

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers Corner
King & Barrack Streets, Merredin
Tuesday, 26 November 2024
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 November 2024 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

2:00pm Briefing Session

4:00pm Council Meeting

CRAIG WATTS
CHIEF EXECUTIVE OFFICER
22 November 2024

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

Common Acronyms Used in this Document	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
EO	Executive Officer
EMCS	Executive Manager Corporate Services
EMDS	Executive Manager Development Services
EMES	Executive Manager Engineering Services
EMS&C	Executive Manager Strategy & Community
GECZ	Great Eastern Country Zone
GO	Governance Officer
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MP	Manager of Projects
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



November Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
4:00pm Tuesday, 26 November 2024



1. Official Opening

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2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr D Crook	President
Cr R Manning	Deputy President
Cr B Anderson	
Cr H Billing	
Cr M McKenzie	
Cr L O'Neill	
Cr M Simmonds	
Cr P Van Der Merwe	

Staff:

C Watts	CEO
L Boehme	EMCS
A Tawfik	EMES
C Brindley-Mullen	EMS&C
P Zenni	EMDS
M Wyatt	EO
A Bruyys	GO

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.

4. Disclosure of Interest

5. Applications of Leave of Absence

6. Petitions and Presentations

Nil

7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 22 October 2024
Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 22 October 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 Grandstand Bar – Commence Lease Negotiations

10. Receipt of Minutes of Meetings

- Minutes of the Central East Accommodation & Care Alliance Inc Annual General Meeting held on 4 November 2024.
Attachment 10.1A
- Minutes of the Central East Accommodation & Care Alliance Inc Management Committee Meeting held on 4 November 2024.
Attachment 10.2A
- Minutes of the Wheatbelt East Regional Organisation of Councils Inc Annual General Meeting held on 29 November 2023.
Attachment 10.3A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation


That Council:

- 1. RECEIVE the minutes of the Central East Accommodation & Care Alliance Inc Annual General Meeting held on 4 November 2024;**
- 2. RECEIVE the minutes of the Central East Accommodation & Care Alliance Inc Management Committee Meeting held on 4 November 2024; and**
- 3. RECEIVE the minutes of the Wheatbelt East Regional Organisation of Councils Inc Annual General Meeting held on 29 November 2023.**

11. Recommendations from Committee Meetings for Council Consideration

12. Officer's Reports – Development Services

12.1 Review of the of the Shire of Merredin Disability Access and Inclusion Plan (DAIP)

<h2>Development Services</h2>		
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	<i>Disability Services Act 1993</i>	
File Reference:	CM/16/1	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – DAIP 2020-2025 Attachment 12.1B - DAIP Review Timelines Attachment 12.1C - DAIP Review Questionnaire	

Purpose of Report

Executive Decision

Legislative Requirement

For Council to consider commencing the process of review of the Shire of Merredin Disability Access and Inclusion Plan (DAIP) as part of preparation of the Shire of Merredin (the Shire) DAIP 2025-2030.

Background

Under provisions of the *Disability Services Act 1993* local governments are required to review the DAIP every five years.

Comment

Council last considered its DAIP at its meeting held on Tuesday 16 June 2020, where it resolved as follows (CMRef 82565);

That Council:

- 1. Adopts the Draft 2020-2025 Disability Access and Inclusion Plan (DAIP);*
- 2. Advertises the adoption of the DAIP in the Phoenix newspaper;*
- 3. Includes a copy of the adopted DAIP on the Shire website'*
- 4. Provides a copy of the adopted DAIP to the Department of Communities – Disability Services Commissioner.*

The Shire DAIP 2020 -2025 (as attached) will expire in June 2025. The process of the DAIP review needs to commence so that comments forming part of the review process and the development of associated goals and objectives forming part of a new 2025-2030 DAIP, can be incorporated into the 2025/26 financial budget.

The DAIP provides a framework through which local governments can create accessible and inclusive communities. The development and periodic review of the DAIP ensures that it remains relevant to the needs of the community and ensures that people with disabilities can access information and services provided by local governments in Western Australia and that these services facilitate increased independence, opportunities and inclusion for people with disabilities in the community.

The review of the DAIP must involve public consultation (requires statutory advertising) and liaison with relevant stakeholders and must focus on key outcomes, these being;

- 1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.*
- 2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.*
- 3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.*
- 4. People with disability receive the same level and quality of service from staff of a public authority as other people receive from staff of that public authority.*
- 5. People with disability have the same opportunities as other people to make complaints to a public authority.*
- 6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.*
- 7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.*

The Shire is required to provide feedback on an annual report back to the Department of Communities on its implementation of the DAIP outcomes.

As part of the 2023/24 DAIP implementation annual report, the Shire was requested to align its implementation report with 15 Key State Disability Strategy outcomes, these being;

Outcome Number	Outcome Description
1	People with disability get the education and skills development they need to thrive
2	People with disability have opportunities for meaningful and inclusive employment and economic independence
3	People with disability hold positions of leadership and influence across the public, private and community sectors
4	People with high and complex needs have opportunities and networks that support the person to participate in the way they choose
5	Communities infrastructure is accessible to all

6	People with disability can travel where they want to go with ease
7	People with disability are welcomed and accepted by members of the community
8	People with disability are included in a range of recreational, social, arts and cultural opportunities
9	People with disability have access to suitable housing
10	People with disability have access to quality disability services and supports
11	People with disability have access to health and mental health services and attain the highest possible health and wellbeing outcomes throughout their life
12	Legislation and policies protect the rights and interests of people with disability
13	People with disability and their advocates have their voices heard
14	People with disability are safe from violence, abuse, neglect and exploitation
15	People with disability have access to the right information in the right ways so they can make informed choices and decision

This would suggest that work associated with development of a new DAIP should align with the State Disability Strategy outcomes.

Addressing the above outcomes as part of the review of the Shire’s DAIP will not only benefit people with disability but also seniors in the community that may be experiencing mobility, hearing and visual difficulties, as well the general community from increased social and economic participation of people with disabilities and seniors.

Shire officers propose to apply the attached DAIP review timelines and actions document as well as a questionnaire calling for input from people with a disability, individuals and organisations.

Policy Implications

Nil

Statutory Implications

Compliance with the *Disability Services Act 1993*.

