

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Special Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 6 July 2021
Commencing 6:00pm



Notice of Meeting



Dear President and Councillors,

A Special Meeting of the Council of the Shire of Merredin will be held on Tuesday, 6 July 2021 to consider the following business and to take any necessary actions:

- Proposed Gateway Merredin Festival
- Apex Park Redevelopment

The Special meeting will also consider the following CONFIDENTIAL matters:

- Merredin Aerodrome possible purchase
- Appointment of the Chief Executive Officer – contractual matters.

The format of the meeting will be:

5.30 pm	Briefing
6:00 pm	Special Council Meeting

The briefing will continue after the Special Council meeting.

Mark Dacombe
Temporary Chief Executive Officer
5 July 2021

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
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
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
T/CEO	Temporary Chief Executive Officer
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



Shire of Merredin Special Council Meeting

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Shire of Merredin
Special Council Meeting
6:00pm Tuesday 6 July 2021



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr JR Flockart	President
Cr MD Willis	Deputy President
Cr RA Billing	
Cr LN Boehme	
Cr AR Butler	
Cr PR Patroni	
Cr RM Manning	
Cr MJ McKenzie	
Cr PM Van Der Merwe	

Staff:

M Dacombe	T/CEO
A Prnich	DCEO
G Garside	EMCS
P Zenni	EMDS
A Brice	EA

Members of the Public: Nil

Apologies:

Approved Leave of Absence: Nil

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

Nil

8. Announcements by the Person Presiding without Discussion

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

19.1 Merredin Aerodrome

19.2 CEO Recruitment

10. Receipt of Minutes of Committee Meetings

Nil

11. Recommendations from Committee Meetings for Council Consideration

Nil

12. Officers' Reports - Development Services


Nil

13. Officers' Reports - Engineering Services

Nil

14. Officers' Reports – Corporate and Community Services

14.1 Gateway Merredin Festival – Troops, Trains and Treasures

<h2>Corporate Services</h2> 	
Responsible Officer:	Andrina Prnich, Deputy CEO
Author:	Andrina Prnich, Deputy CEO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.1A – Event Program (Draft) Attachment 14.1B – Event Budget Attachment 14.1C – Sponsorship, Partnerships and Community Fundraising Attachment 14.1D – Risk Management Plan

Purpose of Report

Executive Decision

Legislative Requirement

Background

Strategic Community Plan 2020-2024, Priorities and Strategies for Change

In the Shire of Merredin Strategic Community Plan 2020-2024, a key priority and strategy for change in Theme 1: Community and Culture is outlined as follows:

Priority: Development of cultural life: infrastructure and spaces; activation; and celebration of Njaki Njaki Noongar culture.

Strategy for change: Increasing the number and diversity of events, including a signature annual event, which celebrates the rich culture and history of the town and region.

Comment

Event Concept

In late 2020, the Shire of Merredin developed an event concept which aims to realise the community's vision for the delivery of an annual regional event, drawing crowds from Perth and the surrounding regions.

The event concept was founded from a combined effort to consider a gap in the regional calendar (so not to compete with the surrounding area) and celebration of a unique characteristic of Merredin's cultural, historic, and built environment. In particular, the town's connection to military history was selected for the first annual event theme. From this point, the internal project team endeavoured to bring together a range of artistic and cultural event features that could bring this unique story to life in a contemporary way.

The concept has since evolved into the annual name 'Gateway Merredin' with the inaugural event theme labelled 'Troops, Trains and Treasures'. The event date has been selected as Friday 24 – Sunday 26 September 2021.

The event objectives for the first Gateway Merredin festival are as follows:

- Celebrate and raise the profile of Merredin's unique military involvement and how it has impacted the towns development and growth in early years.
- Increase economic development through tourism and flow on impacts.
- Create opportunities to upskill and collaborate across various community groups and interests.
- Create opportunities to rebuild local interest in cadets and service.
- Support art and culture in Merredin and the Wheatbelt region.

Since project inception, a formal working party has been formed with members of the community and detailed planning has commenced. The working party has identified opportunities to further build and develop the event concept for a successful inaugural festival.

The draft event program is outlined within Attachment 14.1a - Event Program.

