

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 17 April 2018



## 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

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Shire of Merredin  
Ordinary Council Meeting  
Tuesday 17 April 2018



**1. Official Opening**

The President welcomed those in attendance and declared the meeting open at 3.01pm.

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

**Councillors:**

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

**Staff**

G Powell	CEO
R McCall	Deputy CEO
P Zenni	EMDS (until 3.14pm)
V Green	EA to CEO

**Members of the Public:** Nil

**Apologies:** Cr BJ Anderson

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Councillor Boehme declared a Proximity Interest in Item 12.2 and a Financial Interest in Item 14.6.

Councillor Butler declared an Impartiality Interest in Item 14.6.

Councillor Flockart declared an Impartiality Interest in Items 12.1 and 14.6 and a Financial Interest in Item 19.1.

R McCall, DCEO, declared a Financial Interest in Item 19.1

## 5. Applications for Leave of Absence

Councillor Crisafio requested Leave of Absence for the August 2018 meeting.

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Crees

**Seconded:** Cr Boehme

**82155** That Councillor Crisafio be granted Leave of Absence for the August 2018 meeting.

**CARRIED 8/o**

## 6. Petitions and Presentations

Nil

## 7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 20 March 2018

[Attachment 7.1A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Crees

**82156** That the Minutes of the Ordinary Council Meeting held on 20 March 2018 be confirmed as a true and accurate record of proceedings.

**CARRIED 8/o**

## 8. Announcements by the Person Presiding without discussion

Nil

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

19.1 Merredin Regional Community and Leisure Centre – Belgravia Leisure – Extension of Contract

Refer to [Page 41](#) for the resolution of this Item.

## 10. Receipt of Minutes of Committee Meetings

10.1 WEROC Council Meeting held on 28 February 2018

[Attachment 10.1A](#)

- 10.2 GECZ Meeting held on 1 March 2018  
[Attachment 10.2A](#)
- 10.3 Bush Fire Control Officers Annual General Meeting held on 14 March 2018  
[Attachment 10.3A](#)
- 10.4 CEACA Special Committee Meeting held on 26 March 2018  
[Attachment 10.4A](#)
- 10.5 CEACA Committee Meeting held on 26 March 2018  
[Attachment 10.5A](#)

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation / Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Crees

**82157** That the Minutes of the WEROC Council Meeting held on 28 February 2018, the GECZ Meeting held on 1 March 2018, the Bush Fire Control Officers Annual General Meeting held on 14 March 2018, the CEACA Special Committee Meeting held on 26 March 2018 and the CEACA Committee Meeting held on 26 March 2018 be received.

**CARRIED 8/o**

## 11. Recommendations from Committee Meetings for Council consideration

### 11.1 Bush Fire Brigades Annual General Meeting held on 14 March 2018

#### Election of Office Bearers – 2018/19 Fire Season

##### Voting Requirements

Simple Majority

Absolute Majority

#### Brigade's Resolution

##### Chief Bush Fire Control Officer

Nominated: Stephen Crook

Moved: J Flockart      Seconded: N Smith

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

##### Deputy Chief Bush Fire Control Officer

Nominated: John Flockart

Moved: G Crees      Seconded: N Smith

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

##### Fire Control Officers

Moved: G Crees      Seconded: J Flockart

That the following people be appointed as Fire Control Officers of the Shire of Merredin for the 2018/19 fire season:

N Smith	Nukarni/Nokanning	C Barnett	Burracoppin
M Caughey	Nukarni/Nokanning	S Higgins	Collgar
J Alvaro	Nukarni/Nokanning	G Crees	Collgar
J Goodier	Korbelka	D Beck	South Burracoppin
J Flockart	Korbelka	N Edgecombe	South Burracoppin
C Hooper	Korbelka	D Major	Muntadgin
C Gethin	Hines Hill	P Wanless	Muntadgin
C Miller	Hines Hill	Kim Friis	Merredin Area

CARRIED



**Fire Weather Officers**

Moved: G Crees                      Seconded: J Alvaro

That the following people be appointed as Fire Weather Officers of the Shire of Merredin for the 2018/19 fire season:

North East	C Barnett
South East	N Edgecombe
North	Neil Smith
South West	C Hooper
Central	S Crook
South	P Wanless
West	C Gethin

