

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 19 September 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 19 September 2017 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

12.30pm	Audit Committee Meeting
1.00pm	Briefing Session
2.00pm	Presentation from Snr Sgt Mark Tobiassen, OIC Merredin Police
3.00pm	Council Meeting

GREG POWELL  
CHIEF EXECUTIVE OFFICER

14 September 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.

It should be noted that the Attachment hyperlinks will not be functional from this document when sourced from the Shire of Merredin's website. Attachment copies can be obtained by contacting Vanessa Green on 08 9041 1611 or ea@merredin.wa.gov.au.

### 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 19 September 2017



**1. Official Opening**

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

**Councillors:**

Cr KA Hooper	President
Cr BJ Anderson	
Cr CA Blakers	
Cr LN Boehme	
Cr MA Crisafio	(via teleconference subject to Council resolution)
Cr JP Flockart	
Cr MD Willis	
Cr ML Young	

**Staff:**

G Powell	CEO
P Zenni	EMDS

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:** Cr RM Crees (CMRef 81993)

**Request for Attendance via Teleconference**

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Councillor Crisafio has requested attendance at this Council Meeting via telephone communication.

**Voting Requirements**

Simple Majority  Absolute Majority

**Councillor's Recommendation**

**That Council:**

1. approves Councillor Crisafio's attendance at the September 2017 Council Meeting via telephone communication in accordance with Regulation 14A(1) of the *Local Government (Administration) Regulations 1996*; and

- 2. approves a residence at Lomandra Drive, Canning Vale as a suitable place for Councillor Crisafio's attendance in accordance with Regulation 14A(4) of the *Local Government (Administration) Regulations 1996*.**

**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 15 August 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 [Local Emergency Management Committee Meeting held 19 July 2017](#)

10.2 [GECZ Executive Committee Meeting held 3 August 2017](#)

10.3 [GECZ Meeting held 24 August 2017](#)

10.4 [Audit Committee Meeting held on 19 September 2017](#)

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

11.1 [Audit Committee Meeting held on 19 September 2017](#)

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

12.1 [Lot 1 Totadgin Hall Road, Merredin – Proposed Solar Farm](#)

12.2 [Lot 144 \(No. 8\) Edward Street, Merredin - Proposed Dog Boarding Kennels](#)

12.3 [Lot 595 \(No. 33\) Cunningham Street, Merredin – Application for an Over-sized Shed](#)

- 12.4 [Lot 25 Gabo Avenue, Merredin – Application for Planning Approval - Storage Shed](#)
- 12.5 [Lot 1 \(No. 34\) Bates Street, Merredin – Application for Planning Approval - Proposed Holiday Accommodation](#)
- 12.6 [Lot 898 \(No. 55\) Endersbee Street, Merredin – Home Occupation Application – Sewing Business](#)

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

- 13.1 [Policy 2.27 – Attendance Management and Policy 2.18 – Sick/Personal Leave](#)

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

- 14.1 [List of Accounts Paid](#)
- 14.2 [Statement of Financial Activity](#)
- 14.3 [Unbudgeted Expenditure - Merredin Military Museum – Kiowa Helicopter](#)
- 14.4 [Integrated Planning and Reporting – Quarterly Monitoring Review August 2017](#)
- 14.5 [Reserve 22564, Lot 461 on Deposited Plan 201925, Merredin – Merredin Playgroup – Lease Agreement](#)
- 14.6 [Merredin Dog Park Development Proposal](#)

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

- 15.1 [Shire of Merredin Christmas/New Year Opening Hours](#)
- 15.2 [Council Meeting Dates for 2018](#)
- 15.3 [Councillors and Staff Christmas Function](#)

### **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 15 August 2017  
[Attachment 7.1A](#)

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

**That the Minutes of the Ordinary Council Meeting held on 15 August 2017 be confirmed as a true and accurate record of proceedings.**

## 10. Receipt of Minutes of Committee Meetings

- 10.1 Local Emergency Management Committee Meeting held on 19 July 2017  
[Attachment 10.1A](#)
- 10.2 GECZ Executive Committee Meeting held on 3 August 2017  
[Attachment 10.2A](#)
- 10.3 GECZ Meeting held on 24 August 2017  
[Attachment 10.3A](#)
- 10.4 Audit Committee Meeting held on 19 September 2017  
To be tabled at the Council Meeting

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

**That the Minutes of the Local Emergency Management Committee Meeting held on 19 July 2017, the GECZ Executive Committee Meeting held on 3 August 2017, the GECZ Meeting held on 24 August 2017 and the Audit Committee Meeting held on 19 September 2017 be received.**

## 11. Recommendations from Committee Meetings for Council consideration

- 11.1 Audit Committee Meeting held on 19 September 2017

**\*Note\*** The below Officer's Recommendation is to be considered by the Audit Committee at its meeting scheduled for 12.30pm on 19 September 2017. If the Committee resolves differently to the Officer's Recommendation it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation to Audit Committee

#### That the Audit Committee:

1. adopt the 2016/17 Annual Report, and receive the Auditor's Report and Management Report from Butler Settineri (Audit) Pty Ltd for the 2016/17 financial year;
2. recommend the adoption of the 2016/17 Annual Report, and receipt of the Auditor's Report and Management Report from Butler Settineri (Audit) Pty Ltd for the 2016/17 financial year to Council; and
3. recommend to Council that it hold its Annual General Meeting of Electors on Tuesday 24 October 2017 commencing at 6.00pm in the Council Chambers.



