

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 19 April 2016  
Commencing 3.00pm



# Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday 19 April 2016 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

- |        |   |
|--------|---|
| 1.00pm | Poppy Planting followed by Briefing Session |
| 3.00pm | Council Meeting                             |

GREG POWELL  
CHIEF EXECUTIVE OFFICER

14 April 2016

## 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

WEROC	Wheatbelt East Regional Organisation of Councils
GECZ	Great Eastern Country Zone
WALGA	Western Australian Local Government Association
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
DCEO	Deputy CEO
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
EMCS	Executive Manager of Corporate Services
EA	Executive Assistant to CEO
LPS	Local Planning Scheme
LGIS	Local Government Insurance Services
AMP	Asset Management Plan
LTFP	Long Term Financial Plan
CBP	Corporate Business Plan
CSP	Community Strategic Plan
MRCLC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
UCL	Unallocated Crown Land
MoU	Memorandum of Understanding
LHAG	Local Health Advisory Group
NEWROC	North Eastern Wheatbelt Regional Organisation of Councils
LoA	Leave of Absence

Shire of Merredin  
Ordinary Council Meeting  
3:00pm Tuesday 19 April 2016



<b>1.</b>	<b>Official Opening</b>
<b>2.</b>	<b>Record of Attendance / Apologies and Leave of Absence</b>
	<p><b>Councillors:</b></p> <p>Cr KA Hooper                      President Cr RM Crees                        Deputy President Cr BJ Anderson Cr CA Blakers Cr MA Crisafio Cr JP Flockart Cr MD Willis Cr ML Young</p> <p><b>Staff:</b></p> <p>G Powell                              CEO R McCall                              Deputy CEO V Green                                EA to CEO M Marks                                Media &amp; Communications Officer</p> <p><b>Members of the Public:</b>        R Endersbee</p> <p><b>Apologies:</b></p> <p><b>Approved Leave of Absence:</b>    Cr LN Boehme (CMRef 81709)</p>
<b>3.</b>	<b>Public Question Time</b>
	<p>Members of the public are invited to present questions to Council about matters affecting the Shire of Merredin and its residents.</p> <p>Mr Rob Endersbee, representing the Merredin Military Museum, will address Council in relation to funding and support.</p>
<b>4.</b>	<b>Disclosure of Interest</b>
<b>5.</b>	<b>Applications for Leave of Absence</b>

<b>6.</b>	<b>Petitions and Presentations</b>
<b>7.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
7.1	<u>Ordinary Council Meeting held on 15 March 2016</u>
<b>8.</b>	<b>Announcements by the Person Presiding without discussion</b>
<b>9.</b>	<b>Matters for which the Meeting may be closed to the public</b>
19.1	Staff – Chief Executive Officer – Performance Appraisal - 2015
<b>10.</b>	<b>Receipt of Minutes of Committee Meetings</b>
10.1	<u>Bush Fire Brigades Annual General Meeting held on 15 March 2016</u>
10.2	<u>GECZ Executive Meeting held on 8 April 2016</u>
<b>11.</b>	<b>Recommendations from Committee Meetings for Council consideration</b>
11.1	<u>Various Recommendations from the Bush Fire Brigades Annual General Meeting held on 15 March 2016</u>
<b>12.</b>	<b>Officer's Reports – Development Services</b>
	Nil items to report
<b>13.</b>	<b>Officer's Reports – Engineering Services</b>
13.1	<u>Roads to Recovery Funding</u>
<b>14.</b>	<b>Officer's Reports – Corporate and Community Services</b>
14.1	<u>List of Accounts Paid</u>
14.2	<u>Statement of Financial Activity</u>
14.3	<u>Unbudgeted Expenditure – Merredin Military Museum – Armoured Personnel Carrier</u>
14.4	<u>A9437 - Rates Write Off</u>
14.5	<u>Lot 6 Todd Street, Merredin - Acquisition of Land and Rates Write Off</u>
14.6	<u>Community Funding Applications for 2016/17 Budget Consideration</u>
14.7	<u>Merredin and Districts Childcare and Play School</u>

<b>15.</b>	<b>Officer's Reports – Administration</b>
15.1	<u>Wheatbelt Development Commission (WDC) – Call for Board Nominations</u>
15.2	<u>Integrated Planning and Reporting – Reviewed Suite of Plans</u>
<b>16.</b>	<b>Motions of which Previous Notice has been given</b>
<b>17.</b>	<b>Questions by Members of which Due Notice has been given</b>
<b>18.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
<b>19.</b>	<b>Matters Behind Closed Doors</b>
19.1	Staff – Chief Executive Officer – Performance Appraisal - 2015
<b>20.</b>	<b>Closure</b>

## **7. Confirmation of Minutes of the Previous Meeting**

7.1 Ordinary Council Meeting held on 15 March 2016

[Attachment 7.1A](#)

### **Officer's Recommendation**

That the Minutes of the Ordinary Council Meeting held on 15 March 2016 be confirmed as a true and accurate record of proceedings.