CARRIED

**Dual Fire Control Officers**

Moved: G Crees                      Seconded: J Alvaro

That the following people be appointed as Dual Fire Control Officers for the 2018/19 fire season:

Bruce Rock	C Hooper and J Flockart
Kellerberrin	C Gethin and C Miller
Nungarin	M Caughey and N Smith

CARRIED

**Officer's Recommendation / Resolution**

**Moved:** Cr Flockart                                              **Seconded:** Cr Willis

**82158** That all prior appointments be rescinded and the following appointments be made for the 2018/19 fire season:

**1. Chief Bush Fire Control Officer**

**Mr Stephen Crook be appointed to the position of Chief Bush Fire Control Officer.**

**2. Deputy Chief Bush Fire Control Officer**

**Mr John Flockart be appointed to the position of Deputy Chief Bush Fire Control Officer.**

**3. Fire Control Officers**

<b>N Smith</b>	<b>Nukarni/Nokanning</b>	<b>C Barnett</b>	<b>Burracoppin</b>
<b>M Caughey</b>	<b>Nukarni/Nokanning</b>	<b>S Higgins</b>	<b>Collgar</b>
<b>J Alvaro</b>	<b>Nukarni/Nokanning</b>	<b>G Crees</b>	<b>Collgar</b>
<b>J Goodier</b>	<b>Korbelka</b>	<b>D Beck</b>	<b>South Burracoppin</b>
<b>J Flockart</b>	<b>Korbelka</b>	<b>N Edgecombe</b>	<b>South Burracoppin</b>
<b>C Hooper</b>	<b>Korbelka</b>	<b>D Major</b>	<b>Muntadgin</b>
<b>C Gethin</b>	<b>Hines Hill</b>	<b>P Wanless</b>	<b>Muntadgin</b>
<b>C Miller</b>	<b>Hines Hill</b>	<b>Kim Friis</b>	<b>Merredin Area</b>

**4. Fire Weather Officers**

<b>North East</b>	<b>C Barnett</b>
<b>South East</b>	<b>N Edgecombe</b>
<b>North</b>	<b>Neil Smith</b>
<b>South West</b>	<b>C Hooper</b>
<b>Central</b>	<b>S Crook</b>
<b>South</b>	<b>P Wanless</b>
<b>West</b>	<b>C Gethin</b>

**5. Dual Fire Control Officers**

<b>Bruce Rock</b>	<b>C Hooper and J Flockart</b>
<b>Kellerberrin</b>	<b>C Gethin and C Miller</b>
<b>Nungarin</b>	<b>M Caughey and N Smith</b>

**CARRIED BY ABSOLUTE MAJORITY 8/o**

## 12. Officer's Reports - Development Services

Councillor Flockart declared an Impartiality Interest in this Item 12.1.

### 12.1 Portion of Lot 200, 110 Barrack Street, Merredin - Merredin Fine Arts Society - Proposed Lease Agreement

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	Rebecca McCall, DCEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Lease File
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> - Draft Lease Agreement

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The Merredin Fine Arts Society (MFAS) has functioned as an incorporated body for 50 years. Currently the group operates from the Merredin Railway Museum which is inadequate for their purposes in terms of space and access.

### Comment

To operate more effectively, the MFAS is requiring additional working space to accommodate its members and storage. The MFAS is also keen to create a gallery to display art. The aim is to open the gallery a few days a week to enable the public to view local art with the option to purchase.

The MFAS approached the Shire of Merredin regarding the possibility to lease the old library located on a portion of Lot 200, 110 Barrack Street, Merredin.

As part of the preparation of the proposed lease agreement staff met with delegated representatives from the MFAS. The proposed lease is for a 5 year period, commencing 1 July 2018 and expiring 30 June 2023, with an option to renew the lease for a further 5 year period expiring 30 June 2028.

The implementation of a formal lease agreement between the Shire and MFAS will provide certainty with respect to the ongoing use of the building for art and cultural 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 into 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 are tenanted and looked after on an ongoing basis.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Willis

**Seconded:** Cr Patroni


**82159** That:

1. Council agree to enter into a new lease agreement with the Merredin Fine Arts Society for a portion of the property located on Lot 200, 110 Barrack Street, Merredin (known as the Old Library) as per the draft lease agreement presented in Attachment 12.1A; and
2. the President and Chief Executive Officer be authorised to execute the lease agreement by signing the lease agreement on behalf of Council and attaching the common seal.

