

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 20 February 2018
Commencing 3.00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 20 February 2018 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

11:00am	Briefings with JCP Consulting
2:00pm	Briefing Session
3:00pm	Council Meeting

GREG POWELL
CHIEF EXECUTIVE OFFICER

14 February 2018

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

CBP	Corporate Business Plan
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy CEO
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils

Shire of Merredin
Ordinary Council Meeting
3:00pm, Tuesday, 20 February 2018



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr KA Hooper	President
Cr MD Willis	Deputy President
Cr BJ Anderson	
Cr LN Boehme	
Cr AR Butler	
Cr RM Crees	
Cr JR Flockart	
Cr PR Patroni	

Staff

G Powell	CEO
R McCall	Deputy CEO
P Zenni	EMDS
M Wallace	Media & Communications Officer

Members of the Public:

Apologies: Cr MA Crisafio

Approved Leave of Absence: Nil

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes of the Previous Meetings

7.1 [Ordinary Council Meeting held on 16 January 2018](#)

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 [Great Eastern Country Zone Executive Committee Meeting held on 8 February 2018](#)

11. Recommendations from Committee Meetings for Council consideration

Nil

12. Officer's Reports – Development Services

12.1 [Reserve 23036, Lot 1180 Kitchener Road, Merredin - 510 Army Cadet Unit Merredin - Proposed Lease Agreement](#)

12.2 [Merredin Volunteer Fire and Rescue Service – Storage Shed](#)

12.3 [Lot 58 \(No. 16\) Harling Street, Merredin – Home Occupation Application – Counselling and Psychological Services](#)

13. Officer's Reports – Engineering Services

Nil

14. Officer's Reports – Corporate and Community Services

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [2017/18 Budget Review](#)

14.4 [Business Continuity Plan - Review](#)

14.5 [Equal Employment Opportunity Policy](#)

14.6 [Equal Employment Opportunity Management Plan 2018-2020](#)

14.7 [Integrated Planning and Reporting – Quarterly Monitoring Review February 2018](#)

- 14.8 [MADCAPS - Community Funding Application for 2017/18 Budget Consideration](#)
- 14.9 [Central Wheatbelt Visitor Centre Business Plan Review](#)
- 14.10 [MRCLC Cooling System](#)
- 14.11 [Merredin Tourism Plan 2018](#)
- 14.12 [No 4 Steam Pump Station, Great Eastern Highway Merredin](#)
- 14.13 [Strategic Community Plan: Community Progress Report – February 2018](#)

15. Officer's Reports – Administration

- 15.1 [Local Government Act Review – Response to Minister's Discussion Paper](#)

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 Meetings

- 7.1 Ordinary Council Meeting held on 16 January 2018
Attachment 7.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 16 January 2018 be confirmed as a true and accurate record of proceedings.

10. Receipt of Minutes of Committee Meetings

- 10.1 Great Eastern Country Zone Executive Committee Meeting held on 8 February 2018
Attachment 10.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on 8 February 2018 be received.

12. Officer's Reports - Development Services

12.1 Reserve 23036, Lot 1180 Kitchener Road, Merredin - 510 Army Cadet Unit Merredin - Proposed Lease Agreement

<h2>Development Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Peter Zenni, EMDS	
Author:	Rebecca McCall, DCEO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	L12	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Draft Lease Agreement	

Purpose of Report



Executive Decision



Legislative Requirement

Background

Since 1963 the vesting of Reserve 23036, Lot 1180 Kitchener Road, Merredin has been held by the Shire of Merredin for the purpose of recreation. The site for many years accommodated the Merredin Basketball and Netball Associations. The 510 Army Cadet Unit has occupied the site since 2007.

Comment

Currently no lease agreement exists between the Shire and 510 Army Cadet Unit for the use of this property. The proposed lease would replace the expired lease and commence the process of standardising all agreements in place between the Shire and users.

The proposed lease is for a 5 year period, commencing 1 March 2018 and expiring 30 April 2023, with an option to renew the lease for a further 5 year period expiring 30 June 2028.

As part of the preparation of the proposed lease agreement Shire representatives met with the Commanding Officer.

The implementation of a formal lease agreement between the Shire and 510 Army Cadet Unit will provide certainty with respect to the ongoing use of the land in question for cadet educational and training purposes.