Strategic Implications

Ø Strategic Community Plan

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

Priorities and Strategies
for Change: Nil

∅ Corporate Business Plan

Theme: 5. Places and Spaces

Priorities: Nil

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

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

The Shire is required to review its DAIP every five years, failure to do so is a breach of legislative requirements. The preparation and implementation of the new DAIP in conjunction with community consultation will benefit the local community. At the same time strategies developed as part of the new DAIP will undergo annual budgetary consideration and allocation of funds. As such risks associated with the Shire preparing and implementing the Shire DAIP 2025-2030, are considered to be Low (3), which is determined by a likelihood of Rare (1) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Financial implications will be considered as part of the preparation of the 2025/26 financial budget and will focus on the provision of outcomes identified in the consultation process.

Existing and new staff will also be provided with additional training on how to properly interact and provide support and services for people with disability.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **ENDORSES** the commencement of the process of review of the Disability Access and Inclusion Plan as shown in Attachments 12.1B;
2. **GIVES** public notice of the commencement of the review, seeking public submissions; and
3. **NOTES** that a further report on the outcomes of the public consultation process together with a Draft Disability Access and Inclusion Plan (2025-2030), will be submitted for Council consideration at a future ordinary council meeting.

12.2 Application for Development Approval - Extractive Industry Lot 812 Great Eastern Highway Burracoppin

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Shire of Merredin Local Planning Scheme No.6</i>
File Reference:	A5220
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Development application and supporting documentation

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider granting development (planning) approval for an extractive industry operation on Lot 812 Great Eastern Highway, Burracoppin.

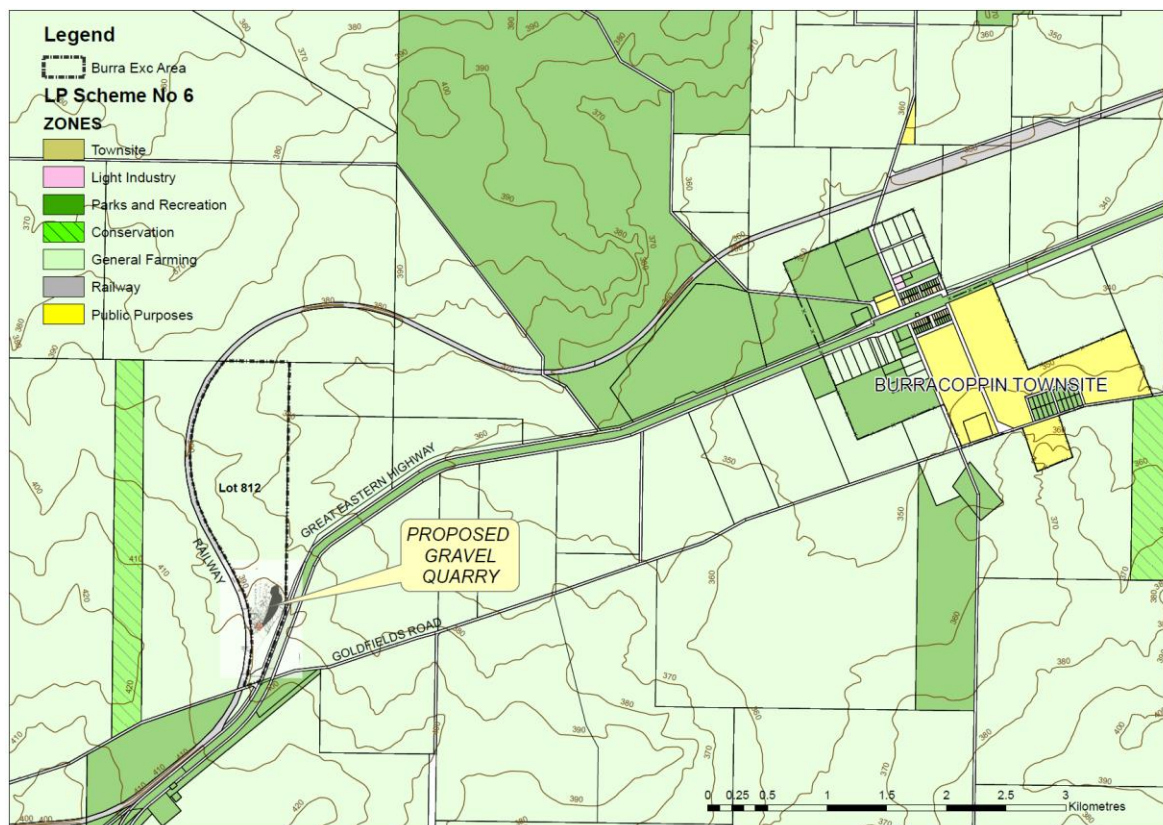
Background

An application for development (planning) approval has been lodged with the Shire of Merredin (the Shire) with respect to a proposed extension to an existing extractive industry operation. The extractive industry activity forming part of the application is to be conducted on Lot 812 Great Eastern Highway Burracoppin.

Comment

Council previously granted development (planning) approval in May 2019 for the establishment and operation of an Extractive Industry on Lot 812 Great Eastern Highway Burracoppin, for a period of five (5) years. Discretionary use such as this proposal must be in accordance with the Shire of Merredin Local Planning Scheme No.6 and as such requires Council approval. A location plan is shown in Figure 1.

FIGURE 1 – Location Plan



The current development approval for the extractive industry will expire on 2 December 2024, and the applicant has lodged a further application for development approval seeking to continue the extractive industry activity on the Lot in question.

When considering the development application, it should be noted that the land is already being utilised for extractive industry operations in accordance with the previous development approval and the activity on site is currently subject to an existing extractive industry licence.

