Policy Implications**

Nil

### **Statutory Implications**

Compliance with the *Land Administration Act 1997*.

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

### **Strategic Implications**

#### **∅ Strategic Community Plan**

Theme:	5. Places and Spaces.
Service Area	5.4. Town Planning and Building Control.
Objective:	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:	Nil

#### **∅ Corporate Business Plan**

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

Directorate: Development Services

Timeline: Ongoing

#### Risk Implications

Given that the Shire has previously approved the erection of the existing dwelling on site and the proposed new lease or issuing of freehold title will not change the existing use on site, the risk implications are deemed to be minimal.

#### Financial Implications

Nil

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation

**That Council ADVISES the Department of Planning, Land and Heritage (DPLH) that it has no objection to the proposed ten (10) year lease and a further 10-year option to renew or granting of freehold title to the current occupier for Lot 46 (on Deposited Plan 189461) Hooper Road, Muntadgin, subject to ongoing compliance with the Shire of Merredin Local Planning Scheme No. 6.**

## 11. Officers' Report – Engineering Services

### 11.1 Local Roads and Community Infrastructure (LRCI) Program - Phase 4

<h2>Engineering Services</h2>		 <b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Amer Tawfik, EMES	
<b>Author:</b>	Daniel Hay-Hendry, MP	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

#### Purpose of Report

Executive Decision

Legislative Requirement

To recommend Council authorises the formal execution of Local Roads and Community Infrastructure (LRCI) Program Grant Agreement for the Shire of Merredin's (the Shire) Phase 4 funding allocation.

#### Background

The Australian Government has committed to a fourth Phase of the LRCI Program to boost Australia's economic recovery from COVID-19.

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

The Shire of Merredin has been offered an allocation of \$573,735 ex GST for Phase 4A and \$330,943 ex GST for Phase 4B for a total allocation of \$904,678 ex GST in this round of funding. A grant agreement has been forwarded with an invitation to nominate projects to the Federal Government for approval.

Project construction can commence after 1 July 2023, once project nominations are approved by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) with a full works schedule required to be submitted by 31 December 2024. Nominated projects are required to be physically completed by 30 June

2025. Should these timeframes not be met, the Australian Government may withdraw funding.

Under Phase 4, and consistent with previous LRCI funding phases, Eligible Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, and proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 4 funding allocation.

Projects are required to be publicly accessible, and examples provided for nominations are parks, playgrounds, footpaths and roads. It should be noted that LRCI funding is unable to be used for design documentation or project support. It can only be used for capital expenditure. It is unknown if there will be any further funding rounds.

#### **Comment**

Phase 4 is broken up into two parts, Part A and Part B, for which the requirements for eligible grant activity have been defined differently. Funding received under Part A can be spent on any eligible local road or community infrastructure projects. Whereas funding received under Part B should be spent on eligible local rural, regional or outer-urban road projects.

It should be noted however, that in exceptional circumstances, Part B funding may be used for Eligible Community Infrastructure Projects at the discretion of the Department.

Phase 4A has been allocated towards the revitalisation of Apex Park in the 2023/24 Annual Budget. However, the Administration is still investigating and scoping potential projects to be nominated for funding as part of Phase 4B.

While the Administration is considering a number of unfunded projects for nomination, the eligibility criteria of the funding limit which projects which can be considered and delivered in the timeframe.

Once the Administration has completed the evaluation it will recommend a suitable project(s) that meet the eligibility criteria as well as addressing the community needs while being able to be delivered within the available timeframe. This recommendation will then be presented to Council for final endorsement before a formal Works Schedule is presented to the Department for approval.

However, to ensure the Shire is able to secure its funding allocation under LRCI Phase 4 it is recommended that Council authorise the execution of the LRCI Program Grant Agreement – Phase 4 between the Federal Government represented by the Department and the Shire.

#### **Policy Implications**

Nil

#### **Statutory Implications**

*Local Government Act 1995.*

### Strategic Implications

∅ Strategic Community Plan

Theme: 5. Places and Spaces  
Service Area 5.1 Streetscapes  
Objective: 5.1.1 The Merredin CBD has been significantly upgraded and is well maintained and representative of the regional status that it holds  
Priorities and Strategies for Change: Priority 5.1 Revitalise the Merredin CBD

### Sustainability Implications

∅ Strategic Resource Plan

Nil

### Risk Implications

If the agreement is not signed, the Shire may risk losing the LRCI Phase 4 funding allocation.

