

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 27 September 2022  
Commencing 4.00pm



# Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 27 September 2022 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

2.00pm Briefing Session

4.00pm Council Meeting

A handwritten signature in black ink, appearing to read "Lisa Clack", is positioned above the typed name.

LISA CLACK  
CHIEF EXECUTIVE OFFICER  
21 September 2022

## DISCLAIMER

### PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

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



## Shire of Merredin September Ordinary Council Meeting

<b>1. Official Opening .....</b>	<b>4</b>
<b>2. Record of Attendance / Apologies and Leave of Absence .....</b>	<b>4</b>
<b>3. Public Question Time .....</b>	<b>4</b>
<b>4. Disclosure of Interest .....</b>	<b>4</b>
<b>5. Applications of Leave of Absence.....</b>	<b>4</b>
<b>6. Petitions and Presentations .....</b>	<b>5</b>
<b>7. Confirmation of Minutes of Previous Meetings.....</b>	<b>5</b>
<b>8. Announcements by the Person Presiding without Discussion .....</b>	<b>5</b>
<b>9. Matters for Which the Meeting may be Closed to the Public .....</b>	<b>5</b>
<b>10. Receipt of Minutes of Committee Meetings.....</b>	<b>5</b>
<b>11. Recommendations from Committee Meetings for Council Consideration.....</b>	<b>6</b>
<b>12. Officer's Reports - Development Services .....</b>	<b>7</b>
12.1 Policy Reviews - Policy 8.1, Policy 8.25 & Policy 8.26 .....	7
<b>13. Officer's Reports - Engineering Services .....</b>	<b>10</b>
<b>14. Officers' Reports – Corporate and Community Services .....</b>	<b>11</b>
14.1 Statement of Financial Activity – August 2022 .....	11
14.2 List of Accounts Paid – August 2022 .....	14
14.3 Amendment to Schedule of Fees and Charges 2022-23 .....	16
<b>15. Officers' Reports - Administration.....</b>	<b>22</b>
15.1 Status Report – September 2022.....	22
15.2 Councillors and Staff Christmas Function.....	24
<b>16. Motions of which Previous Notice has been given .....</b>	<b>27</b>
<b>17. Questions by Members of which Due Notice has been given .....</b>	<b>27</b>
<b>18. Urgent Business Approved by the Person Presiding or by Decision .....</b>	<b>27</b>
<b>19. Matters Behind Closed Doors.....</b>	<b>28</b>
19.1 State Library of WA MOU – Onboarding SLWA LMS.....	28
19.2 Sporting Club MOUs .....	29
<b>20. Closure.....</b>	<b>30</b>

Shire of Merredin  
Ordinary Council Meeting  
4:00pm Tuesday, 27 September 2022



**1. Official Opening**

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

**Councillors:**

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

**Staff:**

L Clack	CEO
C Townsend	A/DCEO
L Boehme	EMCS
L Mellor	EMES
P Zenni	EMDS
D Hay-Hendry	MP
M Wyatt	EA/ES
O Mellor	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](mailto:ea@merredin.wa.gov.au).

**4. Disclosure of Interest**

**5. Applications of Leave of Absence**

## 6. Petitions and Presentations

## 7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 25 August 2022  
Attachment 7.1A

### Voting Requirements

- Simple Majority  Absolute Majority

### Officers Recommendation

**That the minutes of the Ordinary Council Meeting held on 25 August 2022 be confirmed as a true and accurate record of proceedings.**

## 8. Announcements by the Person Presiding without Discussion

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

- 19.1 State Library of WA MOU – Onboarding SLWA LMS  
19.2 Sporting Club MOUs

## 10. Receipt of Minutes of Committee Meetings

- 10.1 Minutes of the Local Emergency Management Committee meeting held on 4 August 2022  
Attachment 10.1A
- 10.2 Minutes of the Wheatbelt North Regional Road Group meeting held on 28 February 2022  
Attachment 10.2A
- 10.3 Minutes of the Rural Water Council of WA meeting held on Friday 8 July 2022  
Attachment 10.3A
- 10.4 Minutes of the WEROC Inc. Board Meeting held on Monday 5 September 2022  
Attachment 10.4A
- 10.5 Minutes of the Special Council Meeting held on Tuesday 13 September 2022  
Attachment 10.5A

