



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday 20 September 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 20 September 2016 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

1.00pm	Briefing Session
3.00pm	Council Meeting

GREG POWELL
CHIEF EXECUTIVE OFFICER

15 September 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 20 September 2016



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr KA Hooper	President
Cr RM Crees	Deputy President
Cr BJ Anderson	
Cr CA Blakers	
Cr MA Crisafio	
Cr MD Willis	
Cr ML Young	

Staff:

R McCall	Deputy CEO
P Zenni	EMDS
V Green	EA to CEO

Members of the Public:

Apologies: Cr JP Flockart; G Powell

Approved Leave of Absence: Cr LN Boehme (CMRef 81777)

3. Public Question Time

Members of the public are invited to present questions to the President about matter affecting the Shire of Merredin and its residents.

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes of the Previous Meeting

7.1 [Ordinary Council Meeting held on 16 August 2016](#)

8. Announcements by the Person Presiding without discussion

9. Matters for which the Meeting may be closed to the public

10. Receipt of Minutes of Committee Meetings

10.1 [WEROC Council Meeting Minutes](#)

10.2 [GECZ Meeting Minutes](#)

11. Recommendations from Committee Meetings for Council consideration

Nil

12. Officer's Reports – Development Services

12.1 [57 French Avenue, Merredin – Application for Planning Approval for an Over-height Shed](#)

12.2 [Fire Control Officer Appointment](#)

13. Officer's Reports – Engineering Services

13.1 [Amendment to Schedule of Fees and Charges 2016/17](#)

14. Officer's Reports – Corporate and Community Services

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Budget Variations](#)

14.4 [Integrated Planning and Reporting – Quarterly Monitoring Review August 2016](#)

15. Officer's Reports – Administration

15.1 [Shire of Merredin Christmas/New Year Opening Hours](#)

15.2 [Council Meeting Dates for 2017](#)

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

19.	Matters Behind Closed Doors
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20.	Closure
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7. Confirmation of Minutes of the Previous Meeting

- 7.1 Ordinary Council Meeting held on 16 August 2016
[Attachment 7.1A](#)

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 16 August 2016 be confirmed as a true and accurate record of proceedings, subject to Peter Zenni, Executive Manager of Development Services, being included in the Record of Attendance.

10. Receipt of Minutes of Committee Meetings

- 10.1 WEROC Council Meeting Minutes held on 31 August 2016
[Attachment 10.1A](#)
- 10.2 GECZ Meeting Minutes held on 1 September 2016
[Attachment 10.2A](#)

Officer's Recommendation

That the minutes of the WEROC Council meeting held on 31 August 2016 and the GECZ meeting held on 1 September 2016 be received.

12. Officer's Reports - Development Services

12.1 Lot 1149 (No. 57) French Avenue, Merredin – Application for Planning Approval for an Over-height Shed

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	Shire of Merredin Town Planning Scheme No 6; Shire of Merredin Policy Manual, Policy 8.22 – Outbuildings in Residential Areas; <i>Building Act 2011</i>
File Reference:	A1523
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A - Application and plans
Maps / Diagrams:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Background

An application for planning approval has been received for the construction of an over-height shed at Lot 1149 (No. 57) French Avenue, Merredin.

Comment

The shed will allow the owners to store a caravan with a roof mounted air conditioner. Council has previously approved the construction of both over-height and oversize sheds in residential areas within Merredin.

The proposed shed will be located at the rear of the property. Most of the houses on the adjoining properties face Bower Street and as such there should be no significant impact on the visual amenity of the surrounding area.

The owners of the adjoining properties have been notified of the proposed construction of an over height shed. The owners of 11 Bower Street and 55 French Avenue have confirmed via email that they have no objection to the proposed construction of an over-height shed at Lot 1149 (No. 57) French Avenue, Merredin.

Policy Implications

The Shire of Merredin Policy Manual, Policy 8.22 – Outbuildings in Residential Areas permits the EMDS to approve outbuildings in residential areas as long as their height and size complies with Policy Table 8.22.

In this case the policy stipulates a maximum area of an outbuilding to be no more than 73m² (70.0m² actual area) and a maximum height of no more than 3.6m (4.146m actual height).