**CARRIED 8/o**

3.14pm - Councillor Boehme declared a Proximity Interest in this Item 12.2 and left the meeting.

**12.2 Lot 109 Whitfield Way, Merredin – Application for Planning Approval – Storage Shed with Reduced Setback**

<h2>Development Services</h2>		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	As above	
<b>Legislation:</b>	Town Planning Scheme No. 6.	
<b>File Reference:</b>	A9529	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> – Plans	

**Purpose of Report**

- Executive Decision                       Legislative Requirement

**Background**

An application for planning approval has been received for a proposed storage shed to be located at Lot 109 Whitfield Way, Merredin.

At its December 2017 meeting Council considered an application for planning approval for development of the Lot and resolved (CMRef 82098):

***“That planning approval for a relocatable home including sheds, water tanks, below ground pool, verandas, paving and gardens, as presented in Attachment 12.6A, on Lot 109 Whitfield Way, Merredin be approved subject to:***

- 1. Setbacks being in accordance with R2 Residential Designs Codes;***
- 2. Detailed site plans of the development of the block being provided; and***
- 3. The applicant being advised that the granting of planning approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Merredin and be approved before any work can commence on site.”***

Subsequent to this the applicant has sought and obtained building permits for the relocatable home and swimming pool to be placed on site.

The applicant is now seeking approval for the placement of a storage shed (for storage of vehicles and personal possessions) at the rear of the Lot with a reduced setback to that required by the Residential Design Codes (R Codes).

The R2 Coding specified by the R Codes requires a minimum setback of 20 metres from the primary frontage and 10 metres from side and rear boundaries. In this case the proposed setback would be reduced to 4 metres from both the side and rear boundaries.

The R Codes allow for a variation to setback requirements subject to compliance with Design Principles, these being:

1. to reduce the impact of building bulk on adjoining properties;
2. to provide adequate direct sun and ventilation to the building and open spaces on the site and the adjoining properties; and
3. to minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

#### **Comment**

The original application for planning consent lodged with Council and considered at the December 2017 meeting referred to Attachment 12.6A. This attachment incorporated a site plan which clearly shows the proposed shed being located on site with a reduced setback.

In addition the size of the lot in question, as well as the fact that the proposed storage shed will be located at the rear of the block, will minimise any impact on the visual amenity of the surrounding area.

The adjoining lots do not have any existing buildings that are in the vicinity of the building in question. The proposed storage shed is a non-habitable structure. As such, the proposed reduction in the side and rear setbacks will not adversely impact on the R Code design principles in this case.

The proposed reduced setbacks will still meet the minimum fire separation requirements specified by the Building Code of Australia. The proposed storage shed will also comply with Council Policy 8.22 – Outbuildings in Residential Areas.

#### **Policy Implications**

The proposed development will comply with Policy 8.22 – Outbuildings in Residential Areas.

#### **Statutory Implications**

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

#### **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**

The relevant planning application fees have been paid.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Patroni

**Seconded:** Cr Crisafio

**82160 That:**

1. **planning approval be granted for a storage shed (incorporating a reduced Residential Design Codes side and rear setback), as presented in Attachment 12.2A, to be located on Lot 109 Whitfield Way, Merredin; and**
2. **the applicant be advised that the granting of planning approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Merredin and be approved before any work can commence on site.**

**CARRIED 7/0**

*3.15pm – Councillor Boehme entered the meeting. P Zenni, EMDS, left the meeting and did not return.*



**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>		
<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 March 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 / Resolution**


**Moved:** Cr Butler

**Seconded:** Cr Crees

**82161** That the schedule of accounts paid as listed covering cheques, electronic funds transfers, bank charges, directly debited payments and wages, as numbered and totalling \$729,994.74 from Council's Municipal Fund Bank Account and \$398.25 from Council's Trust Account, be received.

**CARRIED 8/o**

## 14.2 Statement of Financial Activity

<h1>Corporate Services</h1>		 <b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.2A</a> - 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 net current financial position is actually \$5,000,000 better than is reported due to the way that the CEACA transaction in repaying the State was processed.

