



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 21 February 2017  
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 21 February 2017 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

1.00pm                                      Briefing Session – Solar Proposal Presentation

3.00pm                                      Council Meeting

GREG POWELL  
CHIEF EXECUTIVE OFFICER

16 February 2017

## 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
SRP	Strategic Resource Plan
CBP	Corporate Business Plan
CSP	Community Strategic Plan
MRCLC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
MoU	Memorandum of Understanding

Shire of Merredin  
Ordinary Council Meeting  
3:00pm Tuesday 21 February 2017



**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 LN Boehme	
Cr MA Crisafio	
Cr JP Flockart	
Cr MD Willis	
Cr ML Young	

**Staff:**

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

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Members of the public are invited to present questions to the President about matters 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 17 January 2017](#)

7.2 [Annual Electors Meeting held on 7 February 2017](#)

**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 [Audit Committee Meeting held on 7 February 2017](#)

10.2 [WE-ROC Executive Meeting held on 8 February 2017](#)

10.3 [GECZ Executive Committee Meeting held on 9 February 2017](#)

**11. Recommendations from Committee Meetings for Council consideration**

11.1 [2016 Compliance Audit Return](#)

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

12.1 [Lot 200 Barrack Street, Merredin - Application for Development Approval, Alterations to Existing Building/Change of Use](#)

12.2 [Lot 16651 Korbrelkulling Road, Hines Hill - Application for Development Approval, Construction of a Storage Shed](#)

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

13.1 [Proposed Policy 7.11 - Crossovers](#)

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

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Budget Review](#)

14.4 [Extension of Audit Services](#)

14.5 [Short Term \(24/48 Hour\) Parking for Self-Contained Recreational Vehicles](#)

14.6 [Pioneers Pathway Review](#)

**15. Officer's Reports – Administration**

15.1 [Code of Conduct Review](#)

15.2 [Councillor Representation – Wheatbelt Agcare Family Counselling Service](#)

15.3 [Merredin Irrigated Agriculture Community Reference Group](#)

15.4 [CEACA Project – Delegated Authority to Accept Tenders](#)

**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**

**20. Closure**

## 7. Confirmation of Minutes of the Previous Meeting

- 7.1 Ordinary Council Meeting held on 17 January 2017  
[Attachment 7.1A](#)
- 7.2 Annual Electors Meeting held on 7 February 2017  
[Attachment 7.2A](#)

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 17 January 2017 and the Annual Electors Meeting held on 7 February 2017 be confirmed as a true and accurate record of proceedings.

## 10. Receipt of Minutes of Committee Meetings

- 10.1 Audit Committee Meeting held on 7 February 2017  
[Attachment 10.1A](#)
- 10.2 WE-ROC Executive Meeting held on 8 February 2017  
[Attachment 10.2A](#)
- 10.3 GECZ Executive Committee Meeting held on 9 February 2017  
[Attachment 10.3A](#)

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

That the Minutes of the Audit Committee Meeting held on 7 February 2017, the WE-ROC Executive Meeting held on 8 February 2017 and the GECZ Executive Committee Meeting held on 9 February 2017 be received.

**11. Recommendations from Committee Meetings for Council consideration**

11.1 Audit Committee Meeting held on 7 February 2017 – 2016 Compliance Audit Return

**Attachment 11.1A**

**6.1 2016 Compliance Audit Return**

**Committee Resolution (CMRef 81914)**

**Moved:** Cr Willis

**Seconded:** Cr Anderson

That the Audit Committee:

1. receives the 2016 Compliance Audit Return;
2. notes the area of non-compliance and the proposed actions to prevent future like occurrences; and
3. recommends to Council that it adopt the 2016 Compliance Audit Return and it be submitted to the Department of Local Government and Communities by 31 March 2017.

**CARRIED 4/0**

**Voting Requirements**



Simple Majority



Absolute Majority

**Committee Recommendation to Council**

**That:**

1. **Council receives the 2016 Compliance Audit Return and notes the area of non-compliance and the proposed actions to prevent future like occurrences; and**
2. **the 2016 Compliance Audit Return be submitted to the Department of Local Government and Communities by 31 March 2017.**



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

**12.1 Lot 200 Barrack Street, Merredin - Application for Development Approval, Alterations to Existing Building/Change of Use**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As Above
<b>Legislation:</b>	Shire of Merredin Town Planning Scheme No 6, Local Planning Policy No 7 – Car Parking Cash in Lieu Payment
<b>File Reference:</b>	A168
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><u>Attachment 12.1A</u></a> - Application and associated plans and specifications  <a href="#"><u>Attachment 12.1B</u></a> - Shire of Merredin Local Planning Policy No. 7 – Car Parking Cash in Lieu Payment
<b>Maps / Diagrams:</b>	Aerial image of lot in question

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The Shire of Merredin has received an application for a change of use from 'Office' use to 'Medical Centre' use and 'Shop' use and the associated alterations to an existing building at Lot 200 (No 42) Barrack Street, Merredin.

### Comment

The application relates to the operation of a Dental Surgery and Day Spa at Lot 200 (No 42) Barrack Street Merredin. The lot in question is zoned "Town Centre" under the Shire of Merredin Local Planning Scheme No.6. Both "Medical Centre" and "Shop" are permitted uses within this zone.