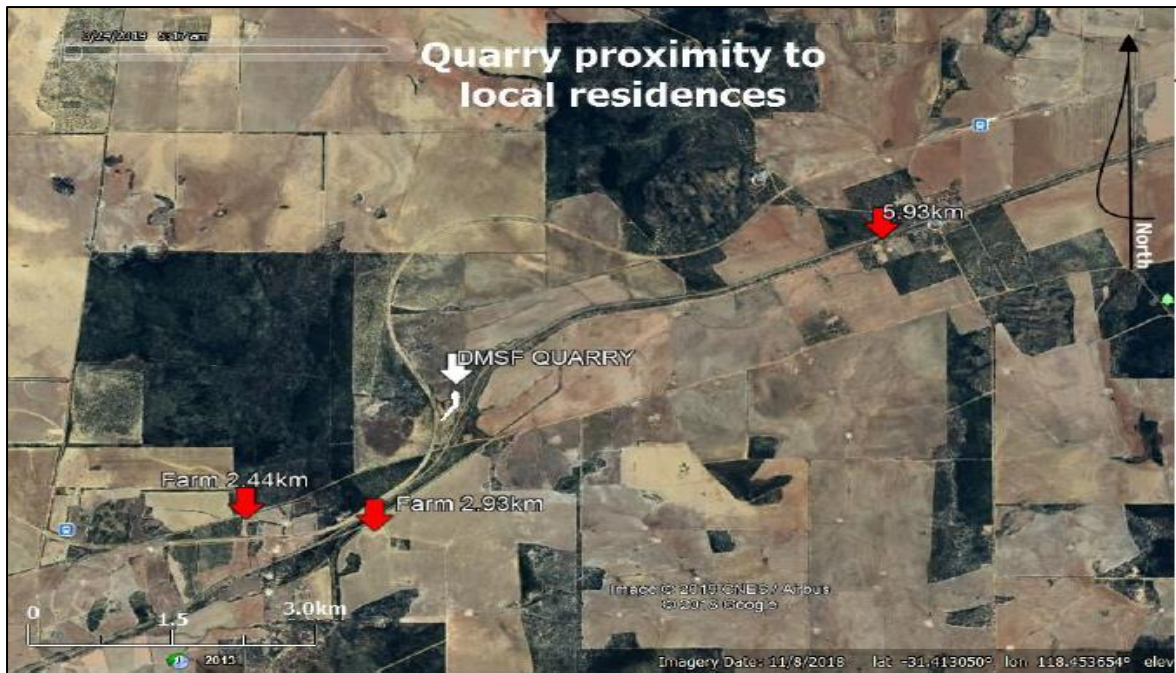
The applicant has confirmed that the extractive industry activities are continuing with no variation from the original approval and has requested that the development approval be extended for a further period of five (5) years.

Nearest Residences

The land surrounding the extractive industry operation is broad acre farming with no sensitive land uses (housing) in the immediate vicinity, as such the proposed extractive operations are unlikely to result in complaints being received by Council with respect to noise and dust related impacts. No complaints to date have been received by the Shire in relation to their current operations.

Figure 2 shows the location of the nearest residence to the Burracoppin Quarry. The residence to the west is at a distance of 2.44km to the Quarry gate. The closest residence within the township of Burracoppin is at a distance of 5.93km from the Quarry gate.

Figure 2 – Nearest Sensitive Uses



At present there is one other extractive industry licence in place in the Shire, relating to the extraction of sand, but not relating to the extraction of gravel. It is becoming increasingly difficult for contractors to source suitable materials for large development projects within the Shire.

Road Access

Previous discussions with the applicant relating to vehicular access to the property have focused on the requirement for all vehicles to access the site via Great Eastern Highway and a small portion of Goldfields Road. The roads in question have been previously inspected by the Shire’s Executive Manager Engineering Services for sight line considerations and road conditions and have been deemed as being suitable for the proposed vehicular use.

Access is through a boundary gate, in the southern portion of the property, via the bituminised portion of Goldfields Road, north of the Great Eastern Highway (refer Figure 3 below).

Figure 3 – Access to Site



Policy Implications

Nil

Statutory Implications

Clause 2.2 of the Shire’s Local Law No.10 – Extractive Industries, states that unless otherwise approved by the local government, a person seeking the issue of a licence shall advertise the application for an extractive Industry licence in a newspaper circulating in an area in which the proposed activity is located.

In this case the application relates to the extension of an existing, previously approved extractive industry activity which is currently subject to a valid extractive industry license, and which has operated for five (5) years without any complaint being received by the Shire. Furthermore, there being no noise sensitive premises in the vicinity, it is believed there is no need to advertise the proposed activity for broader public comment.

All activities will be subject to compliance with the *Environmental Protection Act 1986*, including provisions of the *Environmental Protection (Noise) Regulations 1997*.

The applicant has previously lodged a bond with the Shire as security with respect to the implementation of rehabilitation commitments.

Strategic Implications

∅ Strategic Community Plan

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

∅ Corporate Business Plan

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

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

Given that the extractive industry activity has been in operation since 2019, without any complaints being received by the Shire during this period, the risk implications are considered

to be Low (3), which is determined by a likelihood of Rare (1) and a consequence of Moderate (3) of adverse events associated with this proposal. This risk will be eliminated by the adoption of the Officer's Recommendation.

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 an extractive industry operation on Lot 812 Great Eastern Highway, Burracoppin as per plans forming part of Attachment 12.2A, subject to;**
 - a) **planning consent being valid for a period of five (5) years from the date of approval;**
 - b) **extractive industry license being valid for a period of one (1) year from the date of approval;**
 - c) **an annual extractive industry license fee of \$334.40 to be paid;**
 - d) **hours of operation of extractive industry operations are restricted to 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm Saturday and Sunday and not at all on Public Holidays;**
 - e) **all loaded vehicles involved in extractive industry operations to egress from the property utilising Goldfields Road and Great Eastern Highway;**
 - f) **all vehicles involved in extractive industry operations not permitted on Goldfields Road during school bus hours;**
 - g) **the operator shall, at the direction of Executive Manager of Engineering Services, undertake certain measures so as to minimise the impact of vehicles involved in extractive industry operations on Goldfields Road;**
 - h) **the requirements of Clause 2.2 of the Shire of Merredin Local Law No.10 – Extractive Industries not being imposed;**
 - i) **dust control and suppression measures to the satisfaction of the Chief Executive Officer shall be maintained over the site;**
 - j) **rehabilitation to be completed within 12 months of the conclusion of operations;**
 - k) **all other relevant statutory consents or approvals or permits be obtained from the relevant statutory authority prior to commencing works; and**
2. **NOTE that the development (planning) approval incorporates and supersedes the previous development approval MDPA016(2019) for extractive industry operations on Lot 812 Great Eastern Highway Burracoppin.**

12.3 Rescinding of Policy 8.22 - Outbuildings in Residential Areas

<h2 style="margin: 0;">Development Services</h2> 	
Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	CM/14/1
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A – Policy 8.22 Outbuildings in Residential Areas

Purpose of Report

- Executive Decision
 Legislative Requirement

For Council to consider rescinding Policy 8.22 – Outbuildings in Residential Areas.