## **10. Receipt of Minutes of Committee Meetings**

10.1 Bush Fire Brigades Annual General Meeting held 16 March 2016

[Attachment 10.1A](#)

10.2 GECZ Executive Meeting held on 4 April 2016

[Attachment 10.2A](#)

### **Officer's Recommendation**

That the minutes of the Bush Fire Brigades Annual General Meeting held on 16 March 2016 and the Great Eastern Country Zone Executive Meeting held on 4 April 2016 be received.

## 11. Recommendations from Committee Meetings for Council consideration

### 11.1 Bush Fire Brigades Annual General Meeting held 16 March 2016

#### Election of Office Bearers – 2015/16 Fire Season

##### Voting Requirements



Simple Majority



Absolute Majority

#### Brigade Resolution

##### Chief Bush Fire Control Officer

Nominated: Stephen Crook

Moved: G Whitehead      Seconded: J Flockart

There being no further nominations Stephen Crook was elected to the position of Chief Bush Fire Control Officer.

##### Deputy Chief Bush Fire Control Officer

Nominated: Graeme Whitehead

Moved: J Flockart      Seconded: G Crees

There being no further nominations Graeme Whitehead was elected to the position of Deputy Chief Bush Fire Control Officer.

##### Fire Control Officers

Moved: J Flockart      Seconded: S Higgins

That, as per the 2014/15 season, the following people be appointed as Fire Control Officers of the Shire of Merredin for the 2015/16 fire season, with the addition of Muntadgin:

R Gray	Nukarni/Nokanning	C Barnett	Burracoppin
R Cockram	Nukarni/Nokanning	S Higgins	Collgar
J Alvaro	Nukarni/Nokanning	G Crees	Collgar
J Goodier	Korbelka	D Beck	South Burracoppin
J Flockart	Korbelka	N Edgecombe	South Burracoppin
C Hooper	Korbelka	D Major	Muntadgin
R Last	Korbelka	P Wanless	Muntadgin
C Gethin	Hines Hill	G Ward	Merredin



C Miller	Hines Hill	G Pritchard	Merredin
R Robartson	Hines Hill		

CARRIED

Fire Weather Officers

Moved: G Whitehead      Seconded: J Flockart

That, as per the 2014/15 season, the following people be appointed as Fire Weather Officers of the Shire of Merredin for the 2015/16 fire season:

North East	C Barnett
South East	N Edgecombe
North West	G Whitehead
North Central	R Cockram
South Central	C Hooper
Central	S Crook

CARRIED

Dual Fire Control Officers

Moved: C Miller      Seconded: S Crook

That, as per the 2014/15 season, the following people be appointed as Dual Fire Control Officers for the 2015/16 fire season:

Bruce Rock	C Hooper and J Flockart
Kellerberrin	G Whitehead and C Gethin
Nungarin	J Alvaro and R Gray

CARRIED

## Officer's Recommendation

That the appointments of the following people for the 2016/17 fire season be endorsed:

<b>Chief Bush Fire Control Officer</b>		Stephen Crook	
<b>Deputy Chief Bush Fire Control Officer</b>		Graeme Whitehead	
<b>Fire Control Officers</b>			
R Gray	Nukarni/Nokanning	C Barnett	Burracoppin
R Cockram	Nukarni/Nokanning	S Higgins	Collgar
J Alvaro	Nukarni/Nokanning	G Crees	Collgar
J Goodier	Korbelka	D Beck	South Burracoppin
J Flockart	Korbelka	N Edgecombe	South Burracoppin
C Hooper	Korbelka	D Major	Muntadgin
R Last	Korbelka	P Wanless	Muntadgin
C Gethin	Hines Hill	G Ward	Merredin
C Miller	Hines Hill	G Pritchard	Merredin
R Robartson	Hines Hill		
<b>Fire Weather Officers</b>			
North East	C Barnett	North Central	R Cockram
South East	N Edgecombe	South Central	C Hooper
North West	G Whitehead	Central	S Crook
<b>Dual Fire Control Officers</b>			
Bruce Rock		C Hooper and J Flockart	
Kellerberrin		G Whitehead and C Gethin	
Nungarin		J Alvaro and R Gray	

## Training Courses for Volunteers

### Voting Requirements



Simple Majority



Absolute Majority

## Brigade Resolution

Moved: J Flockart

Seconded: G Whitehead

1. That the Shire of Merredin be requested to prepare a Standard Operating Procedures Document for the Volunteer Bushfires Brigade to be implemented over a two year period to achieve full compliance for insurance and bushfire fighting purposes.
2. That the Bushfires Brigades (Merredin Area) acknowledges the need for improved training of all bushfire brigade members and will actively support the required basic training of volunteers, to include the two types of training and to a standard acceptable to the Shire of Merredin, within two years of this meeting.