Policy Implications

Nil

Statutory Implications

Compliance with the *Local Government Act 1995*.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Liveable

Strategic Goal: Merredin has the services, facilities, characteristic and heritage that continue to make Merredin a great place to live and contribute to a liveable region

Key Priority: Built Heritage

➤ Corporate Business Plan

Strategy: SP.L3.1

Action #: 2

Action: Support projects that preserve and promote the Shire's historical artefacts and memorabilia

Directorate: Community Development

Timeline: 2018/19

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

By entering in to the proposed lease agreement the Shire of Merredin will receive an income from the lease payments to partially offset operational expenditure incurred by Council over the term of the lease and ensure that the premises is tenanted and looked after on an ongoing basis.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That subject to obtaining approval from the Minister for Lands, Council:

- 1. Enters into a lease agreement with the 510 Army Cadet Unit for the property located on Reserve 23036, Lot 1180 Kitchener Road, Merredin in accordance with the draft lease agreement presented in Attachment 12.1A; and**
- 2. Authorise the President and Chief Executive Officer to execute the document.**

12.2 Merredin Volunteer Fire and Rescue Service – Storage Shed

<h2>Development Services</h2>		 <p>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</p>
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	MRC/4/01	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - Correspondence and Plans	

Purpose of Report

Executive Decision

Legislative Requirement

Background

A request has been received from the Merredin Volunteer Fire and Rescue Service (MVFRS) seeking approval for the construction of a storage shed at the MRCLC.

The proposed project is identified in the Merredin Sports Council’s Strategic Plan and the MRCLC Management Plan.

Comment

The EMDS met with MVFRS representative, Mr Phil Van Der Merwe, on Friday, 2 February 2018, to discuss the proposal.

The proposed storage shed will be located adjacent to the MRCLC cricket nets in close proximity to the area currently utilised by the MVFRS for its training and competitions and will be used to store equipment and vehicles utilised for MVFRS activities.

Mr Van Der Merwe has indicated the costs of construction and ongoing maintenance of the storage shed will be borne by the MVFRS.

A copy of the Merredin Sports Council minutes from its meeting held on Tuesday, 14 October 2017 are attached and state as follows:

“Moved Donna Crook

Seconded Glen Crees

That the Merredin Sports Council support the MVFR planned structure (shed) being included in the MRC&LC Draft Sporting Renewal and New Development Project Plan Summary 2017-2027.

CARRIED”

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: 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 as the costs associated with the construction and ongoing maintenance of the storage shed will be borne by the MVFRS.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation

That approval be granted for the Merredin Volunteer Fire and Rescue Service to construct a storage shed at the Merredin Community and Leisure Centre at the location indicated in Attachment 12.2A, subject to:

- 1. Costs associated with the construction and ongoing maintenance of the storage shed being borne by the Merredin Volunteer Fire and Rescue Service; and**
- 2. The Merredin Volunteer Fire and Rescue Service being advised that this approval does not constitute a building permit and that an application for a building permit for the construction of the proposed storage shed must be submitted to the Shire of Merredin and be approved before any construction work can commence onsite.**

12.3 Lot 58 (No. 16) Harling Street, Merredin – Home Occupation Application – Counselling and Psychological Services

<h2>Development Services</h2>		 <p>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</p>
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	Local Planning Scheme No. 6.	
File Reference:	A1960	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.3A – Application and Plans	

Purpose of Report

Executive Decision

Legislative Requirement

Background

An application has been received for a home occupation approval relating to a proposed counselling and psychological services to be conducted from a property located at Lot 58 (No. 16) Harling Street, Merredin.

Comment

Lot 58 (No. 16) Harling Street, Merredin is zoned 'Residential' under the Local Planning Scheme No. 6 (LPS6). The proposed home occupation is a 'D' use and as such requires development approval from Council. The applicant advises the business will operate from a single room at the residence and the hours of operation will be limited to Monday to Friday during normal business hours, as well as Saturday mornings. The business will operate on a referral basis (only) via set appointments and will be limited to a maximum of six clients per day.

Given the type of activity (counselling services) there should be no impact on the amenity of the surrounding area.

The applicant has supplied written correspondence from the owners of the adjoining properties confirming that they have no objection to the proposed home occupation activity taking place.

Policy Implications

Nil

Statutory Implications

Compliance with the LPS6.