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation


**That Council;**

1. **RECEIVE the minutes of the Local Emergency Management Committee Meeting held on 4 August 2022;**
2. **RECEIVE the minutes of the Wheatbelt North Regional Road Group Meeting held on 28 February 2022;**
3. **RECEIVE the minutes of the Rural Water Council Meeting held on 8 July 2022;**
4. **RECEIVE the minutes of the WEROC Inc. Board Meeting held on 5 September 2022;**  
**and**
5. **RECEIVE the minutes of the Special Council Meeting held on 13 September 2022;**

## **11. Recommendations from Committee Meetings for Council Consideration**

## 12. Officer's Reports - Development Services

### 12.1 Policy Reviews - Policy 8.1, Policy 8.25 & Policy 8.26

<h2>Development Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	Policy Manual	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 12.1A - Policy 8.1 – Radio Masts/Satellite Dishes Attachment 12.1B - Policy 8.25 – Food Act 2008 Compliance and Enforcement Attachment 12.1C – Policy 8.26 – Building and Planning Application Fee Refunds	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

In accordance with the Shire of Merredin's Risk Management Framework and the *Local Government Act 1995* policies are to be reviewed biennially.

The Administration have commenced a process of reviewing relevant policies and will commence bringing them to Council for consideration as each review is completed.

The policies submitted for Council consideration in this report are:

- Policy 8.1 – Radio Masts/Satellite Dishes
- Policy 8.25 – Food Act 2008 Compliance and Enforcement
- Policy 8.26 – Building and Planning Application Fee Refunds

#### Comment

The purpose of Policy 8.1 – Radio Masts/Satellite Dishes is to provide a level of consistency in the control of Radio Masts, Satellite Dishes and similar and to minimise any adverse impact



on the amenity to the neighbouring property owners and to contribute towards the aesthetics of the streetscape.

The purpose of Policy 8.25 – Food Act 2008 Compliance and Enforcement is to provide clear direction regarding the ongoing management of the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code (in particular Chapter 3).

The purpose of Policy 8.26 – Building and Planning Application Fee Refunds is to provide clear directions to Shire staff and applicants under what circumstances a refund will be considered and the amount of the refund that is applicable for Building and Planning application fees.

The provisions of all three policies (Policy 8.1 – Radio Masts/Satellite Dishes, Policy 8.25 – Food Act 2008 Compliance and Enforcement, and Policy 8.26 – Building and Planning Application Fee Refunds) have been reviewed. It is recommended that the policies, as they stand, remains unchanged.

### Policy Implications

Nil, as there will be no change to the existing policies

### Statutory Implications

*Local Government Act 1995*

### Strategic Implications

#### ➤ Strategic Community Plan

Theme: Community and Culture  
Service Area Objective: 1.5 Environmental Health  
1.5.1 The Shire of Merredin provides a proactive Environmental Health service which is integral to monitoring food safety in commercial premises and ensuring buildings meet accessibility and safety standards

Theme: 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

#### ➤ Corporate Business Plan

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

Directorate: Development Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

**Risk Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation**

**That Council**

1. **NOTE** the review of the following policies:
  - a) **Policy 8.1 – Radio Masts/Satellite Dishes;**
  - b) **Policy 8.25 – Food Act 2008 Compliance and Enforcement; and**
  - c) **Policy 8.26 – Building and Planning Application Fee Refunds, all with no changes made; and**
2. **ENDSORSES** the following policies:
  - a) **Policy 8.1 – Radio Masts/Satellite Dishes as per Attachment 12.1A**
  - b) **Policy 8.25 – Food Act 2008 Compliance and Enforcement as per Attachment 12.1B; and**
  - c) **Policy 8.26 – Building and Planning Application Fee Refunds as per Attachment 12.1C.**