### 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 \$2,025.35 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 Report are nil.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Willis

**82162** That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31 March 2018 be received.

**CARRIED BY ABSOLUTE MAJORITY 8/o**

**14.3 Policy Manual Review – Policy 2.11 - Superannuation**

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<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 14.3A</a> – Policy 2.11

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The purpose of Policy 2.11 – Superannuation is to determine to what extent Council will contribute to employees superannuation who chose to make matching contributions.

### Comment

In accordance with the Shire of Merredin’s Risk Management Framework policies are to be reviewed biennially.

Policy 2.11 relating to Superannuation has been reviewed.

### Policy Implications

An update of the Policy and Policy Manual is required as indicated in the attached.

### Statutory Implications

As outlined in 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 #: 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: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

**Risk Implications**

Nil

**Financial Implications**

Impact on the Salaries and Wages budget by 0.5% of those employee's already at the maximum of 4.5% contribution. The employee would need to increase their contribution otherwise there is no effect. The maximum effect on the Budget would currently be \$4,295.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Flockart

**Seconded:** Cr Boehme

**82163** That Policy 2.11 – Superannuation, as presented (and amended) in Attachment 14.3, be adopted.

**CARRIED 8/o**



**14.4 Policy Manual Review - Policy 5.9 – Cummins Theatre – Waived or Discounted Hire Fees**

## 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>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> – Policy 5.9

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The purpose of Policy 5.9 is to encourage and support increased community use of the Cummins Theatre. In accordance to the Shire of Merredin's Risk Management Framework policies are to be reviewed biennially.

Policy 5.9 relating to Cummins Theatre – Waived or Discounted Hire Fees was reviewed and presented to Council at its March 2018 meeting however the motion was withdrawn and referred to staff for further consideration (CMRef 82146).

Council wanted to ensure that funds from any future donations were retained by individuals or organisations located within or providing services to the Shire of Merredin.

### Comment

Staff considered the matter further and recommend two additional conditions be included in the policy criteria:

1. *Recipients of donations provided through monies raised by an Event must benefit the Shire of Merredin and its residents.*
2. *Recipients of donations provided through monies raised by an Event must be a not-for-profit organisation.*

It is proposed that an application form is completed by individuals or organisations requesting consideration for a discount or waiver of fees.

### Policy Implications

An update of the Policy and Policy Manual is required as indicated in the attachment.

### Statutory Implications

*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 #: 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: 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 / Resolution**

**Moved:** Cr Crees

**Seconded:** Cr Flockart

**82164** That Policy 5.9 – Cummins Theatre – Waived or Discounted Hire Fees, as presented (and amended) in Attachment 14.4A, be adopted.

**CARRIED 8/o**

**14.5 Pioneers' Pathway - Strategic Operational Plan 2018-21 - 2017-18 Annual Progress Summary**

## Community Services



<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	VC/8
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.5A</a> - Pioneers' Pathway Strategic Operation Plan 2018-21 <a href="#">Attachment 14.5B</a> - Pioneers' Pathway 2017-18 Annual Progress Summary

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Pioneers' Pathway aims to work collaboratively with Councils along the Pioneers' Pathway route (from Toodyay to Merredin) developing tourism in the region by promoting a self-drive trail from Perth reminiscing the path of pioneers during the gold rush of the eastern goldfields.

The Pioneers' Pathway Advisory Committee (PPAC) comprises seven local governments who share a common interest and regional boundaries.

At its March 2017 meeting Council resolved (CMRef 81948):

***“That:***

- 1. Council supports the ongoing annual financial contribution of \$1,500 for Pioneers Pathway product development and maintenance for a minimum of 3 years;***
- 2. Council supports the additional financial contribution of \$2,000 to employ an executive officer to project manage the Pioneers Pathway initiative for a minimum of 3 years;***
- 3. the Pioneers Pathway action plan prepared by the Stakeholder committee, as presented in Attachment 14.4A, be noted; and***

**4. Council will opt out of the Pioneers Pathway initiative if a commitment from all 7 Councils is not forthcoming by 31 March 2017.”**

An MoU was executed in 2017 for a three-year period which expires 30 June 2020.

**Comment**

The PPAC worked with an external facilitator to assist with the development of the Pioneers’ Pathway Strategic Operation Plan 2018-21 which is attached for Council’s perusal. The Plan outlines a roadmap for the group over the next three years. It will guide and inform the core activities of the PPAC and the executive officer and assist the PPAC in planning and managing their resources. It also aims to inform Member Councils of the purpose and goals of the group.