CARRIED

## Officer's Recommendation

That:

1. **Standard Operating Procedures be developed for the Volunteer Bushfire Brigades, to be implemented over a two year period to achieve full compliance for insurance and bushfire fighting purposes; and**
2. **the required basic training of volunteers, to include the two types of training and to a standard acceptable to the Shire of Merredin, be undertaken within two years.**

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**12. Officer's Reports - Development Services**

Nil items to report

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

**13.1 Roads to Recovery Funding**

**Engineering Services**



<b>Reporting Officer:</b>	Kevin Paust, EMES
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management Regulations) 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

Council receive funding from the Roads to Recovery (R2R) program each year for the purpose of upgrading and maintaining Council's road infrastructure.

**Comment**

During a review of the accounts as part of the statutory budget review, it was noted that the R2R reseal program has an allocation against two jobs with a significant saving achieved on Totadgin Hall Road.

Job No.	Road	Budget	Committed	Savings
R2R026	Totadgin Hall Road	\$680,322	\$430,322	\$250,000

Due to the allocated R2R funds having to be fully spent each financial year the EMES has inspected various single coat sealed roads within the Shire that could be included in the current budget. Savings of approximately \$250,000 allows for an additional 12.6km of bitumen reseal to occur.

### Option 1

Reseal of Korbel West Road 4.8km, Hines Hill North Road 4.5km and Nokaning West Road 3.3km.

### Option 2

Reseal of Korbel West Road 4.8km, Burracoppin South Road 3.3km and Hines Hill North Road 4.5km.

### Option 3

Reseal of Korbel West Road 4.8km, Burracoppin South Road 6.3km and Hines Hill North Road 1.5km.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

Service Area: 2.3 Bitumen Road / Drainage Construction and Renewals

Activities: Construction of bitumen roads within the Shire, with the exception of those maintained by Main Roads WA

Link to Vision: Liveable

Link to Strategic Priorities: Key assets - roads

Service Level: Roads constructed in accordance with Council policy and programmes to MRWA standards

Service Level Change: Nil

#### Sustainability Implications

##### ➤ [Asset Management Plan](#)

As detailed on Page 21 of the AMP

##### ➤ [Long Term Financial Plan](#)

The Capital Works Plan sits under the AMP and is an integral part of Council's forward planning. The Capital Works Plan specifically details the works undertaken on road infrastructure over 5 years and details the relevant financial implications.

##### ➤ [Workforce Plan](#)

Nil

#### Risk Implications

The conditions of R2R funding required works and funds to be expended by 30 June 2016.

#### Financial Implications

Nil as the proposed expenditure is not additional to the initial amount budgeted

### Voting Requirements

Simple Majority

Absolute Majority


### Officer's Recommendation

**That the current 2015/16 Budget be amended as follows:**

- 1. reduce Job R2R026 Totadgin Hall Road by \$250,000; and**
- 2. include Option 1 - Reseal of Korbel West Road 4.8km, Hines Hill North Road 4.5km and Nokaning West Road 3.3km at a cost of \$250,000.**

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

### 14.1 List of Accounts Paid

<h2>Corporate Services</h2>		 <b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.1A</a> - List of Accounts Paid	
<b>Maps / Diagrams:</b>	Nil	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Background

The attached List of Accounts Paid during the month of March 2016 under Delegated Authority is provided for Council's information.

#### Comment

Nil

#### Policy Implications

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

#### Statutory Implications

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

#### Strategic Implications

Service Area: 5.3 Finance and Asset Management

Activities: Financial Management

Link to Vision: Developing and Liveable

Link to Strategic Priorities: Civic Leadership

Service Level: Financial management meets all legislated requirements



### Sustainability Implications

➤ Asset Management Plan

Nil

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

### Risk Implications

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$1,026,159.74 from Council's Municipal Fund Bank Account and \$7,650.87 from Council's Trust Account be received.

## 14.2 Statement of Financial Activity

<h1>Corporate Services</h1>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.2A</a> – Statement of Financial Activity	
<b>Maps / Diagrams:</b>	Nil	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position and Investment Register, is attached for Council's information.