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: 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

Planning application fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the application for development consent for the proposed home occupation business (counselling and psychological services) to be located at Lot 58 (No. 16) Harling Street, Merredin be approved subject to:


- 1. The applicant obtaining a home occupation permit from the Shire of Merredin;**
- 2. The home occupation business operation being limited to one room of the premises;**
- 3. The home occupation business operation being limited to Monday to Friday between the hours of 9:00am and 5:00pm and Saturday mornings between the hours of 9:00am and 12:00pm;**
- 4. The home occupation business operation being limited to one vehicle accessing the property at a time; and**
- 5. The display of a business related sign being limited to a removable 800mm x 600mm sign to be displayed during the hours of the home occupation business operation.**

13. Officer's Reports - Engineering Services

Nil items to report.

14. Officer's Reports – Corporate and Community Services

14.1 List of Accounts Paid

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

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached List of Accounts Paid during the month of January 2018 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, electronic funds transfers, bank charges, directly debited payments and wages, as numbered and totalling \$742,498.42 from Council's Municipal Fund Bank Account and \$449.55 from Council's Trust Account, be received.

14.2 Statement of Financial Activity

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

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, are attached for Council's information.

Comment

Operating Income and Expenditure is mainly consistent with Council's YTD Budget. The mid-year review and subsequent report has been carried out this month with a detailed report to Council at Item 14.3.

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 \$4,663.70 variance and this relates to invoices raised for Trust Bonds.

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 #: 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
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

The Financial Activity Report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the CEO has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in Regulation 5 of the *Local Government (Financial Management Regulations) 1996*, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

Financial Implications

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

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 2018 be received.

14.3 2017/18 Budget Review

Corporate Services



Responsible Officer:	Charlie Brown, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A – 2017/18 Budget Review

Purpose of Report



Executive Decision



Legislative Requirement

Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that the Shire 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.

Comment

Council is required to consider the budget review submitted to it (Regulation 33A of the *Local Government (Financial Management) Regulations 1996*) and make a determination in relation to the outcomes and recommendations.

The review of the 2017/18 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 the attachment. The projected overall budget surplus at 30 June 2018, after taking into account these variations, will be \$42,637. This amount is available for distribution should a suitable project become available or will be part of the carried forward total to the next budget.

DETAILS

Issues and Options Considered

The budget review has comprised:

1. A review of the adopted budget and an assessment of actual results to date;

2. Against that budget;
3. An assessment and projection of likely results over the remainder of the financial year against the adopted budget; and
4. 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 Council's financial position.

The focus in this review has been on ensuring there is sufficient operational capacity to deliver the services and budget programs as set out in the adopted 2017/18 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 Brought Forward

The actual surplus brought forward from 2017/18 was higher than the budget estimate by \$39,464. In addition, Council has earlier approved variations that resulted in increasing this surplus by a further \$37,000, to a total unallocated of \$76,464.

Operating Income and Expenditure

Various amendments have been proposed as detailed in Attachment 14.3A.

Transfers to Reserves

No further transfers have been proposed other than the "Sale of Land" to the Land and Development Reserve Fund.

Policy Implications

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

Statutory Implications

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

Strategic Implications

➤ **Strategic Community Plan**

Vision Element: Developing
Strategic Goal: The Population & 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 Service
Timeline: Ongoing

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 review the budget as directed 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 2017/18 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* provides a copy of the 2017/18 Budget Review and determination to the Department of Local Government, Sport and Cultural Industries.**

14.4 Shire of Merredin Business Continuity Plan - Review

<h2>Corporate Services</h2>		 <p>SHIRE OF MERREDIN <small>INNOVATING THE WHEATBELT</small></p>
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	RM/2/9	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.4A - Business Continuity Plan Review	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin’s Risk Management Governance Framework forms the policies and procedures to ensure the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals and objectives. The framework includes a risk profiling tool identifying issues, actions, controls and treatments. Business disruption is identified as a risk profile:

Key Control: Business Continuity Plan

Control Type: Recovery

Action: Development of a Business Continuity Plan

Council adopted the Shire of Merredin’s Business Continuity Plan in January 2017 (CMRef 81909).

Comment

The Business Continuity Plan is aimed at ensuring the continuity of business operations, with minimal disruption, in the event of a disaster. Without such a plan, the Shire of Merredin may struggle to manage such as event amidst the confusion that often follows a disaster.

