

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 17 July 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 17 July 2018 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

9.30am	Citizenship Ceremony
10.00am	Briefing Session
12.00pm	Lunch
1.00pm	KPI Workshop
3.00pm	Council Meeting

GREG POWELL  
CHIEF EXECUTIVE OFFICER

11 July 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](mailto: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
MCO	Media & Communications Officer
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 17 July 2018



**1. Official Opening**

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

**Councillors:**

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
V Green	EA to CEO
M Wallace	MCO

**Members of the Public:**

**Apologies:** Cr KA Hooper

**Approved Leave of Absence:** Cr MA Crisafio (CMRef 82189)

**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 19 June 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 [CEACA Inc Committee Meeting held 6 June 2018](#)

10.2 [WEROC Council Meeting held 27 June 2018](#)

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

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

12.1 [Lot 503 Gabo Avenue, Merredin – Proposed Upgrades to CBH Grain Handling Facilities](#)

12.2 [Local Planning Scheme No. 6 Amendment No 6 - Merredin Motel](#)

12.3 [Policy Manual Review - Policy 8.26 – Building and Planning Application Fee Refunds](#)

12.4 [Policy Manual Review - Policy 8.1 - Radio Masts/Satellite Dishes](#)

12.5 [Policy Manual Review - Policy 8.2 – Amalgamation of Lots](#)

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

Nil

**14. Officers Reports – Corporate and Community Services**

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [2018/19 Differential Rates Adoption](#)

14.4 [2018/19 Budget Adoption](#)

14.5 [Policy Manual Review - Merredin Regional Community and Leisure Centre Policies](#)

14.6 [Integrated Planning and Reporting – Adoption of Strategic Community Plan 2018-2028 and Corporate Business Plan 2018-2022 Adoption](#)

14.7 [Policy Manual Review - Policy 3.24 – Risk Management](#)

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

15.1 [Informal Community Forum – 19 June 2018 – Consideration of Notes and Actions](#)

**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 19 June 2018

[Attachment 7.1A](#)

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That the Minutes of the Ordinary Council Meeting held on 19 June 2018 be confirmed as a true and accurate record of proceedings.**

## 10. Receipt of Minutes of Committee Meetings

10.1 CEACA Inc Committee Meeting held 6 June 2018

[Attachment 10.1A](#)

10.2 WEROC Council Meeting held 27 June 2018

[Attachment 10.2A](#)

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That the Minutes of the Central East Aged Care Alliance Inc. Meeting held on 6 June 2018 and the Wheatbelt East Regional Organisation of Councils Meeting held on 27 June 2018 be received.**

## 12. Officer's Reports - Development Services

### 12.1 Lot 503 Gabo Avenue, Merredin – Proposed Upgrades to CBH Grain Handling Facilities

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Building Act 2011</i> ; Town Planning Scheme No. 6.
<b>File Reference:</b>	A9247
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Application and Plans <a href="#">Attachment 12.1B</a> – WALGA User Guide

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

An application has been received for development approval from Co-operative Bulk Handling (CBH) for proposed development at the CBH grain handling facility located at Lot 503 Gabo Avenue Merredin. The proposed development is aimed at upgrading the existing CBH receival and storage facilities in Merredin.

At its June 2018 meeting, Council considered the application for development approval and resolved (CMRef 82192):

***“That the matter of development approval being granted to Co-operative Bulk Handling for the proposed works at Lot 503 Gabo Avenue, Merredin lay on the table pending clarification and information being provided to the satisfaction of Council on the:***

- 1. internal traffic flow within the site;***
- 2. external traffic flow to and from the site;***
- 3. implications to the intersections with the State road network and surrounding local roads;***
- 4. 5-10 year strategic plan for the site; and***
- 5. Suitability and sustainability of local roads to handle the increased traffic and tonnages being delivered to the site.”***



## Comment

The proposed development consists of a new marshalling area, sampling point, weighing facility and ancillary works to rationalise the handling of the annual receipt of grain and will incorporate:

1. access to the site from Goldfields Road;
2. truck marshalling area;
3. grain sampling platform/hut and two spears;
4. staff lunchroom, toilets, septic system and carpark;
5. weighbridge and hut; and
6. internal roads and stormwater drainage.

### **Strategic Impact**

The subject land is designated ‘General Industry’. The proposal is consistent with the longer-term use of the area.

### **Statutory Impact**

As stated, Lot 503 Gabo Avenue, Merredin is zoned General Industry under the Shire of Merredin Local Planning Scheme No. 6. (LPS). The proposed development falls within an ‘Industry – Rural’ land use which is a ‘P’ use under the LPS.

Council has a local planning policy which controls movable buildings and which requires an application for development approval be lodged with Council. The proposed staff lunchroom and ablution facility are ATCO type transportable buildings. Whilst Council’s policy prohibits such buildings in residential areas, they can be permitted by Council in other (non-residential) zoned areas.

In this case, as the lot is zoned General Industry, and the size of the lot in question and the fact that all of the surrounding lots are also zoned General Industry, its impact on the visual amenity of the surrounding area is limited.

### **Environmental Impact**

The proposed development is consistent with the objectives for a General Industrial area where these types of activities are considered appropriate. Any visual, noise or dust impacts are not considered to be significant.

### **Traffic Impact**

The attached documentation incorporates a Traffic Impact Statement (TIS) from SHAWMAC. The purpose of the TIS was to determine the traffic impact of the proposed expansion on the surrounding road network and to ascertain if any adverse impacts were associated with the proposal.