### Comment

Revenue and Expenditure to 31 March 2016 is consistent with Council's amended 2015/16 Budget. Details on Variation Actuals to YTD Budgets is as follows:

#### Operating Expenditure

As can be seen from the statements, expenditure is up slightly (3.92% overall) most programs are within the approved variation levels.

#### Operating Income

With the exception of Governance and Recreation, all other programs appear to be tracking better than expected. A general comment regarding the Material Variations can be found on Note 2 (page 17 of the attachment) and a detailed comparison between the Actual and Year to Date Budget can be found on pages 33-64 of the attachment.

#### Capital Expenditure

Generally capital expenditure is below the anticipated level for this period. It is anticipated that all budgeted roadworks will be completed by 30 June, with the exception of Totadgin Hall Road which is a carryover of State Black Spot Funding. A detailed look at capital expenditure can be found in Note 13 (pages 30-32 of the attachment).

### Policy Implications

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

### Statutory Implications

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

### Strategic Implications

Service Area: 5.3 Governance and Corporate Services

Activities: Finance and Asset Management

Link to Vision: Developing

Link to Strategic Priorities: Civic Leadership

Service Level: Financial management meets all legislated requirements

Service Level Change: No service level change

### Sustainability Implications

#### ➤ [Asset Management Plan](#)

Nil

#### ➤ [Long Term Financial Plan](#)

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

#### ➤ [Workforce Plan](#)

Nil

### Risk Implications

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

### Financial Implications

As outlined in Attachment 14.2A.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31 March 2016 be received.

## 14.3 Unbudgeted Expenditure - Merredin Military Museum – Armoured Personnel Carrier

### Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	ICR2016577; RCS/4/6
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.3A</a> – Acceptance of Offer
<b>Maps / Diagrams:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

The Shire was recently approached by the Merredin Military Museum (MMM) advising they were fortunate to be offered one of the last available armoured personnel carriers (APC), however to secure the APC, payment to the Department of Defence was required before 25 March 2016. The MMM requested that Council provide financial assistance of up to \$15,000 to secure and transport the APC to Merredin, until such time that other external sources of funding was forthcoming. That funding would then be utilised to repay the amount.

A number of agencies had verbally indicated they could provide funds to the MMM for the purpose of acquiring and transporting the APC, however that advice was not in writing and the exact amount of funding available from each agency was unknown.

Given the tight timeframe, a series of emails were distributed to Councillors on 21 March 2016 advising of the situation and requesting comment on whether the proposal to loan funds to the MMM would be supported.

While the emails identified the level of risk involved in the proposal, it was suggested the purchase of the APC could be a great opportunity for both the MMM and the town generally. The consensus from the responding email trail was approval for the loan funds to be provided, on the condition that it amount be repaid by the end of the financial year if not before. It was further noted that should the loan amount not be repaid on those terms there would be little likelihood, if any, of further support for any future funding requests from the MMM.

Consequently, the MMM were advised of Council's approval to loan the funds and the conditions on the loan. It is understood the APC arrived in Merredin on Monday 11 April 2016.

### Comment

The MMM is liaising with the RSL, Department of Veterans Affairs and the Wheatbelt Vietnam Veterans to secure funding to repay the loan, however the amount of funding available from each organisation is not known at this time. In discussing the matter with Mr Rob Endersbee, it is pleasing to note that members of the community are also making individual donations to the MMM as a personal contribution towards the project.

### Policy Implications

Nil

### Statutory Implications

Section 6.8 of the *Local Government Act 1995* states:

- "(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) is authorised in advance by resolution\*; or*
  - (c) is authorised in advance by the mayor or president in an emergency.*
- \* Absolute majority required.*
- (1a) In subsection (1) —*  
**additional purpose** *means a purpose for which no expenditure estimate is included in the local government's annual budget.*
- (2) Where expenditure has been incurred by a local government —*
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council."*

### Strategic Implications

Service Area: 5.3 Governance and Corporate Services

Activities: Finance and Asset Management

Link to Vision: Developing

Link to Strategic Priorities: Civic Leadership

Service Level: Financial management meets all legislated requirements

Service Level Change: No service level change

Service Area: 4.1 Community Development

Activities: Heritage and culture

Link to Vision: Community Spirit, Inclusive, Liveable

Link to Strategic Priorities: Community involvement/support

Service Level: Heritage and culture – support community groups

Service Level Change: Nil

### Sustainability Implications

#### ➤ Asset Management Plan

Nil as while the buildings at the MMM are detailed on the Shire's AMP (Asset# 2271) the associated collections and artefacts are the responsibility of the MMM.

#### ➤ Long Term Financial Plan

Nil

#### ➤ Workforce Plan

Nil

### Risk Implications

There is a risk that the MMM is unable to secure the other external funding to repay the loan amount.