Since March 2017, the PPAC has worked towards completing the five identified priorities in the Plan. The Pioneers’ Pathway 2017-18 Annual Progress Summary is also attached for Council’s perusal.

**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 Strategic Resource Plan includes Council’s annual financial commitment to Pioneers’ Pathway. Resources required to further develop the Pioneers’ Pathway product are yet to be determined.

➤ [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

Nil

#### Financial Implications

Council has committed to support the ongoing annual financial contribution of \$1,500 for Pioneers' Pathway product development and maintenance for a minimum of 3 years (commencing in 2017/18). Council has also committed to support the additional financial contribution of \$2,000 to employ an executive officer to project manage the Pioneers' Pathway initiative for a minimum of 3 years (commencing in 2017/18).

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation / Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Crisafio

**82165 That:**


1. the Pioneers' Pathway Strategic Operational Plan 2018-21, as presented in Attachment 14.5A, be adopted; and
2. the Pioneers' Pathway 2017-18 Annual Progress Summary, as presented in Attachment 14.5B, be received.

**CARRIED 8/o**

3.23pm - Councillor Boehme declared a Financial Interest in this Item 14.6 and left the meeting.

Councillors Butler and Flockart declared an Impartiality Interest in this Item 14.6.

## 14.6 Community Funding Applications for 2018/19 Budget Consideration

<h3>Community Services</h3>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Rebecca McCall, DCEO	
<b>Author:</b>	As above	
<b>Legislation:</b>	Local Government Act 1995	
<b>File Reference:</b>	2018/19 Budget	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.6A</a> - Applications Received <a href="#">Attachment 14.6B</a> - Evaluation Table	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

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

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

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

The following groups are eligible for funding support:

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

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

	<b>Comment</b>
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The Shire advertised in the Phoenix Community Newspaper (2 February 2018 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 2018/19 Budget. The following applications were received and are included in Attachment 14.6A:

Organisation	Project	Amount Requested \$	Recommended Support \$
Merredin Community Resource Centre	Hosting of three community events; <ul style="list-style-type: none"> <li>• Australia Day Breakfast</li> <li>• Seniors Luncheon</li> <li>• Thank a Volunteer</li> </ul> Facilitate two workshops ‘upskilling volunteers’	\$3,600	\$3,600
Merredin Repertory Club <i>auspicing</i> A Choired Taste	Hosting of a community dinner concert in partnership with Silver Threads	\$858	\$858
MADCAPS	Installation of outdoor seating and carpet mat	\$1,780	\$980
Merredin & Districts Agricultural Society	Support for annual Merredin Show	\$10,200	\$10,200
Wheatbelt Events Committee	Hosting of International Women’s Day Luncheon	\$1,100	\$1,100
Merredin Fine Arts Society	Hosting Art Exhibit	\$2,321	\$2,321
Merredin Sports Council	Hosting Merredin Sports Awards	\$2,500	\$500
Merredin College	Support of specialised volleyball program	\$1,200	\$1,200



Organisation	Project	Amount Requested \$	Recommended Support \$
Merredin Museum	Military Installation of CCTV	\$2,500	\$2,500
<b>TOTAL</b>		<b>\$26,059</b>	<b>\$23,259</b>

The evaluation spreadsheet is also attached for Council's perusal.

### Policy Implications

Policy – 3.19 Community Funding applies.

### 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.I1.1 – Maintain a community that is well informed, creating opportunities for community involvement and support a caring and healthy community

Action #: 4

Action: Support events and activities that encourage and enhance community pride and cohesion

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 submissions are not considered there is a risk that the outlined events may not progress unless the organisations can identify another source of financial assistance.