The TIS assessment was undertaken in accordance with the Western Australian Planning Commission Transport Impact Assessment Guidelines Volume 4 – Individual Developments. The TIS assessment conducted by SHAWMAC concludes that:

1. the traffic generated by the site during harvest periods is expected to be in order of 180 movements out daily with about 44 movements in and out during peak hours;

2. the proposed marshalling yard allows for storage of 30 RAV 7 vehicles and the internal operation will have adequate storage for the peak hour allowing trucks to queue on site and clear of Goldfields Road;
3. over the foreseeable future the traffic generated is likely to be consistent in magnitude to that currently generated and rather than increasing flows, the proposed development is more likely to result in a change in traffic patterns;
4. while the modified traffic flows are likely to affect the immediate intersections, the operational performance of the intersections and safety for road users is not predicted to be compromised;
5. the operation of the intersection of Crooks Road and Great Eastern Highway is not expected to change; and
6. no warrants for improvements to existing road network infrastructure were identified.

Questions were raised relating to the impact of the CBH Network Strategy and rationalisation by CBH of its grain handling and storage infrastructure, with formal confirmation sought from CBH regarding the estimated maximum annual grain tonnages to be received at the Merredin CBH facility over the next five (5) to ten (10) years. In response CBH provided the following advice:

*“Merredin receival site:*

1. *has 500,000 tonnes of storage capacity with average receivals of 350,000 tonnes;*
2. *receivals (in the catchment zone) are forecast to grow to an average of 410,000 over the next 5 years (forecast subject to assumed yield growth);*
3. *as a result of closing non Network Strategy sites (ie Burracoppin, Hines Hill and Nungarin) an additional 55,000 tonnes are expected to flow in to Merredin;*
4. *Merredin will have the sufficient storage capacity to handle forecast receivals of 465,000 tonnes of receivals at harvest; and*
5. *in addition, and as we do now, an approximate 240,000 tonnes will be hubbed in to the site from surrounding Network Strategy sites, outside of harvest, resulting in approximately 700,000 tonnes being railed from Merredin.”*

Discussions held with SHAWMAC confirm that the existing road infrastructure network will more than adequately cater for the proposed tonnages and will not require any improvements.

### **Storm Water Management**

Storm water management will be addressed via the widening of the existing storm water basin adjacent to Gabo Avenue and the provision of a high level overflow feature feeding into a new drainage basin to be located on the Western portion of the site.

Discussions have also identified a preference for water collected in the proposed drainage basin adjacent to Gabo Avenue to be redirected to the Council’s storm water drainage system for use in irrigation of Council’s parks and garden areas, however initial advice received is this may not be possible due to the existing ground levels.

The following advice has been received from SHAWMAC who prepared the drainage strategy for the site:

*“The CBH Merredin Drainage Strategy is based on the following assumptions:*

- 1. Drainage Strategy based on capturing the 1 in 100 year ARI [average recurrence interval] for the site;*
- 2. the drainage basin volume was determined by assessing all storm durations and the infiltration rate (0.00001m/s for sandy clay) and the critical storm duration was determined to be the 12hour storm;*
- 3. the basin is required to accommodate 24,619m<sup>3</sup>. The basin accommodates a volume of 24,720m<sup>3</sup> with 300mm freeboard;*
- 4. as the capacity of the existing basins on site are unknown it has been assumed that the proposed drainage basin 1 will accommodate the runoff from the entire site;*
- 5. coefficient of runoff 0.9 for sealed areas (including bulkheads, marshalling yard and road network) and 0.6 for unsealed areas; and*
- 6. basins have 300mm freeboard (1.5m deep basin and water depth set at 1.2m).”*

In summary, drainage from this site could be a source of water for Council purposes but this will be dependent on the amount of rainfall and the final levels as constructed.

#### **Additional Information**

After the last Council meeting the CEO contacted Main Roads WA (MRWA) and Council’s consultant planner. The following is a synopsis of the information received.

MRWA was provided with a copy of the Minutes and supporting information together with the Shawmac report. The response (edited), albeit technical in nature is as follows and relates mainly to the Great Eastern Highway:

- 1. “Existing intersection of Great Eastern Highway and Crooks Road is fully channelised intersection with dedicated left and right turn pockets.*
- 2. Although report concludes that accelerations lane on Great Eastern Highway is not required, it will be still desirable to apply requirement of acceleration lane based on section 2.8 of RAV assessment guideline. I will discuss this with our Road and Traffic Engineering to confirm.*
- 3. Existing intersection of Great Eastern Highway and Crook Road may need to be lit.*
- 4. Shawmac has referred to Figure 8 -Warrant for Austroad’s turn treatment of Part 4A Guide of road design for unsignalised and signalised intersection and concluded that no need for turning treatments for local roads. However it should be noted this warrant do not take account of % of heavy vehicles. Main Road’s Road and Traffic Engineering Branch has prepared a supplement to Austroads part 4a which is still in draft mode and will be published soon.*

5. *(It will be worthwhile to check warrant for the local road using above equation. Although I doubt it will warrant anything on local roads.)*
6. *As per Shawmac's report it is not clear whether Sidra analysis considered RAV 7 vehicles and if yes what parameter were out in Sidra? If we want to rerun the model, I will speak with Senior Traffic Engineer in Road and Traffic Engineering.*
7. *Shawmac has checked operational efficiency of the intersections and found adequate. However, geometrical aspect of the intersections on the local roads may need to be checked. This is something which can be resolved between Shire and Developer.*
8. *To assess suitability of pavement for additional loading, Wheatbelt region has a process to evaluate but that requires traffic data and FWD data to work out f Characteristic deflection."*

It is apparent that some additional work may be required over time to address the Great Eastern Highway-Crooks Road intersection.