### Financial Implications

Unbudgeted expenditure of around \$15,000 is applicable. An amount of \$6,985 has been paid by the Shire to the Department of Defence for the APC and this amount has been invoiced to the MMM. A second payment will be made to the transport company on receipt of their invoice, and this too will then be invoiced to the MMM.

The MMM is expected to repay the amounts as external funding is sourced, but before 30 June 2016.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That, in accordance with Section 6.8(1)(c) of the *Local Government Act 1995*, Council endorse the unbudgeted expenditure of up to \$15,000 which enabled the Merredin Military Museum to acquire and transport an armoured personnel carrier for its collection and notes the Merredin Military Museum's commitment to repay the funds by no later than 30 June 2016.

**14.4 A9437 - Rates Write Off**

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	A9437
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> - Correspondence
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

Rates Assessment A9437 for Mining Tenement E70/03711 currently has outstanding rates of \$2,038.26. The mining tenement has been surrendered. Staff have been pursuing this debt with no success to date.

### Comment

The mining tenement was originally taken up on 21 February 2011. Since then it has had annual billing and interest on outstanding amounts, however no payment has been received prior to the tenement's death on 5 February 2016. The passing of one of the directors and the bankruptcy of the other would indicate that the likelihood of recovering this debt is negligible. It is therefore recommended that Council write this debt off.

### Policy Implications

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

### Statutory Implications

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

### Strategic Implications

Service Area: 5.3 Finance and Asset Management

Activities: Financial Management

Link to Vision: Developing and Liveable

Link to Strategic Priorities: Civic Leadership

Service Level: Financial management meets all legislated requirements

Service Level Changes: No service level change

### Sustainability Implications

#### ➤ Asset Management Plan

Nil

#### ➤ Long Term Financial Plan

Nil

#### ➤ Workforce Plan

Nil

### Risk Implications

The debt could increase significantly through legal action that, even if successful, would not be collected.

### Financial Implications

Loss of revenue, currently \$2,038.26 and accruing interest daily. The instigation of legal action would increase this amount.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That all rates owing on Assessment A9437, currently \$2,038.26, in relation to mining tenement E70/03711, be written off.**



**14.5 Lot 6 Todd Street, Merredin - Acquisition of Land and Rates Write Off**

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	A1766
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.5A</a> - Lot 6 Todd Street, Merredin
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Rates Assessment A1766 for Lot 6 Todd Street, Merredin, currently has rates outstanding of \$10,466.72. The owner passed away in March 2012 and the Public Trustee has been handling the estate. In August 2015 they advised that they had debts as at March 2014 totalling \$12,016.22 and that the indicative sale price of the vacant lot was \$12,500.00

The Public Trustee requested that the Shire of Merredin, in conjunction with the Water Corporation resume the land in return for Shire and Water Rates.

The Chief Executive Officer advised the Public Trustee that if all other debts could be cleared the Shire would be willing to take the proposal to Council for approval as we cannot enter into a shared arrangement on property ownership.

The Public Trustee has now advised that all other debts have been cleared and request that Council consider the proposal.

### Comment

Section 6.64 of the *Local Government Act 1995* authorises the Local Government to proceed with the sale of properties on which rates have been unpaid for at least 3 years. This action can only be taken if Council has at least once, in the previous 3 year period, attempted to recover the overdue rates by legal action under Section 6.56.

A title search has been carried out on the property to determine the ownership and any encumbrances against the land.

The ability to serve correspondence requesting payment of rate arrears is not easy as the registered owners in this case are deceased.

Under the *Local Government Act 1995*, the following options apply.

**Option1 – Exercise the provisions of Section 6.64 of the Local Government Act 1995**

Given the level of the debt, and the amount of time that has been afforded to enable the ratepayer to either clear or reduce the debt, it is appropriate to apply the relevant section of the *Local Government Act 1995* empowering the sale of land provisions in relation to unpaid rates and charges.

**Option 2 – Exercise the provision of Section 6.74 of the Local Government Act 1995**

Apply to the Minister to have the land re-invested in the Crown in the right of State.

**Option 3 – Exercise the provision of Section 6.75 of the Local Government Act 1995**

Make application for the land to be invested in the local government

### Policy Implications

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

### Statutory Implications

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

### Strategic Implications

Service Area: 5.3 Finance and Asset Management

Activities: Financial Management

Link to Vision: Developing and Liveable

Link to Strategic Priorities: Civic Leadership

Service Level: Financial management meets all legislated requirements

Service Level Changes: No service level change

### Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

### Risk Implications

If Council does not agree with the proposal, the lot will remain unsold for an undetermined period, attracting further rates and interest on the outstanding balance.