The Shire of Merredin Local Planning Scheme No.6 requires the provision of a specified number of car parking bays to cater for both the patrons of the premises as well as the staff working at the premises.

The calculations forming part of the application supporting documentation submitted by the applicant show there is an insufficient number of car parking bays provided on site as compared to that required by Local Planning Scheme No. 6.

However it should be noted that whilst there are insufficient car parking bays provided on site, there is a multitude of car parking facilities within close proximity to the lot in question that could be utilised by both patrons and staff.

The proposed dental surgery and day spa will provide a service to the Merredin area as well as providing a use for what is currently a vacant building.

### Policy Implications

The Shire of Merredin Local Planning Policy No. 7 – Car Parking Cash in Lieu Payment (attachment 12.1B), provides Council with the ability to accept cash in lieu payments (for on-site parking bay shortfalls). However Council needs to be mindful that there is currently no shortage of parking in Merredin and that by charging a business to improve or setup in the town it may discourage growth in the area. Additionally Council has previously waived the application of cash in lieu of parking for the Karris Medical Group at Lot 400 Bates Street Merredin.

### Statutory Implications

Compliance with the Shire of Merredin Town Planning Scheme No.6

### 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**

The relevant planning application fees have been paid.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation**

- 1) That development approval be granted for a change of use from 'Office' use to 'Medical Centre' use and 'Shop' use and the associated alterations to an existing building at Lot 200 (No 42) Barrack Street Merredin as per the plans forming part of attachment 12.1A.
- 2) That the applicant be advised of the following:
  - a) 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;
  - b) the fitout of the premises comply with the requirements of the *Health (Miscellaneous Provisions) Act 1911*; and
  - c) that, on this occasion, Council waives the application of Cash in Lieu parking.

**12.2 Lot 16651 Korbrelkulling Road, Hines Hill – Application for Development Approval, Construction of a Storage Shed.**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	Shire of Merredin Town Planning Scheme No 6
<b>File Reference:</b>	A9446
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> - Application for development approval and associated plans and specifications
<b>Maps / Diagrams:</b>	Aerial image of lot in question

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The Shire of Merredin has received an application for development approval for the erection of a storage shed incorporating 2 sea containers at Lot 16651 Korbrelkulling Road, Hines Hill.

### Comment

The proposed storage shed will be located at Lot 16651 Korbrelkulling Road, Hines Hill which is zoned “general farming” in accordance with the Shire of Merredin Town Planning Scheme No. 6.

The proposed storage shed comprises of 2 sea containers linked via a roofed area. The applicant has indicated that she wishes to paddock her horses on the lot in question. The structure is to be used for storage of the associated horse gear.

Council has a local planning policy in place which controls movable buildings (including sea containers) and which requires that an application for planning consent be lodged with Council.

Whilst sea containers under Council’s policy on movable buildings are not permitted in residential areas, they can be permitted by Council in other (non-residential) zoned areas.

Council Local Planning Policy No.1 – Moveable Buildings, states as follows:

***“The Council may give special consideration for the use of ‘containers’ outside the townsite areas of the Shire. In these circumstances the Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of these ‘containers’ will not detract from the amenity of the locality.”***

In this case the lot is zoned ‘general farming’, the size of the lot in question and that of the surrounding lots as well as the presence of a natural vegetation belt to the east of the proposed location of the storage shed will limit its impact on the visual amenity of the surrounding area.

The objectives of the Council Local Planning Policy No.1 – Moveable Buildings, are as follows;

- a) to maintain high amenity standards of buildings, especially within the residential areas in the townsites of the Shire;
- b) to ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality;
- c) to ensure that moveable buildings, established within the Shire, do not use materials considered by Council to be unacceptable (e.g. Asbestos);
- d) to avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other businesses or company activities, in inappropriate areas;
- e) to prevent the introduction of housing, or other structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the townsites; and
- f) to protect the visual amenity of the urban environment by not permitting the establishment, storage or use of ‘**containers**’ within the non-residential areas of the townsite.

The proposed development does not contravene any of the objectives of the Shire policy on moveable buildings.

### **Policy Implications**

Compliance with Shire of Merredin local planning policy on movable buildings.

### **Statutory Implications**

Compliance with the Shire of Merredin Town Planning Scheme No.6

### **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**

The relevant planning application fees have been paid.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation

- 1) That development approval be granted for the erection of a storage shed at Lot 16651 Korbrelkulling Road, Hines Hill as per the plans forming part of attachment 12.2A.
- 2) That the applicant be advised of the following:
  - a) the proposed development will be classified as a Class 10A structure (non-habitable building - shed) under the National Construction Codes (BCA). The construction of Class 10A structures outside of town site boundaries within the Shire of Merredin does not require a building permit, however, it is the responsibility of the applicant to ensure that the proposed structure complies with all structural requirements specified by the relevant Australian Standards;
  - b) the proposed storage shed may only be used for storage purposes and must not be used for habitation at any time; and
  - c) the structure be painted in an earth tone to blend with the natural landscape and vegetation.

## 13. Officer's Reports - Engineering Services

### 13.1 Proposed Policy 7.11 - Crossovers

## Engineering Services



<b>Responsible Officer:</b>	Mike Hudson, EMES
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Uniform Local Provisions) Regulations 1996</i>
<b>File Reference:</b>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 13.1A</a> - Proposed Policy 7.11
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

1) Where —

a) a local government —

i) under regulation 12 constructs or approves the construction of; or

ii) under regulation 13(1) requires the construction of,

a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and

b) the crossing is the first crossing in respect of the land; and

c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.