As far as the local roads are concerned the Shire of Merredin is charged with the responsibility of care, control and management of local roads.

Local roads are generally designed to cater for average usage by normal traffic through the year, with the acknowledgement that there will be some peak harvest periods through this time. The local roads are constructed to a standard that would expect to be serviceable for 10-15 years prior to major works being required.

Where an activity is considered by the Shire to require this maintenance cycle to be more frequent due to more frequent use, or use by heavier than normal loads, it may seek to off-set the increased costs of maintenance incurred by Council.

It is understood that CBH is currently rationalising its operations around the State and will decrease the number of terminals. Even without changing the total tonnage of the CBH operations this will result in the increased use of the road networks surrounding the remaining terminals in the CBH network – of which Merredin is one.

This cost of road maintenance is normally funded through the Shire's revenue and will inevitably be shared with all ratepayers. Whilst Council supports the CBH operation in Merredin it considers that it is unreasonable that the ratepayers should bear the cost of increased maintenance of local roads due to the increased use of roads around the CBH terminal.

Shawmac has determined that the existing road system is adequate for the CBH operations proposed initially by the development the subject of this application and consequentially as a result of the network rationalisation. However, this is not seen as conclusive.

WALGA has released a document '*User Guide - Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks*'. A copy of the document is attached.

The Guide could be applied to all local roads in the vicinity of the CBH terminal to determine the impact of its operations and to calculate a cost-sharing arrangement with CBH. It should also be noted that a further development application has been lodged for additional storage at the Merredin terminal.

The Officer's Recommendation below has been modified from that presented to the June Council Meeting, with an additional point addressing the application of the User Guide and it being for a nominated period.

### Policy Implications

Compliance with Local Planning Policy LPP1 – Moveable Buildings.

### Statutory Implications

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

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

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

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### Risk Implications

Nil

### Financial Implications

The relevant development application fees have been paid.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

That:

1. **Temporary Development Approval, valid for a period of 12 months from the date of this determination, be granted to Co-operative Bulk Handling (CBH) for proposed works at Lot 503 Gabo Avenue, Merredin as outlined in Attachment 12.1A, incorporating:**
  - a. **access to the site from Goldfields Road;**
  - b. **truck marshalling area;**
  - c. **grain sampling platform/hut and two spears;**
  - d. **staff lunchroom, toilets, septic system and carpark;**
  - e. **weighbridge and hut; and**
  - f. **internal roads and stormwater drainage.**

**This Temporary Development Approval is subject to the following conditions:**

- a. **the provision of an asphalt seal to the turning zones along Goldfields Road used to access Lot 503 Gabo Avenue, Merredin, to the satisfaction of the local government; and**
  - b. **that the 'User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks' be applied to all local roads with CBH meeting the additional cost of road maintenance as calculated.**
2. **the applicant be advised of the following advice notes:**
    - a. **that the granting of this Temporary Development Approval does not constitute a Building Permit and that an application for a Building Permit must be submitted to the Shire of Merredin and be approved before any work can commence on site;**
    - b. **tie downs for relocatable structures are to be provided in accordance with engineer specifications and relevant Australian Standards;**
    - c. **the buildings must not be used or occupied until the applicable occupancy permits have been obtained from the Shire of Merredin;**
    - d. **an application for the installation of a system for the bacteriolytic treatment of sewage must be lodged with the Shire of Merredin and be approved before any work on the construction of an effluent disposal system can be commenced on site; and**

- e. in order that the development approval remains valid, a fresh Temporary Development Approval application will be required on an annual basis. When Council determines the next Temporary Development Approval it will need to determine, amongst other items, whether the road system used by the facility is in need of additional works resulting from the CBH activities, in which case the Council may consider imposing a condition to address the issue.**

**12.2 Local Planning Scheme No. 6 Amendment No. 6 – Merredin Motel**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	Paul Bashall, Planwest
<b>Legislation:</b>	Local Planning Scheme No. 6.
<b>File Reference:</b>	A2022, A3403, A3404
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> – Scheme Amendment <a href="#">Attachment 12.2B</a> – EPA Clearance <a href="#">Attachment 12.2C</a> – Amendment Notice <a href="#">Attachment 12.2D</a> - Correspondence

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The Shire of Merredin seeks the WA Planning Commission's support and the Hon. Minister's approval to a Scheme Amendment that seeks to amend Schedule Two — Additional Uses by adding a new additional use to allow 'Motel accommodation' on Lots 719, 720 and 971 Hay Street, Merredin, with conditions and adding a new interpretation for motel accommodation.

This Amendment has been prepared to address what may be an anomaly in the Scheme whereby the owners of the three lots, the subject of this amendment, have been paying commercial rates for several years with the belief that the zoning reflected the rating base.

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) the Amendment was classed as a 'standard' amendment and was consequently advertised.

The amendment was referred to the EPA for clearance prior to advertising. This clearance was received on 16 April 2018 (see Attachment 12.2B).

### Existing Scheme

The subject land is currently zoned Residential with a density code of R10/30. This split coding provides for a density of R10 (about 1 dwelling per 1,000m<sup>2</sup>) where the land is unsewered.