As such the EMDS does not possess delegated authority to approve this application and therefore the matter has been referred to Council for its consideration.

Statutory Implications

Compliance with the Shire of Merredin Town Planning Scheme No.6 and the *Building Act 2011*.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ Corporate Business Plan

Strategy: SP.D1.3 – Promote new commercial and industrial development through appropriate zoning of land, provision of suitable infrastructure and efficient and effective business approval processes.
Action #: 1
Action: Regular review of Merredin Town Planning Scheme No.6
Directorate: Development Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

Risk Implications

Nil

Financial Implications

Planning application fees have been paid

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That:

1. **planning approval for the construction of an over-height shed at Lot 1149 (No. 57) French Avenue, Merredin as presented in Attachment 12.1A be granted; and**
2. **the applicant be advised that the granting of planning approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Merredin and be approved before any work can commence on site.**

12.2 Fire Control Officer Appointment

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Bush Fires Act 1954</i>
File Reference:	ES/1/1
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - Correspondence and Certificate
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin has received correspondence from the Shire of Kellerberrin seeking approval for the appointment of neighbouring Fire Control Officers - Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr John Nicholls (Doodlakine Bush Fire Brigade) as Dual Fire Control Officers pursuant to Section 40 of the *Bush Fires Act 1954*.

In addition, the Shire of Merredin Ranger, Mr Kim Friis, has just completed a Fire Control Officer course which will enable him to act in that capacity within the Shire of Merredin.

Comment

The appointment of Mr Ryan and Mr Nicholls as Dual Fire Control Officers would enable them to undertake the role of Fire Control Officers within both the Shires of Merredin and Kellerberrin, thereby increasing the availability of fire control officers to those communities.

The appointment of Mr Friis as a Fire Control Officer for the Shire of Merredin will increase the availability of a fire control officer within the Shire.

Policy Implications

Nil

Statutory Implications

Compliance with the *Bush Fires Act 1954*.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Civic Leadership, Advocacy and Regional Collaboration

➤ Corporate Business Plan

Strategy: SP.D3.1 Collaborate with neighbouring Shires and beyond for the benefit of the Region as whole.
Action #: Nil
Action: Nil
Directorate: Nil
Timeline: Nil

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That:

1. the Shire of Merredin appoints Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr John Nicholls (Doodlakine Bush Fire Brigade) as dual fire control officers for the Shire of Merredin and the Shire of Kellerberrin;
2. the appointment of Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr John Nicholls (Doodlakine Bush Fire Brigade) as dual fire control officers for the Shire of Merredin and the Shire of Kellerberrin be advertised in a newspaper circulating in the district;

- 3. the Shire of Merredin appoint Mr Kim Friis as a fire control officer for the Shire of Merredin; and**
- 4. the appointment of Mr Kim Friis as a fire control officer for the Shire of Merredin be advertised in a newspaper circulating in the district.**

13. Officer's Reports - Engineering Services

13.1 Amendment to Schedule of Fees and Charges 2016/17

<h2>Engineering Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Mike Hudson, EMES	
Author:	Rebecca Bowler, EHO	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A - Amended Schedule of Fees and Charges for Landfill General Sanitation	
Maps / Diagrams:	Nil	

Purpose of Report

Executive Decision

Legislative Requirement

Background

At its July 2016 meeting Council adopted the Schedule of Fees and Charges for 2016/17. Due to changes in infrastructure and operational capacity Avon Waste, the Shire's waste services provider, has since amended its charges in relation to the provision of commercial cardboard only cages. As a result, some amendments to the Shire's Schedule of Fees and Charges are required.

Comment

Attachment 13.1A is the 2016/17 Schedule of Fees and Charges for Merredin's General Sanitation. The revised Schedule includes omissions and minor adjustments.

Avon Waste have adjusted their pricing structure in accordance with recent market demand and increased profit return for cardboard as a recyclable product. The commercial sector in Merredin is set to benefit from the decrease in relevant recycling charges (roughly 25%), encouraging businesses to dispose of their recyclable product in an increasingly responsible manner. The decrease in the cost of recycling cardboard is also set to benefit the landfill's capacity considerations as businesses opt to receive the service and cease to dump the bulky waste in to the general refuse area.