### Comment

The purpose of this policy is to conform with the Local Government Act in the provision of a subsidy paid towards the construction of a vehicle crossover to a private property owner within the Shire of Merredin in accordance with the *Local Government (Uniform Local Provisions) Regulations 1996*.

### Policy Implications

New policy, applicable from March 1, 2017. The effect of the new policy will not be retrospective.

### Statutory Implications

*Local Government Act 1995; Local Government (Uniform Local Provisions) 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.D4.1 Implement accountable and good governance  
Action #: 2  
Action:, practice Ensure policies and procedures 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

Nil

### Financial Implications

The Shire of Merredin will have to meet the subsidy requirements of the policy for the installation costs of standard crossovers on to private properties. It is anticipated that the maximum subsidy will be in the order of \$ 800.00 per crossover. It is not known at this point what the likely annual cost will be. Any subsidies paid in the current financial year will be met from the road maintenance budget with a specific budget allocation being made in future years.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

**That Policy 7.11 - Crossovers, as presented in Attachment 13.1A, be adopted.**

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

### 14.1 List of Accounts Paid

<h2>Corporate Services</h2>		
<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 December 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

### ➤ 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 \$514,815.41 from Council's Municipal Fund Bank Account and \$2,226.10 from Council's Trust Account be received.**

**14.2 Statement of Financial Activity**

<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; color: #0056b3;">Corporate Services</span>  </div>	
<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="#"><u>Attachment 14.2A</u></a> - Statement of Financial Activity, Detailed Schedules and Investment Report
<b>Maps / Diagrams:</b>	Nil

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

The Statement of Financial Activity is attached for Council's information.

**Comment**

Operating Income and Expenditure is mainly consistent with Council's YTD Budget, with Expenditure being 12% lower than expected for this period.

**Operating Expenditure**

All programs except Law Order & Public Safety are under expended with only Community Amenities, Recreation & Culture, and Other Property & Services outside the allowable variance.

**Operating Income**

All programs are within the allowable variance with the exception of Community Amenities and Recreation & Culture for this period of time.

**Capital Expenditure**

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

## Others

Councillors may note the discrepancies between Financial Activity (PR) and Note 3, and the Trust Bank Note 4 against the Trust Summary on Note 12. These both currently show a \$597,549.83 variance and this relates to invoices raised on behalf of CEACA for site works on Stage 1 and Stage 2. Once the invoices are paid this variance will not be reported.

### 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 January 2017 be received.**



**14.3 Budget Review**

## 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>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.3A</a> - Budget Variations
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that Council is required to conduct a review of its approved annual budget after considering the changes in its operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year, and make a determination in relation to the outcomes and recommendations.

### Comment

The review of the 2016/17 Budget has been completed. A number of variations to existing budget allocations have been identified and included in the revised budget. These are identified in Attachment 14.3A. The projected overall budget surplus at 30 June 2017, after taking into account these variations, will remain at \$0.00

### Issues and options considered

The budget review has comprised:

1. a review of the adopted budget and an assessment of actual results to date against that budget;
2. an assessment and projection of likely results over the remainder of the financial year against the adopted budget; and

3. consideration of any issues not provided for in the adopted budget that may need to be addressed.

The review of the adopted budget has taken into account what has transpired in the first half of the year, the likely operating environment over the remaining part of the year under prevailing economic conditions and the most likely impact on the Council's financial position.

The focus in this review has been on ensuring that there is sufficient operational capacity to deliver the services and budget programs as set out in the adopted 2016/17 Budget and to accommodate events and issues that have arisen since budget adoption.

The most significant variations between the original adopted budget and the revised budget are as follows:

#### **Surplus Carried Forward**

The actual surplus brought forward from 2016/17 was higher than the budget estimate by \$48,596.42. In addition Council has earlier approved variations that resulted in increasing this surplus by a further \$13,127, to a total unallocated of \$61,723.42.

#### **Operating Income and Expenditure**

Various amendments have been proposed as detailed in the Attachment.

#### **Transfers to Reserves**

An amount of \$80,216 has been proposed to be transferred to the Land and Development Reserve Fund.

#### **Policy Implications**

Nil

#### **Statutory Implications**

As outlined in *the Local Government Act 1995 Section 6.4* and *Local Government (Financial Management) Regulations 1996 Regulation 34(1)*.

#### **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 #: 2  
Action: Continue to provide prudent financial controls and compliance systems  
Directorate: Corporate Services

**Sustainability Implications**

➤ **Strategic Resource Plan**

Compliance with the *Local Government (Financial Management) 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**

Failure to review the budget would result in Council contravening the *Local Government Act 1996* and the *Local Government (Financial Management) Regulations 1996*.