### Financial Implications

The income of \$573,735 ex GST associated with Phase 4a has been allocated within the 2023/24 Annual Budget to Income Account (GL3110313) for the revitalisation of Apex Park.

### Voting Requirements

Simple Majority

Absolute Majority

### Officers Recommendation

That Council;

1. AUTHORISE the execution of Local Roads and Community Infrastructure Program Grant Agreement – Phase 4 between the Federal Government represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts and the Shire of Merredin; and
2. NOTES the project(s) to be nominated for funding as part of the Local Roads and Community Infrastructure Program Grant Agreement – Phase 4b will be presented to Council for endorsement, and any required budget amendments prior to being submitted to the Federal Government for approval.

## 11.2 Letter of Intent – NRMA EV Charging Station

<h3>Engineering Services</h3>		
<b>Responsible Officer:</b>	Amer Tawfik, EMES	
<b>Author:</b>	Daniel Hay-Hendry, MP	
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 11.2A – NRMA Letter of Intent Attachment 11.2B – Shire of Merredin Lease Plan	

### Purpose of Report

- Executive Decision                       Legislative Requirement

For Council to consider a request for in principle support towards the installation of an NRMA fast electric vehicle (EV) Charging station adjacent to the Town Centre within Lot 1503 (45) Barrack Street, Merredin, refer to Attachment 11.2A.

### Background

In partnership with the Federal Government, NRMA is looking to establish an EV charging network to support EV travel across the country connecting national highways and larger regional communities. The core features of the network include:

- EV fast charges located at least every 150 kilometres on national highways
- Universal access supporting charging for most makes and models of battery EVs.
- Built for the future - sites ideally featuring a 4-bay design with each charge point delivering a minimum of 75kW of charge.
- Delivered in partnership with local communities and businesses
- Connected, reliable and trusted underpinned by the NRMA's integrated services and 24 hour support.

This network is in addition to the State Government EV Highway for which Synergy are currently in the process of installing a similar EV Charging Station.

To support this initiative NRMA is seeking in principle support for a potential DC 'Fast' Charge electric vehicle charging station at LOT 1503 (45) Barrack Street, Merredin (DP 32027 1503) which will be available to the general public for 24/7 use.

This land is owned by the Public Transport Authority (PTA), for which the Shire has a Licence to Occupy agreement. Two agreements are in place for different portions of the Lot, however, the Shire's Licence to Occupy L7467, covers the portion of land that the proposed EV charging station is planned to be installed within (refer to Attachment 11.2B – Shire of Merredin Lease Plan). This is the same portion of land that the Synergy EV Charging Station is located within.

The request for in-principal support is not a commitment from the NRMA to progress the project and installation in Merredin. Instead, it allows further NRMA investigations to be undertaken, including the site design process. NRMA have advised the letter is non-binding and does not create or hold any obligations to either party.

Of note, the proposed chargers will be co-located with the Synergy chargers currently under construction.

	<b>Comment</b>
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The in-principal proposal for a charging station is for two 150kW DC 'fast' chargers that will service 4 charging bays.

These bays are to be located opposite the Synergy EV Charging bays adjacent to the Town Centre. If progressed, the addition of the NRMA EV Charging Station would mean that Merredin will have a total of six 'fast' EV charging bays available, two provided by Synergy and four provided by NRMA.

The NRMA have provided the following advice on the intent of the project:

- The proposed NRMA charging station would be supported by the grid through the procurement of energy under a green power contract and supplemented with the use of a 319kW/357kWh battery energy storage system (BESS) to make up for the short fall in grid supply.
- The additional power demand would require the upgrade of the recently installed district substation transformer which will be provided and installed by Western Power, should the project progress.
- NRMA will be responsible for the management of the installation of the EV charging station infrastructure, and all associated costs. NRMA will also be responsible for the ongoing operation and maintenance, which includes the costs associated with power usage. There are no immediate or ongoing costs to Shire.
- To cover the operational costs, EV charging at the charging station will be at the cost of the user (customer). For payment of the charging service, customers will be able to make payment from a credit card or a mobile application on their mobile phone.