Background

Shire of Merredin (Shire) Policy 8.22 – Outbuildings in Residential Areas requires applications for oversized outbuildings in Residential areas to be considered by Council rather than be approved at the officer level. With recent legislative changes Councils will no longer be able to have any input or decision-making authority with respect to applications for single dwellings and associated outbuildings.

Comment

Part 4 of the *Planning and Development Amendment Act 2023* Introduces a new section 257C which provides the ability for regulations to specify that certain types of development approval functions relating to single houses must be done by or on behalf of the Chief Executive Officer (CEO) of the local government.

The Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024, introduced changes to Schedule 2 of the Local Planning Scheme Regulations to specify that development approval functions for a single house development or any development associated with a single house such as additions, alterations, patios, carports and sheds where not otherwise exempt are to be done by the CEO of the local government or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place.

This has the effect of removing elected members (Council) from the decision-making process with respect to applications for development (planning) approvals for single dwellings and

associated outbuildings. The new provisions are listed below and have the effect of requiring applications for development (planning) approval for single houses and associated outbuildings to be considered solely by the CEO or other authorised employee.

84A . Terms used

In this Division —

authorised employee means an employee of the local government authorised by the local government CEO under clause 84D;

prescribed development approval function means any of the following —

- (a) a function of the local government under clause 61A(2) or (4) or Part 8 or 9;*
- (b) a function of approving further details of any works or use under a condition of a kind referred to in clause 74(1) imposed on a development approval;*
- (c) a function of the local government under this Scheme that is ancillary or incidental to a function referred to in paragraph (a) or (b);*

prescribed single house development has the meaning given in clause 84B.

84B . Prescribed single house development

(1) In this Division, prescribed single house development means development that consists of —

- (a) the erection of, or alterations or additions to, a single house; or*
- (b) the erection or installation of, or alterations or additions to, any of the following that is ancillary or incidental to a single house —*
 - (i) an ancillary dwelling;*
 - (ii) an outbuilding;*
 - (iii) an external fixture;*
 - (iv) a boundary wall or fence;*
 - (v) a patio;*
 - (vi) a pergola;*
 - (vii) a verandah;*
 - (viii) a deck;*
 - (ix) a garage;*
 - (x) a carport.*

(2) Despite subclause (1), development in a heritage-protected place is not prescribed single house development .

84C . Performance of prescribed development approval functions in relation to prescribed single house development

(1) When a prescribed development approval function is performed in relation to prescribed single house development, the function must be performed for and on behalf of the local government by —

- (a) the local government CEO; or*

(b) an authorised employee.

(2) A prescribed development approval function cannot be performed by the local government in relation to prescribed single house development otherwise than in accordance with subclause (1) (for example, the function cannot be performed by the council of the local government or a committee of that council).

(3) In performing a prescribed development approval function for and on behalf of the local government in relation to prescribed single house development, the local government CEO or an authorised employee —

(a) is not subject to the direction of the council of the local government or a committee of that council; and

(b) may, if the performance of the function is dependent on the opinion, belief or state of mind of the local government, perform the function on the opinion, belief or state of mind of the CEO or authorised employee (as the case requires).

84D. Authorisation of employees

(1) The local government CEO may authorise any employee of the local government to perform prescribed development approval functions for and on behalf of the local government in relation to prescribed single house development.

(2) An authorisation under this clause must be in writing and may be general or limited to prescribed development approval functions of a specified class.

To date in line with Policy 8.22 Outbuildings in Residential Areas, applications for oversized outbuildings were considered by Council as part of the application for development approval process, following a formal 14-day notification in writing of adjoining property owners, to allow affected parties an opportunity to lodge objections prior to consideration of the application by Council.

Given the recent regulatory changes, this Policy is now ultra vires (inconsistent with legislation) and as such needs to be rescinded by Council, with all future applications of this nature being considered solely by the CEO and authorised employees.

The Local Planning Framework consists of the Deemed Provisions, Scheme text, Scheme maps as well as the R Codes. The Shire's Executive Manager Development Services (EMDS) sought clarification as to whether existing delegations from Council would allow applications for development approval for oversized outbuildings to be considered and approved/refused at the officer level. All future applications will be considered against the principles contained within the R Codes.

Advice received from the Shire's Planning Consultants as well as Department of Planning, Lands and Heritage (DPLH) officers is that a specific delegation is not required in this case as the head of power for the development application assessment and approval/refusal is provided for directly to the CEO, by the regulatory changes.

However, appropriate delegations will need to be implemented between the CEO and any authorised employees.

Policy Implications

Rescinding of Policy 8.22 – Outbuildings in Residential Areas.

Statutory Implications

Compliance with the *Planning and Development Act 2005*.

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

Strategic Implications

∅ Strategic Community Plan

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

∅ Corporate Business Plan

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

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

Given that this is a regulation driven process and the Shire has no ability to vary these requirements, the risk implications are considered to be Low (3), which is determined by a likelihood of Rare (1) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

Nil

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That Council RESCINDS Policy 8.22 – Outbuildings in Residential Areas.

13. Officer’s Reports – Engineering Services

13.1 Regional Road Group 5 – Year Program 2024 - 2029

<h2 style="margin: 0;">Engineering Services</h2> 	
Responsible Officer:	Amer Tawfik, EMES
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A – Regional Road Group 5 Year Program 2024-2029

Purpose of Report

- Executive Decision
 Legislative Requirement

For Council to review and consider adopting the proposed 5-Year Regional Road Group (RRG) Program 2024-29.

Background

The Shire of Merredin (the Shire) receives annual funding of approximately \$500,000 from Main Roads WA under the Regional Road Group (RRG) Program, which represents 2/3 of the total construction costs, with the remaining 1/3 (\$250,000) of the contribution to be provided by the Shire.