**Financial Implications**

As outlined in Attachment 14.3A.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation**

**That:**

- 1. Council approves the Mid-Year Review of the 2016/17 Budget and authorises the amendments as detailed in Attachment 14.3A; and**
- 2. in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provide a copy of the 2016/17 budget review and determination to the Department of Local Government and Communities.**

**14.4 Extension of Audit Services**

<h2>Corporate Services</h2>		 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 (Audit) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> - Circular No. 31-2016 <a href="#">Attachment 14.4B</a> – Quote for Contract Extension	
<b>Maps / Diagrams:</b>	Nil	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Background**

In March 2016 local governments were notified of the proposal for the Auditor General to undertake financial and performance audits of the local government sector.

It was originally anticipated that this would take effect from 1 July 2017 however it appears now that due to the election this will not come into effect until 1 July 2018. The attached Department of Local Government and Communities Circular provides further information.

**Comment**

Previously Councils were advised not to extend or renew their audit contracts past the 2016/17 financial year.

Council's current contract expires at the completion of the 2016/17 financial year and therefore will be required to extend the current contract to take into consideration the 2017/18 financial year.

Discussion has taken place with Council's current auditors and they have supplied a quotation for the supply of Audit services for the 2017/18 financial year.

### Policy Implications

Nil

### Statutory Implications

As outlined in *the Local Government Act 1995* and *Local Government (Audit) 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 #: 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

Failure to contract an audit service would result in Council contravening the *Local Government Act 1996* and the *Local Government (Audit) Regulations 1996*.

### Financial Implications

As outlined in Attachment 14.4B.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That:**

- 1. in view of the advice received in the Department of Local Government and Communities' Circular 31-2016, Council extends the appointment of the current auditor Mr Marius van der Merwe for a further twelve months to include the 2017/18 audit; and**
- 2. Council accepts the quotation supplied by Butler Settineri (Audit) Pty Ltd, as detailed in Attachment 14.4B, for the supply of Audit Services for the 2017/18 financial year.**

**14.5 Short Term (24/48 Hour) Parking for Self-Contained Recreational Vehicles**

## 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>	VC/8
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.5A</a> – Survey Results
<b>Maps / Diagrams:</b>	<a href="#">Attachment 14.5B</a> – Stopover Locations Map

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

To enable the Shire of Merredin to apply to become a RV Friendly Town under the RV Friendly Town Scheme through the Campervan and Motorhome Club of Australia (CMCA) there was a requirement to finalise the essential criteria of providing a short term parking area for self-contained recreational vehicles.

At its July 2014 meeting Council resolved to endorse two nominated locations for 24/48 stopover sites to accommodate self-contained recreational vehicles (CMRef 81304). The two sites include Reserve 23520, Lot 811 Merredin (Old Golf Club) and Reserve 25520, Lot 1452 Merredin (Merredin Peak).

As a result of Council's decision correspondence was received from the Caravan Industry Association Western Australia Incorporated (CIAWA) expressing concerns in regards to the RV Friendly 24/48 hour stopover in Merredin on behalf of their member, the Merredin Tourist Park. In response to the expressed concerns it was recommended that Council trials the RV Friendly stopover sites in Merredin, limiting to 24 hour stopover only, for a twelve month period whilst monitoring usage and liaising with the Merredin Tourist Park to determine any proposed financial implications (CMRef 81421).

In November 2014, a Freedom of Information application was received through Rockwell Oliver on the behalf of the CIAWA. The application requested copies of all documentation relating to the implementation of the RV Friendly Scheme. Staff lodged the response to the application in January 2015. No further applications and action took place.

### Comment

The 24 hour stopover has operated at Merredin Peak (Reserve 25520) since October 2014. During this time a number of self-contained recreational vehicles have utilised this service. Due to the decision to demolish the old Golf Club (Reserve 23520) it was decided to only develop the Merredin Peak site as a stopover location.

It is difficult to determine an accurate usage rate as the stopover is not supervised or monitored on a daily basis. However, a survey was conducted by the CWVC between October 2015-2016. Although response numbers were low (29) it does capture some useful data and feedback. The majority of users were from the eastern states and the average spend was \$98.30 per person per night. Positive feedback about the stopover site is received on a regular basis at the CWVC and online through travel website including WikiCamps.

Upon responding to the Freedom of Information Request submitted in January 2015 there has been no further complaint from the CIAWA. Close liaison with the Merredin Tourist Park has continued and there is no evidence that the 24 stopover has impacted on the business.

It is recommended that the service of a 24 stopover located at Merredin Peak (Reserve 25520) continues to operate. The stopover will not be supervised or monitored to ensure operational costs are kept to a minimum. It is anticipated the only cost to Council will be the renewal of signage when required.

### Policy Implications

Nil

### Statutory Implications

Nil

### 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: Facilitate further development of local and regional tourism  
Action #: SP.D1.5  
Action: 2  
Directorate: Community Development  
Timeline: Ongoing



## Sustainability Implications

### ➤ Strategic Resource Plan

The SRP currently identifies the allocated financial contribution for local marketing and promotion.

### ➤ Workforce Plan

Directorate: Community and Economic Services  
Activity: Tourism Services  
Current Staff: 2 FTE  
Focus Area: Organisation Development  
Strategy Code: OD  
Strategy: OD1  
Implications: Nil

## Risk Implications

There are potential risk implications associated with this item. There is a low risk that users may leave excess waste at the site, however to date there has been no evidence of this. If the stopover service is removed from Merredin there is a high risk that travellers utilising self-contained motor vehicles will make the decision not to stop in Merredin and travel on to a neighbouring town. This decision will result in a decrease in outside dollars spent in the local economy.