### Financial Implications

This proposal relates to the sale of a parcel of property with an outstanding rates and charges value of \$10,466.72.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That Council, in accordance with Section 6.64 of the Local Government Act 1995, determine the parcel of land at Lot 6 Todd Street, Merredin should be transferred directly to the Shire of Merredin as opposed to being sold via public auction.

## 14.6 Community Funding Applications for 2016/17 Budget Consideration

### Community Services



**Responsible Officer:**

Rebecca McCall, DCEO

**Author:**

As above

**Legislation:**

*Local Government Act 1995*

**File Reference:**

Policy Manual – 3.19 Community Funding

**Disclosure of Interest:**

Nil

**Attachments:**

[Attachment 14.6A](#) - Applications Received

[Attachment 14.6B](#) - Evaluation Table

**Maps / Diagrams:**

Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

Council adopted Policy 3.19 Community Funding at its March 2012 meeting (CMRef 30277) which coordinates Council's response to community requests for financial support. It also ensures that Shire funding resources are allocated in a way that is transparent, compliant and equitable and that funded projects further the aims and objectives of the Shire and represent responsible use of public monies.

The aims of the Shire of Merredin's Community Funding Program are:

1. to encourage the development of services, facilities and events that meet identified community needs;
2. to promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities;
3. to provide assistance to the community to develop initiatives and services that support the Shire of Merredin's own objectives; and
4. to enhance the image of the Shire of Merredin within the community.

The following groups are eligible for funding support:

1. incorporated non-for-profit organisations based within the Shire of Merredin;
2. incorporated non-for profit organisations undertaking projects for the benefits of the Shire of Merredin's residents and whose primary aim is the improvement of the quality of life of the community; and
3. non-incorporated community groups under the auspices of an incorporated organisation.

**Comment**

The Shire advertised in the Phoenix Community Newspaper (5 February 2016 edition) for expressions of interest from not-for-profit, incorporated community groups and organisations with project and program needs which will be considered by Council when developing the 2016/17 Budget. The following applications were received:

Organisation	Project	Amount Requested \$	Recommended Support \$
Merredin Community Resource Centre	Hosting of three community events: <ul style="list-style-type: none"> <li>• Australia Day Breakfast</li> <li>• Seniors Luncheon</li> <li>• Thank a Volunteer</li> </ul> Facilitate two workshops 'upskilling volunteers'	\$3,550	\$3,000 cash \$550 hire of Cummins Theatre (in-kind)
Merredin Museum & Historical Society	Purchasing marketing tools to assist promote Merredin and the Merredin Railway Museum	\$1,161	Not recommended
MADCAPS	Monetary contribution to assist cover the cost involved for: <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Waiver applications</li> <li>• Regulation fees</li> </ul>	\$4,701	Not recommended

The evaluation spreadsheet is attached for Council's perusal which includes the Management Recommendation as detailed above.

**Policy Implications**

Policy 3.19 - Community Funding

**Statutory Implications**

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

**Strategic Implications**

Merredin Community Resource Centre Incorporated – Community Events

Service Area: 4.1 Community Services

Activities: Providing support to related community groups

Link to Vision: Community Spirit, Inclusive, Liveable

Link to Strategic Priorities: Community involvement and support – Events and Activities

Service Level: Calendar of Events – Senior and Australia Day listed

Service Level Change: Develop partnerships to better align resources in delivering the community's vision

Merredin Museum and Historical Society – Marketing Campaign

Service Area: 4.1 Community Services

Activities: Heritage and Culture

Link to Vision: Community Spirit, Inclusive, Liveable

Link to Strategic Priorities: Community involvement and support

Service Level: Support community groups

Service Level Change: Develop partnerships to better align resources in delivering the community's vision

Merredin Museum and Historical Society – Marketing Campaign

Service Area: 4.1 Community Services

Activities: Providing support to related community groups

Link to Vision: Community Spirit, Inclusive, Liveable

Link to Strategic Priorities: Community involvement and support

Service Level: Support community groups

Service Level Change: Develop partnerships to better align resources in delivering the community's vision

**Sustainability Implications**

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

An allocation of \$15,000 per annum is included in the LTFP to support annual community budget submissions.

➤ [Workforce Plan](#)

Nil

**Risk Implications**

There is minimal risk to the Shire. If the submissions are not considered there is a risk that the outlined events and projects may not progress unless the organisations can identify another source of financial assistance.