The Shire is required to submit Multi Criterion Assessment (MCA) forms each year for proposed projects. One of the questions on the MCA form under the Project Pre-Construction Information is “Has Council endorsed your 5 Yr RRG program at Council Meeting?”, as illustrated in the figure below.

Project Pre-Construction Information:		
Task	Criteria	Yes / No
5 Yr RRG Program	Has Council endorsed your 5 Yr RRG program at Council Meeting?	
Onsite Assessment	Have you conducted a full onsite Project Assessment prior to Cost Estimate to check <u>ALL</u> Project Specifics?	
Cost Estimate	Have you broken down your Cost Estimate on your Own Budget Cost Estimate Sheet - based on your Onsite Assessment Findings?	
Gravel Supply	Have you secured suitable Qty and Quality Pavement Material for Project?	
	What is the volume of Basecourse Material Required for Project (Loose m ³)	

Comment

Endorsing the 5-Year RRG Program by Council was introduced in the 2023/24 financial year, as a new compliance requirement. In November last year, Council endorsed the 5-Year RRG Program for 2023-28 which focused on upgrading and widening Crooks Rd; since then, the Shire has secured independent funding from Federal Government under “Safer Local Roads and Infrastructure Program”. This presents an opportunity for Council to focus its attention on other priority road projects.

The revised 5-Year program focuses on two roads with the Shire, these are Chandler – Merredin Rd and Knungajin Rd. These are busy school bus routes, and heavily used during the harvest season. The proposed work is to widen these from 6.0 m seal to 7.0m and apply rubber seal to the full width.

Policy Implications

Nil

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2 Decision Making 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources
Priorities and Strategies for Change:	Nil
Theme:	5. Places and Spaces
Service Area Objective:	5.3.2 The Shire is continually improving its asset management practices
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	Nil
Objectives:	4.2 Decision Making
Theme:	5. Places and Spaces
Priorities:	Nil
Objectives:	5.3.2 The Shire is continually improving its asset management practices

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

If the Officer’s Recommendation is not accepted, this will make the Shire not compliant from a governance perspective as the roadworks would not have received Council endorsement, which also potentially affects the ability of the Shire to secure funding.

The risk rating of not adopting the proposed program is considered to be Medium (8) determined by a likelihood of Unlikely (2) that Main Roads WA will refuse Council’s proposed amendments and a consequence of Significant (4). The risk will be eliminated by adoption of the Officer’s Recommendation. Council should also note that it has the option to write to Main Roads WA and amend or make changes to the proposed program if required at any time.

Financial Implications

The financial implication from this Program that Council must commit to allocating the 1/3 contribution towards the proposed RRG Program. This could be funded from the R2R Program or from municipal funds. This will limit Council’s ability to fund other capital works road projects not included within the RRG program.

Voting Requirements


Simple Majority

Absolute Majority

Officer’s Recommendation

That Council ENDORSES the Proposed 5-Year Regional Road Group Program as per Attachment 13.1A.

13.2 External Works – St Mary’s School & CEACA

<h1>Engineering Services</h1>		
Responsible Officer:	Amer Tawfik, EMES	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider assisting Central East Accommodation & Care Alliance Inc (CEACA) and St Mary’s School by completing sealing works on their behalf utilising competitive rates obtained by the Shire of Merredin (the Shire) through our Annual Sealing Contract.

Background

The Shire received a request from the following entities requesting assistance with sealing works:

- Hutton & Northey to seal the area between East Barrack St (Mitchell St) and the front of their building;
- St Mary’s School to seal their internal carpark off Pioneers Rd; and
- CEACA to seal Margaret Lane and Hopkins Lane inside their retirement village.

Due to difficulties engaging contractors for small jobs, they approached the Shire for assistance. The Shire provided them with quote based on our annual sealing contract to undertake the required works. The Shire’s contractor has confirmed they can undertake the works in addition to the Shire’s sealing program, however, they are reluctant to deal directly with the school or CEACA.

St Mary’s School and CEACA have received quotes provided by the Shire and indicated they intend to proceed with the proposed work. Hutton & Northey opted to decline and do the work at a later stage.

Comment

The Shire can assist CEACA and St Mary’s School to complete required seal; this will provide them with a significant time and cost savings compared to them arranging a sealing contractor to come specifically for their small sealing jobs. The Shire has undertaken a similar role previously and auspiced works on behalf of the community.

Policy Implications

Nil

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

∅ Strategic Community Plan

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

Theme: 5. Places and Spaces
Service Area Objective: 5.3.2 The Shire is continually improving its asset management practices
Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 4. Communication and Leadership
Priorities: Nil
Objectives: 4.2 Decision Making
Theme: 5. Places and Spaces
Priorities: Nil
Objectives: 5.3.2 The Shire is continually improving its asset management practices

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

If the Officer’s Recommendation is not accepted, this will most likely force CEACA and St Mary’s School to either cancel these works leading to further deterioration of their paved surfaces or pay significantly higher price for the same outcome.

The risk rating of adopting the proposed recommendation is considered to be Low (2) as Council will invoice both CEACA and St Mary’s School the full amount prior to starting the proposed work, this was determined by a likelihood of Unlikely (2) and a consequence of Negligible (1).

Financial Implications

The financial implication from the proposed work will be related to officer time to organise the required work in terms of purchase orders, and timing. To cover these costs an amount of \$200 Inc GST, will be added to final invoice issued to CEACA and St Mary’s.

The total cost for the work is detailed in the table below:

Description	Contractor Quote \$ - Ex GST	Council Administration Fee \$ - Ex GST	Total Cost \$ - Ex GST
CEACA - Margaret Lane	\$15,195.00	\$90.91 to \$181.82	\$15,285.91
CEACA - Hopkins Lane	\$8,610.50	\$90.91 to \$181.82	\$8,701.41
St Mary's Carpark	\$18,293.60	\$181.82	\$18,475.42
Total			\$42,462.74

The Administration Fee is based on the Shire Administration Charge and assumes that the time taken to arrange works, including invoicing and creditor payments, will be approximately 3.2 hours per agency. If CEACA only engage the Shire to auspice one lane repair, then they will be charged \$200 (inc GST) administration charge for the one road. If both lanes are repaired, there will be only one administration charge levied.