## Financial Implications

Financial implications include the maintenance of relevant signage. Associated costs are minimal and are covered within the annual local marketing and area promotion budget allocations.

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation

**That Reserve 25520, Lot 1452 Merredin continues to be the nominated 24 hour stopover location to accommodate self-contained recreational vehicles.**

**14.6 Pioneers Pathway Review**

**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>	VC/8
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.6A</a> – Wayfound’s Review <a href="#">Attachment 14.6B</a> - Pioneers Pathway Financial Report
<b>Maps / Diagrams:</b>	Nil

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

The original Pioneers Pathway project commenced in 2001 and was launched in 2004. The project was funded through the Wheatbelt Development Commission in partnership with the Shires of Toodyay, Goomalling, Dowerin, Wyalkatchem, Trayning, Nungarin and Merredin. In 2009 additional Eucalypt identification signs were erected west of Kununoppin.

Each shire currently makes an annual financial contribution towards the upkeep and marketing of the trail. The amount of contribution has varied but a minimum financial contribution of \$1,500 is expected. A committee consisting of representatives of each of the Shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling as administrator.

**Comment**

Regular committee meetings have not occurred in recent years resulting in the lack of signage maintenance of the trail. Although each partnering Shire has contributed the annual \$1,500, up until July 2015 little has been spent. Marketing has been maintained through seasonal self-drive AGO/Wheatbelt cooperative marketing campaigns, AGO Planners and holiday guide Beautiful South.

Moving forward the committee recently discussed the future of Pioneers Pathway at a stakeholders meeting held in October 2016 and decided to undertake a review of the trail utilising the consultancy firm, Wayfound. Upon the completion of the trail review Wayfound provided a report, Attachment 14.6A. The review identifies the current situation, issues, future options, recommendations and signage audit.

The review outlined four options for the future of the trail which present themselves and should be considered by the stakeholders. The options include:

**1. Remove trail**

If it is decided by the stakeholders that the trail is not giving any economic or social benefits, then the trail should be removed. There is a cost to this in that all signage would need to be removed, the website taken down and distribution of booklets stopped.

**2. Maintain the status quo**

The second option is for the stakeholders to continue with the trail as it is with a financial contribution of \$1,500 to \$3,000 per annum for essential maintenance, website maintenance and possibly a new brochure. It is unlikely that this approach would result in additional visitors or economic benefit for the communities.

**3. Invest in current trail**

The current trail, running from Toodyay to Merredin, with improved signage, better use of social media and effective marketing could become a catalyst for improved visitation and economic benefit to the local communities. However this would require financial investment and ongoing commitment to having a resource to undertake marketing and maximise social media impact.

**4. Expand trail**

The final option is to expand the trail to make it a loop so that it returns to Perth either via the Great Eastern Highway or a route south of the Great Eastern Highway via Bruce Rock and Quairading. This option would require considerable investment and it is not clear if other Shires through which it passes would financially support it.

It is recommended that the current trail be invested in to build tourism within the seven Shires and is developed so it complements the Wheatbelt Way, the other main trail in the northern Wheatbelt. Investment required will include:

- updating signs
- development of new brochure
- updating of website
- development of trail App
- Executive Officer one day per fortnight to coordinate social media and marketing

It is estimated this investment (apart from the Executive Officer) would amount to \$65,000. Up to 50% of the funding costs may be available from the Wheatbelt Development Commission under the Community Chest Fund, assuming there will be another round of funding in 2017. The split of the approximate costs includes:

- signage \$10,000
- development of new booklet \$12,000
- updating of website \$15,000
- development of trail App \$25,000
- trail Support \$500 per fortnight (\$13,000 per annum for an Executive Officer)

There are funds available specific for Pioneers Pathway held in trust by the Shire of Goomalling. The amount held is \$42,490 and can be utilised to address the signage, new booklet and website (totalling \$37,000). A copy of the financial report for the year ending 30 June 2016 is attached for Council's perusal.

The option of developing an App can be explored in the view of tying in with the newly developed WEROC App and the soon to be developed Wheatbelt Way App. There may be ways to utilise these existing platforms with minimum expense.

There is scope for the CWVC to undertake the executive officer role should the stakeholders decide to provide support for the trail. The cost would equate to approximately \$1,860 per shire.

The Shire of Goomalling has yet to invoice the member Shires for the 2015/16 financial year. The invoice for Wayfound's Pioneers Pathway Review will be \$8,745.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### 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: Facilitate further development of local and regional tourism  
Action #: SP.D1.5  
Action: 2  
Directorate: Community Development  
Timeline: Ongoing

## Sustainability Implications

### ➤ Strategic Resource Plan

The SRP identifies the allocated financial contribution of \$1,500 per annum. Additional, ongoing investment would need to be factored into the SRP.

### ➤ Workforce Plan

Directorate: Community and Economic Services  
Activity: Tourism Services  
Current Staff: 2 FTE  
Focus Area: Organisation Development  
Strategy Code: OD  
Strategy: OD1  
Implications: Nil

## Risk Implications

Without further investment the future of Pioneers Pathway is at risk with the likelihood of removing the trail. With other competing trails within the Wheatbelt, the seven participating Shires could experience further reduction in visitor numbers resulting in decreased economic and social benefits for each of the townships the trail passes.