Key festival program features are summarised as follows:

Friday:

- Official launch, VIP sundowner and community sausage sizzle;
- Illumination projections
- West Australian Jazz Orchestra concert

Saturday:

- Yoga class;
- Tours (walking, coach or flight);
- Street Market and Grand Final Day Fair;
- Food Workshop/s;
- Illumination projections;
- Food Trucks and live outdoor entertainment;
- ACDC Experience concert;

Sunday:

- Meditation class;
- Churches Fraternal church service;
- Military Parade;
- Tours (walking, coach or flight);
- Artist Workshop/s;
- Food Workshop/s;

- Community morning tea;
- Illumination projections

A major feature of this event will be the temporary closure of Bates Street, between Barrack Street to the south and Coronation Street to the north, for a period of four days in order to create a festival zone for the duration of the event. The street closure will allow for the temporary installation and viewing zone of lighting projections to the TJ Middleton building; Saturday market and fair day as well as pre-concert entertainment on the Saturday evening. A military parade will commence immediately after the church service on the Sunday morning, working its way down Bates Street, then west onto Barrack Street (short closure required) and culminating at Roy Little Park where a community morning tea will be held. The street closure, proposed for the duration of the weekend, is also preferred as it will simplify event management logistics.

Event Funding

The progression of this concept was enabled through the seed funding of \$25,000 which Council committed within the 2020-21 financial year budget. Following informal consultation with Council regarding the event concept, three grant funding applications were submitted to the following bodies:

Funding Body	Funding Program	Funding (\$)
Department of Local Government, Sports and Communities (DLGSC)	Remote and Regional Festival Fund	\$35,000
Tourism WA (TWA)	Regional Events Scheme	\$15,000
Lotterywest	Building Community Fund	\$25,000

The Shire has now received approval for funding from the DLGSC and Lotterywest however was not successful in securing funds from TWA. This brings the current event budget to \$85,000 plus income which will be generated through concert and other ticket sales.

A determination is sought from Council to formally accept the \$60,000 grant funding offered from DLGSC and Lotterywest.

In addition to the Shire of Merredin and Grant Body funding which has been secured, the formal working party has identified further opportunities to enhance the festival offering. Specifically, the working party has recommended that the Shire consider inviting corporate sponsorships. Staff have explored this opportunity and propose that Council consider inviting a variety of principal and major partners as well as smaller event sponsors to engage various businesses/budgets in the local area.

Furthermore, given the size of the festival and the relatively small group of staff and volunteers currently contributing to the event planning, it is recognised that a much larger team will be required to staff the event over the duration of the long weekend.

Until the event can gain momentum, community ownership and good will, it is recommended that the Shire incorporates provision for community fundraising opportunities. In this model, volunteers and community groups would be given the opportunity to raise funds for their selected community group by volunteering their services during the duration of the event. Opportunities for fundraising includes but

is not limited to pack down and pack up of individual festival events, public toilet cleaning, provision of a shuttle bus service and visitor servicing.

It is proposed that funding sourced from project partners and sponsors would contribute towards enhancing the event features but also invested into the community through these fundraising efforts. This model may be seen more favourably by some of the larger corporate sponsors who seek to invest into the community wherever possible and, as it may assist in gaining further community connection, awareness and, over time, build ownership in the event.

As more community members observe the real community and economic benefits that can be achieved through the successful delivery of such an event, a more organic approach can be considered for community volunteering.

If this model is supported by Council, it is requested that Council underwrite the fundraising component, until partnerships/sponsorships can be sourced, so that the working party can proceed in securing volunteer teams with a level of certainty around funding. The funding required to cover the fundraising costs is \$12,000.

If there is an uptake of all partnerships and sponsorships proposed, the \$12,000 sought from Council would be re-invested into next years project budget.

A full breakdown of the proposed festival income, expenditure and breakdown between funding bodies, partners and sponsors is provided in Attachment 14.1b - Event Budget.