Policy Implications

The fees and charges are based on the principles contained in the IPR Suite of Plans.

Statutory Implications

The *Local Government Act 1995* allows for the imposition of fees and charges as outlined in Section 6.16 and 6.17.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.4 – Practice prudent management of financial resources
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The fees and charges are based on the principals contained in the IPR Suite of Plans.

➤ Workforce Plan

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

Risk Implications

Nil

Financial Implications

Any decrease or increase of fees will be reflected in the budgeted revenue.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the amended Schedule of Fees and Charges for the 2016/17 financial year, as presented in Attachment 13.1A, be adopted effective from 1 July 2016 and advertised in accordance with the *Local Government Act 1995*.

14. Officer's Reports – Corporate and Community Services

14.1 List of Accounts Paid

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

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached List of Accounts Paid during the month of June 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

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources
Action #: 1
Action: Deliver long term financial planning for asset replacement and new capital projects
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services

Sustainability Implications

➤ Strategic Resource Plan

Nil.

➤ Workforce Plan

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

Risk Implications

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 \$814,972.85 from Council's Municipal Fund Bank Account and \$80 from Council's Trust Account be received.

14.2 Statement of Financial Activity

<h1>Corporate Services</h1>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.2A - Statement of Financial Activity, Detailed Schedules & Investment Report	
Maps / Diagrams:	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 to 31 August 2016 is consistent with Council's 2016/17 Budget however the expenditure level is just below what was expected.

Variation actuals to YTD Budgets.

Operating Expenditure

Overall expenditure is down 5.22%. The only program currently showing over expenditure being Transport and this will flatten out with the construction program coming into full swing.

Operating Income

All programs are within allowed variation.

Capital Expenditure

A detailed look at capital expenditure can be found in Note 13.

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

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economics base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources
Action #: 1
Action: Deliver long term financial planning for asset replacement and new capital projects
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services

Sustainability Implications

➤ Strategic Resource 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

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

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* 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 August 2016 be received.

14.3 Budget Variations

<h1>Corporate Services</h1>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.3A - List of Budget Variations	
Maps / Diagrams:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The attached proposed List of Budget Variations deal with grant determinations being received by Council and some unexpected income.

Comment

The proposed budget variations leave Council with a surplus of \$13,127 which will be dealt with at the mid-year budget review.

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

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economics base is expanding sustainably
Key Priority: Governance

➤ **Corporate Business Plan**

Strategy: SP.D4.3 – Practice prudent management of financial resources
Action #: 1
Action: Deliver long term financial planning for asset replacement and new capital projects
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services

Sustainability Implications

➤ **Strategic Resource 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**

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

Risk Implications

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

Financial Implications

As per Attachment 14.3A.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the list of proposed budget variations, as presented in Attachment 14.3A, be adopted.

14.4 Integrated Planning and Reporting – Quarterly Monitoring Review August 2016

Corporate Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	CM/13/4
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A - Corporate Business Plan 2015/16 – 2018/19: Quarterly Review – August 2016
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

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. Council adopted the reviewed IPR Suite of Plans to include the:

1. Corporate Business Plan 2015/16 – 2018/19;
2. Strategic Community Plan 2015/16-2025/26;
3. Strategic Resource Plan 2016-2031; and
4. Workforce Plan 2015/16 – 2018/19.

Comment

With the implementation of the suite of plans, monitoring is undertaken through the IPR Process Plan outlining Merredin's Baseline Report to include:

1. Vision Elements;
2. Strategic Goals;
3. Key Priorities;
4. Strategies; and
5. Actions.

The Corporate Business Plan Quarterly Review – August 2016 is presented to Council for its perusal.

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 has been introduced in Western Australia as part of the State Government's Local Government Reform Program.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.1 – Implement accountable and good governance
Action #: 1
Action: Monitor, report and review IPR Suite of Plans
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: Chief Executive Officer
Activity: All Activity Areas
Current Staff: 54
Focus Area: All Focus Areas
Strategy Code: AR
Strategy: Attraction and Retention
Implications: It is anticipated that the workforce will remain the same

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. management of 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 suite of plans recognise outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2016-2031.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Corporate Business Plan 2015/16-2018/19: Quarterly Review – August 2016 be received.