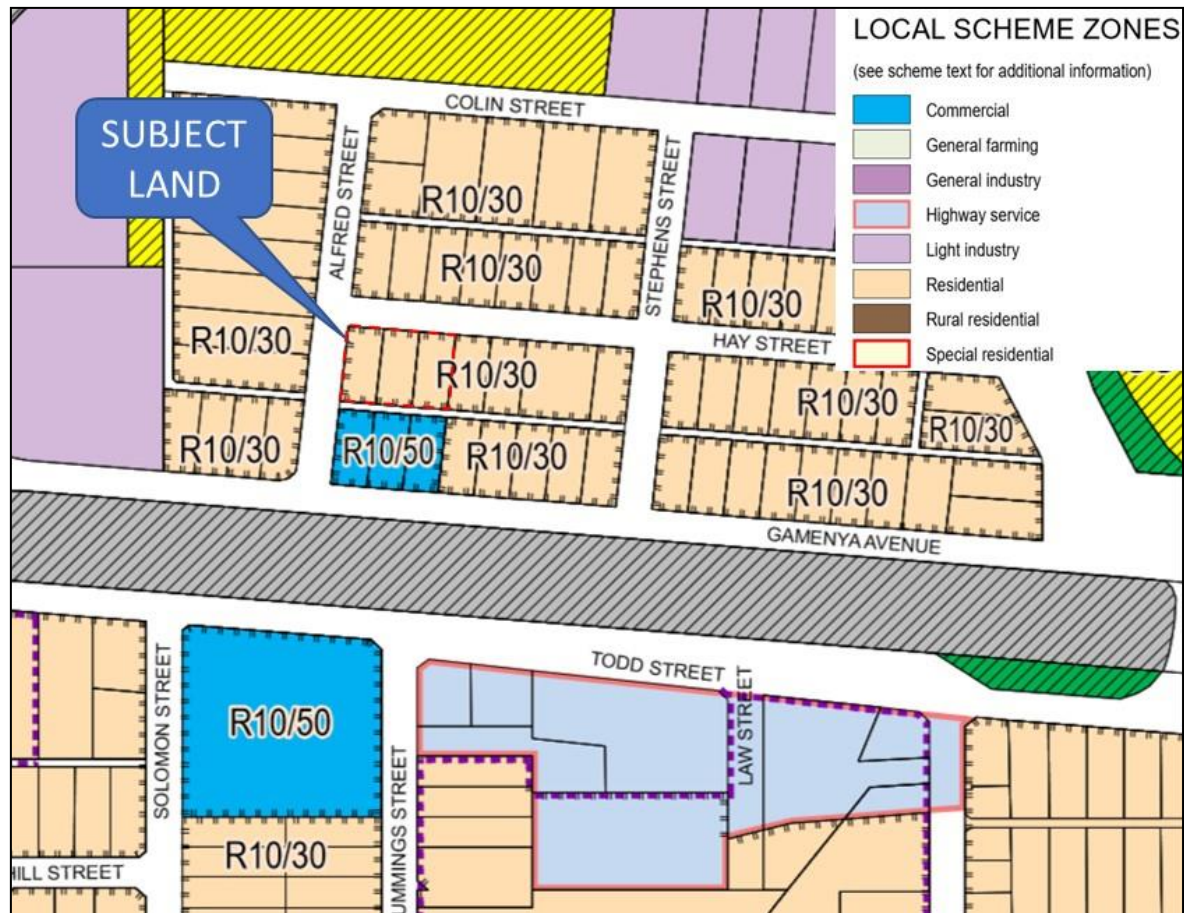


Where deep sewerage is available, a density of R30 (about 3 dwellings per 1,000m<sup>2</sup> or 300m<sup>2</sup> per dwelling) can be permitted. This land has deep sewerage available. The three lots combined amount to 3,033m<sup>2</sup>, that could support up to 10 dwelling units.

The existing motel development, to the south of the subject land, is currently zoned Commercial with an R10/50 density code.

An extract from the Scheme is shown in Figure 1.

FIGURE 1 – EXISTING SCHEME



Source: DPLH, Planwest

Schedule Two of the Scheme provides for additional uses.

Clause 3.5 – Additional Uses, states the following:

*“Despite anything contained in the Zoning Table, the land specified in Schedule 2 may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.”*

Currently there are no additional uses in this Schedule.

### Existing land use

The subject land is currently vacant and remains as three separate lots. As can be seen in Figure 2, the existing Motel is located immediately south of the three lots.

The land on the west side of Alfred Street is occupied by 2 houses – only one of which faces the side of Lot 719. The other lots on the west side of Alfred Street, north of these two houses, are vacant.

The land facing the subject land on Hay Street is developed as a storage yard with no houses facing the subject land or Hay Street. Some other lots in Hay Street, east of the subject land, are occupied by residences.

The subject land is relatively flat and is mostly devoid of vegetation – other than a single tree. There are several street trees on the verges abutting the land.

FIGURE 2 – SUBJECT LAND AND MOTEL DEVELOPMENT



Source: DPLH, Landgate, Planwest

### Proposed Amendment

The alternatives for this amendment are to:

1. either rezone the subject land to Commercial – consistent with the Motel site zoning, or
2. to allow for an additional use of motel accommodation in addition to the uses already permitted under the existing Residential zone.

The disadvantage to the first option is that other commercial uses would be permitted in an essentially residential area. The second option permits the development of only the residential component of the motel development to be permitted on the subject land.

The proposed additional use does not impact the existing residential development potential of the land. Should the development of motel accommodation not be viable, residential could be allowed according to the existing zoning.

The conditions attached to Schedule 2 are designed to:

1. restrict the building height of the motel accommodation to 2 stories to ensure the built environment is consistent with the surrounding residential amenity;
2. restrict vehicular access to either Hay Street or the right of way; and
3. require that Lots 719, 720 and 971 Hay Street be amalgamated with Lots 16-18 Gamenya Avenue prior to the consideration of any Development Approval application for motel accommodation.