A summary of the event features currently funded, and the event features proposed (still requiring further event partnerships and sponsorships) is outlined below:

Event Feature (Funded)	Cost	Event Feature (funding to be secured)	Cost
Administration and Service Costs	\$1,718	Overflow Camping**	\$25,560
Festival Zone	\$12,545	Community Shuttle Bus	\$3,000
War Stories Illumination	\$48,687	Festival Launch Ceremony	\$1,000
Festival Launch Dinner*	\$4,500	Launch Sausage Sizzle	\$925
Bus Tours	\$1,000	Outdoor Food Trucks and Pre-Concert Entertainment	\$4,500
Market Day	\$2,500	Marketing and Promotions***	\$1,500
Grand Final Fair	\$6,000		
ACDC Experience Concert*	\$5,000		
Military Parade	\$1,000		
Community Morning Tea	\$4,500		
Marketing and Promotions	\$5,400		
Total funding secured	\$92,850	Total funding to be secured	\$36,485

* assuming full ticket sales take up

** anticipated income from Campers and Sponsors to total \$25,560

*** If project partners and sponsors are secured

A summary of the proposed partnership/sponsorship program is provided in Attachment 14.1c - Sponsorship, Partnerships and Community Fundraising. A comprehensive marketing plan will also be provided to potential sponsors and partners in order to demonstrate the marketing benefits to each.

If all sponsorship and partnership proposals are taken up by the local business community, then a total of \$37,100 will be secured.

This will secure a Total Project Income of \$136,010.

If all community fundraising opportunities are taken up, then \$11,000 of the of the sponsorship/partnership funds sourced will be invested back into the community.

The Total Project Expenditure is currently anticipated at \$124,835, leaving a contingency of \$11,693.

Given the timeframes now at hand and the lack of certainty around generating the sponsorship income sought, this contingency is vital. Further, there is some risk involved the creation of the overflow camping site in (i.e. breaking even). It is proposed that any surplus remaining at the end of the inaugural festival be directed to next year's festival seed funding.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

Theme:	1. Community and Culture
Service Area Objective:	1.1 Events, Arts and Culture 1.1.1 A community that is engaged in a variety of inclusive events, arts and other cultural activities which enrich their community experience and increase their sense of belonging
Priorities and Strategies for Change:	Development of cultural life: infrastructure and spaces; activation; and celebration of Njaki Njaki Noongar culture. Increasing the number and diversity of events, including a signature annual event, which celebrate the rich culture and history of the town and region.

➤ Corporate Business Plan

Key Action:	Support community organisations to provide art and cultural activities and events that celebrate and recognise the diversity and uniqueness of Merredin
Directorate:	
Timeline:	Community Services

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Community Services
 Activity: Community Development
 Current Staff: 1.6FTE +
 Focus Area: Attract and Retain Outstanding People
 Strategy Code: 1.4
 Strategy: Provide appropriate training and development opportunities
 This project will have a direct impact on the Community Services team along with the Development Services and Engineering Services directorates for event planning, approval processes and delivery, respectively.
 Implications:

Risk Implications

A full risk matrix is provided in Attachment 14.1d - Risk Management Plan. Those risks which are projected as high are outlined below (with their proposed mitigation. There are no extremely high risks identified:

No.	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
2.	Failure to secure adequate funding for the event	Possible	Major	High	<ul style="list-style-type: none"> • Shire funds approved by Council. • External funding to be sought.
5.	Delay of event	Possible	Extreme	High	<ul style="list-style-type: none"> • A detailed schedule of activities to be developed well in advance of event date. • Regular team meetings to be had to ensure event progresses as planned.
11.	COVID related restrictions not being adhered to	Possible	Major	High	<ul style="list-style-type: none"> • Clear signage regarding social distancing. • Provision of hand sanitiser. • Additional amenities on site. • Re-iterate Covid restrictions at the commencement of workshops and the event.
17.	COVID-19	Possible	Major	High	<ul style="list-style-type: none"> • Keep up-to-date with State and Federal Government pandemic restrictions. • Adhere to current restrictions.

					<ul style="list-style-type: none">• Ensure contractors are aware of pandemic restrictions in place and adhere to those restrictions.
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Financial Implications

The total project cost for the 2021 inaugural Gateway Merredin: Troops Trains and Treasures event is \$124,835.

