

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers Corner  
King & Barrack Streets, Merredin  
Tuesday, 30 July 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, 30 July 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  
25 July 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.

<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
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
WERO	Wheatbelt East Regional Organisation of Councils



## July Ordinary Council Meeting

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Shire of Merredin  
Ordinary Council Meeting  
4:00pm Tuesday, 30 July 2024



**1. Official Opening**

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

**Councillors:**

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

**Staff:**

C Watts	CEO
L Boehme	EMCS
A Tawfik	EMES
C Brindley-Mullen	EMS&C
M Dalwadi	A/EMDS
M Wyatt	EO
A Bruyins	GO

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

*Cr O'Neill's attendance via Zoom was approved by the Shire President in advance in accordance with Regulation 14C.2(b) of the Local Government (Administration) Amendment Regulations 2022.*

**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).

The below answers were provided in writing to Mr P McCrae, relating to his questions taken on notice at the June Ordinary Council Meeting held 25 June 2024.

**P McCrae, Merredin WA 6415**

*Q: We will be hosting the Country Music Concert again this year between 13 – 15 September, we were wondering if the Shire would consider an area where overflow caravan camping could*

occur? Would Council give us some idea of whether they would allow the overflow of some caravans?

**Response sent to Mr McCrae:** Thank you for attending the June Ordinary Council Meeting held 25 June 2024 and for your question relating to the provision of overflow camping for patrons attending the upcoming Country Music Weekend. The Shire agrees that this presents a great opportunity to have those attending the Country Music Weekend at the Cummins Theatre spend more time enjoying all of what Merredin has to offer, including patronage at our local businesses.

After discussing options with members of the Executive Leadership Team, the Shire will provide a designated overflow camping space at the Merredin Regional Community and Leisure Centre (MRCLC) carpark for a number of days prior to and post the music weekend. Campers will be charged a nominal fee for use of the space, which will also provide them access to shower facilities during opening hours of the MRCLC, as well as 24 hour access to toilet facilities. The Shire will advertise the availability of camping associated with the event closer to September.

#### 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 25 June 2024  
Attachment 7.1A

##### Voting Requirements



Simple Majority



Absolute Majority

##### Officer's Recommendation

**That the Minutes of the Ordinary Council Meeting held on 25 June 2024 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 Cummings Street Units – Request to Transfer Reserve Funds

## 10. Receipt of Minutes of Meetings

- 10.1 Minutes of the Great Eastern Country Zone Meeting held on 13 June 2024.  
Attachment 10.1A
- 10.2 Minutes of the Audit Committee Meeting held on 30 July 2024.  
Attachment 10.2A (*to be circulated prior to the meeting*)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That Council;

1. **RECEIVE** the minutes of the Great Eastern Country Zone Meeting held on 13 June 2024; and
2. **RECEIVE** the minutes of the Audit Committee Meeting held on 30 July 2024.

## 11. Recommendations from Committee Meetings for Council Consideration


## 12. Officer's Reports – Development Services

Nil



## 13. Officer's Reports – Engineering Services

### 13.1 Tesla EV Charging Station

<h2 style="color: #0056b3;">Engineering Services</h2> 	
Responsible Officer:	Amer Tawfik, EMES
Author:	As above
Legislation:	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A – Western Power Letter of Authorisation Attachment 13.1B – Draft Licence Agreement Attachment 13.1C – Draft Shire of Merredin Lease Plan

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider providing in principle support for the installation of a Tesla fast electric vehicle (EV) charging station in the Newfields Business Centre car park, Lot 203 (22-24) Bates Street, Merredin, by completing the Letter of Authorisation provided by Western Power, as shown in Attachment 13.1A.

#### Background

Tesla approached the Shire Administration in January 2024 in relation to identifying locations for flagship road coverage sites. The objective is expanding out Public Supercharger (DC Fast electric vehicle chargers) across Australia. Tesla highlighted the following benefits from their proposal:

- Public Superchargers are a fast 250kw (45min full charge) unit.
- There is no initial or ongoing cost to Council, this is a 100% Tesla investment.
- Public infrastructure, available for use by any EV with a CCS2 plug (most generic on the market).
- Increase of directed foot traffic into town (depending on location this can vary from 1500-2500 per month) we expect this to increase over time.
- Marketing opportunity, tourism and local events can be listed inside every Tesla vehicle – in the landlord landing page (something that can be customised to be available to Tesla customers in the in-vehicle user interface).

- Increase of directed foot traffic and sales to local businesses.

Tesla evaluated several alternatives, and their preferred site is at the Newfields Business Centre car park as depicted in the figure below.



A summary of the proposed Tesla scope of work is listed below:

- Installation of new Western Power Transformer – final location TBC by Western Power.
- Installation of a new Tesla Main Switchboard.
- Installation of 1 x supercharger cabinet.
- Installation of 4 x supercharger posts.

An example of a similar Tesla charging station is presented in the picture below.