The Administration did consider requesting NRMA consider alternative locations to have additional locations with improved access within Merredin for fast EV chargers, however, given the power and site requirements, it is likely that this is the site which is most suitable when the logistics of the project are considered. Additionally, this location is within close proximity to key amenities but sits outside the boundary for the scope of works for the Town Centre revitalisation and therefore will have very limited to no impact on the CBD Redevelopment projects.

To enable NRMA to progress with the engagement of its design consultants, at its own cost and risk, and to undertake any necessary applications to the Distributed Network Service Provider (DNSP), NRMA are seeking the Shire's in principle support.

The Letter of Intent (refer to Attachment 13.1A – NRMA Letter of Intent) only expresses the Shire of Merredin's interest in continuing to work with NRMA allowing for further NRMA investment into the site design process; but does not denote any formal approval for the installation of the proposed EV Charging Station. The letter is non-binding and does not create or hold any obligations on the Shire to the NRMA.

To allow NRMA to develop and operate the proposed EV charging station on the planned site for Merredin, including carrying out the associated power connection works, NRMA would need to enter into a sub-licence agreement with the Shire and seek approval from the Public Transport Authority as the landowner.

The Licenced area would be limited to the space required for the charging bays and the footprint of the plant & equipment only. NRMA are proposing a bay area equivalent to 5 standard car parking spaces with the fifth bay utilised as a transfer bay so to support inclusivity of the use of NRMA's charging facilities.

Should the proposal progress to this stage, the sub-licence would be brought back to Council for formal approval.

As the proposed installation of the NRMA EV charging station will be no cost to the Shire for installation, operation or maintenance, the Administration considers the installation, alongside the soon to be developed Town Centre, as an opportunity which is strategically aligned and should be considered. This project aligns with the sustainability objectives within the Shire's Strategic Community plan, and will also potentially support flow on economic benefits, as travellers may use local businesses while making a stop to charge their vehicle.

As the letter of intent is non-binding, should any further risks or issues be identified during the design process or further considerations arise, these can be addressed at a later stage. This includes any required referrals or consultation with PTA or Synergy.

It should also be noted that Synergy have been informed of the proposal and are supportive, as this would further promote the adoption of EVs and support the existing EV community.

#### Policy Implications

Nil

#### Statutory Implications

The *Land Administration Act 1997* allows for State Government entities to lease land under a licence to occupy, including for Local Government Authorities.

#### Strategic Implications

Ø Strategic Community Plan

Theme: 3: Environment and Sustainability

Service Area 3.3 Environment Planning  
Objective: 3.3.1 Land use planning respects our natural assets and ensures limited impact on climate change

Priorities and Strategies for Change: Nil

Theme: 4: Communication and Leadership

Service Area 4.3 Advocacy  
Objective: 4.3.2 The Shire continues to advocate for infrastructure and services which meet the need of its business and residential community

Priorities and Strategies for Change: Nil

∅	Corporate Business Plan
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Key Action: Revitalisation of Merredin Town Square

Directorate: Engineering Services

Timeline: 22/23 – 25/26

### Sustainability Implications

∅ Strategic Resource Plan

Nil

### Risk Implications

The Letter of Intent is non-binding and the NRMA have advised it does not create or hold any obligations to the Shire.

As the proposed location is on PTA land, leased to the Shire, the Shire has made the PTA aware of the request, and that should the NRMA chooses to proceed, it will directly approach PTA at a later stage of the project.

### Financial Implications

There are no immediate or ongoing costs to the Shire.

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation

#### That Council;

1. **SUPPORT** in principle the installation of an Electric Vehicle Charging Station to be located at Lot 1503 (45) Barrack Street, Merredin, as per Attachment 11.2A; and
2. **AUTHORISE** the Chief Executive Officer to sign the Letter of Intent on behalf of the Shire of Merredin to provide in principle support for the installation of an Electric Vehicle Charging Station to be located at Lot 1503 (45) Barrack Street, Merredin, as per Attachment 11.2A.