## Financial Implications

The annual contribution of \$1,500 is identified in the 2016/17 Budget. Recommended investment can be accommodated through the \$42,490 Pioneers Pathway pool of funds. Financial implications associated with employing an executive officer and development of an App will need to be considered during the 2017/18 Budget deliberations.

## Voting Requirements

Simple Majority  Absolute Majority

## Officer's Recommendation

That:

1. the Pioneers Pathway Review prepared by Wayfound, as presented in Attachment 14.6A, be noted;
2. Council supports the existing funds of \$42,490 for Pioneers Pathway being utilised to implement the recommendations identified in the Review;
3. the committee present to the partnering Councils by May 2017 detailed costings to employ an executive officer for the purpose of future marketing initiatives and trail upgrading for a 5 year period commencing July 2017; and
4. Council not commit to future support of the Pioneers Pathway until the information outlined in point 3 above is received and the position of other partnering Councils is known.

**15. Officer's Reports – Administration**

**15.1 Code of Conduct Review**

<h2 style="margin: 0;">Administration</h2> 	
<b>Responsible Officer:</b>	Greg Powell, CEO
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Administration) Regulations 2007; Local Government (Rules of Conduct) Regulations 1996</i>
<b>File Reference:</b>	Policy Manual; G/6/14; P/7/8
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><b>Attachment 15.1A</b></a> – Reviewed Code of Conduct
<b>Maps / Diagrams:</b>	Nil

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The Code of Conduct (the Code) outlines the standards of behaviour and conduct required of all Councillors, Committee Members and employees at the Shire of Merredin. A review of the Code has been undertaken and a number of significant amendments have been made. A tracked-changes copy of the revised Code has previously been provided to Council with the final formatted version attached.

The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency, integrity and accountability, thus enabling Councillors, Committee Members and employees to act in a way that enhances public confidence in local government.

The Code encourages a commitment to ethical and professional behaviour and outlines principles on which individual and collective local government responsibilities may be based.

### Comment

The review takes into account the recommendations from the Public Sector Commission's "*Developing a Code of Conduct guide for local government*" and incorporates information relating to:

1. the new gift and travel provisions;
2. breaches & misconduct;
3. ethics and values;
4. links and references to specific legislation (where not otherwise mentioned within the specific paragraph);
5. definitions; and
6. where further information can be accessed.

The Code is applicable to:

1. Council Members (Councillors);
2. Members of Committees of Council, whether or not the member is a Councillor; and
3. Employees of the Shire of Merredin.

The Code provides consistent guidelines for an acceptable standard of professional conduct, and as such Councillors, Committee Members and employees are subject to the provisions of the Code for the duration of time they hold a position within the Shire.

Councillors, Committee Members and employees are strongly encouraged to become familiar with the Code and to adhere to its contents at all times.

### Policy Implications

It is proposed to move the Code out of the Members for Council section of the Policy Manual (currently Policy 1.1) as that location may suggest to some that the Code is only relevant to Councillors and Committee Members, which is certainly not the case. Instead, the Code will be included in its own section at the front of the Policy Manual thus indicating its relevance to Councillors, Committee Members and employees. A separate document will also be produced.

### Statutory Implications

As mentioned throughout the Code, numerous Sections of the *Local Government Act 1995* and Regulations in the *Local Government (Administration) Regulations 2007* and *Local Government (Code of Conduct) Regulations 1996* apply.

Statutory implications to individuals on breaches to the Code and Legislation can be significant, albeit dependant on the severity of the breach.

The CEO has a statutory obligation to report to the Public Sector Commission or the Corruption and Crime Commission alleged breaches to the Code and Legislation.

## 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

Strategy: SP.D4.3 – Practice prudent management of financial resources  
Action #: 2  
Action: Continue to provide prudent financial controls and compliance systems  
Directorate: Corporate Services  
Timeline: Ongoing

Strategy: SP.D4.4 – Develop an innovative, empowered and responsible culture  
Action #: 1; 2 & 3  
Action: Implement continuous improvement plans; Implement appropriate staff development and training programs; Develop and foster a strong, supportive and respectful culture  
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 in breach of the legislation without a Code of Conduct, and if the Code of Conduct does not contain that information as specified in the legislation.



**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation**

**That the Code of Conduct, as presented in Attachment 15.1A, be adopted.**

## 15-2 Councillor Representation – Wheatbelt Agcare Family Counselling Service

### Administration



<b>Responsible 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>	ICR20161084
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.2A</a> – Correspondence
<b>Maps / Diagrams:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

Correspondence has been received from Wheatbelt Agcare requesting a new representative be appointed to its Committee. The correspondence is attached.

#### Comment

Councillor Blakers was appointed to the Committee as Council’s representative in November 2015 (CMRef 81688) following a request from Wheatbelt Agcare for Council representation.

It is acknowledged that the appointment to various committees is done on a voluntary basis, as is the act of being a Councillor itself, and so the activities undertaken in that capacity need to be balanced along with other, already existing life commitments such as work, family, sporting and other activities.