	<b>Comment</b>
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Currently there are three EV chargers operational in Merredin, these being the Shire charger on King Street, and the two Synergy charges in the town centre parking. Officers are in the process of re-installing two chargers removed from the Central Wheatbelt Visitors Centre (CWVC) to Merredin Regional Community & Leisure Centre (MRCLC) parking. NRMA will be installing two new chargers on the other side of the existing Synergy chargers, this will take place following the completion of the town centre re-development project. If the Tesla proposal is approved this will add another four chargers. A summary of the existing and proposed chargers in Merredin is listed below:

Location	Status	Number of Chargers
Council - MRCLC	In the process of installing the chargers removed from CWVC	2 (Slow)
Council - King Street	Operational	1 (Slow)
Synergy – Town Centre carpark	Operational	1 (Slow) + 1 (Fast)
NRMA – Town Centre carpark	Will be installed following completing town centre redevelopment project	2 (Fast)
Tesla – Newfields Carpark	Proposal Stage	4 (Fast)
<b>Total</b>		<b>11 (5 Slow + 7 Fast)</b>

The fast charger takes 40 to 60 minutes for a full charge, with a battery capacity of 50 kW multiplied by \$0.65 per kW, full charge of an EV will be \$32.50 which will provide an estimated range of 300 – 400 km.

Tesla will be responsible for the management of the installation of the EV charging station infrastructure, and all associated costs. Tesla will also be responsible for the ongoing operation and maintenance, which includes the costs associated with power usage. There are no immediate or ongoing costs to the Shire of Merredin (the Shire).

To cover the operational costs, EV charging at the charging station will be at the cost of the user. For payment of the charging service, customers will be able to make payment from a credit card or a mobile application on their mobile phone.

To enable Tesla to progress with the engagement of its design consultants, at their own cost and risk, and to undertake any necessary applications to Western Power, Tesla are seeking the Shire’s support.

The Letter of Authorisation (Attachment 13.1A – Western Power Letter of Authorisation) allows Tesla to commence working with Western Power to organise the required upgrade of the power supply infrastructure. Tesla will be responsible for all costs associated with the required upgrade of the power supply infrastructure, and maintenance of public liability insurance.

To allow Tesla to develop and operate the proposed EV charging station on the planned site for Merredin, including carrying out the associated power connection works, Tesla need to enter into a licence agreement with the Shire as the landowner. The Draft Licence Agreement can be seen at Attachment 13.1B – Draft Licence Agreement.

The licenced area is limited to the space required for the charging bays and the footprint of the plant & equipment only. Tesla are proposing a bay area equivalent to 5 standard car parking spaces.

As the proposed installation of the Tesla EV charging station will be no cost to the Shire for installation, operation or maintenance, the Administration considers the installation, within the Merredin town centre, as an opportunity which should be supported. This project aligns with the sustainability objectives within the Shire’s Strategic Community Plan (SCP), and will also potentially support flow on economic benefits, as travellers may use local businesses while making a stop to charge their vehicle.

**Policy Implications**

Nil

**Statutory Implications**

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

**Strategic Implications**

Ø Strategic Community Plan

Theme:	3. Environment and Sustainability
Service Area Objective:	3.3 Environment Planning 3.3.1 Land use planning respects our natural assets and ensures limited impact on climate change
Priorities and Strategies for Change:	Nil
Theme:	4. Communication and Leadership
Service Area Objective:	4.3 Advocacy 4.3.2 The Shire continues to advocate for infrastructure and services which meet the need of its business and residential community
Priorities and Strategies for Change:	Nil
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
Priorities and Strategies for Change:	Nil

Ø Corporate Business Plan

Theme:	3. Environment and Sustainability
Priorities:	Nil
Objectives:	3.3 Environment Planning

Theme: 3.3.1 Land use planning respects our natural assets and ensures limited impact on climate change  
4. Communication and Leadership

Priorities: Nil

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

Theme: 5. Places and Spaces

Priorities: Nil

Objectives: 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

#### Sustainability Implications

∅ Strategic Resource Plan

Nil

#### Risk Implications

The Letter of Authorisation is non-binding and does not create or hold any obligations. The risk rating is considered to be low (2) which is determined by a likelihood of unlikely (2) and a consequence of insignificant (1).

#### Financial Implications

There are no immediate or ongoing costs to the Shire.

#### Voting Requirements



Simple Majority




Absolute Majority

#### Officer's Recommendation

That Council;

1. **SUPPORT** in principle the installation of an Electric Vehicle Charging Station to be located at Lot 203 (22-24) Bates Street, Merredin, as per Attachment 13.1A; and
2. **AUTHORISE** the Chief Executive Officer to sign the Letter of Authorisation on behalf of the Shire of Merredin to provide in principle support for the installation of an Electric Vehicle Charging Station to be located at Lot 203 (22-24) Bates Street, Merredin, as per Attachment 13.1A.
3. **AUTHORISE** the Shire President and Chief Executive Officer to apply the Shire of Merredin Common Seal to the Licence agreement between the Shire of Merredin (Licensor) and Tesla (Licensee), for the installation and operation of an Electrical Vehicle Charging Station in Merredin.