This plan will provide a structured approach to business continuity and disaster recovery planning. Through the provision of preventative measures recovery procedures, the impact of any potential disaster may be significantly reduced.

In accordance to the Shire of Merredin's Risk Management Framework risk management plans are to be reviewed annually.

Policy Implications

Risk Management Policy 3.24

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

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

➤ Corporate Business Plan

Strategy: SP.D4.1
Action #: 2
Action: Ensure policies, procedures and practices are effective, transparent and aligned with program delivery
Directorate: Corporate and Finance Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Chief Executive Officer
Activity: Governance
Current Staff: Not applicable
Focus Area: Organisation Development
Strategy Code: OD
Strategy: Not applicable
Implications: Not applicable

Risk Implications

The Business Continuity Plan will provide a structured approach to business continuity and disaster recovery. Through the provision of preventative measures recovery procedures, the impact of any potential disaster may be significantly reduced.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Business Continuity Plan January 2018, as presented (and amended) in Attachment 14.4A, be adopted.

14.5 Equal Employment Opportunity Policy

<h2>Corporate Services</h2>		
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Equal Opportunity Act 1984</i>	
File Reference:	Policy Manual	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.5A - Equal Employment Opportunity Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Background

In accordance with Section 145(2)(a-h) of the *Equal Opportunity Act 1984* there is a requirement for the Shire of Merredin to develop an Equal Employment Opportunity Management Plan (EOMP) outlining goals and strategies in key areas to eliminated discrimination in the workplace. The initial Plan was developed in 2015.

Comment

To detail the Shire of Merredin’s commitment to equal opportunity a draft policy has been developed for Council’s consideration.

The policy recognises the Shire of Merredin’s legal obligations under the *Equal Opportunity Act 1984* to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur.

The policy applies to all elected members, employees and contractors to the Shire of Merredin.

Policy Implications

Code of Conduct, Policy 2.19 – Bullying, Discrimination and Harassment, Policy 2.25 – Grievances, Investigations & Resolutions and Policy 2.26 - Disciplinary

Statutory Implications

Equal Opportunity Act 1994

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: 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

Without this policy and supporting EEOMP, the Shire of Merredin does not adhere to the requirements outlined in the *Equal Opportunity Act 1984*.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Policy 2.28 – Equal Employment Opportunity, as presented in Attachment 14.5A, be adopted.

14.6 Equal Employment Opportunity Management Plan 2018-2020

<h2>Corporate Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Equal Opportunity Act 1984</i>	
File Reference:	Pl9/1	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.6A - Equal Employment Opportunity Management Plan	

Purpose of Report



Executive Decision



Legislative Requirement

Background

In accordance with Section 145(2)(a-h) of the *Equal Opportunity Act 1984* there is a requirement for the Shire of Merredin to develop an Equal Employment Opportunity Management Plan (EEOMP) outlining goals and strategies in key areas to eliminated discrimination in the workplace. The initial Plan was developed in 2015.

Comment

In accordance to the Shire of Merredin's Risk Management Framework corporate plans are to be reviewed annually. The EEOMP has been reviewed and is attached for Council's information.

Policy Implications

Code of Conduct, Policy 2.19 – Bullying, Discrimination and Harassment, Policy 2.25 – Grievances, Investigations & Resolutions and Policy 2.26 – Disciplinary Policy.

Statutory Implications

Equal Opportunity Act 1994

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 practices are effective, transparent and aligned with program delivery
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ 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

Without this EEOMP the Shire of Merredin does not adhere to the requirements outlined in the *Equal Opportunity Act 1984*.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Equal Employment Opportunity Management Plan, as presented (and amended) in Attachment 14.6A, be adopted.

14.7 Integrated Planning and Reporting – Quarterly Monitoring Review February 2018

<h2>Corporate Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	CM/13/4	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.7A - Corporate Business Plan 2015/16–2018/19: Quarterly Review – February 2018	

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 – February 2018 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:

1. Deliver accountable and measureable outcomes;
2. Deliver services and manage assets that can sustain the community; and

3. Management of systems with the rigour of process and integrity of data to accurately reflect asset management costs.

Financial Implications

There are financial implications to Council in relation to this item as the suite of plans recognises 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 – February 2018, as presented in Attachment 14.7A, be received.