By necessity the term 'Motel accommodation' has been added to Schedule One - Dictionary of Defined Words and Expressions as follows;

**“Motel accommodation”** means the residential component of an operating motel that accommodates guests in cabins, chalets or cottages, and is made available for patrons for a period of less than 3 months.

#### **Development**

At this time, the owners of the subject land are also the owners of the 3 lots (Lots 16-18 Gamenya Avenue) on which the existing motel is located (motel lots). The Council has initiated this amendment at the owners' request.

However, if the owners were to construct the motel accommodation on the subject land, the motel lots and the subject land would need to be amalgamated into a single lot. The reason for this requirement is that motel units built on the subject land would not be consistent with the Building Code of Australia (BCA) without the motel component.

For example, motel units traditionally do not have a laundry as they use a communal facility provided by the motel. Without the motel, the motel units would simply be ensuite bedrooms – an entity not provided for in the BCA – therefore could not be supported by the Council.

Under the provisions of the existing zoning (which will remain unchanged with this amendment), each of the three lots the subject of this amendment has the capacity to support 3 dwelling units, or up to 10 dwelling units if the 3 lots were amalgamated.

#### **Comment**

The proposed amendment will provide the owners with the option of using the 3 lots on Hay Street for residential use (as currently zoned) or for the accommodation component of a motel.

The motel accommodation development option will require:

1. amalgamation of all of the lots (six in total) as a single lot;

2. restricting vehicular access to either the laneway or Hay Street, and
3. a height limit of 2 stories to maintain the amenity of Hay Street as a residential street.

### Advertising

The Amendment was advertised in The Phoenix (a local newspaper circulating in the area) on Friday 11 May 2018 inviting submissions until 25 June 2018.

Attachment 12.2C shows a copy of the notice.

Letters were sent to nine neighbours advising them specifically of the amendment and the opportunity to make a submission. These neighbours included those living in Hay Street that may be affected, and those living in Alfred Street opposite the subject land. Attachment 12.2D shows a copy of the letter.

No submissions have been received.

### Policy Implications

There are no direct policy implications as the owners can currently development site with up to 10 dwelling units (if the three lots are amalgamated).

### Statutory Implications

#### State

The proposal is designed to facilitate, or encourage, development.

#### Local Government

The Local Planning Scheme No. 6 currently allows for residential development but would prohibit motel accommodation in a residential zone. Motel and holiday accommodation are not permitted uses in a Residential zone.

### Strategic Implications

#### ➤ Local Planning Strategy

Council's Local Planning Strategy is silent on this matter.

#### ➤ Strategic Community Plan

Vision Element: Developing

Strategic Goal: The population and economic base is expanding sustainably

Key Priority: Economic Development

#### ➤ Corporate Business Plan

Strategy: SP.D1.3 – Promote new commercial and industrial development through appropriate zoning of land, provision of suitable infrastructure and efficient and effective business approval processes.

Action #: Nil

Action: Nil



Directorate: Development Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### Risk Implications

The development of the land for either motel accommodation or residential implies no additional risk.

### Financial Implications

The applicant has agreed to reimburse Council for fees and charges relating to this amendment.

### Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation

**That Council:**

- 1. adopt for final approval Amendment No. 6 of the Shire of Merredin Local Planning Scheme No. 6, as presented in Attachment 12.2A;**
- 2. authorise the Shire President and Chief Executive Officer to sign the final approval pages of Amendment No. 6 of the Shire of Merredin Local Planning Scheme No. 6, and attach thereto the Common Seal of the Shire of Merredin; and**
- 3. refer two signed copies of the Amendment No. 6 to the WA Planning Commission requesting the Commission's support for the Minister's Final Approval.**

**12.3 Policy Manual Review - Policy 8.26 – Building and Planning Application Fee Refunds**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<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 12.3A</a> - Policy 8.26 – Building and Planning Application Fee Refunds

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The purpose of Policy 8.26 – Building and Planning Application Fee Refunds is to provide clear directions to staff and applicants under what circumstances a refund will be considered, and the amount of the refund that is applicable for Building and Planning application fees.

### Comment

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

Policy 8.26 – Building and Planning Application Fee Refunds has been reviewed. It is recommended that the policy, as is stands, remains unchanged.

### Policy Implications

Nil, as there will be no change to the existing Policy 8.26 – Building and Planning Application Fee Refunds

### 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

**That Policy 8.26 – Building and Planning Application Fee Refunds, as presented in Attachment 12.3A, be adopted.**

**12.4 Policy Manual Review - Policy 8.1 - Radio Masts/Satellite Dishes**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<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 12.4A</a> - Policy 8.1 - Radio Masts/Satellite Dishes

### Purpose of Report

- Executive Decision  Legislative Requirement

### Background

The purpose of Policy 8.1 – Radio Masts/Satellite Dishes is to provide a level of consistency in the control of radio masts, satellite dishes and similar, and to minimise any adverse impact on the amenity to the neighbouring property owners and to contribute towards the aesthetics of the streetscape.

### Comment

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

Policy 8.1 – Radio Masts/Satellite Dishes has been reviewed. It is recommended that the policy, as is stands, remains unchanged.

### Policy Implications

Nil, as there will be no change to the existing policy 8.1 - Radio Masts/Satellite Dishes.