Considering the work is located on non-shire assets, it will be completed as external work. The following budget amendments will be required if the recommendations in this report are to be approved by Council.

Account #	Account Name	24-25 Budget (Current)	Additional (Income)/ Expense	24-25 Budget (Amended)
New Account to be created	External Works - Expenses	\$0	\$42,098.10	\$42,098.10
New Account to be created	External Works - Income	\$0	(\$42,098.10)	(\$42,098.10)
3040220	Other Governance – Fees and Charges - Income	0	(\$363.64)	(\$363.64)

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation


That Council:

1. **APPROVES** completing the proposed sealing works for St Mary's School carpark and Margaret Lane and Hopkins Lane inside CEACA retirement village under the current Shire of Merredin Annual Sealing Contract;
2. **AUTHORISE** the Chief Executive Officer to issue invoices to St Mary's School and CEACA for the proposed works, with no works to commence until such time as payment is received;
3. **AUTHORISE** the Chief Executive Officer to include \$200 (inc GST) on each agencies invoice to recover internal costs incurred by the Administration to organise the proposed work; and
4. **ENDORSES** the proposed amendments to the 2024/25 budget to reflect the increase in External Works expenditure and income accounts, as listed in the table below:

Account #	Account Name	24-25 Budget (Current)	Additional (Income) / Expenses	24-25 Budget (Amended)
New Account	External Works - Expenses	\$0	\$42,098.10	\$42,098.10
New Account	External Works - Income	\$0	(\$42,098.10)	(\$42,098.10)
3040220	Other Governance – Fees and Charges - Income	0	(\$363.64)	(\$363.64)

14. Officer’s Reports – Corporate and Community Services

14.1 Statement of Financial Activity – September 2024

<h2 style="color: #0056b3;">Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.1A – Statement of Financial Activity Attachment 14.1B – Detailed Statements Attachment 14.1C – Capital Works Progress Attachment 14.1D – Investment Report

Purpose of Report



Executive Decision



Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of September 2024, and be advised of associated financial matters, including consideration of proposed budget amendments.

Background

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

Comment

Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report. These reports are included at Attachments 14.1A to D inclusive.

It should be noted that fixed asset reconciliations are delayed annually until the sign off of the Annual Financial Statement by the Office of the Auditor General.

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

∅ Strategic Community Plan

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

∅ Corporate Business Plan

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

Sustainability Implications

∅ Strategic Resource Plan

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

Risk Implications

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

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

Materiality reporting thresholds have been established at 10% or \$10,000 whichever is greater, for operating and capital, to alert management prior to there being irreversible impacts.

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

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

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

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

Financial Implications

The adoption of the Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

In regard to the proposed budget amendments, the addition of income and expenditure to the Private Works GLs does not have any overall impact on the budget.

Voting Requirements


Simple Majority

Absolute Majority

Officer's Recommendation

That Council RECEIVE the Draft Statements of Financial Activity and Investment Report for the period ending 30 September 2024 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

14.2 Statement of Financial Activity – October 2024

<h2 style="margin: 0;">Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A – Statement of Financial Activity Attachment 14.2B – Detailed Statements Attachment 14.2C – Capital Works Progress Attachment 14.2D – 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 October 2024, and be advised of associated financial matters, including consideration of proposed budget amendments.

Background

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

Comment

Statement of Financial Activity

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report. These reports are included at Attachments 14.1A to D inclusive.

It should be noted that fixed asset reconciliations are delayed annually until the sign off of the Annual Financial Statement by the Office of the Auditor General.

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Ø Strategic Community Plan

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

Ø Corporate Business Plan

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

Sustainability Implications

Ø Strategic Resource Plan

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

Risk Implications

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

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

Materiality reporting thresholds have been established at 10% or \$10,000 whichever is greater, for operating and capital, to alert management prior to there being irreversible impacts.

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

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

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

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

Financial Implications

The adoption of the Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

In regard to the proposed budget amendments, the addition of income and expenditure to the Private Works GLs does not have any overall impact on the budget.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That Council RECEIVE the Draft Statements of Financial Activity and Investment Report for the period ending 31 October 2024 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

14.3 List of Accounts Paid – October 2024

<h2 style="margin: 0;">Corporate Services</h2> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A - Payments Listing October 2024

Purpose of Report

- Executive Decision
 Legislative Requirement

For Council to receive the schedule of accounts paid for the month of October 2024.

Background

The attached list of accounts paid during the month of October 2024, under Delegated Authority, is provided for Council’s information and endorsement.

Comment

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership

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

Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 4. Communication and Leadership

Priorities: Nil

Objectives: 4.2 Decision Making

Sustainability Implications

∅ Strategic Resource Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements


Simple Majority

Absolute Majority

Officer's Recommendation

That Council RECEIVE the schedule of accounts paid during October 2024 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$3,108,800.05 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.

14.4 Budget Review 1 – November 2024

<h3>Corporate Services</h3> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A – Budget Review November 2024

Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a review of the annual budget for the Shire of Merredin (the Shire), based on the year-to-date figures at 31 October 2024. It should be noted this will be the first of two budget review processes conducted during the 2024/25 financial year.

Background

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

With the current financial position of the organisation in mind, it has been decided to complete two reviews during the financial year. A further review will be conducted in March 2025, utilising end of month figures from February, which will fulfil our statutory compliance requirement.

Comment

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

The review of the 2024/25 Annual Budget has been completed. A number of variations to existing budget allocations have been identified and included in the revised budget, which can be found in Attachment 14.4A.

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

Issues and Options Considered

The budget review has comprised of:

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

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

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

The most significant variations between the original adopted budget and the revised budget are detailed in the following sections.

Surplus Brought Forward

The actual surplus brought forward from 2023/24 has been confirmed at \$4,544,246 during the 2023/24 Audit. The figure considered during Budget adoption was higher (\$4,870,115), which has meant that \$325,869 has had to be found during the review to cover the shortfall.

Operating Income and Expenditure

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

Income

- The Financial Assistance Grant (General and Roads) due to be received is \$396,994 more than the original budget allocation.
- Rates income accounts have been amended to meet actual figures raised.
- Interest accounts have also been increased due to slightly higher than expected income for the period.
- Grants received for Gala Night and Australia Day have been included, with matching expenses also included.
- ROADM – Road Contribution Income (Ramelius income for Merredin-Naremben Rd works) has been increased due to higher than anticipated contributions during their close down period of operations.
- ROADM – Sale of Scrap has also had funds allocated due to an unbudgeted sale of scrap metal from the tip providing \$49,000 of income.