14.8 Merredin and Districts Childcare and Play School (MADCAPS) – Community Funding Application for 2017/18 Budget Consideration

<h2>Community Services</h2>		 <p>SHIRE OF MERREDIN INNOVATING THE WHEATBELT</p>
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	Policy Manual – 3.19 Community Funding	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.8A - MADCAPS Community Funding Application 2017/18	

Purpose of Report

- Executive Decision
 Legislative Requirement

Background

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

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

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

The following groups are eligible for funding support:

1. Incorporated non-for-profit organisations based within the Shire of Merredin; and

2. Incorporated non-for profit organisations undertaking projects for the benefits of the Shire of Merredin’s residents and whose primary aim is the improvement of the quality of life of the community and non-incorporated community groups under the auspices of an incorporated organisation.

Comment

The Shire advertised in the Phoenix community newspaper (16 February 2017 edition) for expressions of interest from not-for-profit, incorporated community groups and organisations with project and program needs which will be considered by Council when developing the 2017/18 Budget. Eight applications were received, evaluated and considered by Council.

Unfortunately due to staff leave one application was missed. The application was submitted via email on the closing date. Management made the decision to evaluate this application during the budget review period and present to Council for consideration.

Organisation	Project	Amount Requested \$	Recommended Support \$
MADCAPS	Outdoor Play Area (Years 2+)	\$4,419 Cash	\$4,419 Cash
<i>Total Approved (CMRef 81977)</i>	<i>\$9,300</i>	<i>\$4,350 Cash</i>	<i>\$4,950 In-Kind</i>
NEW TOTAL	\$13,719	\$8,769 Cash	\$4,950 In-Kind

The application is attached for Council’s perusal.

Policy Implications

Shire of Merredin Policy Manual – 3.19 Community Funding

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management 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: SP.1.1.1 – Maintain a community that is well informed, creating opportunities for community involvement and support a caring and healthy community

Action #: 3
Action: Support early years initiatives and programs
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

An allocation per annum is included in the Strategic Resource Plan to support annual community budget submissions.

➤ Workforce Plan

Directorate: Community and Economic Services
Activity: Community Development and Events
Current Staff: 5 Full Time; 4 Part-Time
Focus Area: Alternative Labour Sources
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

There is minimal risk to the Shire. If the submission is not considered there is a risk that the project may not progress unless MADCAPS can identify another source of financial assistance.

Financial Implications

A provision of \$4,419 to be included in the 2017/18 Budget Review at Account Eo41170 – Public Relations and Donations for MADCAPS.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council provide financial support to Merredin and Districts Childcare and Play School, being a cash allocation of \$4,419 in the 2017/18 Budget Review.

14.9 Central Wheatbelt Visitor Centre Business Plan Review

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	VC/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.9A - CWVC Business Plan 2018

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Central Wheatbelt Visitor Centre (CWVC) Business Plan 2016 was adopted at the Ordinary Meeting of Council in February 2016 (CMRef 81936) and reviewed in January 2017 (CMRef 81911). The business plan is reviewed annually.

Comment

The review included the:

1. Organisation structure;
2. Internal strategies, policies and procedures;
3. Opportunities for future growth;
4. Identified strategies and objectives; and
5. Key result areas.

Attached is a copy of the final CWVC Business Plan Review for Council's consideration.

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: 1
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The objectives outlined in the business plan will impact on the SRP as lifecycle costs will need to be considered and dependent whether identified objectives are achieved.

➤ 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

The business plan outlines processes and structures needed to achieve strategies with the aim of improving the effectiveness and efficiency of the CWVC services.

Financial Implications

Financial implications associated in this item are identified in the 2017/18 Budget outlining income and expenditure for annual operations. Outlined strategic priorities beyond 2017/18 will need to be considered at future budget deliberations.

Voting Requirements


Simple Majority

Absolute Majority

Officer's Recommendation

That the Central Wheatbelt Visitor Centre Business Plan 2018, as presented in Attachment 14.9A, be adopted.