### 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

**That Policy 8.1 – Radio Masts/Satellite Dishes, as presented in Attachment 12.4A, be adopted.**

## 12.5 Policy Manual Review - Policy 8.2 – Amalgamation of Lots

### Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<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 12.5A</a> - Policy 8.2 – Amalgamation of Lots

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

The purpose of Policy 8.2 – Amalgamation of Lots is to ensure that buildings are constructed on land in accordance with the Building Code of Australia and the Planning and Development Act 2005, Regulations and the Shire of Merredin Local Planning Scheme No. 6 (as amended)

#### Comment

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

Policy 8.2 – Amalgamation of Lots has been reviewed. The policy refers to the Town Planning Act which has been superseded by the *Planning and Development Act 2005*. It is recommended that the policy remains unchanged with the exception of replacing the reference to the “Town Planning Act” with the “*Planning and Development Act 2005*”.

#### Policy Implications

Nil, as there will be no change to the intent of the existing Policy 8.2 – Amalgamation of Lots.

#### 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

**That the amended Policy 8.2 – Amalgamation of Lots, as presented in Attachment 12.5A, be adopted.**

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

Nil items to report.

**14. Officers Reports – Corporate and Community Services**

**14.1 List of Accounts Paid**

<h2>Corporate Services</h2>		 <p><b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT</p>
<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 June 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 \$1,961,031.79 from Council's Municipal Fund Bank Account and \$51,838.16 from Council's Trust Account, be received.**

## 14.2 Statement of Financial Activity

### Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.2A</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, with Operating Income 19% up on budget estimates and Expenditure estimates a 2% variance.

Explanations at Program level where possible is held at Note 2.

#### Capital Expenditure

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

#### 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

**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 30 June 2018 be received.**

**14.3 2018/19 Differential Rates Adoption**

<h2 style="margin: 0;">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>	Nil

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

At its May 2018 meeting Council adopted differential rates (CMRef 82178). A notice seeking submissions to the proposed rates was advertised on Friday 25 May 2018.

The proposed rates are set out below.

Unimproved Value	Minimum Rate	Rate in the \$
UV1 Rural	\$1,071	0.018700
UV2 Urban Rural	\$1,071	0.030179
UV3 Mining	\$200	0.035700
UV4 Power Generation	\$1,071	0.035700
UV5 Special Use Airstrip	\$1,071	0.035700

**Comment**

The closing date for submissions was 18 June 2018. No submissions were received.

During finalisation of the draft budget and subsequent rates modelling, it was not necessary to adjust the rate in the dollar in all rates classes to conform to Section 6.33(3) of the *Local Government Act 1995*, due to a revaluation of the UV1 Rural Class that resulted in increased valuations.

In adopting the recommended model, Ministerial approval is not required as the differentially rated properties are not rated more than double the non-differentially rated properties once the annual increase has been applied.

### Policy Implications

Nil

### Statutory Implications

Section 6.33 of the *Local Government Act 1995* allows Council to differentially rate properties and Section 6.35 of the *Local Government Act 1995* refers to minimum rates.

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

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

### Sustainability Implications

#### ➤ Strategic Resource Plan

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

If this item is not adopted by Council, it will delay the budget process, as a recalculation and further balancing would be required to produce a balanced draft budget.

### Financial Implications

Adopting the differential model as detailed below will result in rates revenue in accordance with a balanced draft 2018/19 Budget.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That the differential rates model as detailed below be adopted for the 2018/19 financial year:

Unimproved Value	Minimum Rate	Rate in the \$
UV1 Rural	\$1,071	0.018700
UV2 Urban Rural	\$1,071	0.030179
UV3 Mining	\$ 200	0.035700
UV4 Power Generation	\$1,071	0.035700
UV5 Special Use Airstrip	\$1,071	0.035700

**14.4** 2018/19 Budget Adoption

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> - Draft 2018/19 Budget

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The draft 2018/2019 Budget has been compiled based on the principles contained in the Strategic Community Plan and in accordance with the presentations made to Council at the budget workshops held in May, June and July 2018.

The proposed differential general rates were approved by the Council on 15 May 2018 and advertised for public comment. No submissions were received by 18 June 2018 when the public comment period closed ([refer Item 14.3](#)).

### Comment

The main features of the draft 2018/19 Budget include:

1. the Budget has been prepared with a 3% rate increase in accordance with Council's Long Term Financial Plan, adopted in April 2016. This increase applies to all general and differential general rate categories utilising the Gross Rental Valuations (GRV) and the Unimproved Valuations (UV) provided by Landgate;
2. Fees and Charges have not been increased and are itemised in the draft 2018/19 Budget;
3. Household and Commercial Waste charges have been increased by 3%. The intention is that this sub program "Sanitation" should be a zero impact on the budget. It currently shows a deficit of \$86,211 in the draft 2018/19 Budget;

4. a capital works budget totalling \$19.95M for investment in infrastructure, land and buildings, and plant and equipment is planned. Expenditure on road infrastructure is the major component of this (\$2.758M) in line with Council's strategy to increase the investment in roads and associated assets. Expenditure of \$15.278M relates to CEACA Inc for which the Shire of Merredin is the conduit for the funds; and
5. a loan for Housing of \$600,000.

The estimated brought forward balance is \$2,992,743, however this is unaudited and may change once the annual accounts are finalised. The major influence on the brought forward balance is the receipt of 50% of the 2018/19 Financial Assistance Grants allocation in June 2018.

### Policy Implications

The draft 2018/19 Budget is based on the principals contained in the Strategic Plans.

### Statutory Implications

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year the local government is to prepare and adopt a budget for its municipal fund for the financial year ending on the next following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2018/19 Budget as presented is considered to meet the statutory requirements.