The Shire has contributed seed funding of \$25,000 in the 2020-21 financial year. A further \$12,000 funding is sought to deliver this event with the assistance of teams of volunteers who will be given the opportunity to fundraise for their chosen community group. In the event that corporate sponsors are secured, the balance funds will be re-invested as seed funding into the 2022 festival.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That Council;

- 1. Accept the Department of Local Government, Sports and Communities grant offer of \$35,000;**
- 2. Accept the Lotterywest grant offer of \$25,000;**
- 3. Adopt the proposed sponsorship, partnership and community fundraising model and fund the project by a further \$12,000 in the 2021-22 financial year budget;**
- 4. Rename Job CT102 from ‘Seed Funding Major Event’ to ‘Gateway Merredin’; and**
- 5. Increase Job CT102 Gateway Merredin by \$72,000.**

14.2 Apex Park Redevelopment

<h1>Corporate Services</h1> 	
Responsible Officer:	Andrina Prnich, Deputy CEO
Author:	Andrina Prnich, Deputy CEO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A – Community Engagement Feedback Attachment 14.2B – Concept Plan (Draft) Attachment 14.2C – Opinion of Probable Costs

Purpose of Report

Executive Decision

Legislative Requirement

Background

Previous Decisions of Council:

Item	Month	Year
Proposed extension to skating facility – Apex Park	Oct	2013
Wheatbelt Community Chest Fund – Apex Park Enhancement	Feb	2016
Proposed Art Project – Apex Park (WA Police and Wheatbelt Youth Council)	Dec	2018
Proposal to Redevelop Apex Park	Mar	2019
Strategic Resource Plan	Apr	2019
Budget Variations - Apex Park Redevelopment & CCTV	May	2019
Review of Apex Park Redevelopment	Jul	2019
Half Yearly Budget Review	Jan	2021
Local Roads and Community Infrastructure Program Round 2	May	2021

Strategic Community Plan 2020-2024, Priorities and Strategies for Change

In the Shire of Merredin Strategic Community Plan 2020-2024, the key priorities and strategies for change in Theme 5: Place and Spaces is outlined as follows:

Priorities	Strategies for Change
Revitalise the Merredin CBD	Develop a shovel ready CBD revitalisation plan in partnership with businesses and residents and actively pursue funding
	Create more compelling and welcoming town entrances
Improve public open space	Revitalise Apex Park

Also relevant to this project is Theme 3: Environment and Sustainability which outlines the following:

Priorities	Strategies for Change
The Shire leading by example	Institute exemplary practices in energy and water efficiency and waste minimisation

Comment

For some years now, the redevelopment of Apex Park has been recognised as a high priority for the community and identified within the Shire of Merredin’s integrated planning and reporting framework.

Concept Plan Development and Community Engagement

Since 2019, there have been two notable rounds of community engagement, tailored to inform the design of the park. A summary of this feedback is provided in Attachment 14.2a.

In March 2021, the Shire’s staff conducted a workshop with Council in order to summarise the previous consultation feedback and form a list of considerations for design and play elements to be incorporated into the plan.

From the feedback received in this workshop, staff developed a scope of works for the development of a concept plan, to be prepared by a suitably qualified landscape architect. The scope of works also required the consideration of costing for each of the proposed design elements so that Council could make an informed decision on the project budget.

Following this, the Shire engaged the services of Propagule who have prepared a draft concept design which considers the scope of works and community feedback (refer Attachment 14.2b – Concept Plan – Draft). A full breakdown of the concept design costs (including budget range) is provided in Attachment 14.2c – Opinion of Probable Costs.

The landscape architect has briefed Council on the proposed design. Staff have summarised and themed Councillor feedback from this presentation, providing comments as follows:

Project Costing

- Costing only represents the higher end of the pricing scale (further pricing/suppliers to be considered)
- Consideration to ongoing costs for servicing/safety checks, lifespan (long-term maintenance) to be given.

Officer Comment:

At the concept design phase, the costing provided is based on a +/-15% accuracy. The items and imagery provided in the schematic drawings are conceptual only, designed to pick up on the key play elements and features sought within the project brief and should not be considered as the final/exact play elements. There are two more checkpoints for council's consideration. At the detailed design phase of 50%, where a briefing will be provided to Council, a costing at +/-10% will be required. Again, at 85% detailed design, a +/-5% accuracy will be required. As designs progress, quotes from alternate suppliers will be sought. A final decision will be required by Council at the 85% design phase (just prior to detailed documentation and tender).