14.10 Merredin Regional Community & Leisure Centre (MRCLC) Cooling System

<h2>Community Services</h2>		
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	MRC	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.10A - Correspondence	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Merredin Basketball Association’s (MBA) strategic plan includes the goal to install a cooling or ventilation system to cool the stadium located at the MRCLC. This goal was also identified in the overall strategic plan for the Merredin Sports Council. The MBA commenced fundraising for this proposed project prior to 2014. Solmec Consultants were engaged in May 2017 to prepare a mechanical engineer’s report to ascertain suitable cooling options and approximate costings.

Comment

In addition to the engineering report, staff undertook comprehensive research into the options and costings to install an efficient and effective cooling system within the MRCLC stadium. The outcome has identified that sweeping fans in conjunction with ventilators will be the most cost effective system.

The cost for supply and install:

Item	Net	Gross (includes GST)
Supply & install sweep fans	\$24,940	\$27,434
Electrical (sweep fans)	\$3,000	\$3,300
Supply ventilators	\$12,800	\$14,080
Install ventilators	\$3,000	\$3,300

Electrical (ventilators)	\$2,000	\$2,200
Sub Total	\$45,740	\$50,314
Project Management		\$1,280
TOTAL		\$51,594

The MBA is committed to contribute towards the project and have secured a \$15,000 contribution from the Merredin Sports Council. It is yet to be confirmed if the MBA has secured additional funding through corporate sponsorship. The MBA is seeking financial support from Council.

The Department of Local Government, Sport and Cultural Industries has advised that the project will not be supported through CSRFF.

As part of due diligence it is necessary to be mindful of planned capital renewal projects. The renewal of the indoor courts is scheduled for 2021/22 at an estimated cost of \$42,500.

It is proposed that the project is included in the 2018/19 Budget aiming to be implemented in September in readiness for the 2018/19 basketball season.

For consideration:

Funding Body	Contribution
Shire of Merredin	\$18,297
Merredin Basketball Association	\$18,297
Merredin Sports Council	\$15,000

The MBA confirmed its preferred option for cooling the MRCLC stadium is the installation of sweep fans.

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: 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: Key Assets

➤ **Corporate Business Plan**

Strategy: SP.L2.3 – Develop, maintain and support appropriate recreational facilities and services through the Shire
Action #: 2
Action: Implement of strategies and actions identified in the MRCLC Business Plan
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ **Strategic Resource Plan**

An allocation per annum will need to be included in the Strategic Resource Plan to support annual maintenance cost and renewal.

➤ **Workforce Plan**

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

Risk Implications

There is minimal risk to the Shire. If the request is not considered there is a risk that the project may not progress unless the MBA can identify another source of financial assistance.

Financial Implications

A provision of \$18,297 to be included in the 2018/19 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council provide financial support towards the cooling project at the Merredin Regional Community & Leisure Centre, being a cash allocation of \$18,297 in the 2018/19 Budget.

14.11 Merredin Tourism Plan 2018

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	VC/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.11A - Merredin Tourism Plan 2018

Purpose of Report



Executive Decision



Legislative Requirement

Background

It was identified by local tourism operators and organisations that there was a need to develop a Tourism Plan specifically for Merredin. The purpose of the Plan is to facilitate working collaboratively as a community to develop, grow and promote tourism that will result in increased visitation.

The initial Plan was received by Council in January 2017 (CMRef 81908).

Comment

The Merredin Tourism Group has reviewed the Plan. The reviewed included:

1. Vision, mission and values;
2. Stakeholders and target audience;
3. Tourism structure;
4. Roles and responsibilities; and
5. Strategic objectives.

Attached is a copy of the reviewed Plan for Council's consideration.

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: 1
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The objectives outlined in the Tourism Plan may impact on the SRP as lifecycle costs will need to be considered and will be dependent on whether identified objectives are achieved.

➤ 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

The Tourism Plan outlines processes and structures needed to achieve strategies with the aim of improving the effectiveness and efficiency of the CWVC services.

Financial Implications

Financial implications associated in this item are identified in the 2017/18 Budget outlining income and expenditure for annual operations. Outlined strategic priorities beyond 2017/18 will need to be considered during future budget deliberations.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Merredin Tourism Plan 2018, as presented in Attachment 14.11A, be adopted.

14.12 No 4 Steam Pump Station, Great Eastern Highway, Merredin

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	Local Government Act 1995
File Reference:	78/35; LUP/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.12A – Project Budget
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The No 4 Steam Pump Station was designed by architect, CY O'Connor and built in 1902 as part of the Goldfields water supply scheme and was used until 1960 when an electrically driven station replaced it. Now just the shell of the building remains with all interior machinery and fittings having been removed.