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

**12.1 Lot 1 Totadgin Hall Road, Merredin – Proposed Solar Farm**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	Paul Bashall, Planwest
<b>Legislation:</b>	Local Planning Scheme No. 6
<b>File Reference:</b>	A7112
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Submissions <a href="#">Attachment 12.1B</a> – Minutes of Meeting

### Purpose of Report

- Executive Decision                       Legislative Requirement

### Background

At its July 2017 meeting Council considered an application for Development Approval (DA) on behalf of Metro Power Company Pty Ltd, for a 960kW solar facility on land about 5 kilometres south of Merredin town site (CMRef 81996). The solar facility site occupies an area of about 2.7 hectares on Lot 1 Totadgin Hall Road, which is 192.8 hectares in area. The lot is owned by the Metro Power Company Pty Ltd. The works are estimated to be about \$1.1m which generates a DA fee of \$3,242 (which has been paid to the Shire).

In accordance with part 1 of Council's resolution, the application was advertised in The Phoenix for comment. In addition, the Department of Environmental Regulation (DER), Department of Parks and Wildlife (DPaW), Department of Fire and Emergency Services (DFES), Western Power and adjoining landowners were notified in writing.

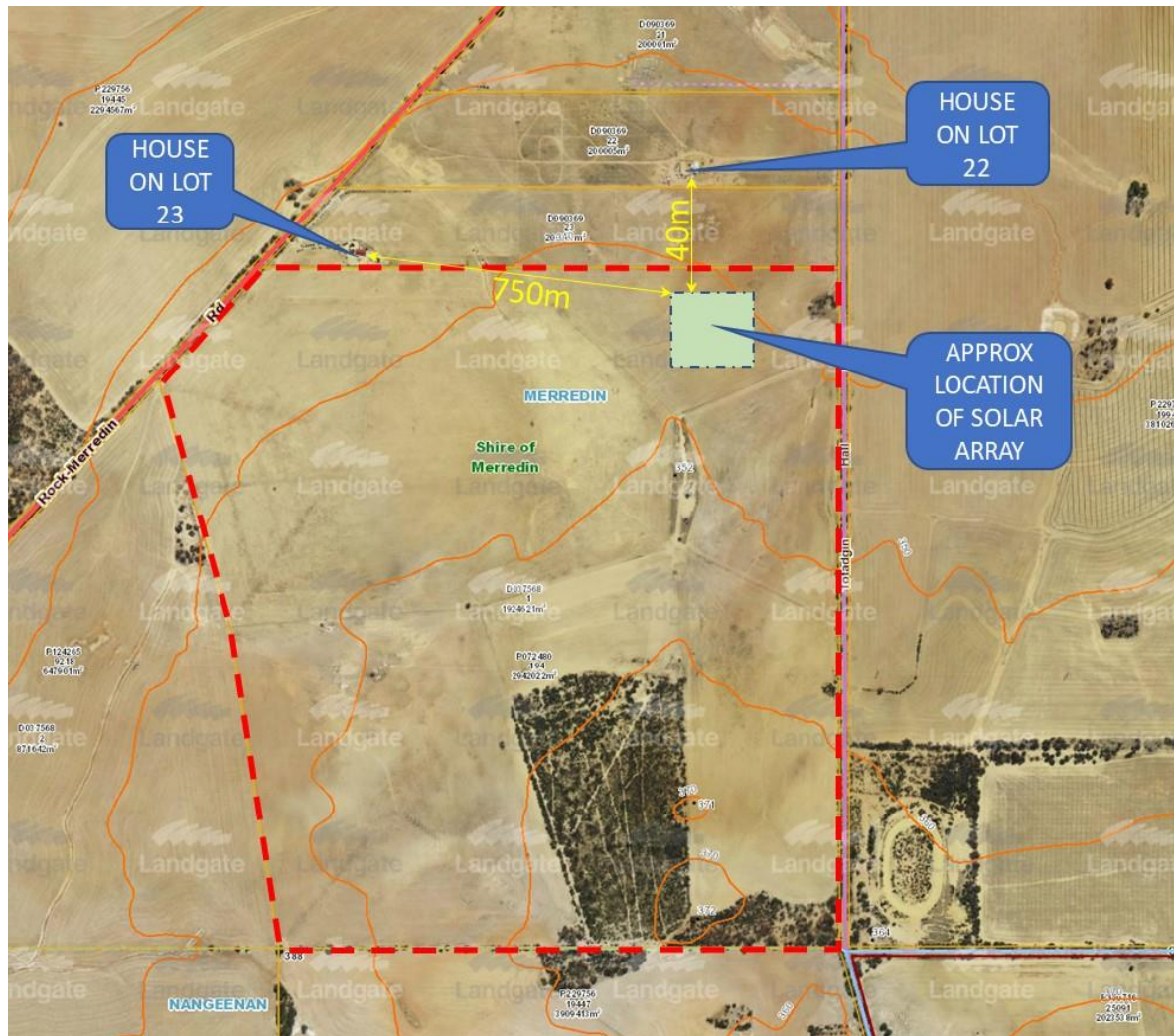
### Existing land use

The land is zoned 'General Farming' it is currently used for cropping and occasional grazing purposes and is mostly cleared of vegetation. The areas surrounding the subject land are all used for similar purposes.

The applicant has indicated that cropping and sheep grazing activities will continue on the bulk of the property and that sheep grazing will also continue on the area where the solar panels will be located in order to minimise the growth of weeds etc and thereby reduce any associated bush fire risks.