## 12. Officers' Report – Corporate Services

### 12.1 Statement of Financial Activity – August 2023

<h2>Corporate Services</h2>		 SHIRE OF <b>MERREDIN</b> 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 12.1A – Statement of Financial Activity Attachment 12.1B – Detailed Statements Attachment 12.1C – Capital Works Progress Attachment 12.1D – Investment Report	

#### Purpose of Report

Executive Decision

Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of August 2023, and be advised of associated financial matters.

#### Background

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

#### Comment

#### Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire of Merredin (the Shire) to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report. These reports are included at Attachments 12.1A to D inclusive.

#### 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 4.2.2 The Shire is progressive while exercising responsible  
Objective: stewardship of its built, natural and financial resources.  
Priorities and  
Strategies for Change: Nil

### Sustainability Implications

Ø Strategic Resource Plan

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

### Risk Implications

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

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

Materiality reporting thresholds have been established at 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 Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

### Voting Requirements

Simple Majority

Absolute Majority

### Officers Recommendation

**That Council RECEIVE the Statements of Financial Activity and Investment Report for the period ending 31 August 2023 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.**

## 12.2 Statement of Financial Activity – September 2023

<h3>Corporate Services</h3>		
<b>Responsible Officer:</b>	Leah Boehme, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 12.2A – Statement of Financial Activity Attachment 12.2B – Detailed Statements Attachment 12.2C – Capital Works Progress Attachment 12.2D – Investment Report	

### Purpose of Report

Executive Decision

Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of September 2023, and be advised of associated financial matters.

### Background

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

### Comment

#### Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire of Merredin (the Shire) to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report. These reports are included at Attachments 12.2A to D inclusive.

### Budget Amendments

The following budget amendments are recommended:

GL/Job	Description	Current Budget	Variation Amount	Revised Budget	Reason
3030211 Income	GEN PUR – Financial Assistance Grants - Roads	\$0	\$50,775	\$50,775	Extra Financial Assistance Grant Roads funds to be received
4120330 Capital Expenditure	PLANT – Plant & Equipment (Capital)	\$629,900	\$49,000	\$678,900	Purchase of Trimble Survey Equipment
	Muni Surplus/ Deficit	(\$6,674)	\$1,775	(\$4,899)	Difference between funds received and purchase cost used to decrease deficit

The above-mentioned amendments are recommended to enable the purchase of Surveying Equipment that the Engineering Services Directorate will use to complete design and data collection for projects, including Crooks Road and Gabo Ave, and some elements of the Merredin Landfill Site.

Over time, it is anticipated the purchase cost will be recouped by costing the use of the survey equipment to grant funded projects, similar to other plant (e.g. truck, grader) in our fleet.

	<b>Policy Implications</b>
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Nil

### Statutory Implications

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

### Strategic Implications

∅ Strategic Community Plan

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

### Sustainability Implications

∅ Strategic Resource Plan

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

### Risk Implications

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

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

Materiality reporting thresholds have been established at 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 Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

**Voting Requirements**

- Simple Majority                       Absolute Majority

**Officers Recommendation**

**That Council:**

1. **RECEIVE** the Statements of Financial Activity and Investment Report for the period ending 30 September 2023 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996; and
2. **APPROVES** amendments to the Shire of Merredin 2023/24 Annual Budget as per the following table, pursuant to section 6.8(1(b)) of the Local Government Act 1995:

GL/Job	Description	Current Budget	Variation Amount	Revised Budget	Reason
3030211 Income	GEN PUR – Financial Assistance Grants - Roads	\$0	\$50,775	\$50,775	Extra Financial Assistance Grant Roads funds to be received
4120330 Capital Expenditure	PLANT – Plant & Equipment (Capital)	\$629,900	\$49,000	\$678,900	Purchase of Trimble Survey Equipment
	Muni Surplus/ Deficit	(\$6,674)	\$1,775	(\$4,899)	Difference between funds received and purchase cost used to decrease deficit

### 12.3 List of Accounts Paid – September 2023

<h2>Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A - Payments Listing September 2023

#### Purpose of Report

Executive Decision

Legislative Requirement

For Council to receive the schedule of accounts paid for the month of September 2023.