Expenditure

- ESL BFB – Maintenance Vehicles/ Trailers/ Boats has been increased due to issues with the Burracoppin Light Tanker and increased service pricing from suppliers.
- As increase has also been required to ESL BFB – Maintenance Plant and Equipment due to fire fighting foam supplies running low.
- ESL BFB – Plant & Equipment < \$1200 per item has been increased to purchase two extra respirators for each BFB unit, as well as couplings to ensure that DFES hoses can be attached to farm equipment if required.

- Funds have been moved from the Public Convenience operations accounts to the maintenance accounts to cover potential overspends.
- PWO – Protective Clothing has been increased to cover an overspend likely caused by change over of staff.
- POC – External Parts and Repairs has been increased due to a large number of repairs required early in the period meaning the account would likely overspend later in the year. The POC – Fuels and Oils account has been decreased to cover the increase mentioned above.

Income & Expenditure

- MRCLC Income and expense accounts have been reviewed and amended to match the changes to services that have occurred.
- Income and expenses related to the Cummings Street Units has been amended due to the delays that have occurred with settlement.
- SAN – Other Income has been significantly decreased due to a much smaller than anticipated first period.
- Income and expenditure relating to Cummins Theatre shows has been amended to match updated figures.

Capital Expenditure

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

- \$10,000 has been moved from SWIM AREAS – Building Capital to SWIM AREAS – Building Maintenance (Operational) as some of the works required are operational in nature.
- CBD Redevelopment – Town Centre – SOM has been increased, due to an error with the figures considered during budget development, whereby the total loan value (\$1,480,000) was not budgeted to be expended.
- The CBD Redevelopment – Visitor Centre Relocation account has been increased to allow for the construction of a footpath from the Visitor Centre to the Town Centre crossing. A matching income line has also been added in Function 12, as PTA have agreed to fund the project.
- Funds in PC041 – Water Tower Refurbishments have been split across two new accounts – PC041A and PC041B. This change has been made to assist with funding acquittals that will be required on completion of the project.
- Funds allocated to ADMIN – Building (Capital) for the installation of anchor points across multiple Shire buildings has been allocated to the correct buildings (Cummins Theatre and NMPS precinct) as per the quote received. It should be noted that the addition of anchor points to the MRCLC was outside the budget allocation for this financial year, however we will look to include this for 2025/26.
- Works to the old platform at the Railway Museum have come in at more than the budgeted figure, so funds have been reallocated from the remaining funds that were budgeted for the anchor point project.
- Minor amendments have been made to the footpath, kerbing and pram crossing budgets to meet the actual figures quoted – the total expenditure is still within the originally budgeted figure.
- Works to Brissenden Rd have come in under budget, so the account has been decreased to match the actual spend.

Policy Implications

Nil

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Though this review will not meet our Statutory Compliance obligations given it is being held early in the financial year, Budget Review 2 scheduled for March 2025 will meet the prescribed compliance requirements.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources 4.2.3 The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	P4.3 Maximising the value of Shire Assets
Objectives:	Nil

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

There is a compliance risk associated with this Item. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Possible (3) and a consequence of Minor (2).

In the current financial climate, the purpose of this early review is to minimise the risk of issues arising later in the financial period. Should a review only be completed in the January – March period, there would be a risk of significant financial issues occurring and not being able to be rectified due to the late nature of the review.

Financial Implications

Suggested amendments to the 2024/25 Annual Budget, as outlined in Attachment 14.4A.

Voting Requirements


Simple Majority

Absolute Majority

Officer's Recommendation

That Council APPROVES the 2024/25 Budget Review 1, as at 31 October 2024, and AUTHORISES the amendments detailed in Attachment 14.4A.

14.5 Quick Grant – Terms and Conditions Amendment

<h2 style="margin: 0;">Community Services</h2> 	
Responsible Officer:	Codi Brindley-Mullen, EMS&C
Author:	As above
Legislation:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.5A – Terms & Conditions

Purpose of Report

- Executive Decision
 Legislative Requirement

For Council to consider an amendment to the Quick Grant Terms & Conditions to include rules around sporting requirements.

Background

Each year, Council reviews and endorses the budget for the Community Funding Program. One key component of this is the allocation of any remaining funds from the program goes towards Quick Grants, which can be used for a range of community-driven initiatives.

As these funds vary from year to year, the Quick Grants pool can be flexible depending on the available balance.

Comment

For the 2024/25 financial year, the Shire has received three (3) requests for financial support from community members participating in state championships for their respective sporting endeavours.

These requests, totalling \$2,500 each, have been approved. However, an important point to highlight is that the current Terms & Conditions for the Quick Grant Program do not explicitly cover funding for individual sporting opportunities at the state championship level. This situation prompted the Administration to amend the Terms & Conditions to accommodate such requests.

While the funding approval is extremely beneficial for our community, the fact is that these requests do not align with the original Terms & Conditions which highlights a gap in the Program's framework. The Administration's decision to amend the Terms & Conditions to accommodate these types of requests is relevant, but it also highlights the review is required

to ensure they are broad and inclusive of diverse community needs, particularly in areas such as sports and individual achievement. It is proposed that the changes to the terms and conditions will take effect immediately if endorsed by Council.

Considering this, the Executive Manager Strategy and Community (EMS&C) is proposing a \$1,000 limit per sporting application for the 2025/26 financial year. This limit is intended to ensure fairness across all applicants and maintain the integrity of the Quick Grant Program, while still providing meaningful support to individuals pursuing excellence in their chosen sport. By setting a cap on the funding available per individual request, we can ensure that all members of the community, regardless of their sport, have an equal opportunity to benefit from the Program.

This approach helps to balance the needs of those pursuing state-level achievements with the broader goal of ensuring reasonable access to support for all community members.

Supporting our community members in their pursuit of sporting excellence, especially at the state championship level, can have lasting benefits for both the individuals and our community. It is important to ensure that we allow access to such opportunities and meet these requests reasonably, so that other community members who may need similar support are aware of the funding avenues available to them. By supporting individuals participating in state championships, we also set a strong example of Council's commitment to local talent and fostering community pride.