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

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

## Sustainability Implications

### ➤ Strategic Resource Plan

The draft 2018/19 Budget has been compiled on the principles contained 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

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

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2018/2019 Budget attached for adoption.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation

1. That pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopt the 2018/19 Budget as contained in Attachment 14.4A for the Shire of Merredin.
2. That for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget, pursuant to Section 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* Council impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values:

### General Rates:

Gross Rental Values	Rate in \$	Minimum Rate
GRV	0.104754	\$865

**General Differential Rates:**

<b>Unimproved Value</b>	<b>Rate in \$</b>	<b>Minimum Rate</b>
<b>UV1 Rural</b>	<b>0.01870</b>	<b>\$1,071</b>
<b>UV2 Urban Rural</b>	<b>0.030179</b>	<b>\$1,071</b>
<b>UV3 Mining</b>	<b>0.035700</b>	<b>\$200</b>
<b>UV4 Power Generation</b>	<b>0.035700</b>	<b>\$1,071</b>
<b>UV5 Special Use Airstrip</b>	<b>0.035700</b>	<b>\$1,071</b>

3. That pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominate the following due dates for the payment in full by instalments:

<b>Full payment or 1<sup>st</sup> Instalment due date</b>	<b>31 August 2018</b>
<b>2<sup>nd</sup> Instalment due date</b>	<b>2 November 2018</b>
<b>3<sup>rd</sup> Instalment due date</b>	<b>4 January 2019</b>
<b>4<sup>th</sup> Instalment due date</b>	<b>8 March 2019</b>

4. That pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996* Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$13 for each instalment after the initial instalment is paid.
5. That pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996* Council adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
6. That pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996* Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
7. That pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007* Council adopts the Schedule of Fees and Charges for the Shire of Merredin removal and/or deposit of domestic and commercial waste included in Attachment 14.4A.
8. That pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual fees for payment of elected members in



**lieu of individual meeting attendance fees:**


<b>Shire President</b>	<b>\$8,336.97</b>
<b>Deputy Shire President</b>	<b>\$8,336.97</b>
<b>Councillors</b>	<b>\$8,336.97</b>

9. That pursuant to Section 5.98A of the *Local Government Act 1995* and Regulation 33 and 33A of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

<b>Shire President</b>	<b>\$13,900</b>
<b>Deputy Shire President</b>	<b>\$3,475</b>

10. That in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality the level to be used in the Statement of Financial Activity in 2018/19 for the reporting material variance shall be 10% or \$10,000, whichever is greater.

**14.5 Policy Manual Review - Merredin Regional Community and Leisure Centre Policies**

<h2 style="margin: 0;">Community Services</h2> 	
<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 14.5A</a> – Policies

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

When the Merredin Regional Community & Leisure Centre (MRCLC) was developed a Management Plan was endorsed by Council along with a set of guidelines and policies.

**Comment**

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

The following policies of the MRCLC have been reviewed:

Number	Policy Subject	Recommendation
6.1	Supervision of Children at the MRCLC	Minor Changes
6.2	Delivery of Sport and Recreation Programs – Volunteers	Minor Changes
6.3	Lost Property	Unchanged
6.5	Designated Smoking Areas at the MRCLC	Minor Changes
6.6	Kitchen Costs for Clubs/Associations	Unchanged
6.7	Function Room Costs for Clubs/Associations	Minor Changes

Number	Policy Subject	Recommendation
6.8	Outdoor Club/Association Utilising MRCLC Indoor Facilities	Minor Changes
6.11	Facility Bookings and Costs for Schools	Minor Changes
6.12	Closure of Grandstand Bar	Minor Changes
6.15	Vandalism	Minor Changes
6.16	Donation of Hire Fees	Minor Changes
6.18	Code of Behaviour and Penalty Structure	Minor Changes

It is recommended to rescind the following policies:

Number	Policy Subject	Reasoning
6.9	Recycling	Operational Procedure
6.10	Indoor Playground Food Policy	No Longer Required
6.13	Functions Requiring Alcohol	Statutory – Liquor License
6.14	Unconsumed Liquor	Statutory – Liquor License
6.17	Disposal of Expired and Unsold Bar Stock	Operational Procedure

### 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

### 1. That Policies:

- 6.1 - Supervision of Children at the MRCLC;
- 6.2 - Delivery of Sport and Recreation Programs- Volunteers;
- 6.3 - Lost Property;
- 6.5 - Designated Smoking Areas at the MRCLC;
- 6.6 - Kitchen Costs for Clubs/Associations;
- 6.7 - Function Room Costs for Clubs/Associations;
- 6.8 - Outdoor Clubs/Associations utilising MRCLC Indoor Facilities;
- 6.11 - Facility Bookings and Costs for Schools;
- 6.12 - Closure of Grandstand Bar;
- 6.15 - Vandalism;
- 6.16 - Donation of Hire Fees; and
- 6.18 - Code of Behaviour and Penalty Structure,  
as presented (and amended) in Attachment 14.5A, be adopted.

**2. That Policies:**

**6.9 – Recycling;**

**6.10 - Indoor Playground Food Policy;**

**6.13 - Functions Requiring Alcohol;**

**6.14 - Unconsumed Liquor; and**

**6.17 - Disposal of Expired and Unsold Bar Stock,  
be rescinded.**

**14.6 Integrated Planning and Reporting – Adoption of Strategic Community Plan 2018-2028 and Corporate Business Plan 2018-2022**

## Community and Corporate Services



<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	CM/13/4
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><u>Attachment 14.6A</u></a> – Draft Strategic Community Plan 2018-2028 <a href="#"><u>Attachment 14.6B</u></a> – Draft Corporate Business Plan 2018-2022

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

In 2012/13 the Shire of Merredin prepared its first suite of plans to meet requirements of Western Australia's Integrated Planning and Reporting (IPR) framework.