## 13.2 Policy Review – 2.2 Plant and Fleet Replacement

<h1>Engineering Services</h1> 	
Responsible Officer:	Amer Tawfik, EMES
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 13.2A – 2.2 Motor Vehicle Replacement Policy - Current Attachment 13.2B – 2.2 Plant and Fleet Replacement Policy – Final

### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider a revision to Policy – 2.2 Plant and Fleet Replacement to provide clear guidelines relating to the replacement period for the Shire of Merredin’s (the Shire) plant and vehicle fleet.

### Background

The Shire’s Motor Vehicle Replacement Policy was last reviewed in February 2013. The main objective of the Policy is to ensure that the Shire maintains a plant and vehicle fleet that is efficient and safe, with replacement occurring at time intervals delivering the lowest whole of life cost.

### Comment

During the review of the Policy a number of key changes were made. The main points of note include:

- Expanding the current Policy to cover in addition to light fleet, heavy fleet and other mobile assets; and
- The updated Policy includes proposed frequency for replacement of plant and vehicle fleet.

The intent of the above changes is to bring the Policy up to date and make it easier to implement across the organisation, set a strong direction for the future, as well as meeting the requirements of the *Local Government (Functions and General) Regulations 1996*.

### Policy Implications

Changes to Policy 2.2, as documented in Attachment 13.2A and B.

### 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

#### Ø Corporate Business Plan

Theme:	5. Places and Spaces
Priorities:	Nil
Objectives:	5.3.2 The Shire is continually improving its asset management practices

### Sustainability Implications

#### Ø Strategic Resource Plan

Nil

### Risk Implications

There is a compliance risk associated with this item, as this document has not been reviewed or updated since 2013. By not accepting the current review to the Policy, Council may receive this Item as an audit finding in the future. This risk rating is considered to be moderate (8) 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. The changes made are not believed to change the direction set by the original Policy, only make it clearer and more comprehensive to the current position Council is along the journey.

### Financial Implications

There is no cost related to the review of this Policy, however there will be financial implications moving forward relating to meeting the proposed plant replacement frequency. This is expected to be offset by higher resale value in addition to reduced maintenance and repair costs.

**Voting Requirements**



Simple Majority



Absolute Majority


**Officer's Recommendation**

**That Council ADOPT the revised Policy 2.2 Plant and Fleet Replacement Policy, as presented in Attachment 13.2B.**



## 14. Officer’s Reports – Corporate and Community Services

### 14.1 Statement of Financial Activity – Draft Financials - June 2024

<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

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to receive the Statements of Financial Activity and Investment Report for the month of June 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 as the end of financial year processes are still be completed, the attached financials are draft documents and may be subject to changes prior to the closure of the 2023/24 financial year books.

### 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 (Financial Management) 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 on the Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

#### 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 June 2024 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.**

## 14.2 List of Accounts Paid – June 2024

<h3>Corporate Services</h3> 	
<b>Responsible Officer:</b>	Leah Boehme, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 14.2A - Payments Listing June 2024

### Purpose of Report

Executive Decision

Legislative Requirement

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

### Background

The attached list of accounts paid during the month of June 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 June 2024 as listed, covering cheques, EFT's, directly debited payments and wages, as numbered and totaling \$3,309,697.69 from the Merredin Shire Council Municipal bank account and \$0 from the Merredin Shire Council Trust bank account.**

### 14.3 Annual Information Statement Review

## Corporate Services



Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Freedom of Information Act 1992</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A – Information Statement 2024/25

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to note the update to the Shire of Merredin (the Shire) Information Statement for 2024/25.

#### Background

It is a compliance requirement of the *Freedom of Information Act 1992* (FOI Act) that the Shire publish an up-to-date Information Statement every 12 months. The Shire last published an update in August 2023.

#### Comment

The Shire's Information Statement has recently been reviewed and updated and is attached at Attachment 14.3A for Council's information.

Key changes included:

- Formatting and aesthetic changes to ensure keeping with the Shire's marketing brand.
- Updated organisational structure.
- Updated website links.
- Updated reference to new General Disposal Authority for Local Government Records (DA 2023-005).

#### Policy Implications

Nil

### Statutory Implications

*Freedom of Information Act 1992 - Part 5 - Publication of information about agencies*  
s.96 Information statement, each agency to publish annually

(1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act —

- (a) within 12 months after the commencement of this Act; and
- (b) at subsequent intervals of not more than 12 months.

s.97 Information statement and internal manual, each agency to make available etc.

(1) An agency (other than a Minister or an exempt agency) has to cause copies of —

- (a) its most up-to-date information statement; and
- (b) each of its internal manuals,

to be made available for inspection and purchase by members of the public but may delete any exempt matter from those copies.

(2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.