The site is heritage listed and is jointly managed by the Shire of Merredin and the National Trust of Western Australia.

The Shire of Merredin, in conjunction with the National Trust of Western Australia, was successful in its application to the Australian Government Department of the Environment 'Protecting National Historic Sites' 2017 program to undertake maintenance work and prepare architectural and structural documentation and costing for conservation works to No 4 Pump Station.

Comment

A previous hazardous materials report was completed on behalf of the Water Corporation, however this survey was only of the Water Corporation assets at the site and did not include survey of the pump station building. In order to drain and safely clean out the water/dried mud from the basement of the engine room, the National Trust requested a grant variation to include an Hazardous Materials Survey as a new project activity which was approved in October 2017. The National Trust engaged consultants to conduct an inspection of the pump station building and surrounds and assess the risk associated with the hazardous

material. A final report was prepared at the end of November 2017.

A 'Brief for Tender for No 4 Pump Station maintenance works' was sent out in the first week of January 2018 and closed on 31 January 2018. The National Trust had three compliant builders submitting their tenders. The lowest tender was \$62,844 plus GST. The asbestos removal component cost of \$29,400 is the most expensive of the items as the Hazardous Materials survey (undertaken by consultants) identified friable asbestos debris inside the pump station including friable pipework insulation, friable textile mat, potentially friable asbestos debris associated with rusted trestle and railway switch point and a range of non-friable ACM around the site.

The estimate of \$25,000 (original total activity costs for maintenance works) did not include asbestos removal, drainage of the basement and securing of openings, which were added after the project grant was approved.

As the maintenance works can be undertaken only after the site is clear of friable and non-friable asbestos, the National Trust has decided to proceed with the removal of asbestos works and undertake the remaining components of the maintenance works (drainage, secure openings and cleaning out of the boiler and engine room) at a later stage, funding permitted.

The National Trust has contacted the Department of the Environment and requested a project budget variation to allocate the quantity surveyors fees of \$4,000 (from program funding requested) towards the No 4 Pump Station maintenance works to complete the asbestos removal component of the works. There is approximately a \$1,000 saving from consulting fees (\$5,555), which the National Trust will allocate towards the maintenance works as its cash contribution so the total activity costs for maintenances works is \$29,000.

The Department of the Environment & Energy has approved the variation via email on the 12 February 2018. **Attached** is the Project Budget marked up variation which has been approved. Total amounts for Third Party Contribution, Program Funding Request and Total Activity Costs have not change (please note marked up in red was approved on October 2017, marked up in green was approved in February 2018).

The National Trust has been negotiating with the successful Tenderer to revise the preliminaries and scope of works. Below is the current breakdown of costs:

Preliminaries	\$8,740 + GST
Cleaning Out Basement	\$1,800 + GST

The National Trust is short \$10,540 to fund the preliminaries and clean out of the basement.

The National Trust has already contributed \$11,500 for this project and is not in a position to fund more. As joint managers of the site the National Trust is requesting that the Shire contribute maintenance works and make No 4 Pump Station ready for the next stage of works in the near future, funding permitting.

Other components of the maintenance works, which will not be undertaken at

this stage because there is not funding, are the following:

Pipe repairs to drainage	\$2,400 + GST
Securing openings including large arch on east elevation	\$11,392 + GST
Cleaning out engine and boiler rooms	\$2,608 + GST

Policy Implications

Municipal Heritage Inventory – LGA Reference 78/35

Statutory Implications

Heritage Council WA – Reference 1564

Strategic Implications

➤ Strategic Community Plan

Vision Element: Liveable

Strategic Goal: Merredin has the services, facilities, characteristics and heritage that continues to make Merredin a great place to live and contribute to a liveable region

Key Priority: Built Heritage

➤ Corporate Business Plan

Strategy: Protect and promote the Shire's diverse culture and heritage

Action #: SP.L3.1

Action: 1

Directorate: Support the preservation of heritage buildings and significant sites

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

There is currently no provision for maintenance, renewal or upgrades for the No 4 Pump Station in the Strategic Resource Plan.