Other considerations to be provided during the detailed design phase will include the longevity and ongoing maintenance of the various items in addition to the initial investment costs.

Wi-fi and Solar Charging Facilities

- Further consideration to whether wireless charger will be subject to vandalism and whether wi-fi or 5G zone is required (and whether the Shire will capture statistics)

Officer Comment:

Facilities such as wi-fi and wireless chargers were raised within the councillor workshop in March 2021 and have been designed with passive surveillance and CCTV considerations. Interest and support can be specifically sought in the engagement phase and removed, if not required or appropriate to the Merredin community,

Skate Park and Half Court

- Skate Park expansion and half court generally supported though some additional skate elements would be great to have along with consideration of a netball ring to further increase usage.

Officer Comment:

Noted – for consideration in detailed design:

- Consideration for scooter/small bike track or pump track
- Consideration of converting track around early years play area to allow for undulations
- Pump Track possibly more suited to Throssel Street precinct

Officer Comment:

Noted. Whilst the due consideration of a pump track in the Apex Park redevelopment is recommended, the current spatial and budgetary constraints will rely on some significant redesign. Further, at the councillor workshop in March 2021, it was indicated that the future Throssel Street precinct may be better suited to a pump track (subject to feasibility). Staff propose that the landscape architect be requested to modify the concept plan, prior to community engagement, to include exemplar imagery of an undulating bike/scooter track around the early years play area.

Use of Timber in Design

- Use of timber in play area and platform will not have longevity and subject to vandalism (burning).

Officer Comment:

At the councillor workshop in March 2021, councillors indicated that support for some natural play elements would be given (in combination with a range of manufactured items). While not explicitly specified in the concept plan, it would be expected that most timber products are a composite timber product, developed to withstand harsh weather elements and vandalism. While some nature play elements will be real timber, full costings including ongoing costs will be considered in the detailed design phase.

Landscaping Considerations

- Concern that extensive planting will incur high maintenance costs
- Concern that planting costs are too high within project budget (sacrificing play element budget)
- Concern whether the design will allow for adequate protection from the elements
- Planting considerations to include local native species, not simply popular public planting choices
- The proposed landscaping treatments have taken the design from a playground to a park
- Unclear as to why much of the grassed areas have been removed – do not appear to save water

Officer Comment:

A selection of gravels and sand have been introduced in the concept plan to provide visual interests and complement colours commonly seen in the local areas. The surfaces provide cost effecting, semi-permeable surfaces which can aid in drainage and cooling, while reducing the reliance on water resources.

The planting selection indicated within the concept plan are to be investigated further in the detailed design. The design rationale for the plantings indicated within the schematic drawing is to encourage the consideration of water sensitive urban design (hardy plantings for the harsh wheatbelt weather and low reliance on water). Additional trees are introduced to provide further natural shading to the area, providing protection from the elements. While some maintenance and upkeep is required, there will be less maintenance than ongoing lawn maintenance.

The planting schedule is currently itemised at approximately \$320,000 including the cost of irrigation (\$65,720). The current irrigation system is currently reaching its end of life and will need to be replaced as part of this project. The play areas (non-turf) have been rationalised in the current design as it is intended to reduce the amount of recycled reticulation spraying around the key play elements.

Aside from the environmental leadership that can be demonstrated by introducing a reduction in turfed areas and increase in water sensitive plantings and treatments; the landscape features proposed present the opportunity to give this principal CBD entry point the new landmark identity which is sought by the community. The

introduction of swales and gentle undulations have the potential to create a sense of character and place. The grassy knolls, tree platform and picnic areas provide engaging spaces to hang-out or relax. The large play elements will provide eye catching views to draw visitors into the town (with the support of the changes recommended to the landscaping along Todd Street). However, the improved car parking, entrance and modifications to the Barrack Street interface are all key elements to bringing visitors in to stop and engage with the space.