However, it could also be fair for those committees to have certain expectations from their representative. In response to a request for information on the Committee’s expectations, Wheatbelt Agcare provided the following comments:

***“Wheatbelt Agcare hold 6 meetings per year and Representatives are expected to attend as many as they are able with a minimum of 3 preferable. All contributing Councils in our catchment area are invited to provide a Representative to keep them in touch with the overall running of the service provided by Wheatbelt Agcare. Our Family Counsellor works extensively in the Shire of Merredin and throughout the region.”***

Staff sought clarification on the intent behind the words “contributing Councils” and received the following response:

***“The majority of Shires covered by our Service (12 in all) provide an annual monetary contribution/donation or In Kind contributions. Since our inception in 1991 most Shires have had a Representative on our Committee at one stage or another but not all at the same time.”***

From the Administration’s perspective it should be noted that appointing a Council representative to any committee does not automatically grant that committee an amount of Council funding. All applications from community groups/organisations for funding from Council are administered via Policy 3.19 – Community Funding and the applicable procedures. Wheatbelt Agcare has been made aware of this and that applications are currently open should they wish to submit an application.

Council has a number of options:

1. it can confirm its appointment of the existing representative, either with or without a commitment for more involvement with the Committee;
2. appoint a new representative to the Committee; or
3. decline the offer of a representative to the Committee, either with or without providing reasons for doing so.

Councillor Blakers may wish to provide comment at the Council meeting.

#### 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

Nil

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That Councillor \_\_\_\_\_ be appointed to the Wheatbelt Agcare Family Counselling Committee, with a note to the Committee that any application for funding (either monetary or in-kind) is to be made in accordance with Policy 3.19 – Community Funding.

## 15-3 Merredin Irrigated Agriculture Community Reference Group

### Administration



<b>Responsible 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>	ED/11/10
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

For some years the Shire of Merredin has been investigating avenues for diversifying the economic base of the Shire and region. This was highlighted most recently with the appointment of Except Integrated Sustainability in 2015 to conduct a feasibility study into the production of spirulina.

As a result of the seemingly positive findings from that study, the Department of Water conducted further market analysis on the spirulina market in Australia, which unfortunately didn't produce the positive findings required to proceed with the project.

However, it was suggested there could be other possibilities to pursue water and agriculture economic diversification opportunities under the State Government's 'Water for Food' project. At its December 2016 meeting Council resolved (CMRef 81897):

**“That Council supports the formation of a Community Reference Group, with the Department of Water as the lead agency, to develop a marketing or pre-feasibility document for potential agrifood investors as outlined in correspondence from the Department of Water dated 16 December 2016.”**

Subsequently, through the Minister for Water's office and the Department of Water a preliminary meeting was held on 18 January 2017 with the intention of formalising the Community Reference Group.

At that meeting, attended by the President, Councillors Crisafio and Flockart, Mr Greg Powell and Mr Charlie Brown, the Chair, membership base and terms of reference were accepted for the Merredin Irrigated Agriculture Community Reference Group (MIACRG).

### Comment

The MIACRG will be chaired by Hon. Martin Aldridge MLC, with membership including representatives from the Department of Water, Shire of Merredin, Department of Agriculture and Food, Water Corporation and the Wheatbelt Development Commission.

At the meeting, Councillors Crisafio and Flockart were appointed as Council's representatives as well as Mr Greg Powell and Mr Charlie Brown.

The meeting also made a following recommendation:

- 1. "That Merredin Irrigated Agriculture Community Reference Group (MIACRG) requests the Merredin Shire Council to commission and oversee development of an initial Investment Memorandum or business plan to attract potential agrifood investor/s to a proposed Merredin irrigated agricultural hub.**
- 2. The document to be completed by 30 April 2017 with support funding of up to \$25,000 to be provided through the project lead agency, Department of Water.**
- 3. The Investment Memorandum to illustrate town water and industrial land access opportunities, services, transport logistics, skilled workforce, TAFE training programs, technical support through government agencies and other community advantages."**

This item seeks Council's endorsement of those nominations and the above recommendations.

### Policy Implications

Nil

### Statutory Implications

Nil at this time. Future outcomes of the MIACRG may have statutory implications however those will be considered once known and at that time.

### Strategic Implications

#### ➤ Strategic Community Plan

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

Vision Element: Naturally Resourceful  
Strategic Goal: Merredin is renowned for its innovation in agriculture, water and energy – it enhances the quality of the natural environment  
Key Priority: Natural Environment

➤ Corporate Business Plan

Strategy: SP.D1.1 – Implement recommendations identified in the “Growing our Community” An Economic Development and Implementation Strategy and Central East Sub-Regional Economic Strategy

Action #: 2; 4 & 5

Action: Investigate the feasibility of developing a desalination plant in Merredin; Support the investigation of the development of a local business group to engage in economic development activities; Consideration of the Spirulina Feasibility Study

Directorate: Office of the CEO

Timeline: 2015/16; 2016/17

Strategy: SP.E1.2 – Work with relevant agencies to actively encourage the adoption of efficient energy and water usage

Action #: Nil

Action: Nil

Directorate: Nil

Timeline: Nil

**Sustainability Implications**

➤ Strategic Resource Plan

Nil at this time. Future outcomes of the MIACRG may have implications of the SRP however those will be considered once known and at that time.

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

**Risk Implications**

Nil at this time. Future outcomes of the MIACRG may have risk implications to Council however those will be considered once known and at that time.