There is an existing shed located about 260 metres south of the solar arrays. This shed will remain and is currently used for the storing of wheat growing machinery.

FIGURE 1 – AERIAL VIEW OF SITE



Source: Landgate, Planwest

### Proposed Development

The proposed solar farm will have a generation capacity of approximately 960kW (AC) via the use of approximately 3200 tracking solar panels in 48 rows, and associated infrastructure, including Photo Voltaic Modules, Piles and Framework, Inverters (and associated housings), Substations (including transformer, circuit breakers and metering), Underground cabling, Overhead wires and a Perimeter Fence.

The panels consist of single axis horizontal tracking solar PV systems placed 6 metres apart.

These panels are fire rated as to Fire Class C per UL790 under IEC 6173. The step-up transformer is a 'dry-type' that contains no oil.

The perimeter fence will meet Western Power requirements for restricted access and comprise of 1.8m ring lock with 2 strands of barbed wire on top.

It is estimated that construction will be completed by the end of the 2017 calendar year.

Once fully operational, the landowner will have access to most the site for sheep grazing. This will assist in maintaining the ongoing agricultural use of the site and will also assist in keeping grass levels low for bushfire management purposes.

There will be almost no change to the existing landform that affects drainage or contours.

There will be a provision for a future 'green belt' of native bushes on the northern perimeter boundary to reduce visibility and dust from the nearby farm.

The facility will be autonomous once operational. It will be an unmanned site which is remotely managed. As a result, there will be no need for parking, septic tanks or access roads. Maintenance will be contracted to a person operating from Merredin.

The limited scope of the development means that during both the construction phase and ongoing operation of the facility there will not be any significant impact on the road infrastructure nor any traffic congestion problems.

It should be noted that solar panels are designed to absorb light rather than reflect light.

### **Submissions**

During the advertising period 5 submissions were received. 3 submissions were from servicing government agencies including Western Power (WP), DFES and Water and Environmental Regulation (WER).

1. The WP submission requires compliance with 'Danger Zone', Worksafe, Dial Before You Dig, and other WP requirements. This will be imposed as a condition of development.
2. The DFES submission raised no objection as the proposal is not impacted by the Bushfire prone areas. This is noted.
3. The WER submission raised no comment. This is noted.

The remaining 2 submissions were received from two neighbours located north of the subject land.

4. McKeown (of Lot 23) abuts the subject land, however his house is about  $\frac{3}{4}$  kilometre west of the proposed development and is located less than 30m from the southern boundary. Visual impact and drainage issues were raised as well as the impact of the development on a proposed additional house.
5. Ryan and Hutchings (of Lot 22) the existing house does not face the subject land, however the submission suggests that the development will impact sunsets and sunrises, and that land values will be impacted.

Attachment 12.1A provides a copy of each submission and a schedule of each submission.

The applicant held a meeting with these neighbours as well as two Councillors. The applicant has indicated his willingness to provide a planting strip to minimise the visual impact of the proposal on the neighbours to the north.

Attachment 12.1B provides a copy of the minutes of the meeting, as provided by the applicant.

### Comment

The proposal will contribute to achieving the renewable energy targets set by the Australian Government and objectives of the Paris Climate Agreement.

The proposed development will be subject to statutory advertising in accordance with clause 4.4.2 of the Local Planning Scheme.

### Policy Implications

Council has no direct policy on the establishment of a solar farm, however it has been supportive of the establishment of sustainable energy sources through its approval of the Collgar Wind Farm and the recent 100MW Stellata Energy solar farm development application.

### Statutory Implications

#### State

The proposal is consistent with state objectives of encouraging the development of sustainable energy sources.

#### Local Government

The Local Planning Scheme No. 6 includes the land in the 'General Farming' zone.

The Scheme has no definition for a 'solar farm' (or solar facility) and refers to the Regulation (2015) for the majority of its definitions. As a solar farm/facility is an unlisted use it may be considered as a discretionary use for which the DA of local government is required and the public advertising procedures apply.

Clause 4.4.2 of the Scheme states that *'If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -*

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."*

At its July 2017 meeting, Council determined that clause (b) should apply and the development application was subject to advertising for public comment.

### Strategic Implications

#### ➤ Local Planning Strategy

Council's Local Planning Strategy is silent on alternative energy production, including solar power, and includes no reference to any opposition to such facilities providing the loss to rural production is minimised. The proposal states that the land will continue to be grazed with sheep after construction is complete.

#### ➤ 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

There are no implications to the Strategic Resource Plan stemming from the proposed development.

#### ➤ Workforce Plan

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

### Risk Implications

The development of this facility will be a minimal risk to Council. As with any development, initial construction traffic may increase traffic, however this is not considered to be significant given the scale of the development.



### Financial Implications

The Development Application fees have been paid.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That Council approve the Development Approval application for a 960kW solar facility on Lot 1 Totadgin Hall Road, Merredin subject to:

1. the decision constitutes planning approval only and is valid for a period of 2 years from the date of approval. If the subject development is not substantially commenced within the 2-year period, the approval shall lapse and be of no further effect;
2. the development is to take place in accordance with the approved plans and supporting documentation, unless modified by a condition attached to this approval;
3. crossovers, access, and egress, to the site from Totadgin Hall Road, and any internal road works and car parking shall be located and constructed to the satisfaction of the local government, and shall include all drainage and signage. Costs of equipment and construction shall be borne by the applicant;
4. a vegetation buffer being established along the northern boundary of the property to help hide the facility from the northerly neighbours, to the satisfaction of Council; and
5. the applicant shall effectively manage drainage/water runoff from the property to ensure that the development does not result in damage to any adjoining properties or infrastructure.