**Financial Implications**

A provision of \$3,000 to be included in the 2016/17 Budget at Account E041170 – Public Relations and Donations for the Merredin Community Resource Centre.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That Council provide financial support to the Merredin Community Resource Centre, being an allocation of \$3,000 in the 2016/17 Budget, under the following conditions:**

- a. **acknowledges the support provided by the Shire of Merredin in all promotional material;**
- b. **provide a planning brief to Council for each event, six weeks prior to each event; and**
- c. **provide a final acquittal report within 8 weeks of the final event.**

## 14.7 Merredin and Districts Childcare and Play School

### Community Services



<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	RSC/4/10
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.7A</a> – Correspondence and Accounts
<b>Maps / Diagrams:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

Historically the Shire of Merredin has provided financial support to the Merredin and Districts Childcare and Play School (MADCAPS), contributing towards the cost of the maintenance and utilities. No formal arrangement recognising this support was in place nor was an assessment for the need undertaken, until early 2014.

At its May 2014 meeting Council considered continuing the financial support and resolved (CMRef 81366):

***“That financial support to the Merredin and Districts Childcare and Play School (MADCAPS) continue, with the assistance capped at \$4,000 per financial year for a term of three (3) years with a review of the financial support in March 2016 to determine the continued need, if any.”***

MADCAPS continues to operate in premises owned by the Department of Local Government and Communities. The Department maintains the asset with minor maintenance undertaken by MADCAPS. Capital improvements for equipment and resources is the responsibility of MADCAPS.

#### Comment

Consultation with MADCAPS representatives is ongoing to retain an understanding of their operations, finances and issues.

MADCAPS supports some forty three (43) families based within the Shire of Merredin. The service provides the opportunity for parents to return to work, contributing to the retention of professionals required to support the business sector of the Shire.



Parents utilising the service work in a cross section of industries including but not limited to transport, retail, commercial, education, health, community development, agriculture, administration, government and private business. Without a child care facility parents of children under the age of six (6) would not be able to return to the workforce.

Fees and charges are reviewed annually along with the preparation of the budget. The current structure is in line with Centres across the Wheatbelt. Subsidies through the Federal Government are available to families. The Child Care Rebate of up to \$7,500 per annum is available for all users. In addition, the Child Care Rebate is accessible but eligibility is based on income.

MADCAPS continue to encounter difficulties attracting and retaining qualified staff to implement the legislative requirements under the National Quality Framework, in addition to daily operations and service delivery.

Applying for external funding through available grants to assist cover costs involved in improving the facility continues.

Below is a summary of MADCAPS current financial position:

<b>Statement of Receipts Year Ended 30 June 2015</b>	
Receipts	\$464,863
Payments	\$489,526
Net Surplus/Deficit	(\$24,662)

<b>Statement of Cash and Bank Balances as at 30 June 2015</b>	
Bank Balances	\$147,632
Surplus for Year Ended 30 June 2015	(\$24,662)
Total Cash/Bank Balances	\$122,969

<b>Profit and Loss Budget vs Actual as at February 2016</b>	
Total Income YTD	\$330,257
Total Expenses YTD	\$326,109

In consideration of the actuals for utilities expended by MADCAPS annually, the amount exceeds the \$4,000 capped contribution provided by the Shire of Merredin. It is recommended that Council increase the capped allocation to \$6,000 annually.

#### **Policy Implications**

Nil

### Statutory Implications

Nil

### Strategic Implications

Service Area: 3.4 Property Management

Activities: Building Construction and Maintenance

Link to Vision: Liveable

Link to Strategic Priorities: New works and scheduled maintenance as per the asset management plan

Service Level Change: No service level change

### Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

A financial allocation has been built-in the annual budget for a period of time and is included in the LTFP.

➤ [Workforce Plan](#)

Nil

### Risk Implications

MADCAPS will find it increasingly difficult to manage the existing tight financial restrictions without the assistance.

### Financial Implications

A capped allocation of \$4,000 is included in the 2015/16 Budget. If financial support continues a capped allocation of \$6,000 will need to be included in the 2016/17 Budget.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That financial support to the Merredin and Districts Childcare and Play School (MADCAPS) continue, with the assistance capped at \$6,000 per financial year for a term of three (3) years with a review of the financial support in March 2019.

## 15. Officer's Reports – Administration

### 15.1 Wheatbelt Development Commission (WDC) – Call for Board Nominations

## Administration



<b>Reporting Officer:</b>	Greg Powell, CEO
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	GR/17/10
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

At its March 2016 meeting Council considered the matter of nominations to the WDC Board and resolved (CMRef 81758):

***“That the matter lay on the table while permission is sought from potential nominees and if permission to be nominated is granted, the person be nominated for consideration by the Hon Minister for Regional Development as a Board Member of the Wheatbelt Development Commission, with the nomination(s) to be endorsed by Council at its April 2016 meeting.”***

### Comment

Subsequent to Council's meeting, Mrs Julie Flockart expressed her interest in nominating and as such the relevant paperwork was forwarded to her for completion, with the suggestion that the Shire support the application as the Nominator.