### **13. Officer's Reports - Engineering Services**

Nil

## 14. Officers' Reports – Corporate and Community Services

### 14.1 Statement of Financial Activity – August 2022

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

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Background

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

#### Comment

#### Statement of Financial Activity

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

#### Policy Implications

Nil

#### Statutory Implications

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

### Strategic Implications

#### ➤ Strategic Community Plan

Theme: Nil

Service Area Objective: Nil

Priorities and Strategies for Change: Nil

#### ➤ Corporate Business Plan

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

Directorate: 2

Timeline: Continue to provide prudent financial controls and compliance systems

### Sustainability Implications

#### ➤ Strategic Resource Plan

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

#### ➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

### Risk Implications

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

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

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

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

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

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

#### Financial Implications

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

#### Voting Requirements



Simple Majority




Absolute Majority

#### Officers Recommendation

**That Council RECEIVE the attached Statements of Financial Activity, Investment Report and Management Report for the period ending 31 August 2022 in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.**

## 14.2 List of Accounts Paid – August 2022

<h3>Corporate Services</h3> 	
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 - Payments Listing August 2022

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

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

### Comment

Nil

### Policy Implications

Nil

### Statutory Implications

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

### Strategic Implications

➤ Strategic Community Plan

Theme: Nil

Service Area Objective: Nil

Priorities and Strategies Nil  
for Change:

➤ Corporate Business Plan

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

Directorate: 2

Timeline: Continue to provide prudent financial controls and compliance systems

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority




Absolute Majority

Officers Recommendation

**That Council RECEIVE the schedule of accounts paid during August 2022 as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totaling \$1,038,626.96 from Council's Municipal Fund Bank Account and \$0 from Council's Trust Account.**



### 14.3 Amendment to Schedule of Fees and Charges 2022-23

<h2>Corporate Services</h2>		
<b>Responsible Officer:</b>	Chloe Townsend, A/ Deputy CEO	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 14.3A Fees and Charges amendments	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

At the August Ordinary Council Meeting (OCM) held on 25 August 2022 Council adopted the Schedule of Fees and Charges for 2022/23 as part of the Annual Budget adoption.

At the May 2022 OCM held on 24 May 2022, Council resolved (CMRef 82915):

*That Council:*

- 1. PROVIDES its in-principle endorsement of the Schedule of 2022/2023 Fees and Charges, included as Attachment 14.8A to the report, subject to the addition of a 'Monthly Pass Family (per family) charge to line 3110210 Swimming Pool, to an amount of \$120 (including GST) per month; and*
- 2. INCLUDES the proposed schedule including the amendment above within the drafting of the Shire's 2022/2023 annual budget for further consideration.*

At one of the August Special Council Meetings held on 9 August 2022, Council adopted the Annual Budget and Fees and Charges for 2022/23 (CMRef 82978).

This report details proposed amendments to the Central Wheatbelt Visitor Centre (CWVC) fees and charges and a to address an official request from WA Police (WAPOL) to be charged at the community rate.

Comment

### Central Wheatbelt Visitor Centre (CWVC) Fees and Changes Proposed Changes

The CWVC requires some amendments to the Shire's Schedule of Fees and Charges 2022/2023.

A number of new advertising charges for the Merredin brochure and Eastern Wheatbelt Visitor Guide were adopted. However, since preparing a Prospectus for the Eastern Wheatbelt Visitor Guide Edition 7, it has come to our attention that printing fees have increased by 15% since the last reprint.

As a result of the increased printing fees, it is necessary to make adjustments to the range of charges for some of the advertisement sizes to recoup costs.

Attachment 14.3A is the revised 2022/23 Schedule of Fees and Charges for the CWVC Sales and Services for the consideration of Council.

### CEO delegation to charge the Police and other State Government organisations at the Community rate

The WA Police (WAPOL) have made a formal request for Council to consider charging them at the 'community' rate instead of the 'commercial' rate, for room hire and for Council to provide a formal response to this request. In the past, it appears the Police were being charged at the community rate, by the T/CEO under COVID provisions.