#### Draft Advice Notes:

1. Advise the applicant that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Merredin and be approved before any work requiring a building permit can commence on site.
2. The applicant is advised that as the proposed work is near energised electrical installations and powerlines, the person in control of the work site must ensure that no person, plant or material enters the 'Danger Zone' of an overhead powerline or other electrical network assets. The 'Danger Zone' is set out in *Western Australian Occupational Safety and Health Regulation 1996* - specifically Reg 3.64. Any information provided by Western Power should not be used in isolation and reference to the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996* is required. These documents outline WorkSafe WA requirements for working near electricity.
3. The applicant is advised of the need for annual bushfire compliance.

**12.2 Lot 144 (No. 8) Edward Street - Proposed Dog Boarding Kennels**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Dog Act 1976</i> ; Town Planning Scheme No. 6; Dogs Local Law
<b>File Reference:</b>	A1168
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> - Application

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

An application for planning approval has been received for a proposed dog boarding kennel facility at Lot 144 (No. 8) Edward Street, Merredin.

### Comment

The owners are breeders of Pomeranians. The lot is 3.5 acres in size, has one adjoining neighbour and is zoned 'Light Industrial' under the Local Planning Scheme No. 6.

Up to 20 dogs are kept on the premises. The premises has been inspected by the Ranger and Environmental Health Officer and there are currently no public health or animal welfare concerns associated with the keeping of the dogs on the premises. However, the owners are technically in breach of the *Dog Act 1976* and the Shire of Merredin Dogs Local Law.

Staff have investigated options available to Council which would permit the current activity to continue. The *Dog Act 1976* allows the local authority to approve the keeping of up to 6 dogs on a premises. As such, the only possible option available is for the owners to apply to Council for the premises to house an approved dog kennel establishment which would permit them to keep the current number of dogs on the premises.

A dog kennel is deemed to be an 'Animal Establishment' under the Local Planning Scheme No. 6 and as such is an 'A' use in a light industrial area which requires public advertising before it can be considered by Council.

The owners have been negotiating with staff with respect to the location of the proposed kennel facility on the Lot, with agreement being reached that the existing shed at the rear of the premises, which is already provided with a concrete floor and drainage to an existing septic system, be used as the kennel facility.

### Policy Implications

Nil

### Statutory Implications

Compliance with the *Dog Act 1976*; Town Planning Scheme No. 6 and Dogs Local Law.

### 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. the application for a proposed dog boarding kennel facility at Lot 144 (No. 8) Edwards Street, Merredin WA 6415, be subject to statutory advertising for a period of 14 days in accordance with requirements of the Town Planning Scheme No. 6;**
- 2. Council authorise the Chief Executive Officer to grant planning consent on its behalf for the proposed dog boarding kennel facility at Lot 144 (No 8) Edwards Street, Merredin WA 6415, subject to there being no objections submitted during the statutory advertising period; and**
- 3. all dogs must be kept on the premises and not allowed to wander or become a nuisance. All dog faeces and other waste materials must be picked up and appropriately disposed of on a daily basis to prevent odours and the breeding of flies.**

**12.3 Lot 595 (No. 33) Cunningham Street, Merredin – Application for an Oversized Shed**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Building Act 2011</i>
<b>File Reference:</b>	A906
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.3A</a> - Plans and specifications

### Purpose of Report

- Executive Decision  Legislative Requirement

### Background

An application has been received for a building permit for the construction of an oversized shed at Lot 595 (No. 33) Cunningham Street, Merredin.

### Comment

The oversized shed is to allow the storage of tools, a boat, motor vehicle trailers and building materials. The EMDS sought clarification from the owner of the property (to allay any concerns about the potential use of the building materials for commercial/business purposes) as to the storage of the building materials on the property and has been advised that the materials will be used in conjunction with the future renovation of the dwelling located on the premises.

Council has previously approved the construction of both over height and oversized sheds in residential areas within Merredin.

The proposed shed will be located at the rear of the property and will be of a standard height 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 oversized shed. The owner of 38 Endersbee Street, Merredin has provided written confirmation that there is no objection to the proposed construction. The EMDS has spoken with the owner of 35 Cunningham Street, Merredin who also confirmed there is no objection to the proposed construction.

### Policy Implications

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 94m<sup>2</sup> (120m<sup>2</sup> actual area) and an aggregate total of all outbuildings of no more than 125m<sup>2</sup> (163.7m<sup>2</sup> actual area).

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

### Statutory Implications

Compliance with 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 the Chief Executive Officer be authorised to issue a building permit for the proposed oversized shed to be located at Lot 595 (No. 33) Cunningham Street, Merredin, subject to the proposed structure complying with all the relevant building standards.**

**12.4 Lot 25 Gabo Avenue, Merredin – Application for Planning Approval - Storage Shed**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	Town Planning Scheme No. 6
<b>File Reference:</b>	A1546
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.4A</a> - Application

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

An application has been received for the construction of a storage shed at Lot 25 Gabo Avenue, Merredin.

### Comment

Lot 25 Gabo Avenue, Merredin is zoned 'General Industry' under Local Planning Scheme No. 6. The proposed storage shed will complement the existing infrastructure in place on site by providing cover for vehicle trailers forming part of the current haulage business activity operating from the premises.