**Financial Implications**

A provision of \$23,259 to be included in the 2018/19 Budget at Account E041170 – Public Relations and Donations and Account E132331 - Merredin Show for the following organisations and amounts:

Recipient	Cash	Venue Hire	Job Costs
Merredin Community Resource Centre	\$2,400	\$1,200	
Merredin Repertory Club auspicing A Choired Taste		\$858	
MADCAPS	\$980		
Merredin Agricultural Society		\$8,500	\$1,700
Wheatbelt Events Committee		\$1,100	
Merredin Fine Arts Society		\$2,321	
Merredin Sports Council	\$500		
Merredin College		\$1,200	
Merredin Military Museum	\$2,500		
<b>TOTAL</b>	<b>\$6,380</b>	<b>\$15,179</b>	<b>\$1,700</b>

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Willis

**Seconded:** Cr Patroni

**82166** That Council provide financial support to the following community projects, being a cash and in-kind allocation of \$23,259 in the 2018/19 Budget, for the following amounts and under the following conditions:

1. Merredin Community Resource Centre;
  - a. provide support of \$3,600;
  - b. acknowledges the support provided by the Shire of Merredin in all promotional material;

- c. provides details to Council for each event six weeks prior to each event; and
      - d. provides to Council a report upon completion of the project.
2. Merredin Repertory Club auspicing A Choired Taste;
  - a. provide support of \$858;
  - b. acknowledges the support provided by the Shire of Merredin in all promotional material; and
  - c. provides to Council a report upon completion of the event.
3. MADCAPS:
  - a. provide support of \$980;
  - b. acknowledges the support provided by the Shire of Merredin in all communication and media material; and
  - c. provides to Council a report upon completion of the project.
4. Merredin Agricultural Society;
  - a. provide support of \$10,200;
  - b. acknowledges the support provided by the Shire of Merredin in all communication and media material; and
  - c. provides to Council a report upon completion of the event.
5. Wheatbelt Events Committee;
  - a. provide support of \$1,100;
  - b. acknowledges the support provided by the Shire of Merredin in all promotional material;
  - c. provides to Council a report upon completion of the event; and
  - d. provides the auspicing organisation's letter of support.
6. Merredin Fine Arts Society;
  - a. provide support of \$2,321;
  - b. acknowledges the support provided by the Shire of Merredin in all promotional material; and
  - c. provides to Council a report upon completion of the event.
7. Merredin Sports Council;
  - a. provide support of \$500;
  - b. acknowledges the support provided by the Shire of Merredin in all promotional material; and
  - c. provides to Council a report upon completion of the event.
8. Merredin College;
  - a. provide support of \$1,200;


- b. **acknowledges the support provided by the Shire of Merredin in all communication and promotional material; and**
  - c. **provides to Council a report upon completion of the program.**
9. **Merredin Military Museum;**
- a. **provide support of \$2,500;**
  - b. **acknowledges the support provided by the Shire of Merredin in all media material; and**
  - c. **provides to Council a report upon completion of the project.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

*3.26pm – Councillor Boehme entered the meeting.*

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

**15.1 CEACA Inc – 2018/19 Membership Fees**

<h2>Administration</h2>		 <p><b>SHIRE OF          MERREDIN</b>  <small>INNOVATING THE WHEATBELT</small></p>
<b>Responsible Officer:</b>	Greg Powell, CEO	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Associations Incorporations Act 2015</i>	
<b>File Reference:</b>	CS/16/20	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

The Shire of Merredin has been a member of CEACA Inc since its inception and has been working with CEACA for the construction project of 75 (now 72) new Independent Living Units (ILUs) in 11 Councils.

Unfortunately the State Government has requested \$5M be returned to assist the State Government with budget repair.

With the reduction, the Shires of Bruce Rock, Kellerberrin and Merredin have given up one residence each to assist in meeting the revised budget.

In going forward and with the extension of time due to negotiation with the State Government the construction of the ILUs has been delayed which leads to increased lead times for rental income to be received for the units.

This is evident through the CEACA budget which has been presented to the CEACA Executive and subsequently to the CEACA Committee. The Executive has recommended the Committee approve an increase in subscriptions from a total of \$14,000 last year comprising of \$10,000 Membership Fee and \$4,000 Project and Activities, to a General Membership Fee of \$20,000 in 2018/19.

The Project and Activities funding has been combined with the General Membership as there is insufficient funds to allocate to this field for specific allocation.

## Comment

The role of CEACA is not only to build the units but to continue to monitor and progress the other six platforms within the Verso Report which relate to servicing the various needs of an ageing population.

The CEACA Executive advised the Committee that the immediate priority is to have Management Plans put in place to look after the operation of the ILU's and being specifically:

1. rent setting policies (social and other);
2. how to deal with properties that are being sold; and
3. Management Plan.