In 2022 the Administration has been charging WAPOL at the 'commercial' rate as a State Government Organisation. WAPOL have requested this rate to change on a number of occasions, however, according to delegation DL4.13 Write Off/Waive Small Fees and Charges which was adopted by Council at a Special Council Meeting held on 2 April 2020 (CMRef 82529), the Chief Executive Officer only has delegated authority to write off or waive small fees or charges up to a maximum of \$1,000.

WAPOL regularly utilise Room 7 or 9 at the North Merredin Primary School Precinct (NMPS) as a training venue.

In the last year, WAPOL have used the space 3 times for a week long training and 3 times for day long training. Below is a breakdown of the costs based on a community or commercial hire rate. The community rate is approximately 50% of the commercial hire cost.

	Commercial	Community
1 week x 3	\$232 x 5 = \$1,175 \$1,175 x 3 = <b>\$3,525</b>	\$115 x 5 = \$575 \$575 x 3 = <b>1,725</b>
3 x 1 day hires	232 x 3 = <b>\$696</b>	115 x 3 = <b>\$345</b>
<b>Total</b>	<b>\$4,221</b>	<b>\$2,070</b>

It should be noted, this charge does not apply to PCYC. At the June 2022 OCM held on 28 June 2022, Council resolved (CMRef 82951) to enter into a partnership with Merredin Police and Community Youth Centres (PCYC).

The hire of venues for the Merredin PCYC are charged at community rates as an incorporated not for profit organisation, and the partnership agreement which was endorsed by Council waives these fees for facilities and non-staff resources, for a maximum of 4 events per year or 5 events per year in the years where a large fundraising event is hosted.

Therefore the request applies to WAPOL training and other meetings.

For the WAPOL request there are a number of options for Council to consider:

1. Provide the CEO with the delegated authority to charge WAPOL (and other State Government Organisations) at the community rate if an assessment of the purpose is determined to provide community value;
2. Change the definition of commercial hire to exclude WAPOL (this would bring them in line with what both schools within the Merredin Shire are classed under); or
3. Inform WAPOL that they will continue to be charged at the commercial rate due to being a State Government organisation.

Overall, the revenue being brought into the Shire by WAPOL is not significant. Should Council not approve the reduction in fees, there is a risk WAPOL will move venues to the CRC or Merredin Club Inc., as there have been instances of hirers using these venues as less expensive alternatives.

As the training WAPOL conducts in the venue includes local officers, which further serves the community the Administration considers this justifies a community rate. The benefit of this and the relationship with WAPOL outweighs the small decrease in revenue received from the community rate.

NMPS precinct is a community facility which is designed to be used by the community and organisations.

The Administration is recommending Council gives the CEO the delegated authority to charge State Government organisations at the community rate at the CEO's discretion. This allows the CEO to make an assessment of the purpose to determine the community value.

The Administration provides a list of fee waivers to Council in the monthly reports. Any approved change from commercial to community fee rate for State Government agencies would also be reported to Council for complete transparency.

Providing the CEO the delegated authority reduces Council's risk in the following ways

1. Allows the Shire some flexibility to charge the commercial rate for WAPOL when the assessment of the purpose finds it does not provide a direct community value
2. Reduces the risk of other State Government agencies asking to be included in a blanket exemption and being charged at the community rate

Should Council not want to provide the CEO the delegation there is the option to change the commercial rates to allow Police to always receive the community rate or decline the request.

If Council wants to consider a change in definition the below is provided for consideration.

The current definitions of commercial and community hire in the fees and charges are below:

***Commercial Hire:*** Profit Making Organisations including Government Dept., excluding Schools

**Community Hire:** Charitable / Community Group/ Non Government Organisation Fundraising/Individual:(e.g. Funeral / church/wedding etc.)

The new definition could read:

**Commercial Hire:** Profit Making Organisations including Government Departments, excluding Schools and WA Police.

**Community Hire:** Charitable / Community Group/ Non Government Organisation Fundraising/Individual:(eg. Funeral / church/wedding etc.)

Should Council wish to decline the request, this is also an option.

#### Policy Implications

Nil

#### Statutory Implications

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

Under the Act, a local government may delegate to the CEO any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43 of the Act.

All delegations made by Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act that legislates Council's ability to delegate functions to the CEO.