### Financial Implications

Nil at this time. The funding for the MIACRG is being provided through the Department of Water and the Water for Food program. Future outcomes of the MIACRG may have financial implications to Council however those will be considered once known and at that time.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That:**

1. **the appointment of Councillors Crisafio and Flockart, Mr Greg Powell and Mr Charlie Brown to the Merredin Irrigated Agriculture Community Reference Group; and**
2. **the recommendation made by the Merredin Irrigated Agriculture Community Reference Group, being:**
  - a. ***That Merredin Irrigated Agriculture Community Reference Group (MIACRG) requests the Merredin Shire Council to commission and oversee development of an initial Investment Memorandum or business plan to attract potential agrifood investor/s to a proposed Merredin irrigated agricultural hub;***
  - b. ***The document to be completed by 30 April 2017 with support funding of up to \$25,000 to be provided through the project lead agency, Department of Water; and***
  - c. ***The Investment Memorandum to illustrate town water and industrial land access opportunities, services, transport logistics, skilled workforce, TAFE training programs, technical support through government agencies and other community advantages.***

**be endorsed.**



## 15-4 CEACA Project – Delegated Authority to Accept Tenders

### Administration



<b>Responsible Officer:</b>	Greg Powell, CEO
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions and General) Regulations 1996</i>
<b>File Reference:</b>	CS/16/20
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

CEACA Inc has been successful in obtaining Royalties for Regions funding for Stage 1 and Stage 2 of the project. Stage 1 involves \$2,075,800 for the land assembly and site servicing of 54 lots across the member Shires, with Stage 2 being \$19,986,439 for the servicing of another 21 lots and the construction of 75 independent living units across the member Shires. The Financial Assistance Agreements (FAA) for those grant funds are held between the Department of Regional Development and the Shire of Merredin (as the lead agency on behalf of CEACA).

A requirement of both FAAs is that the provisions of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* must be followed. Therefore all procurement for both Stages must be undertaken in accordance with the Act, Regulations and the Shire of Merredin's Purchasing Policy (Policy 3.12).

#### Comment

Works on Stage 1 are progressing well with works subsequently commencing on Stage 2. It is expected that numerous components of the Stage 2 works will exceed \$150,000, being the value over which a local government must call tenders. Unless delegated otherwise, it is a requirement under the Regulations for Council to accept all tenders.

As it's likely a large number of tenders will be required it is recommended that in order to expedite the project Council delegate authority to the CEO to accept tenders for the CEACA project up to a value of \$6 million, being the total amount able to be drawn-down at one time under the Stage 2 FAA.

A recommended condition on the delegation is that the authority is only for works related to the CEACA project. The CEO will not then be able to accept a tender for any other project or work being undertaken by the Shire.

As it is also a requirement under the Regulations for the exercised use of delegated authority to be reported to Council, this will occur (as it does now) as part of the Monthly Information Bulletin provided to Council with its agenda & associated meeting papers.

### Policy Implications

Policy 3.3 - Regional Price Preference and Policy 3.12 – Purchasing Policy are applicable.

### Statutory Implications

*Local Government Act 1995; Local Government (Functions & General) Regulations 1996*

### Strategic Implications

#### ➤ Strategic Community Plan

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

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

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

Vision Element: Liveable  
Strategic Goal: Merredin has the services, facilities, characteristics and heritage that continue to make Merredin a great place to live and contribute to a liveable region  
Key Priority: Health Facilities and Services

#### ➤ Corporate Business Plan

Strategy: SP.D2.2 – Collaborate and facilitate the development of aged accommodation

Action #: 1

Action: Support CEACA Inc in the implementation of identified outcomes outlined in the Verso Report to construct 50 independent living units within Merredin to accommodate seniors

Directorate: Office of the CEO

Timeline: 2017/18; 2018/19

Strategy: SP.D3.1 – Collaborate with neighbouring Shires (and beyond) for the benefit of the region as a whole

Action #: 1

Action: Continue to progress regional collaboration by participating in Wheatbelt East Regional Organisation of Councils strategies and similar regional partnerships

Directorate: Office of the CEO

Timeline: Ongoing

Strategy: SP.D4.3 – Practice prudent management of financial resources

Action #: 2

Action: Continue to provide prudent financial controls and compliance systems

Directorate: Corporate Services

Timeline: Ongoing

Strategy: SP.L1.2 – Continue to assist with the facilitation of aged care services

Action #: 1

Action: Through CEACA Inc the Shire will continue to lobby the Federal and State Governments to ensure the necessary services to support aged care are accessible in Merredin

Directorate: Office of the CEO

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

The FAAs detail obligations and milestones with dates which must be achieved. Potentially delaying the appointment of contractors to complete the works required could have a detrimental effect on the project timeline, thus the Shire being in breach of the FAA requirements.

### Financial Implications

The Shire of Merredin as the lead agency is the holder of the Stage 1 and 2 grant funds (in a WA Treasury Corporation account), and so will be responsible for processing all payments required across the 11 Shires under the FAAs.

There are also direct costs to the Shire for the construction of its units under Stage 2, however these have been factored into the 2016/17 Budget.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That the CEO be delegated authority to accept tenders for the CEACA project to the value of \$6,000,000 with a condition on the delegation being that the delegated authority to accept tenders only applies to work required on the CEACA project, and not any other tender called by the Shire of Merredin.**

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