The shed will be 48m long x 30m deep with a height of 6.6m and be positioned to the western end of the Lot. 2 sides of the shed will be enclosed with open ends to the north and south allowing for the trailers to be driven through.

The proposed development will not impact on the numbers of people currently employed on site.

### Policy Implications

Compliance with 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 consent (planning approval) be granted for the construction of a storage shed at Lot 25 Gabo Avenue, Merredin.
2. That the applicant be advised of the following;
  1. 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;**

- 2. the proposed development must not encroach upon any existing on site effluent disposal facilities; and**
- 3. it is the applicant's responsibility to effectively manage drainage/water runoff from the property to ensure that the development does not result in damage to any adjoining properties or infrastructure.**

**12.5 Lot 1 (No. 34) Bates Street, Merredin – Application for Planning Approval - Proposed Holiday Accommodation**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Building Act 2011</i>
<b>File Reference:</b>	A308
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.5A</a> - Application

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

An application has been received for retrospective development (planning) approval for the use of the premises located at Lot 1 (No. 34) Bates Street, Merredin for holiday accommodation purposes.

### Comment

Sometime in mid-2013, unauthorised work was undertaken at the property located Lot 1 (No. 34) Bates Street, Merredin changing the use of the premises from office (class 5 building) to short term accommodation (class 1b – boarding house). It appears that the work in question was undertaken without the relevant planning and building approval processes taking place.

An inspection of the premises by the EMDS and EHO was undertaken on 26 June 2017 and raised concerns about the compliance of the premises with provisions of the Building Code of Australia.

On 10 August 2017, the EMDS wrote to the owner suggesting that the matter be resolved by undertaking the following action:

1. lodge an application for retrospective development approval (planning consent) seeking approval from Council for the use of the premises located at Lot 1 (No. 34) Bates Street, Merredin for 'Holiday Accommodation'; and



- engage a suitably qualified professional to carry out an inspection of the building and supply the Shire of Merredin with certification that confirms that the building complies with all the applicable technical aspects for the construction of the building with respect to the classification (use) of the said building.

This has led to the current application for retrospective development approval being lodged.

Lot 1 (No. 34) Bates Street is zoned 'Town Centre' under the Local Planning Scheme No. 6. Holiday accommodation is a 'D' use and as such requires Council approval.

The use of the premises for short stay (holiday accommodation) over the past several years has not resulted in any complaints being lodged. The retrospective approval of the existing activity would clarify Council's position with respect to this matter and give the owner of the premises certainty with respect to the future use of the premises.

The premises will need to be brought in to compliance with requirements of the Building Code of Australia.

The maximum accommodation of the premises will need to be limited to a maximum of 6 guests at any one time to avoid additional requirements pertaining to lodging houses as specified by the *Health Act 1911*.

#### Policy Implications

Nil

#### Statutory Implications

Compliance with the *Building Act 2011*; *Health Act 1911* and Local 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

Planning application fees have been paid.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That retrospective development approval be granted for the use of the property located at Lot 1 (No. 34) Bates Street, Merredin for Holiday Accommodation purposes, subject to:

1. the premises being brought into compliance with requirements of the (National Construction Code) Building Code of Australia relevant to the classification of the building given its current use; and
2. the maximum accommodation of the premises not exceeding 6 guests at any one time.

**12.6 Lot 898 (No. 55) Endersbee Street, Merredin – Home Occupation Application – Sewing Business**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	Town Planning Scheme No. 6.
<b>File Reference:</b>	A1283
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.6A</a> - Application

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

An application for planning approval has been received for a home occupation approval relating to a proposed sewing and alterations business to be conducted from the property located at Lot 898 (No. 55) Endersbee Street, Merredin.

### Comment

Lot 898 (No. 55) Endersbee Street Merredin is zoned 'Residential' under the Local Planning Scheme No.6. The proposed home occupation is a 'D' use and as such requires Council approval.

The applicant advises that the business will operate from a single room at the residence and will be limited to 2-3 days per week between the hours of 9.00am and 3.00pm. The business will not operate during weekends. The applicant is also seeking permission to display a removable 800mm x 600mm sign related to the business activity that would be displayed from the front veranda during the hours of the home occupation operation.

Given the type of activity in question (sewing and alterations) there should be no impact on the amenity of the surrounding area.

The EMDS has spoken with the owner of the adjoining property (53 Endersbee Street), who advised that the occupiers of 55 Endersbee Street are very good neighbours and he has no objection to the home occupation activity taking place on the premises.

The applicant has advised the EMDS that she has spoken with the other adjoining property owner (57 Endersbee Street) who also has no objection to the proposed home occupation activity taking place on the premises.

### Policy Implications

Nil

### Statutory Implications

Compliance with the Shire of Merredin Local 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

Planning application fees have been paid.

### Voting Requirements



Simple Majority



Absolute Majority


### Officer's Recommendation

The application for development consent for the proposed home occupation business (sewing and alterations) to be located at Lot 898 (No. 55) Endersbee Street, Merredin be approved subject to:

1. the applicant obtaining a valid home occupation permit from the Shire of Merredin;
2. the home business operation being limited to one room on the premises;
3. the home business operation being limited to 3 days per week (weekdays only), between the hours of 9.00am and 3.00pm;
4. the home business operation being limited to one vehicle accessing the property at a time; and
5. the business related sign only being displayed during times when the home business operation is open to the public.