With the Shires of Bruce Rock, Kellerberrin and Merredin foregoing a residence to assist in reducing costs there is an overpayment made by these three Councils of \$60,000 (\$20,000 per unit – Construction contribution) which will need to be reimbursed to Bruce Rock, Kellerberrin and Merredin.

Access Housing (CEACA's Project Manager) has advised through the monthly Project Management Reports that with the reduction in funds from the State significant savings had to be identified as well reimbursement to the 3 Councils.

Access Housing has provided the Committee with information that each Council will need to provide additional funding to the program to enable the budget to balance in its current state. The additional funds required are broken up into two parts being:

### **1. Reimbursement of Bruce Rock, Kellerberrin and Merredin overpayment.**

This item was presented to the 26 March 2018 Committee Meeting with the following recommendation adopted.

*“That:*

- 1. CEACA reimburse the Shires of Bruce Rock, Kellerberrin and Merredin \$20,000 each, being the contributions made for units which will be foregone and that CEACA's Members agree to an increase in per unit/site contribution of \$833.33 per unit; and*
- 2. The Shires of Bruce Rock, Kellerberrin and Merredin be given “first right of refusal” on any additional housing constructed through the CEACA Seniors Housing Project should funds become available to allow additional houses to be constructed.”*

### **2. Additional contribution by all Member Councils to balance the budget as there is a current shortfall of \$24,408 with current estimates.**

Therefore it is requested that each member Council allocate additional funds of \$339 per unit as an additional contribution to balance the current budget. The comment is made with the intention to continually work towards seeking additional savings though with the current position of the CEACA construction project and until further consultation is held with the local communities this figure needs to be agreed to at this point in time.

## 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: Accommodation

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

### ➤ Corporate Business Plan

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

Action #: 1

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

Directorate: Office of the CEO

Timeline: 2017/18; 2018/19

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

Action #: 1

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

Directorate: Office of the CEO

Timeline: Ongoing

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil as the housing asset will belong to CEACA Inc, not the Shire of Merredin.

### ➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

### Risk Implications

Nil

### Financial Implications

General Membership \$20,000  
\$833.33 x 26 units = \$21,666.58  
\$339.00 x 26 units = \$8,814.00  
Reimbursement = \$20,000  
Total CEACA contribution = \$30,480.58

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Crees

**Seconded:** Cr Willis

**82167 That Council:**

1. includes the \$20,000 contribution to CEACA in Council's 2018/19 Budget;
2. includes the additional \$833.33 per unit being \$21,666.58 to cover the reimbursement of funds to the Shire's of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council into Council's 2018/19 Budget;
3. includes the additional \$339 per unit being \$8,814 to balance the construction budget for the CEACA project into Council's 2018/19 Budget; and
4. through its CEACA Delegate advise the CEACA Executive Officer of Council's Budget allocations listed from items 1 – 3 above.

**CARRIED BY ABSOLUTE MAJORITY 8/o**



**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**

18.1

**19. Matters Behind Closed Doors**

In accordance with Section 5.23(c) of the *Local Government Act 1995* Council went Behind Closed Doors to discuss a contract entered into, or which may be entered into, by the local government.

**Resolution**

**Moved:** Cr Crees

**Seconded:** Cr Patroni

**82168 That Council move Behind Closed Doors at 3.31pm.**

**CARRIED 7/0**

*3.31pm – Councillor Flockart and R McCall, DCEO, declared a Financial Interest in this Item 19.1 and left the meeting.*

**Resolution**

**Moved:** Cr Willis

**Seconded:** Cr Butler

**82169 That Council return from Behind Closed Doors at 3.59pm.**

**CARRIED 7/0**

19.1 Merredin Regional Community and Leisure Centre – Belgravia Leisure – Extension of Contract

**Voting Requirements**



Simple Majority



Absolute Majority

**Resolution**

**Moved:** Cr Crees

**Seconded:** Cr Crisafio

**82170 That Council:**

1. **accepts the proposal submitted by Belgravia Leisure to extend the Management Agreement for a maximum of five years for the provision of contract management of the Merredin Regional Community and Leisure Centre commencing 1 July 2018; and**

- 2. accepts the Indoor Play Centre Business Plan and permits Belgravia Leisure to implement the project.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

*4.00pm – Councillor Flockart and R McCall, DCEO, entered the meeting.*

<b>20.</b>	<b>Closure</b>
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There being no further business the President thanked those in attendance and declared the meeting closed at 4.06pm.