Public Art, Interpretation and other Cultural Considerations

- Further consideration required to incorporating cultural and economic history of Merredin
- Consideration to be given to re-naming or dual naming, incorporating an Aboriginal name of local relevance

Officer Comment:

Noted, for consideration during engagement and detailed design period. In relation to public art and interpretation, the passive visitor servicing opportunities that this would present is also noted for further development.

Shed Modifications

- Support modifications to existing shed – consideration of whether ping-pong table is required

Officer Comment:

Noted, for consideration during engagement and detailed design period.

Boundary Fence

- Boundary fence removal is bold but should be considered
- Boundary fence to be retained for child safety, in an attractive manner

Officer Comment:

Retention of fencing is noted however it is recommended that Council consider the architectural design advice and seek further investigation for feature fencing and/or other treatments which provide a physical barrier but are visually appealing and inviting for the drawing of visitors and locals alike.

Summary:

In consideration of councillor feedback, the following changes are proposed to the plan:

- further development to cycle track around early years play area to allow for some undulation and challenges
- a fence or physical barrier is to be retained around Barrack Street perimeter

Community Engagement:

Upon receipt of the finalised plan, further community engagement should be sought. In consideration of the Shire's Community Engagement Framework which recognises that:

differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made.

The upcoming community engagement will be the third touch point with the community in relation to this redevelopment project. In previous rounds, the community have been actively involved and consulted and feedback is evident in the plan development to date.

As such, the following engagement program is recommended at this point in time; two-week advertising period on Shire website (promoted through social media)

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

- | | |
|-------------------------|--|
| Theme: | 3. Environment and Sustainability |
| Service Area Objective: | 3.1. Environmental Management
3.1.1. The Shire of Merredin observes a number of sustainable water and energy harvesting, conservation and usage practices |
| Service Area Objective: | 3.3. Environmental Planning
3.3.1. Land use planning respects our natural assets and ensures limited impact on climate change |
| Theme: | 4. Communication and Leadership |
| Service Area Objective: | 4.1. Community Engagement
4.1.1. The Shire regularly engages with its community and, in return, communicates the information gathered in a clear and transparent manner |
| Theme: | 5. Places and Spaces |
| Service Area Objective: | 5.1. Streetscapes
5.1.1. The Merredin CBD has been significantly upgraded and is well maintained and representative of the regional status that it holds |
| Service Area Objective: | 5.2. Parks and Gardens
5.2.1. Parks within the Shire are maintained to a high standard, with adequate facilities for community members of all ages and abilities |

➤ Corporate Business Plan

Key Action: 5.1.1
 Directorate: Progressively renew and upgrade infrastructure at Apex Park and Roy Little Park
 Timeline: 18/19-19/20

Sustainability Implications

➤ Strategic Resource Plan

The Strategic Resource Plan identifies an amount of \$300,000 (Capital Projects) to be spent on Apex Park between 2019-2034, including external funding.

➤ Workforce Plan

Directorate: Engineering Services
 Activity: Parks and Gardens
 Current Staff: 0.6FTE during planning, design and construction
 < 1FTE ongoing maintenance
 Focus Area: Attract and Retain Outstanding People
 Strategy Code: 1.4
 Strategy: Provide appropriate training and development opportunities
 Implications: This project will have a direct impact on the Community Services in the concept, engagement and detailed design phases (0.4FTE).
 During construction, there will be impact on the workload of the Engineering Services team, from a construction supervision role to contractors as required (0.2FTE)
 Upon completion of the project, pending finalisation of the landscaping plans, there may be a requirement for up to 1FTE to keep the lawns and gardens maintained to a high standard.

