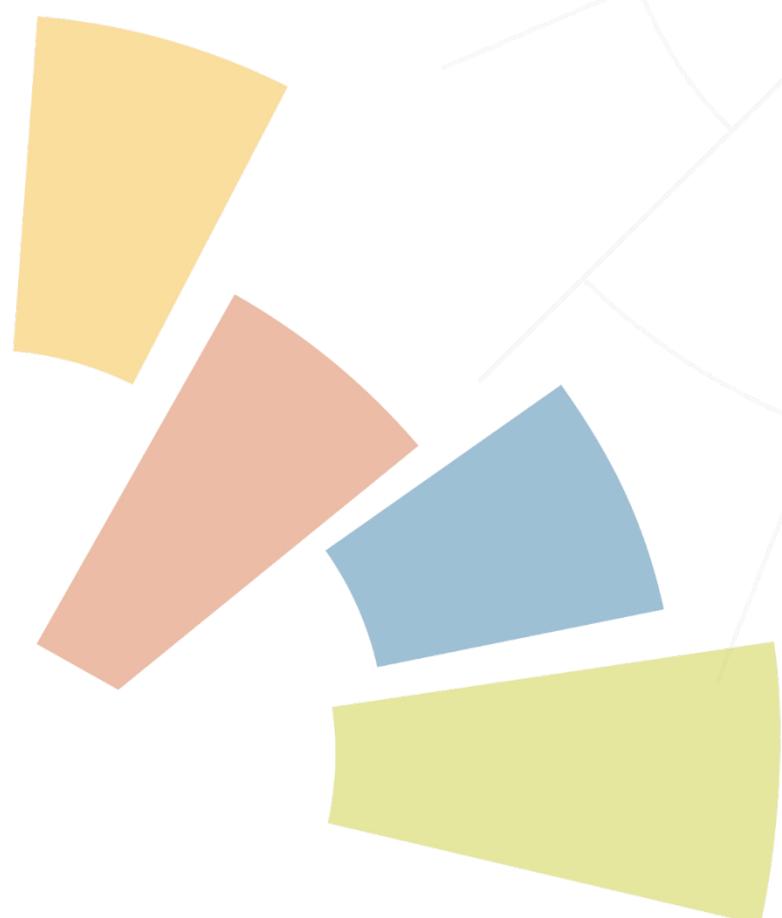


SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Special Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Thursday, 16 May 2023
Commencing 6.00pm



Notice of Meeting



Dear President and Councillors,

A Special Meeting of the Council will be held on Thursday, 16 May 2023 at 6.00pm in Council Chambers, Corner of King & Barrack Streets, Merredin. The purpose of the meeting is to address the following items:

- a) Specifications for operation of Merredin Regional Community and Leisure Centre

6.00pm

Special Council Meeting

Lisa Clack
CHIEF EXECUTIVE OFFICER
15 May 2023

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

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



Shire of Merredin Special Council Meeting

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Shire of Merredin
Special Council Meeting
6:00pm Tuesday, 16 May 2023



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

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

Staff:

L Clack	CEO
L Mellor	EMES
L Boehme	EMCS
P Zenni	EMDS
M Wyatt	EO
O Mellor	GO

Members of the Public:

Apologies:

Approved Leave of Absence: Cr J Flockart

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. Announcements by the Person Presiding without Discussion

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

Nil

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

10. Officers' Report – Community Services

10.1 Draft MRCLC Operation Management Scope

<h2>Community Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	CEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A – Draft Tender Scope Attachment 10.1B - (Confidential) Appendix 1 Draft Management Agreement Attachment 10.1C - Appendix 2 Indicative Sporting User Group Required Hours	

Purpose of Report



Executive Decision



Legislative Requirement

The purpose of this report is to seek Council approval to approve the scope of the MRCLC tender to meet the requirements of Council Resolution 83111.

Background

The Shire of Merredin commenced an Operation Management Review of the Merredin Regional Community and Leisure Centre (MRCLC) in August 2022. The Review was initiated by the current service providers contract nearing the end, as well as the community and Council identifying the need for a management review.

The Review was completed by independent consultant NAJA. NAJA commenced a community consultation process in September 2022, with an online survey receiving over 130 responses, as well as a number of workshops held in person with Merredin sporting groups, Merredin Sports Council, key stakeholders, and Council.

Initial findings were the service was not meeting community expectations, however, this was primarily attributable to the style and scope of the service specifications of the contract originally set by the Shire not aligning with community expectations.

In order to finalise the review, NAJA has drafted a scope of service for the MRCLC which sets a new level of service going forward which is more aligned with community expectations for the facility. The new scope includes estimated facility operating hours, staffing requirements and levels of service to be provided to the sports.

The proposed next step is for the service to then be tendered based on the new service level, with an in-house price also developed, so Council could make a decision to either continue with an outsourced service model based on the tender submissions received, or if none were received, or none were suitable compared to the in-house costing, the Council could consider operating the service inhouse.

Comment

At a Special Council Meeting of March 2023, Council approved an extension of the MRCLC Operational Review, and as part of the resolution noted, the Administration will seek approval from Council by resolution, for the specifications for the Operations and Management tender for the MRCLC (CMRef 83111).

The draft scope of service is attached as Attachment 10.1A, with the Management agreement and indicative sporting hours included as 10.1B and 10.1C respectively.

Please note that the draft management contract is included as a confidential attachment, as this will form a commercial agreement with the preferred tenderer and publishing the attachment publicly may affect the Shire's ability to negotiate. The intent of the current resolution is to endorse the scope, and therefore level of service which will be described as part of the tender.

The tender remains subject to minor amendments as some of the data required to meet the lease requirements is still under development.

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995.

Local Government (Functions and General) Regulations 1996.

Strategic Implications

∅	Strategic Community Plan
Theme:	1. Community and Culture
Service Area	1.2 Community Sports and Infrastructure
Objective:	
Priorities and Strategies for Change:	1.2.1 Sporting clubs are thriving in membership and volunteers, with an appropriate standard of facilities and other support services

Corporate Business Plan

Key Action:	Nil
Directorate:	Nil
Timeline:	Nil

Risk Implications

If the Officer's Recommendation is not accepted, this may result in delays to the project delivery schedule.

Financial Implications

The outcome of this process will need to be addressed in the 2023/24 budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation

That Council;

1. **APPROVES** the Shire of Merredin to advertise the Management of the MRCLC based on the draft service review conducted by NAJA consulting which was presented to Council and Community on 9 May 2023;
2. **APPROVES** in principle the draft specifications for the Operations and Management tender for the MRCLC as per Attachment 10.1A to this report to meet the requirements of Council Resolution 83111;
3. **NOTES** this draft is approved subject to minor amendments and changes by the Administration prior to release and as required as clarification during the tender process; and
4. **NOTES** advice to community members and sporting groups will be that the specification at Attachment 10.1A is subject to a tender process and subsequent negotiations, and as such should not be considered as the final approved service level.

11. Motions of which Previous Notice has been given

Nil

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

Nil

13. Matters Behind Closed Doors

Nil

14. Closure

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