Delegations of authority from Council to the CEO must be in writing and can be general or specific.

#### Strategic Implications

##### ➤ Strategic Community Plan

Theme: Communication and Leadership

Service Area Objective: Decision Making

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

##### ➤ Corporate Business Plan

Key Action: Nil

Directorate: Nil

Timeline: Nil

#### Sustainability Implications

##### ➤ Strategic Resource Plan

Nil

##### ➤ Workforce Plan

Directorate: Nil

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

#### Risk Implications

#### Central Wheatbelt Visitor Centre (CWVC) changes:

If the changes are not endorsed, the cost will be required to be absorbed by the Administration which will reduce the ability to spend funds in other areas.

#### CEO delegation to charge the Police and other State Government organisations at the Community rate

If the recommendation is rejected, there is a risk WAPOL will find an alternative venue for training and all income will be lost.

If the Officer's Recommendation is accepted, the risk is reduced as the CEO can make an assessment on the purpose of the use and the community value.

#### Financial Implications

#### Central Wheatbelt Visitor Centre (CWVC) changes:

If the Officer's Recommendation is accepted, the CWVC will be able to recoup costs for their booklets and advertising.

#### CEO delegation to charge the Police and other State Government organisations at the Community rate:

If the Officer's Recommendation is accepted, the Shire may lose some revenue, however the Administration believes the benefit outweighs the potential loss in revenue.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Officers Recommendation


#### That Council;

1. **ADOPTS** the amendments to the Central Wheatbelt Visitors Centre 2022/2023 Fees and Charges, included as Attachment 14.3A to the report;
2. **NOTES** this will be incorporated in the Schedule of Fees and Charges 2022/2023 for the Shire of Merredin;
3. **APPROVES** advertising the changes to the fees and charges as per Item 1 and 2 above, in accordance with the Local Government Act 1995.
4. **INITIATES** the changes to the fees and charges as per Item 1, upon completion of Item 3 of the recommendation above.

5. **AUTHORISES the CEO to charge State Government agencies at the Community rate for facility hire in the Schedule of Fees and Charges, based on an assessment of local benefit; and**
6. **AUTHORISES an amendment to the Shire of Merredin Delegations of Authority Register to include the delegation as per Item 3 above, be drafted for adoption by Council at the October 2022 OCM.**

## 15. Officers' Reports - Administration

### 15.1 Status Report – September 2022

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

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

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

#### Comment

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

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

➤ Strategic Community Plan

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

➤ Corporate Business Plan

Key Action: Nil  
Directorate: Nil  
Timeline: Nil

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation

**That Council RECEIVES the Status Report on Council Resolutions for September 2022.**



## 15.2 Councillors and Staff Christmas Function

<h3>Administration</h3>		
Responsible Officer:	Lisa Clack, CEO	
Author:	Olivia Mellor, GO	
Legislation:	Nil	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Each year Council provides a Christmas function for Councillors and staff to celebrate the festive season and acknowledge the hard work and achievements made throughout the year.

Council Policy 1.12 – Annual Christmas Function states that an Agenda Item is to be presented to Council by no later than November each year, requesting Council confirm the date, location and format of the function.

### Comment

The 2021 Christmas function was held at the Merredin Regional Community and Leisure Centre (MRCLC) and in prior years has been held at the Merredin Bowling Club, Merredin Palace Chinese Restaurant, Commercial Hotel, Cummins Theatre, Civic Function Room/Roy Little Park and the Northside Tavern.

In previous years the Christmas function has had low attendance, and staff feedback has indicated this is due to it being held on Saturday night.

It is proposed that the 2022 Christmas function will be a Friday lunch gathering still available to Councillors, employees, their partners/spouses and dependent children, however the change to a lunch time weekday event is expected to encourage higher levels of attendance.

The function is proposed to be held in the Council Chambers Function Room from 12:30pm. The Shire front counter will be closed to the public from 12:00pm-4:30pm, and staff time to attend the function will be paid. If staff members choose to not attend the Christmas function, they are obliged to fulfill their working duties until their normal finishing time.