#### Background

The attached list of accounts paid during the month of September 2023, under Delegated Authority, is provided for Council's information and endorsement.

#### Comment

Nil

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership

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

#### Sustainability Implications

∅ Strategic Resource Plan

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

#### Risk Implications

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

#### 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 September 2023 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$763,575.03 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.**

## 12.4 Policy Review – Senior Employees

<h1>Corporate Services</h1> 	
<b>Responsible Officer:</b>	Leah Boehme, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 12.4A – Policy 1.2 – Senior Employees – changes accepted. Attachment 12.4B – Policy 1.2 – Senior Employees – track changes.

### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a revised policy which defines the ‘senior employees’ of the Shire of Merredin (the Shire).

### Background

Policy 1.2 currently outlines the five ‘Senior Employees’ as CEO, DCEO, Executive Manager Engineering Services, Executive Manager Development Services and Executive Manager Corporate Services.

With the change of title of the DCEO position to Executive Manager Strategy and Community (EMS&C), it is pertinent that the Policy be updated to reflect this change.

### Comment

The Policy has been reviewed with a number of updates occurring. The key changes include:

- Updated to match current Shire template.
- Addition of sections:
  - Policy Purpose.
  - Policy Scope.
  - Legislative Requirements.
  - Policy Statement.
  - Key Policy Definitions.

- Roles and Responsibilities.
- Monitor and Review.
- Change from DCEO to Executive Manager Strategy and Community.

### Policy Implications

Policy 1.2 – Senior Employees

### Statutory Implications

As outlined in the *Local Government Act 1995*.

### Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership.  
Service Area 4.2 Decision Making.  
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

### Sustainability Implications

∅ Strategic Resource Plan

Nil

### Risk Implications

If this Policy is not reviewed and the proposed changes adopted, it would be in contradiction to the current employment of the Shire.

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation

**That Council ADOPT Policy 1.2 – Senior Employees, as presented in Attachment 12.4A.**

## 13. Officers’ Report – Administration

### 13.1 2024 Council Meeting Dates

<h2 style="margin: 0;">Administration</h2> 	
Responsible Officer:	Lisa Clack, CEO
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 13.1A – 2024 Council Meeting Dates Calendar

#### Purpose of Report

- Executive Decision
  Legislative Requirement

To recommend to Council that it endorses the proposed 2024 Council Briefing Session and Ordinary Council Meeting dates as per Attachment 13.1A.

#### Background

The *Local Government Act 1995* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary Meetings of Council are held within the next 12 months.

All Committee and Council meetings are held in the Council Chambers at the Shire of Merredin (the Shire) Administration Building at Corner King and Barrack Streets, Merredin.

In accordance with Regulation 12 of the *Local Government (Administration) Regulation’s 1996*, an advertisement will be placed in the local community paper. In addition, this advertisement will be placed on the Shire’s website and on the Shire’s notice boards.

#### Comment

For the past 2 years the Ordinary Council Meetings have been held on the fourth Tuesday of every month commencing at 4.00pm.

Council also currently holds two agenda briefing sessions a month which are closed to the public. In 2021, these briefing sessions were held on the first Tuesday of the month at 5.30pm, and prior to the Council meeting on the third Tuesday of the month at 2pm. In 2022 and 2023 the first briefing session of the month was held on the second Tuesday each month instead of the first Tuesday. Councillors agreed that holding the first briefing session of the month on the second Tuesday was the preferred option.

Council may wish to revise the day on which the meetings and briefings are held and/or their commencement time.

For the 2024 calendar, the Administration has not taken a strict approach to keeping to the first and third Tuesday, as the experience of 2023, has been that Council would prefer consideration is also given to commitments such as school and public holidays given the amount of meetings and briefings.

Accordingly, in the attached proposal, the Administration have taken into account public holidays and school holidays when scheduling the dates and have tried to work the meetings around these dates.

Where possible the Administration have tried to keep a week between meetings, however this was not possible for the months of April, and November as pushing the meetings back didn't leave a week between the next month's briefing session. The December meetings will also not have a week between them due to school holidays, however the date for the Ordinary Council Meeting may change closer to the event, depending on the Office of the Auditor General's deadlines for the acceptance of the Annual Report and Annual Financials.