15. Officer's Reports – Administration

15.1 Shire of Merredin Christmas/New Year Opening Hours

Administration



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

Purpose of Report



Executive Decision



Legislative Requirement

Background

For the last few years Council venues have closed during the Christmas/New Year period as it is an extremely quiet period with minimal public visitations and phone enquiries. It is also common for many residents of the Shire to travel elsewhere at this time of year with many other businesses also closing.

A number of staff have substantial leave accruals and therefore it is preferential that staff are encouraged to utilise this time to spend with family and friends.

Comment

As Christmas Day falls on a Sunday, the public holiday will be observed on Monday 26 December 2016 with the Boxing Day public holiday being observed on Tuesday 27 December 2016, meaning Council offices will be closed on both those days. Similarly, New Year's Day will also be a Sunday with the public holiday being observed on Monday 2 January 2016 meaning Council offices will be closed on that day.

It is therefore requested that Shire venues close from Wednesday 28 to Friday 30 December 2016 inclusive. The venues will reopen as usual on Tuesday 3 January 2017. The exception to this will be the CWVC which will open between 10am-2pm between Christmas and New Year, which they also did last year.

The opening times for all venues over the Christmas/New Year period will be extensively advertised and circulated in advance.

On-call arrangements will be put in place prior to the proposed Christmas closure to ensure emergencies can be responded to. Senior staff will be available on mobile phone and emergency contact details will also be advertised.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Nil
Strategic Goal: Nil
Key Priority: Nil

➤ Corporate Business Plan

Strategy: Nil
Action #: Nil
Action: Nil
Directorate: Nil
Timeline: Nil

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

Risk Implications

Nil

Financial Implications

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are contained within the 2016/17 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council venues, with the exception of the Central Wheatbelt Visitors Centre, close for the Christmas/New Year period from Wednesday 28 December 2016 to Friday 30 December 2016 inclusive and that the hours of operation and emergency contacts be extensively advertised to the community.

15.2 Council Meeting Dates for 2017

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

In accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, at least once each year a local government is to give local public notice of the dates, times and place at which the Ordinary Meetings of Council are to be held in the next 12 months.

As such, the Shire of Merredin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2017.

Comment

In previous years the Ordinary Meetings of Council have been held on the third Tuesday of every month commencing at 3.00pm. Council may wish to revise the day on which the Meetings are held and/or their commencement time, though the Officer's Recommendation makes the assumption that Council does not wish to make any changes.

However, due to the timing of Easter (which falls between 14-17 April 2017) it is proposed to change the date of the April 2017 meeting to allow sufficient time between the agenda being distributed and the Council meeting for the necessary meeting arrangements to be completed. As the ANZAC Day public holiday will fall on Tuesday 25 April 2017 (i.e. 1 week after the usual Council meeting date) it is suggested that the Council meeting be held during the usual third week of the month, but on the Wednesday (which would be Wednesday 19 April 2017).

Policy Implications

Policy 1.11 Council Meetings applies.

Statutory Implications

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* applies.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.1 – Implement accountable and good governance
Action #: 2
Action: Ensure policies, procedures and practice are effective, transparent and aligned with program delivery
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

Risk Implications

Council would be contravening the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* if it did not consider and comply with this item.

Financial Implications

Funds are included in the 2016/17 Budget to cover any costs associated with conducting Council meetings and to advertise and promote the dates of Council meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the 2017 Ordinary Meetings of Council be held in the Council Chambers of the Shire Administration Centre on the following dates commencing at 3.00pm:

Tuesday 17 January 2017

Tuesday 18 July 2017

Tuesday 21 February 2017

Tuesday 15 August 2017

Tuesday 21 March 2017

Tuesday 19 September 2017

Wednesday 19 April 2017

Tuesday 17 October 2017

Tuesday 16 May 2017

Tuesday 21 November 2017

Tuesday 20 June 2017

Tuesday 19 December 2017

and that the above dates be extensively advertised and promoted to the local community.

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