Council has the responsibility to make strategic decisions, set policy and direction, provide oversight and monitoring to ensure the adopted plans are achieved on behalf of its community.

The CEO and the Administration's IPR responsibilities are to support Council through:

1. the design of the planning and monitoring processes;
2. providing Council with the best available information to make decisions;
3. following through to implement plans with the allocated resources; and
4. tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major strategic review every four years.

### Comment

This review process commenced in January 2018 to include the facilitation of the community engagement series. The consultation series was completed in April 2018. The review process involved the following steps:

1. completion of the 2016/17 Annual Report;
2. completion of the Strategic Community Plan Community Progress Report;
3. community consultation;
4. community scorecard; and
5. revision of IPR Suite of Plans.

With the completion of the major review, the revised Strategic Community Plan and Corporate Business Plan will follow with the review of the remaining IPR Suite of Plans to include the Strategic Resource Plan and Workforce Plan.

The draft Strategic Community Plan was presented to Council for consideration at its June meeting (CMRef 82197) and advertised for a period of 10 days with no submissions received within that period.

### 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*.

### 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  
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 outlines the Shire of Merredin's long term financial strategies and commitments. The Strategic Resource Plan will need to be reviewed and updated to accommodate outcomes identified in the Strategic Community Plan.

➤ **Workforce Plan**

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: The Workforce Plan will be reviewed to implement the IPR Suite of Plans.

**Risk Implications**

The adoption, implementation and monitoring of the Strategic Community Plan provides a mechanism to deliver accountable and measurable outcomes.

**Financial Implications**

There are financial implications to Council in relation to this item as the Strategic Community Plan and Corporate Business Plan recognises outcomes and actions. Identified outcomes and actions from the Strategic Community Plan and Corporate Business Plan will be factored into Council's reviewed Strategic Resource Plan.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation**

**That the Strategic Community Plan 2018-2028 as presented in Attachment 14.6A and the Corporate Business Plan 2018-2022 as presented in Attachment 14.6B be adopted.**



**14.7 Policy Manual Review – Policy 3.24 – Risk Management**

## Corporate Services



<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.7A</a> – Policy 3.24 – Risk Management <a href="#">Attachment 14.7B</a> – Amended Policy 3.24 – Risk Management

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

The purpose of Policy 3.24 – Risk Management is to state the Shire of Merredin’s intentions to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principals.

### Comment

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

The LGIS risk management division regularly update policies in line with ‘best practice’. The Shire of Merredin engaged the services of LGIS to assist with the review process of the organisations Risk Management Framework. Policy 3.24 - Risk Management has been reviewed.

Two attachments are provided to Council for reference. Policy amendments were not tracked due to the volume of changes required.

Attachment 14.7A is the existing policy and Attachment 14.7B contains the amended policy.

### 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**

**That Policy 3.24 - Risk Management as presented (and amended) in Attachment 14.7B, be adopted.**

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

**15.1 Informal Community Forum - 19 June 2018 – Consideration of Notes and Actions**

## Administration



<b>Reporting Officer:</b>	Greg Powell, CEO
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	Nil
<b>File Reference:</b>	CR/17/26
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.1A</a> – Notes and Actions

### Purpose of Report

Executive Decision  Legislative Requirement

### Background

Following its June meeting Council conducted an Informal Community Forum enabling members of the community to have a general conversation with Council, without the formality of a meeting, on whatever topic or issue was of interest to them.

The forum was very well attended, with the community seemingly appreciating the opportunity for informal discussion, and the notes from the forum are attached for Council's information.

### Comment

The notes contain the general topics of discussion and, where relevant, include actions to be undertaken by either the community or staff.

Where possible, the activity to complete the actions has already been undertaken and this is noted within the attachment. Some other actions will need to occur at a later time (i.e. works at Apex Park and discussing the pool opening hours with the Pool Manager closer to the summer season). Where this is the case processes have already been established internally to ensure items are not missed.

Given the community's interest in this latest forum it is proposed to conduct similar forums on a biannual basis, with the suggestion that June and February would be appropriate times of the year. A benefit of this is that each forum provides an opportunity to add names to the Shire's newsletter mailing lists ensuring more people can continually be informed of activities and events. The regular conduct of the forums would also enable Council to "report back" to the community on the progress of actions from the previous forum. The forums could be held at alternate venues each time providing an opportunity for the community to visit a venue which they may not otherwise attend.

### 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: Governance

#### ➤ Corporate Business Plan

Strategy: SP.D4.2 – Enhance interactive communication between the Shire and the community  
Action #: 1  
Action: Communicate with the community through various mediums  
Action #: 2  
Action: Engage the community in decisions which affect them  
Directorate: Office of the CEO  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### **Risk Implications**

Nil

### **Financial Implications**

Some actions discussed at the forum have financial implications and these, where applicable, will be included in the current or forthcoming budgets.

### **Voting Requirements**



Simple Majority



Absolute Majority

### **Officer's Recommendation**

**That:**

- 1. the notes from the Informal Community Forum held on 19 June 2018, as presented in Attachment 15.1A, be received;**
- 2. the actions included in the notes from the Informal Community Forum held on 19 June 2018 be noted; and**
- 3. similar Informal Community Forums be conducted following Council's meetings in February and June 2019 at the Library and Cummins Theatre (depending on each venue's availability at that time).**

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