Possible dates for the Christmas Function are:

11 November 2022

25 November 2022

2 December 2022

9 December 2022

16 December 2022

Should the preferred dates be 2 or 9 December, the CEO will be unavailable to attend. Consensus with team leaders is should the change to a Friday be supported by Council, 16 of December 2022, is the recommended date. While this is an RDO date for the outdoor crew – this would be changed, and the relevant crew would hold their RDO to be added to the Christmas break.

Council does have a policy on the Annual Christmas Party which includes a limited number of drinks to be provided per person. In previous years drink tokens were utilised and monitored by the venue bar staff.

The Administration is proposing supplying enough alcohol for two drinks per person, limited to beer or wine and not using a token system.

Community Groups will be approached to run the Function Room bar from 12:30pm-4:30pm in exchange for a donation to their group.

#### Policy Implications

Policy 1.12 Annual Christmas Function states:

“That Council provide a joint Christmas Function for Councillors, employees, and their partners/spouses and dependent children.

Where the format of the function is such that the service of alcohol is appropriate, a limit of two drinks per person, limited to beer or wine, will be provided within the cost of the function. Any such function will be conducted in accordance with the responsible service of alcohol guidelines.”

#### Statutory Implications

Council’s Code of Conduct applies.

#### Strategic Implications

##### ➤ Strategic Community Plan

Theme: Nil

Service Area Objective: Nil

Priorities and Strategies for Change: Nil

##### ➤ Corporate Business Plan

Key Action: Nil  
Directorate: Nil  
Timeline: Nil

#### Sustainability Implications

##### ➤ Strategic Resource Plan

Nil

##### ➤ Workforce Plan

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

#### Risk Implications

Nil

#### Financial Implications

An allocation is included in the 2022/23 Annual Budget for the function under GL 2040211.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation

#### That Council;

1. **CONFIRMS** that the Shire of Merredin 2022 Christmas function for Councillors, staff and their families be held on Friday, 16 December 2022 commencing at 12:30pm at the Shire of Merredin Council Chambers Function Room; and
2. **NOTES** a final cost will be advised to Council out of session once quotes have been determined.

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

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

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

## 19. Matters Behind Closed Doors

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

### 19.1 State Library of WA MoU – Onboarding SLWA LMS

<h2>Community Services</h2>		
<b>Responsible Officer:</b>	Chloe Townsend A/DCEO	
<b>Author:</b>	Wendy Porter, Regional Manager Library Services	
<b>Legislation:</b>	Nil	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 19.1A – Merredin MOU Library Management System	

#### Voting Requirements

Simple Majority

Absolute Majority

#### Officer's Recommendation

That Council;

1. **AUTHORISES** the Chief Executive Officer and the Shire President to sign and apply the Common Seal to the MoU with the State Library of Western Australia as attached in attachment 19.1A MoU Library Management System; and
2. **NOTES** the five-year financial commitment as outlined in the MoU will be included in draft budgets for future financial years.

## 19.2 Sporting Club MoUs

### Community Services



<b>Responsible Officer:</b>	Chloe Townsend A/DCEO
<b>Author:</b>	As above
<b>Legislation:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 19.2A Burracoppin Football Club Attachment 19.2B Merredin Hockey Club Attachment 19.2C Civic Bowling Club

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation

That Council;

1. **RECEIVES** the signed and submitted MoUs by the Sports User Groups;
2. **APPROVES** the CEO and Shire President to sign the submitted MoUs as per attachment:
  - a) 19.2A
  - b) 19.2B
  - c) 19.2C
3. **AUTHORISES** the CEO and Shire President to sign any MoUs which are returned during the months of September, October and November 2022;
4. **AUTHORISES** the CEO to withdraw the subsidy for User Groups who haven't signed their MoU as of 1 November 2022;
5. **NOTES** the Administration will consider the additional requests made by clubs and will approach the Merredin Sports Council to work with those user groups to consider these; and
6. **NOTES** the Shire will inform Belgravia that any outstanding user group can be invoiced the entire sum (without Shire subsidy) if the MoU is not returned by 1<sup>st</sup> November 2022.

**20. Closure**

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