Risk Implications

A summary of risks and proposed mitigation strategies are outlined below:

No.	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
1.	Failure to secure adequate funding	Possible	Major	High	<ul style="list-style-type: none"> • Shire funds approved by Council. • External funding to be sought.
2.	Delay of project	Possible	Major	High	<ul style="list-style-type: none"> • Appropriate staff resourcing to keep project on track • Communication with funding providers

3.	Inability to maintain development to a high standard	Likely	Moderate	High	<ul style="list-style-type: none"> • Introduce low maintenance garden and reticulation practices. • Infrastructure selection based on sound decision making around initial costs and ongoing maintenance.
4.	Reputational Damage if project costs and timelines are increased/lengthened	Possible	Major	High	<ul style="list-style-type: none"> • Engage professional expertise to appropriately design, cost and stage project at each phase of design. • Continue to openly communicate on project progress/delays with community
5.	Reputational Damage due to closure of park during construction	Possible	Minor	Low	<ul style="list-style-type: none"> • Introduce a range of communication strategies to ensure community is informed of project progress and redirect users to other play areas in Shire • Stage project so that specific areas of park can be made available to public as they are completed.

Financial Implications

The total project cost is likely to range between \$1,071,000 and \$1,597,000 depending on the final project designs (and selection of large play items).

The Shire has previously set aside a total of \$300,000 towards the project and has also resolved to increase the project budget by a further \$473,000 by using the Local Roads and Community Infrastructure Program (Stage 2) for the Apex Park redevelopment.

If it wishes to adopt a project of budget based on the concept price range of \$1,071,000 and \$1,597,000, Council may wish to seek out further funding from bodies such as Lotterywest or by loan.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That Council resolve to;

- 1. Endorse the draft concept plan subject to the following changes to the draft Apex Park redevelopment concept plan:**

- i. further development of the cycle track around the early years play area to allow for some undulation and challenges, to be constructed with materials suitable to be used by bikes and scooters;**
 - ii. a fence or physical barrier to be retained around Barrack Street perimeter;**
- 2. Upon receipt of the updated plan, authorise the CEO to conduct community engagement as outlined within the content of this report;**
- 3. Direct the CEO to procure the necessary professional services required to progress the plan from concept to detailed design, incorporating the feedback received during the engagement period; and**
- 4. Direct the CEO to return a final detailed design and full costing for the Apex Park redevelopment for final endorsement.**

15. Officer's Reports - Administration

Nil

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 of by Decision

19. Matters Behind Closed Doors

In accordance with Section 5.23 (2) (b) and (c) of the *Local Government Act 1995* Council will go Behind Closed Doors to discuss this matter.


19.1 Merredin Aerodrome

<h2>Administration</h2>		
Responsible Officer:	Mark Dacombe, T/CEO	
Author:	Mark Dacombe, T/CEO	
Legislation:		
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Attachment 19.1A – JLL Valuation Report Attachment 19.1B – AMS Aerodrome Inspection Report	

Attachments were circulated to Council on 2 July 2021.

TCEO & Executive Manager Corporate Services to provide Council with a summary of the reports provided by JLL and Aerodrome Management Services (AMS) Pty Ltd.

19.2 CEO Recruitment

<h1>Administration</h1>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Mark Dacombe, T/CEO	
Author:	Mark Dacombe, T/CEO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	N/A	
Disclosure of Interest:	Nil	
Attachments:	Attachment 19.1A – Proposed Contract of Employment – Chief Executive Officer Attachment 19.1B – CEO TRP Calculation Attachment 19.1C – Selection	

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation / Resolution

That Council;

1. Approves the making of an amended offer to the candidate named in Confidential Attachment for the position of CEO at the Shire of Merredin as the candidate the Council believes to be the person most suitably qualified for the position; and
2. Approves and is satisfied with the proposed terms of the CEO employment contract detailed in Confidential Attachment, being for a period of 5 years inclusive of a Total Reward Package calculated in accordance with the 2021 Salaries and Allowances Tribunal Local Government Determination Band 3 range.

ABSOLUTE MAJORITY REQUIRED

That Council;

1. Authorises the President to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995, subject to the candidate agreeing to enter into the proposed terms of the CEO employment contract without amendment; and
2. Notes that subject to the candidate named in Confidential Attachment accepting the proposed terms of the CEO employment contract the candidate is appointed to the position of CEO at the Shire of Merredin; and
3. Authorises the President / Mayor to present the contract to the candidate and, if the candidate negotiates further under clause 12 of Schedule 2 of the

Local Government (Administration) Regulations 1996 terms different to the proposed terms, the amended proposed contract will be provided to Council for approval before the contract is executed.

SIMPLE MAJORITY REQUIRED

20. Closure

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