### Strategic Implications

∅ Strategic Community Plan

Theme: 4. Communication and Leadership

Service Area Objective: Nil

Priorities and Strategies  
for Change: Nil

∅ Corporate Business Plan

Theme: 4. Communication and Leadership

Priorities: Nil

Objectives: Nil

### Sustainability Implications

∅ Strategic Resource Plan

Nil

### Risk Implications

There is a compliance risk associated with this Item, as this document is to be reviewed by the Shire every 12 months, as per the FOI Act. 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**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority


**Officer's Recommendation**

**That Council**

- 1. NOTE the review of the Shire of Merredin Information Statement 2024/25, as presented in Attachment 14.3A, in accordance with Part 5 of the Freedom of Information Act 1992; and**
- 2. NOTE the Shire of Merredin Information Statement 2024/25 will be publicised on the Shire of Merredin website and forwarded to the Commissioner by the Chief Executive Officer, in accordance with Part 5 of the Freedom of Information Act 1992.**



## 14.4 Pioneers' Pathway - Memorandum of Understanding 2024-2027

<h3>Community Services</h3> 	
<b>Responsible Officer:</b>	Codi Brindley-Mullen, EMS&C
<b>Author:</b>	As above
<b>Legislation:</b>	Nil
<b>File Reference:</b>	ED/3/5
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 14.4A – Draft Pioneers' Pathway MOU 2024-2027 Attachment 14.4B – Pioneers' Pathway Strategic Plan 2024

### Purpose of Report



Executive Decision



Legislative Requirement

To present to Council the Pioneers Pathway Memorandum of Understanding (MoU) for consideration and support including a financial contribution over the next three (3) years.

### Background

Pioneers' Pathway aims to work collaboratively with Councils along the Pioneers' Pathway developing tourism in the region by promoting the self-drive trail from Perth to Merredin reminiscing the path of pioneers during the gold rush of the eastern goldfields.

The Pioneers' Pathway Advisory Committee (PPAC) comprises of six local governments who share a common interest and regional boundaries.

At the May 2020 Ordinary Council Meeting, held 19 May 2020 Council resolved the following (CMRef 82553):

*That Council;*

- 1. Notes the withdrawal of the Shire of Trayning from the MoU and supports the signing of the new Pioneers' Pathway MOU 2020-2023,*
- 2. That, in accordance with Sections 5.10 and 5.11A of the Local Government Act 1995 and Section 5 clause 2 iii of the draft MoU, Councillor Butler be appointed as delegate to the Pioneers Pathway Advisory Committee, with all other Councillors appointed as Deputies.*

### Comment

The MoU between the member councils was extended in 2023, expiring 30 June 2024.

The Advisory Group met on 12 June 2024 to discuss:

- MoU 2024 – 2027
  - Financial Contributions over the next three (3) years
- Strategic Plan Pioneers’ Pathway 2024 - 2027

The intent and objectives of the MoU will remain unchanged, focusing on continued collaboration and support between the parties involved.

In alignment with the objectives of the MoU, it has been proposed to incrementally increase the Council’s financial commitment over the next three (3) years. Specifically, the recommended financial contribution is as follows:

- \$3,500 for the year 2024-2025
- \$4,000 for the year 2025-2026
- \$4,500 for the year 2026-2027

It was recommended to increase the financial commitment which is driven by several factors that underscore the importance and benefits of continuing this partnership, noting that there has not been an increase in Council contributions since 2017.

This is a strategic decision addressing the current environment of inflation and rising costs aimed at sustaining and enhancing the partnership, ensuring that the objectives of the MoU are met effectively and efficiently over the next three (3) years.

The Administration is supportive of the proposed strategic objectives are as per Attachment 14.5B.

	<b>Policy Implications</b>
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Nil

	<b>Statutory Implications</b>
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Nil

	<b>Strategic Implications</b>
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∅ Strategic Community Plan	
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Theme:	2. Economy & Growth
Service Area Objective:	2.2.2 The Shire works closely with businesses and other community groups to actively support and develop visitor growth
Priorities and Strategies for Change:	Nil

∅ Corporate Business Plan	
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Theme:	2. Economy & Growth
Priorities:	P2.2 Tourism product development, including cultural tourism

Objectives: 2.2.2 The Shire works closely with businesses and other community groups to actively support and develop visitor growth

#### Sustainability Implications

∅ Strategic Resource Plan

Nil

#### Risk Implications

If Council do not endorse the proposed Pioneers Pathway MoU 2024-2027, Council will not be included in Pioneer Pathway.

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 Insignificant (1). This risk will be eliminated by the adoption of the Officer's Recommendation.

#### Financial Implications

The signed execution of the MOU for Pioneers Pathway be incorporated over the next three (3) financial years being a financial contribution as per the following:

- 2024 - 2025 \$3,500,
- 2025 - 2026 \$4,000 and
- 2026 - 2027 \$4,500.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation

That Council;

1. **ENDORSES Attachment 14.5A Pioneers' Pathway Memorandum of Understanding 2024 – 2027, including a financial contribution of:**
  - a. \$3,500 for 2024 – 2025,
  - b. \$4,000 for 2025 – 2026,
  - c. \$4,500 for 2026 - 2027;
2. **NOTES the review of the Strategic Operational Plan 2024 – 2027 as per Attachment 14.5B; and**
3. **GRANTS the Chief Executive Officer delegated authority to execute this Memorandum of Understanding.**

## 15. Officer's Reports – Administration

### 15.1 Elected Member Training and Development Register 2023/24

<h2>Administration</h2>		
Responsible Officer:	Craig Watts CEO	
Author:	Meg Wyatt, EO	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 15.1A – Elected Member Training and Development Register 2023/24	

#### Purpose of Report

Executive Decision

Legislative Requirement

For Council to receive a report on the training and development undertaken by Elected Members during the 2023/24 financial year.