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:	1. Community and Culture
Service Area Objective:	1.2 Community Sports and Infrastructure
Priorities and Strategies for Change:	Development of sport and recreation: infrastructure and participation

∅ Corporate Business Plan

Theme:	1. Community and Culture
Priorities:	P1.2 Development of sport and recreation: infrastructure and participation
Objectives:	1.2 Community Sports and Infrastructure

Sustainability Implications

∅ Strategic Resource Plan

Nil

Risk Implications

If Council does not endorse the proposed amendments to the Terms and Conditions of the Quick Grant Program, it will not be a fair and equitable process.

There is a reputational risk associated with this Item, as it may be perceived that the Shire is not acting upon or implementing the decisions of Council. The risk rating is considered to be Low (4), which is determined by a likelihood of Likely (4) and a consequence of Minor (2). This risk will be eliminated by the adoption of the Officer's Recommendation.

Financial Implications

There are no additional financial implications

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council;

- 1. NOTES the changes to the Quick Grant Terms and Conditions as shown in Attachment 14.5A; and**
- 2. ENDORSES a cap of \$1,000 for sporting sponsorship, to be considered as part of budget deliberations for the 2025/26 financial year.**

15. Officer’s Reports – Administration

15.1 Policy Review & Adoption – Councillor Training and Professional Development Policy and CEO and Councillor Attendance at Events

<h2 style="color: #0070C0;">Administration</h2> 	
Responsible Officer:	Craig Watts, CEO
Author:	Meg Wyatt, EO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A – Policy 1.20 Elected Member Training and Professional Development Policy - with track changes Attachment 15.1B - Policy 1.20 Elected Member Training and Professional Development Policy - Final Attachment 15.1C – Policy 1.21 CEO and Elected Member Attendance at Events – with track changes Attachment 15.1D – Policy 1.21 CEO and Elected Member Attendance at Events - Final

Purpose of Report

- Executive Decision
 Legislative Requirement

For Council to consider a revised Elected Member Training and Professional Development Policy which allows for the continuation of professional development within Elected Members and a revised CEO and Elected Member Attendance at Events Policy.

Background

Elected Member Training and Professional Development Policy

Policy 1.20 provides a framework for Elected Members to meet their statutory obligations for training and to undertake professional development to enhance their effectiveness.

In June 2019, the Western Australian Parliament passed the *Local Government Legislation Amendment Act 2019 (WA)* which introduced a number of provisions reforming aspects of the *Local Government Act 1995 (WA)* (the Act). The amendments came into effect immediately. The amendments provide for universal training for Elected Members.

The introduction of training requirements for Elected Members acknowledges the unique and challenging role Elected Members hold and aims to provide them with the skills and knowledge to be an effective Elected Member.

The Council Member Essentials course prescribed by the Local Government Administration Regulations has five training modules that must be completed within a year of being elected:

- (a) Understanding local government;
- (b) Serving on Council;
- (c) Meeting procedures;
- (d) Conflicts of interests; and
- (e) Understanding financial reports and budgets.

This amendment to the Act also requires local governments to report annually on Elected Member training as well as develop and adopt a professional development policy for its Elected Members.

All Elected Members have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set. If required training has been completed within the five-year timeframe, then it is to be undertaken every second election.

Division 10 s.5.126 (2)(d) provides for a fine not exceeding \$5,000 for contravention of this section of the Act.

The changes to the Act also provide for the continuing professional development of Elected Members with the local government to prepare and adopt a policy in relation to this.

The Shire of Merredin (the Shire) policy is consistent with the Department of Local Government, Sport and Cultural Industries template policy which meets the requirements of the Act.

CEO and Elected Member Attendance at Events

It is a requirement in the Compliance Audit Return for local governments to prepare by absolute majority and publish an up-to-date version on their website a policy dealing with the attendance of Elected Members and the CEO at events.

The Shire policy is consistent with the Department of Local Government, Sport and Cultural Industries template policy for Attendance of the CEO and Councillors at events, which meets the compliance requirements under the Act.

Comment

Elected Member Training and Professional Development Policy

Majority of the contents of Policy 1.20 Elected Member Training and Professional Development remain unchanged from its previous version, however, a section of the Act has now been included under “Legislative Requirements” and further clarification has been added under “4.5 Funding” to give guidance for what to do if a request for professional development or training cannot be met within the budget allocation. The “Private vehicle” section under “4.6 Allowable expenses” has been updated to show that the Shire will provide a pool vehicle where possible and a hyperlink included to make it easier for Elected Members to find amounts for reimbursement. There have also been minor changes to fix grammatical and formatting errors.

CEO and Elected Member Attendance at Events

The contents of Policy 1.21 CEO and Elected Member Attendance at Events remain unchanged from its previous version, however, it has had one minor change moving a paragraph from the “Policy Scope” section and putting it under “Policy Purpose”.

Policy Implications

As outlined in the report.

Statutory Implications

As outlined in the *Local Government Act 1995*.

Strategic Implications

Ø Strategic Community Plan

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

Ø Corporate Business Plan

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

Sustainability Implications

Ø Strategic Resource Plan

Nil

Risk Implications

If Council does not adopt the attached policies, the Shire will be non-compliant in meeting its legislative requirements, which will be reportable in the 2024 Compliance Audit Return.

There is a compliance risk associated with this Item as the Shire would be contravening the *Local Government Act 1995*, if this Item was not presented to Council. The risk rating is considered to be Moderate (6), which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer’s Recommendation.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council:

1. **NOTE the revision of Policy 1.20 – Elected Member Training and Professional Development, as presented in Attachment 15.1A;**
2. **ADOPT Policy 1.20 with minor changes as presented in Attachment 15.1B;**
3. **NOTE the revision of Policy 1.21 – CEO and Elected Member Attendance at Events, as presented in Attachment 15.1C; and**
4. **ADOPT Policy 1.21 with minor changes as presented in Attachment 15.1D.**

16. Motions of which Previous Notice has been given

Nil

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

Nil

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

Nil

19. Matters Behind Closed Doors

19.1 Grandstand Bar – Commence Lease Negotiations

20. Closure

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