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

#### 13.1 Policy 2.27 – Attendance Management and Policy 2.18 – Sick/Personal Leave

<h2>Engineering Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Mike Hudson, EMES	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	Policy Manual	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 13.1A</a> – Policy 2.27 and Policy 2.18	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

A review of the Shire of Merredin Policy Manual highlighted deficiencies in policy with regard to “Attendance Management” when dealing with sick and personal leave.

#### Comment

The proposed policy 2.27 has been developed to minimise absenteeism and resolve attendance issues in a positive manner. The policy lays out a methodology to address absenteeism which results in a reduced level of service. The policy sets out the reporting requirements for an employee and clarifies the eligibility for sick and personal leave. The policy provides a structure of review and recording standards for employees who are regularly absent from duties and the outlines the consequences for breaching the policy.

#### Policy Implications

An amendment to Policy 2.18 – Sick/Personal leave is required as indicated in the attachment, with an additional policy of Policy 2.27 - Attendance Management.

#### Statutory Implications

Compliance with the Section 5.41 of the *Local Government Act 1995*.

### 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.D4.1 – Implement good and accountable 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

Nil

### Financial Implications

Nil

### Voting Requirements



Simple Majority




Absolute Majority

### Officer's Recommendation

**That Policy 2.27 – Attendance Management and the amendment to Policy 2.18 – Sick/Personal Leave, 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>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.1A</a> - List of Accounts Paid	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Background**

The attached List of Accounts Paid during the month of August 2017 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 \$589,513.41 from Council's Municipal Fund Bank Account and \$297.55 from Council's Trust Account be endorsed.**

## 14.2 Statement of Financial Activity

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

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

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

### Comment

Operating Income and Expenditure is mainly consistent with Council's YTD Budget, however at this stage of the financial year it difficult to make any comment.

#### Capital Expenditure

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

#### Others

Councillors may note the discrepancy with the Trust Bank Note 4 against the Trust Summary on Note 12.

These currently show a \$632,868.69 variance and this mostly relates to invoices raised on behalf of CEACA for site works on Stage I and Stage II. Once the invoices are paid this variance will not be reported.

### Policy Implications

Nil

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

### Sustainability Implications

#### ➤ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to 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 2017 be received.**

**14.3 Unbudgeted Expenditure - Merredin Military Museum – Kiowa Helicopter**

<h2>Corporate Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Vanessa Green, EA to CEO	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	ICR20171955; RCS/4/6	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.3A</a> – Correspondence	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

On 18 August 2017 the Shire received correspondence from the Merredin Military Museum (MMM) advising they were fortunate to obtain one of the only ex-Army Kiowa helicopters coming to WA.

Initially, the helicopter was to be ready for collection in November 2017, which would have given the MMM ample time to raise the funds necessary for transport costs. However, the process took a lot less time than anticipated and the MMM were advised that they had until 25 August 2017 to collect the helicopter.

The MMM requested Council provide financial assistance of \$7,700 including GST to transport the helicopter to Merredin, on the proviso that the amount be paid back by the MMM in a similar manner to the acquisition of the armoured personnel carrier (APC) in April 2016 (CMRef 81766).

Given the tight timeframe, an email was distributed to Councillors advising of the situation and requesting comment on whether the proposal to loan funds to the MMM would be supported.

While a level of risk was identified, it was suggested the acquisition could be a great opportunity for both the MMM and Merredin generally. Further, as no issues arose from the provision/reimbursement of funds for the APC in 2016, the consensus from the email trail was approval for the loan funds to be provided, on the condition that it be repaid by the end of December 2017, if not before.

### Comment

Consequently, the MMM were advised of Council's approval to loan the funds and the conditions on the loan, which was accepted by the MMM. It is understood the helicopter arrived in Merredin on Tuesday 29 August 2017.

### Policy Implications

Nil

### Statutory Implications

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

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

### Strategic Implications

#### ➤ Strategic Community Plan

Vision Element: Inclusive

Strategic Goal: Merredin (and the region) is an area that is welcoming of diversity

Key Priority: Community Spirit

#### ➤ Corporate Business Plan

Strategy: SP.I1.1 – Maintain a community that is well informed, creating opportunities for community involvement and supporting a caring and health community

Action #: 5

Action: Support (directly and indirectly) events and activities that encourage and enhance community pride and cohesion

Directorate: Community Development

Timeline: Ongoing

## Sustainability Implications

### ➤ Strategic Resource Plan

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

### ➤ Workforce Plan

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

## Risk Implications

There is a risk that the MMM is unable to repay the loan amount.

## Financial Implications

Unbudgeted expenditure of \$7,700 is applicable.

The MMM is expected to repay the amount in instalments, with the balance being paid in full before the Administration closes for the Christmas/New Year period (the date specified being Thursday 21 December 2017).

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation

**That:**

- 1. in accordance with Section 6.8(1)(c) of the *Local Government Act 1995*, Council endorse the unbudgeted expenditure of \$7,700 which enables the Merredin Military Museum to transport a Kiowa Helicopter for its collection; and**
- 2. notes the Merredin Military Museum's commitment to repay the funds by no later than Thursday 21 December 2017.**

**14.4 Integrated Planning and Reporting – Quarterly Monitoring Review  
August 2017**

## Corporate 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>	CM/13/4
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> - Corporate Business Plan 2015/16–2018/19: Quarterly Review – August 2017

### 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 2017 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 is being 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 deliver accountable and measureable outcomes, deliver services and manage assets that can sustain the community and manage systems with the rigour of process and integrity of data to accurately reflect asset management costs.