#### Policy Implications

Nil

#### Statutory Implications

Section 5.25 (1) (g) of the *Local Government Act 1995* provides for giving of public notices of the date and agenda for Council or Committee meetings.

Regulation 12(1) of the *Local Government (Administration) Regulation's 1996* provides: -

*"(1) At least once each year a local government is to give local public notice of the dates on which a time and place at which-*

*(a) the ordinary council meetings; and*

*(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to the members of the public,*

*are to be held in the next 12 months."*

#### Strategic Implications

∅ Strategic Community Plan

Theme:

4. Communication and Leadership.

Service Area 4.1. Community Engagement.  
Objective: 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: N/A

#### Sustainability Implications

∅ Strategic Resource Plan

Nil

#### Risk Implications

The risk is relatively low, however, the statutory risk would be non-compliance should the local government not proceed to advertise or support this item.

#### Financial Implications

The cost of advertising in the local paper will form part of this item which is currently budgeted in the 2023/24 Annual Budget under GL 120401400 MEMBERS – Advertising & Promotion.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation

That Council;

1. **MEETS** for Ordinary Council Meetings at 4.00pm according to the dates as shown in Attachment 13.1A; and
2. **HOLDS** closed agenda briefing sessions at 5.30pm, and prior to the Monthly Ordinary Meetings commencing at 2.00 pm as per the dates shown in Attachment 13.1A.

## 13.2 Elected Member Training Timetable

<h1>Administration</h1>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
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 13.2A – 2023 Shire of Merredin Elected Member Induction Program	

### Purpose of Report



Executive Decision



Legislative Requirement

To recommend to Council that it endorses the Elected Member training timetable for after the 2023 elections.

### Background

Local government elections are held every two years, and it is a requirement that new elected members are inducted once elected.

The Induction Program includes sessions that provide information essential to Elected Members to perform the legislated activities of an Elected Member. It assists Elected Members to become acquainted with their role and responsibilities and helps build a cohesive Council Team.

An Induction Program assists Elected Members with their representative role by informing them on what, why, when and how the local government services and activities operate.

### Comment

The Administration has been planning for the Induction Program for the new Elected Members, and has planned to incorporate a refresh for training for the existing Council, not only in their current duties but also changes related to the reform. This Induction Program will be on top of the mandatory training elected members must complete once elected.

The Induction Program has been set out as per Attachment 13.2A, however if during the Induction Program, Elected Members identify items which they would like further information on the Administration is able to arrange for this.

Consultants have been engaged to deliver sections of the Induction Program, each consultant has been in the industry for many years and their knowledge will be very beneficial for new and existing Elected Members.

	<b>Policy Implications</b>
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Nil

	<b>Statutory Implications</b>
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*Local Government Act 1995.*

	<b>Strategic Implications</b>
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∅ Strategic Community Plan
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Theme:	4. Communication and Leadership
Service Area	4.2 Decision Making
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

	<b>Sustainability Implications</b>
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∅ Strategic Resource Plan
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Nil

	<b>Risk Implications</b>
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If an Induction Program is not run there is a risk that new Elected Members will not be well informed or provided with the appropriate information to be able to perform the legislated activities of an Elected Member.

	<b>Financial Implications</b>
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All costs for the Induction Program are covered in GL 2040104 MEMBERS – Training & Development.

### Voting Requirements

Simple Majority

Absolute Majority

### Officers Recommendation

**That Council;**

- 1. ENDORSE the proposed Elected Member Training Timetable as per Attachment 13.2A; and**
- 2. NOTE that if Elected Members wish to add to the training, the Administration will arrange for this to occur.**

**14. Motions of which Previous Notice has been given**

Nil

**15. Questions by Members of which Due Notice has been given**

Nil

## **16. Matters Behind Closed Doors**

### **16.1 Award of Contract – RFQ03 2023/24 Merredin – Narebeen Rd – Culvert Extension SLK 9.18**

### **16.2 CEO Performance Review / Finalisation**

## **17. Closure**

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