#### Background

On 16 September 2019, with the introduction of new provisions contained within the *Local Government Act 1995* (the Act), local governments must prepare a report for each financial year on the training completed by elected members in that financial year.

New sections 5.126 and 5.127 of the Act were introduced around elected member training and reporting, as follows:

*“5.126 Training for council members*

*(1) Each council member must complete training in accordance with regulations.*

*(2) Regulations may –*

*a) prescribe a course of training; and*

*b) prescribe the period within which training must be completed; and*

*c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*

*d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5000 for the offence.*

### 5.127 Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates."

The *Local Government (Administration) Regulations 1996* prescribes the Council Member Essentials training as being the mandatory training (as per section 5.126(1) of the Act) that Elected Members must complete within their first 12 months of office. The Council Member Essentials training consists of the following modules:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

To enable Elected Members to develop and maintain skills and knowledge relevant to their role, the Shire of Merredin (the Shire) also has Policy 1.20 – Councillor Training and Professional Development Policy which includes provisions around Elected Member attendance at conference and training events within Australia and overseas.

#### Comment

Local Government is a complex entity and makes significant decisions that affect the local governments continued sustainability and community outcomes. It is imperative that Elected Members have the appropriate skills to be able to undertake their roles to the best of their ability, these skills are enhanced through the training and development offered to them throughout their term of office.

The Minister for Local Government and the WA State Parliament recognise the need for Elected Members to undertake continual professional development in fulfilling their role of public office. The introduction of mandatory training requirements into the *Local Government Act 1995* and the need for local governments to adopt a policy in relation to Elected Member continual professional development support these views.

With the introduction of new provisions within the *Local Government Act 1995*, local governments must prepare a report for each financial year on the training completed by Elected Members in that financial year. The report must be placed on the Shire's website within one month after the end of the financial year in which the report relates.

The report as shown in Attachment 15.1A highlights the training and development undertaken by the Shire's Elected Members during the 2023/24 financial year, and details not only the mandatory training required under the Act, but also any conferences and training events attended by Elected Members under Policy 1.20 – Councillor Training and Professional Development Policy.

Mandatory training is required to be completed within a 12-month period by those Elected Members who were elected to office in the 2023 Local Government Elections. Other Elected Members can undertake the mandatory training if they so wish, however, they are not required to do so. The mandatory training is valid for five years once they have been

completed, meaning Elected Members are only required to undertake the training at every second election.

Elected Members can also undertake their own personal and professional development outside of the training and development offered by the Shire.

### Policy Implications

Policy 1.20 – Councillor Training and Professional Development Policy.

### Statutory Implications

*Local Government Act 1995.*

*Local Government (Administration) 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

#### ∅ Corporate Business Plan

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

### Sustainability Implications

#### ∅ Strategic Resource Plan

Nil

### Risk Implications

Should Council not note the report on Elected Member training, the Shire will not comply with the requirements in section 5.127 of the Local Government Act 1995. There is a compliance risk associated with this item, as the Shire would be contravening the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. 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 attendance of conferences and other training events for Elected Members is accommodated for in the Shire's annual budget, for the 2023/24 financial year an amount of \$45,000 was allocated. The cost of elected member attendance to various conferences and

training events for the 2023/24 financial year as listed in Attachment 15.1A was \$19,345.66. However, the actual amount is higher than this as some of the amounts were prepaid in the previous financial year.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That Council;**

- 1. NOTES the training and development undertaken by Elected Members during the 2023/24 financial year, as detailed in Attachment 15.1A; and**
- 2. NOTES the 2023/24 Elected Member Training and Development Register, as detailed in Attachment 15.1A will be placed on the Shire of Merredin website.**

## 15.2 Naming of Redeveloped Park

<h1>Administration</h1>		
<b>Responsible Officer:</b>	Craig Watts CEO	
<b>Author:</b>	As above	
<b>Legislation:</b>	Nil	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 15.2A – Lotterywest email – Naming of Apex Park	

### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider and confirm the name of the Redeveloped Park.

### Background

As part of the grant funding conditions for the Redeveloped Park from Lotterywest, Council had agreed to include “Lotterywest” in the naming of the Park, and had provided several suggestions in the initial application including “Lotterywest Merredin Playspace”. There was also consideration of potential dual naming of the Park, with a letter of support provided by Ballardong Aboriginal Corporation to assist with securing the grant.

At the June Ordinary Council Meeting held 25 June 2024, Elected Members were presented with a 120 signature petition seeking to retain the naming Apex Park at the completion of the current park redevelopment. Several community members also spoke at the meeting in support of retaining Apex within the name of the Park, together with consideration of dual naming to provide a connection to country for aboriginal community members.

### Comment

At the June Ordinary Council Meeting held 25 June 2024, the Chief Executive Officer (CEO) was directed to consult with the Merredin community to determine the preferred name of the Redeveloped Park.