### Financial Implications

There are financial implications to Council in relation to this item as the 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 2017 be received.**

**14.5 Reserve 22564, Lot 461 On Deposited Plan 201925, Merredin – Merredin Playgroup – Lease Agreement**

## Community Services



**Responsible Officer:**

Rebecca McCall, DCEO

**Author:**

As above

**Legislation:**

*Local Government Act 1995*

**File Reference:**

L11

**Disclosure of Interest:**

Nil

**Attachments:**

[Attachment 14.5A](#) – Lease Agreement

[Attachment 14.5B](#) – Consent Letter

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The Shire of Merredin holds a management order (MO) over Reserve 22564 (Lot 461 on Deposited Plan 201925), Throssell Road, Merredin, known as the Old Kindergarten. The MO enables the Shire to lease subject to the approval of the Minister for Lands.

The property has been leased to the Merredin Playgroup Pty Ltd (Playgroup) since 2009 for the purpose of providing an early year's program.

### Comment

The Shire of Merredin sought permission from the Minister of Lands for a new lease agreement between the Shire of Merredin and Playgroup. In accordance with section 18 of the *Lands Administration Act 1997* the Minister's approval is granted to the lease.

The lease is for a 2 year period commencing 1 July 2017 and expiring 30 June 2019 with an option for a further term of 1 year. The lease reflects the terms and conditions of the previous lease.

In accordance with Regulation 30(2)(b)(i) of the *Local Government (Functions and General) Regulations 1996*, as the property in question will be leased to a body whose objectives are educational in nature the provisions of Section 3.58 of the *Local Government Act 1995* relating to the disposal of property and required public advertising do not apply.

### Policy Implications

Nil

### Statutory Implications

Compliance with the *Local Government Act 1995, Land Administration Act 1997, and Local Government (Functions and General) Regulations 1996*.

### Strategic Implications

#### ➤ Strategic Community Plan

Vision Element: Inclusive

Strategic Goal: Merredin (and the region) is an area that is welcoming of diversity

Key Priority: Community Spirit

#### ➤ Corporate Business Plan

Strategy: Maintain a community that is well informed, creating opportunities for community involvement and supporting a caring and healthy community

Action #: Support early years initiatives and programs

Action: 4

Directorate: Community Services

Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

The Strategic Resource Plan identifies capital and maintenance allocations for the property.

#### ➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

### Risk Implications

Without a lease agreement the Playgroup will be displaced and not able to continue operations. This will result in losing a valuable and well-supported early years' service to the Merredin community.

### Financial Implications

By entering into the proposed lease agreement the Shire of Merredin will receive an income of \$480 from the lease payments and ensure the premises is tenanted and looked after on an ongoing basis.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

**That:**

- 1. Council agree to enter into a new lease agreement with the Merredin Playgroup Pty Ltd for the property located at Reserve 22564, Lot 461 on Deposited Plan 201925, Throssell Road, Merredin, known as the Old Kindergarten as per the lease agreement presented in Attachment 14.5A; and**
- 2. Council authorises the Shire President and Chief Executive Officer to execute the lease agreement by signing on behalf of Council and affixing the common seal to the lease agreement.**

**14.6 Merredin Dog Park Development Proposal**

**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>	RCS/8
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.6A</a> - Dog Park Research Document <a href="#">Attachment 14.6B</a> - Dog Park Survey Report

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

In late 2016 residents of the Shire of Merredin raised the potential of having an enclosed off-leash area for dogs in Merredin. This was promoted through social media and a hard copy petition circulated throughout the Shire. In March 2017, a petition with 156 signatures was received by staff.

In June 2017, the Shire of Merredin released an online survey in order to gauge the level of support shown by local residents for a fenced, off-leash dog exercise area within the Merredin townsite. From the survey results the following points have been noted:

<b>Comment</b>	<b>Number of Respondents</b>
Support the development of a dog park	119
Do not support the development of a dog park	9
Unsure	3
Likely to use a dog park	93
Would not use a dog park	17
Might use a dog park	21
<b>Total of 131 respondents</b>	

Frequency of Use	Number of Respondents
Daily	35
Several times a week	58
Monthly	6
Several times a month	16
Would not use a dog park	16
<b>Total of 115 respondents</b>	

Staff researched the development of a dog park and identified potential sites - refer to Attachment 14.6A. 8 potential locations were assessed for accessibility and functionality. In addition, the development expenditure for each site was costed.

The locations were narrowed to 2 preferable locations based on accessibility and development costs. The locations selected include:

1. Location 6 – Merredin Recreation Precinct, Bates Street, Merredin; and
2. Location 8 – North Merredin Primary School Precinct, Bates Street, Merredin.

To determine the community's preferred location of a dog park the 2 options were provided on the Shire of Merredin's Facebook page for comment.

#### Comment

Off-leash dog parks are not only good for dogs and their owners but benefit the whole community by:

1. encouraging people to exercise and stimulate social interaction;
2. accommodating senior citizens and the disabled, who cannot always walk their dogs on leash, or who perhaps are no longer able to own a dog but like to have the company of dogs; and
3. build a community of people committed to parks, community involvement and the environment.

The dog park could also benefit visitors with dogs travelling through Merredin as the facility would provide an enclosed space for their pet to have a run.

Location 8 located on the North Merredin Primary School precinct (corner of Bates and Coronation Streets) was preference of those who responded to the survey - refer to Attachment 14.6B.