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

There is minimal risk to the Shire. If the request is not considered there is a risk that the project may not progress unless the National Trust WA can identify another source of financial assistance.

Financial Implications

Financial implications associated in this item are not identified in the 2017/18 budget. The budget review process has identified a small surplus of \$42,637. It is proposed that a portion of the budgeted surplus is utilised to fund the \$10,540 requested to support this project.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That Council provide financial support towards the restoration works at the No 4 Pump Station, being a cash allocation of \$10,540, in the 2017/18 Budget funded from the estimated surplus identified in the mid-year financial review.

14.13 Strategic Community Plan: Community Progress Report – February 2018

<h2>Corporate Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Rebecca McCall, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	CM/13/4	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.13A - Strategic Community Plan: Community Progress Report – February 2018	
Maps / Diagrams:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Strategic Community Plan sets out the Community's vision, aspirations, outcomes and strategies for Council to implement over the next ten years. It is the principal plan by setting the direction of all services during the next decade.

A clear direction to meet the needs of the community has been set, whilst ensuring the constraints of finances, asset management and staffing levels are understood. This will enable Council to deliver on what has been planned for.

Council recognises that to meet current and future community expectations, it needs to take into account the external environment, as well as how it funds and deliver all of its services.

To make informed decisions on behalf of the community, Council has engaged the community on its aspirations and set realistic goals taking into account resource constraints.

The Integrated Planning Framework helps staff set the strategic direction for the Shire and translates that direction into actions and strategies through the Shire's Corporate Business Plan and Budget.

The framework allows for annual reviews to ensure Council provides relevant services with adequate funding, assets and people.

Comment

Monitoring and regular reviews of plans are undertaken to ensure actions and achievements can be measured and evaluated. The intent of the Integrated Planning and Reporting Framework is to ensure the priorities and services provided by the Shire of Merredin are aligned with community needs and aspirations. The informing strategies take into account available resources to deliver the best possible outcomes for the community.

It is important for the Shire to be able to measure and monitor initiatives to deliver on the strategic aspirations detailed in the Strategic Community Plan. Council is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments. Reporting to the community on the performance and achievement of the Strategic Community Plan is provided through Community Progress Reports and the Annual Report.

The Community Progress Report – February 2018 is **attached** for Council's perusal.

Policy Implications

Nil

Statutory Implications

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*.

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:	52
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:

4. Deliver accountable and measureable outcomes
5. Deliver services and manage assets that can sustain the community
6. Management of systems with the rigour of process and integrity of data to accurately reflect asset management costs

Financial Implications

There are financial implications to Council in relation to this items 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 Strategic Community Plan 2015/16 – 2018/19: Community Progress Report – February 2018 be received.

15. Officer's Reports – Administration

15.1 Local Government Act Review – Response to Minister's Discussion Paper

<h2>Administration</h2>		
Responsible Officer:	Greg Powell, CEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	CM/10/1	
Disclosure of Interest:	Nil	
Attachments:	Attachment 15.1A – Discussion Paper Attachment 15.1B – LGProfessionals Draft Response Attachment 15.1C – WEROC Response	

Purpose of Report



Executive Decision



Legislative Requirement

Background

In 2017, the Minister for Local Government announced a review of the *Local Government Act 1995* (the Act). WALGA responded to the invitation to comment through its Zones and specifically the issues that had been raised through its AGM's and Zones and its policy positions on specific issues.

In late 2017 the Minister published a Discussion Paper (circulated to Councillors previously) together with a questionnaire. Although discussed at the most recent GECZ meeting, it was agreed that responses should come from individual Councils rather than a joint response from the Zone. Subsequently, staff from the WEROC Councils met to consider responses to the questionnaire.

Comment

Attachment 15.1C includes collective responses from the WEROC meeting for Council's consideration, amendment as required and additions where deemed necessary. It also provides an opportunity for specific Council comment. The experience and circumstance to some questions can vary from Council to Council and responses should reflect the local situation. Matters requiring further consideration are highlighted.

Attachment 15.1B includes a draft response proposed by industry body, LG Professionals, which is provided for Councillors information and may assist in adding to the questionnaire.

Policy Implications

Nil

Statutory Implications

Proposed amendments to the *Local Government Act 1995*.

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 Council completes the draft questionnaire relating to the Minister's Discussion Paper on the review of the *Local Government Act 1995*.

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