Nominations close at 5.00pm on Tuesday 19 April 2016 (the day of this meeting) therefore the CEO has signed the nomination form as Nominator and the relevant paperwork has been submitted to the WDC.

### Policy Implications

Nil

### Statutory Implications

Nil

### Strategic Implications

Service Area: 4.2 Economic Development

Activities: Regional and local economic development

Link to Vision: Developing

Link to Strategic Priorities: Economic development; Regional collaboration

Service Level: Nil

Service Level Change: Nil

### Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

### Risk Implications

Nil

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That the nomination of Mrs Julie Flockart for consideration by the Hon Minister for Regional Development as a Board Member of the Wheatbelt Development Commission be endorsed.

## 15.1 Integrated Planning and Reporting – Reviewed Suite of Plans

### Administration



<b>Reporting Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	CM/13/4
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.2A</a> – Draft Strategic Community Plan 2015/16-2025/26 <a href="#">Attachment 15.2B</a> - Draft Strategic Resource Plan 2016-2031 <a href="#">Attachment 15.2C</a> - Draft Workforce Plan 2016-2019
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

In 2012/13 the Shire of Merredin prepared its first suite of plans to meet requirements of Western Australia's Integrated Planning and Reporting (IPR) framework:

1. Corporate Business Plan (CBP);
2. Strategic Community Plan (SCP);
3. Long Term Financial Plan (LTFP);
4. Asset Management Plan (AMP); and
5. Workforce Plan (WFP).

Council have the responsibility of make strategic decisions, set policy and direction and provide oversight and monitor to ensure the adopted plans are achieved on behalf of their community.

The CEO and the Administration's IPR responsibilities are to support Council through:

1. the design of the planning and monitoring processes;
2. providing Council with the best available information to make decisions;
3. following through to implement plans with the allocated resources; and
4. tracking performance and reporting progress to Council.

## Comment

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major Strategic Review in the first four years. This meant the Shire of Merredin's first Strategic Review was undertaken in 2015/16. This process commenced in June 2015 with the facilitation of the community consultation series. The consultation series was completed in December 2015. The review process involved the following steps:

1. completion of the Annual Report
2. completion of the IPR Monitoring Review 2015
3. community Consultation
4. community Satisfaction Survey
5. major Strategic Review; and
6. revision of IPR Suite of Plans.

With the completion of the major review, the revised IPR Suite of Plans falls into the election period and annual budget.

Presented to Council for consideration are the following:

1. Draft SCP;
2. Draft Strategic Resource Plan (incorporating the AMP & LTFP); and
3. Draft WFP.

## Policy Implications

Nil

## Statutory Implications

It is a requirement to produce a plan for the future under Section 5.56(1) of the *Local Government Act 1995*. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

## Strategic Implications

Service Area: 5.2 Strategic Advice, General Management and Governance

Activities: Strategic planning and implementation of SCP, CBP and annual plans

Link to Vision: Developing

Link to Strategic Priorities: Civic leadership

Service Level: IPR Suite of Plans in place

Service Level Change: No change

## Sustainability Implications

### ➤ [Asset Management Plan](#)

The Draft Strategic Resource Plan 2016-2031 outlines the Shire of Merredin's strategies to manage Council's assets.

### ➤ [Long Term Financial Plan](#)

The Draft Strategic Resource Plan 2016-2031 outlines the Shire of Merredin's long term financial strategies and commitments.

## ➤ Workforce Plan

The Draft Workforce Plan 2016-2019 outlines the Shire of Merredin's strategic direction to attract and retain the required workforce to implement the IPR Suite of Plans.

### Risk Implications

The adoption, implementation and monitoring of the IPR Suite of Plans provides a mechanism to:

1. deliver accountable and measurable outcomes;
2. deliver services and manage assets that can sustain the community; and
3. manage systems with the rigour of process and integrity of data to accurately reflect asset management costs.

### Financial Implications

There are financial implications to Council in relation to this item as the draft IPR Suite of Plans recognises outcomes. Identified outcomes from the draft IPR Suite of Plans are factored into Council's draft LTFP (Strategic Resource Plan 2016-2031).

### Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation

That:

1. the Strategic Community Plan 2015/16 – 2025/26 be advertised for a period of 21 days with any submissions received within that period being considered by Council prior to final adoption of the Plan;
2. the Long Term Financial Plan and Asset Management Plan (Strategic Resource Plan 2016-2031) be adopted; and
3. the Workplace Plan 2016-2019 be adopted.

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