### Community Consultation

The Shire Administration made contact with Lotterywest, Ballardong Aboriginal Corporation, Njaki Njaki aboriginal community members, and responded to residents who made initial submissions prior to the June Ordinary Council Meeting. Consultation comprising of a survey on Facebook and other advertising within the community (Shire facilities, community notice



boards etc) commenced on 4 July 2024, closing 19 July 2024 seeking a preference for the Redeveloped Park name. Responses could be provided on-line or in person at the Shire Administration Office.

Emails requesting nominations for an Aboriginal name, including pronunciation and translation were sent to Ballardong Aboriginal Corporation and Njaki Njaki Aboriginal community members. Responses were received from Njaki Njaki Aboriginal community members which suggested the following:

*Danjoo Waabininy Boodja*

Pronounced: Dan-joo Waa-bin-nee Bood-ja

Means: Coming Together (community) play ground

“A place that brings community together regardless of who you are to have fun and enjoy.”

*Koolungaar Waabininy Boodja*

Pronounced: Kool -lung-aar(s) Waa-bin-nee Bood-ja

Means: Children(s) play ground

“A place where children play and enjoy everything the park offers.”

*Moort Waabininy Boodja*

Pronounced: Moort Waa-bin-nee Bood-ja

Means: Family play ground

“A place where family can have a fun time on the new swings and slide, or shooting hoops on new basketball court, or skating on the skate park or just relax and enjoy a family BBQ.”

Correspondence was also forwarded to Lotterywest in relation to the naming of the Park and inclusion of “Lotterywest” in either the title of the Park, or used for a portion of the Park, as required by their Grant Acknowledgement Agreement. Since the commencement of the public survey, the Shire has received correspondence from Lotterywest advising their preferred approach is that the Lotterywest name is not included in renaming of Apex Park, nor naming rights of any space within the facility (please refer to Attachment 15.2A). The Grant Acknowledgement Agreement has since been amended to remove reference to the naming of the Park. The Shire will liaise further with Lotterywest to ensure that signage within the Park includes the Lotterywest Logo and recognises their funding support for the project.

The community survey closed with 108 responses. The overwhelming majority of responses (over 85%) supported the retention of “Apex” within the park naming. Several of the responses also requested consideration to maintain the name Apex Park, removing reference to Lotterywest. Based on the recent advice from Lotterywest, Council could retain the current naming of the Redeveloped Park as being “Apex Park”.

Based on the responses from the stakeholders and broader community, the Shire Administration recommends that the Redeveloped Park be know as “Apex Park - *Danjoo Waabininy Boodja*”.

A plaque confirming the name will be provided at the opening of the Park, with further signage to be provided which includes the historical reference to the original Apex Park, explanation of the Nyoongar naming, and the financial support of Lotterywest (including logo). This signage will be commissioned and installed in due course, once approval from Lotterywest is received.

### Policy Implications

Policy 2.29 Community Engagement.

### Statutory Implications

Nil

### Strategic Implications

#### ∅ Strategic Community Plan

Theme:	1. Community and Culture
Service Area Objective:	1.4.2 – An improved sense of belonging for our Njaki Njaki Nyoongar and wider Aboriginal Community.
Priorities and Strategies for Change:	Partnering with Njaki Njaki Nyoongar leaders on the visibility of their heritage and living culture

#### ∅ Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	P4.2 – The Shire has a strong working relationship with the Njaki Njaki Nyoongar Traditional Owners and other Aboriginal community members.
Objectives	4.1.3 The Shire has a strong working relationship with the Njaki Njaki Nyoongar Traditional Owners and other Aboriginal community members.

### Sustainability Implications

#### ∅ Strategic Resource Plan

Nil

### Risk Implications

There is a reputational risk associated with this Item, as it may be perceived that the Shire is not considering the requirements of funding partners, and both the indigenous and non-indigenous community within Merredin when naming the Park. The risk rating is considered to be moderate (8), 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

Costs associated with the installation of signage, once the naming of the Redeveloped Park is confirmed by Council will be borne from the Apex Park Redevelopment Budget.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

**That Council CONFIRM that the Redeveloped Park will be known as “Apex Park – Danjoo Waabininy Boodja” with signage to be installed to reflect this name.**

### 15.3 Notice of Motion – Exemption for Monumental Grave in grassed area of Cemetery

## Administration



Responsible Officer:	Craig Watts CEO
Author:	As above
Legislation:	Shire of Merredin Cemeteries Local Law 2002
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 15.3A – Notice of Motion

### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the Notice of Motion submitted by Cr Billing seeking an exemption to place a monumental grave within the grassed area of the Merredin Cemetery.

### Background

A Notice of Motion has been received from Cr Billing requesting consideration of an exemption to be granted for a deceased longstanding Merredin resident to enable a monumental grave to be installed within the lawned area of the Merredin Cemetery, to match that of her late husband who rests in the adjacent plot.

### Comment

At the June 2024 Ordinary Meeting held 25 June 2024, Council resolved to delegate authority to the Chief Executive Officer powers in relation to the Shire's Cemeteries Local Law. Included within the resolution was the designation of specific areas in which memorial plaques and monuments can be installed (non-grassed areas), and areas which were limited to headstones (grassed area) (CMRef 83409).