External funding options would be explored including:

1. Collgar Wind Farm Community Grants;
2. Lotterywest;
3. Stronger Communities Programme Round 3;
4. Healthways; and
5. Doctor Chris Dog Park Grants.

Community partnerships are also a viable option with the Merredin Men's Shed expressing an interest to manufacture the agility equipment for the dog park.

### Policy Implications

Nil

### Statutory Implications

Nil

### Strategic Implications

#### ➤ Strategic Community Plan

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: Town Enhancement

#### ➤ Corporate Business Plan

Strategy: SP.L4.1

Action #: Progressively renew public open spaces to include public amenities, parks and gardens within Merredin

Action: 5

Directorate: Community & Engineering Services

Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

The Strategic Resource Plan (SRP) includes an allocation to progressively renew the public amenities within Merredin. The lifecycle operational costs of the proposed dog park will be to be factored into the SRP.

#### ➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

### Risk Implications

Currently, Merredin Peak is the sole designated public off-leash exercise area for dogs in Merredin. This location is not accessible or suitable to all dog owners and does not meet access and inclusion strategies. By not providing an enclosed off-leash option within close proximity to the main services of the Merredin townsite the health and wellbeing of some dog owners could potentially be put at risk.



A further risk with the preferred location is that if a dog park is established it may impact on the current 28 site CEACA Inc housing development. As an alternative, any additional housing associated with CEACA could be constructed on the recreation ground site opposite Merrittville.

### Financial Implications

The 2017/18 Budget includes an allocation of \$40,621 for the development of the proposed dog park. The project is dependent on unconfirmed external funding of \$31,000. Council's total resources towards the development will be \$9,500.

Ongoing operational costs to maintain the dog park will be approximately \$9,500 per annum. Should the cost of funding the park be by way of a levy or additional charge to the dog registration fee rather than any other source of funding (rates) this will require further investigation. It may be of interest to note that there are approximately 400 dogs currently registered.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

**That:**

- 1. Council develop a dog park on the North Merredin Primary School site subject to securing external funding to subsidise the development cost estimated at \$40,621; and**
- 2. funding of the annual maintenance costs be referred to staff for further consideration.**

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

**15.1 Shire of Merredin Christmas/New Year Opening Hours**

## 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>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

For the last few years most 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.

### Comment

The Christmas Day public holiday will be observed on Monday 25 December 2017 with the Boxing Day public holiday being observed on Tuesday 26 December 2017, meaning Council offices will be closed on both those days. Similarly, the New Year's Day public holiday will be observed on Monday 1 January 2018 meaning Council offices will also be closed on that day.

It is therefore requested that Shire venues close from Wednesday 27 to Friday 29 December 2017 inclusive. The venues will reopen as usual on Tuesday 2 January 2018. The exception to this will be the CWVC which will open between 10am-2pm between Christmas and New Year (excluding public holidays), which they also did the previous 2 years.

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 2017/18 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 27 December 2017 to Friday 29 December 2017 inclusive with the hours of operation and emergency contacts advertised to the community.**

**15.2 Council Meeting Dates for 2018**

## 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 (Administration) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

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 2018.

### 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.

### 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 2017/18 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 2018 Ordinary Meetings of Council be held in the Council Chambers of the Shire Administration Centre on the following dates commencing at 3.00pm:**

<b>Tuesday 16 January 2018;</b>	<b>Tuesday 17 July 2018;</b>
<b>Tuesday 20 February 2018;</b>	<b>Tuesday 21 August 2018;</b>
<b>Tuesday 20 March 2018;</b>	<b>Tuesday 18 September 2018;</b>
<b>Tuesday 17 April 2018;</b>	<b>Tuesday 16 October 2018;</b>
<b>Tuesday 15 May 2018;</b>	<b>Tuesday 20 November 2018; and</b>
<b>Tuesday 19 June 2018;</b>	<b>Tuesday 18 December 2018</b>

**and the above dates be advertised to the community.**

**15.3 Councillors and Staff Christmas Function**

## 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>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Maps / Diagrams:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Each year Council provides a Christmas function for Councillors and staff to celebrate the season and acknowledge the work achieved throughout the year.

Council Policy 1.12 - Annual Christmas Function states that an agenda item be presented to Council by no later than November each year requesting Council confirm the date and venue of the function.

### Comment

Last year the function was held at the Cummins Theatre and for the previous 3 years before that it was held at the Northside Tavern.

Unfortunately the Theatre is pre-booked through December with various events, meaning it is unable to host the function in 2017. In a change of scenery from the Northside Tavern it is therefore proposed that the 2017 event be held at the MRCLC, with Belgravia Leisure providing the catering, service and clean up. In a further change, it is proposed to conduct the function on Thursday 21 December 2017. Friday 22 December 2017 is a scheduled RDO for the outside crew and other venues generally close by 12.00pm on the last working day before the Christmas/New Year break.

The MRCLC is available on that date and to avoid a possible clash in bookings a reservation of this date has been made.



### Policy Implications

Policy 1.12 Annual Christmas Function states:

*“That Council provide a joint Christmas Function for Councillors, employees and their partners/spouses. The Chief Executive Officer is to place an item on the Council agenda no later than November of each year requesting Council to confirm a date and location for the function.”*

It should be noted that children are not able to attend the event.

### Statutory Implications

Council’s Code of Conduct applies.

### 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

An allocation is included in the 2017/18 Budget for the function.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That the Shire of Merredin 2017 Christmas function for Councillors, staff and their partners be held at the Merredin Regional Community and Leisure Centre on Thursday 21 December 2017.**

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