The Shire of Merredin (the Shire) Administration was approached by the deceased's son seeking the installation of a memorial monument similar to that of his late fathers (military grave) within the grassed area of the Merredin Cemetery. He was advised that this was not possible based on the resolution of Council, which resulted in an email request being sent to all Elected Members.

The Notice of Motion received from Cr Billing requests consideration of an exemption to enable a memorial monument to be installed within Plot 71 B based on the following:

- 1) The deceased person was a lifelong resident of Merredin;

- 2) A right of burial was purchased on 27 February 2002 so that the deceased person could be laid to rest next to her husband; and
- 3) The right of burial was purchased on the expectation that a similar memorial monument would be installed to that of the adjacent family members grave, with arrangements made for this prior to her passing.

It should be noted that a recently installed monumental memorial has been removed from within the grassed area of the Cemetery, as this was installed without the appropriate approvals and authorisations in place. If Council were to consider this motion, and support the request, this would set a precedent for future monumental installations within the grassed areas of the Merredin Cemetery. All future applications of this type would need to be considered by Council, with the exception of military graves installed by the Office of Australian War Graves.

Restriction to the installation of headstones within the grassed areas of the Cemetery provides for a consistent approach and appearance of the area, in addition to providing more efficient maintenance. If the Council were to support the installation of a monumental memorial, this should only be considered where there was an adjoining family members monumental grave. The new installation should be of a size and shape which matches that of the existing, with the space between the two graves appropriately managed to provide for ease of maintenance.

#### Policy Implications

Nil

#### Statutory Implications

Shire of Merredin Cemeteries Local Law 2002.

#### Strategic Implications

##### Ø Strategic Community Plan

Theme:	5. Places and Spaces
Service Area Objective:	5.2.2 – The Shire of Merredin’s Public Cemetery is well planned for, attractive and respectful.
Priorities and Strategies for Change:	Nil

##### Ø Corporate Business Plan

Theme:	5. Places and Spaces
Priorities:	Nil
Objectives	5.2.2 – The Shire of Merredin’s Public Cemetery is well planned for, attractive and respectful.

#### Sustainability Implications

##### Ø Strategic Resource Plan

Nil

### Risk Implications

There is a reputational risk associated with this Item due to the Council setting a precedent in relation to the installation of a monumental memorial within the grassed area of the Cemetery. 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 mitigated by Council endorsing the Officer Recommendation, providing clear guidance as to the installation, and applying a process for consideration which can be repeated for future requests.

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

**That Council SUPPORT an exemption to enable installation of a memorial grave for Plot 71 Section B of the grassed area of Merredin Cemetery on the following conditions:**

- 1) Application for the memorial installation is to be made to the Shire Administration on the approved form;**
- 2) The installation is to be adjacent to the existing memorial grave of a family member; and**
- 3) The installation is to be of a size and material similar to that of the adjacent family members memorial grave, with the area between the graves to be finished in a manner which provides for efficient maintenance of the area (as approved by the Chief Executive Officer).**

## 15.4 Corporate Business Plan update

### Administration



<b>Responsible Officer:</b>	Craig Watts CEO
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 15.4A – Corporate Business Plan - Works Underway and Completed

#### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider the 2023/24 report on the progress of service delivery as outlined in the Corporate Business Plan 2023 - 2026.

#### Background

The Integrated Planning and Reporting (IPR) Framework provides local governments with a framework for establishing local priorities and linking these to operational functions as detailed in Strategic Community Plans (SCP) and Corporate Business Plans (CBP). The IPR Framework requires that regular monitoring and reporting of these plans are undertaken. The Shire of Merredin (the Shire) IPR Framework recommends implementing bi-annual reports to inform Council of the Shire's performance against the community outcomes, enabling the Shire to respond to changing priorities. The Shire's Corporate Business Plan 2023-2026 was adopted by the Council on 30 August 2023.

It is the Shire's 4-year planning document that comprises the services, service levels, any planned changes and major projects the Town aims to deliver over the four years, to achieve the deliverables listed in the SCP. The report ensures that Council and the community are aware of the Shire's progress against the CBP's actions and that services are being delivered. It is an effective means to update Council and the community on progress against agreed priority actions.

The report provides information on the progress made against these service levels and covers the 2023/24 financial year period. The report identifies the key actions, the status of each action, the percent completed along with commentary on the progress where applicable. The majority of the services are being progressed and are on track. Comments have been provided for such actions including details of their expected start dates.

**Comment**

The table and chart below provide a summary of the overall progress of the 41 project actions reported against:

Progress Status	Description	Number	%
Not started	This initiative is scheduled to start at a later time in the course of the Corporate Business Plan.	1	2
Underway/in progress	This initiative is in progress and expected to be completed during the life of the CBP.	19	47
Completed	This initiative has been completed, with no further action.	14	34
Ongoing	This initiative has commenced, is ongoing, and has no completion date,	7	17

Highlights during the period include:-

1. Commencement of the Town Planning Scheme review, with the Omnibus Amendment draft endorsed by Council and referred to the EPA.
2. Continuation of works to the Merredin-Narembeen Road to improve safety.
3. Development and endorsement of the Road Hierarchy Plan.
4. Relocation of the Visitor Centre to the train station.

**Policy Implications**

Nil

**Statutory Implications**

Section 5.56 of *Local Government Act 1995* outlines the requirement for Local Governments to plan for the future.

**Strategic Implications**



∅ Strategic Community Plan

Theme: 4. Communication and Leadership

Service Area Objective: 4.2.3 - The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice

4.7 Integrated Planning and Reporting

4.7.1 The Shire is committed to ongoing consultation to ensure that the reporting associated with the State’s Integrated Planning Framework is in line with the community’s vision for the town and its surrounds.

Priorities and Strategies for Change: Nil

∅ Corporate Business Plan

Theme: 4. Communication and Leadership

Priorities: Nil

Objectives 4.7 Integrated Planning and Reporting

4.7.1 The Shire is committed to ongoing consultation to ensure that the reporting associated with the State’s Integrated Planning Framework is in line with the community’s vision for the town and its surrounds.

**Sustainability Implications**

∅ Strategic Resource Plan

Nil

**Risk Implications**

There reputational and compliance risk associated with this Item caused by non-compliance with statutory requirement and the potential for the Shire to be unable to meet community expectations, leading to perception that the Shire has not performed as expected by the community. 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 receiving and noting the progress report

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer’s Recommendation**

**That Council RECEIVES and NOTES the Corporate Business Plan Report – 2023/24 as shown in Attachment 15.4A**

## 15.5 WEROC Board Nominations

<h1>Administration</h1> 	
<b>Responsible Officer:</b>	Craig Watts CEO
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Attachment 15.5A – WEROC Board Induction Pack

### Purpose of Report



Executive Decision



Legislative Requirement

For Council to consider formally appointing an Elected Member and the Chief Executive Officer (CEO) to represent the Shire of Merredin on the board of the Wheatbelt East Regional Organisation of Councils Incorporated (WEROC).

### Background

WEROC, founded in 2004, comprises of six wheatbelt Local Government Authorities (LGA) including Merredin, Kellerberrin, Bruce Rock, Tammin, Westonia and Yilgarn. The WEROC Board comprises two representatives from each member LGA, with each member nominating the CEO and an Elected Member. On 21 July 2024, Cr Manning formally resigned from her position on the Board, necessitating the endorsement of a new Elected Member to represent the Shire.

### Comment

Board Representatives of Local Governments must be sitting Elected Members or the CEO and must be approved by WEROC Board. Representatives are nominated every two years by each Local Government Member, with this new nomination expiring in approximately 15 months.

The role of a WEROC Board Member includes:

1. Attend all meetings of the WEROC Board or in unable, appoint a proxy to attend in their absence.
2. Participate in discussion and decision making at meetings.
3. Contribute to setting the strategic direction for WEROC.
4. Contribute to the achievement of WEROC's strategic priorities.

5. Work collaboratively with other members.
6. Promote the activities and achievements of WEROC.
7. Represent the interests of the communities and residents of the Eastern Wheatbelt.
8. Participate in sub-committees of WEROC as required.

The role of Chairperson of the board rotates between each member LGA, with the Shire of Merredin occupying this role in 2024 and 2025. The Elected Member who takes on the role of board member may become the new Chair for the remainder of the Shire’s term, subject to discussion with other board members. Further information pertaining to the role is provided in Attachment 15.5A.

**Policy Implications**

Council Policy 1.19 – Election of Committees and Representatives is applicable.

**Statutory Implications**

The *Local Government Act 1995* requires the endorsement of Elected Members and other staff members to Committees, to be done so by absolute majority.

**Strategic Implications**

∅ Strategic Community Plan

Theme:	4. Communication and Leadership
Service Area Objective:	4.6 Regional Collaboration 4.6.1 The Shire is proactive in seeking out regional collaboration and partnership opportunities which seek to benefit the Shire of Merredin and the wider eastern wheatbelt region.
Priorities and Strategies for Change:	Nil

∅ Corporate Business Plan

Theme:	4. Communication and Leadership
Priorities:	Nil
Objectives	4.6 Regional Collaboration 4.6.1 The Shire is proactive in seeking out regional collaboration and partnership opportunities which seek to benefit the Shire of Merredin and the wider eastern wheatbelt region.

**Sustainability Implications**

∅ Strategic Resource Plan

Nil

**Risk Implications**

There is a reputational risk associated with this Item because this report aims to preserve the positive reputation of Council in the community and with stakeholders. If representatives are

not appointed, the Shire may miss important opportunities to represent Merredin at regional and/or State level. 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

Nil. The Shire is already a financial member of WEROC, which includes two board positions.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Officer's Recommendation

#### That Council:

1. **ENDORSE** the nomination of Councillor \_\_\_\_\_ as a board member of WEROC to represent the Shire.
2. **ENDORSE** Craig Watts, Chief Executive Officer, as a board member of WEROC to represent the Shire.

**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 Cummings Street Units – Request to Transfer Reserve Funds**

**20. Closure**

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