

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday 16 April 2019
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 16 April 2019 in the Council Chambers, Corner King and Barrack Streets, Merredin. The format of the day will be:

11.30am	Audit Committee Meeting
12.30pm	Lunch
1.00pm	Briefing Session
3.00pm	Council Meeting

GREG POWELL
CHIEF EXECUTIVE OFFICER

12 April 2019

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Merredin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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

Common Acronyms Used in this Document

CBP	Corporate Business Plan
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy CEO
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
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 16 April 2019



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

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

Staff

G Powell	CEO
K Bartley	DCEO
P Zenni	EMDS
V Green	EA to CEO
M Wallace	MCO

Members of the Public:

Apologies:

Approved Leave of Absence: Nil

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7.	Confirmation of Minutes of the Previous Meetings
7.1	<u>Ordinary Council Meeting held on 19 March 2019</u>
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	<u>Central East Aged Care Alliance Inc Meeting held on 26 February 2019</u>
10.2	<u>Great Eastern Country Zone Meeting held on 18 March 2019</u>
10.3	<u>Bush Fire Brigades Annual General Meeting held on 21 March 2019</u>
10.4	<u>Wheatbelt East Regional Organisation of Council's Executive Committee Meeting held on 27 March 2019</u>
10.5	<u>Audit Committee Meeting held on 16 April 2019</u>
11.	Recommendations from Committee Meetings for Council consideration
11.1	<u>Bush Fire Brigades Annual General Meeting held on 21 March 2019</u>
11.2	<u>Audit Committee Meeting held on 16 April 2019</u>
12.	Officer's Reports – Development Services
12.1	<u>Tender T2019175 - Provision of General Cleaning Services</u>
12.2	<u>Lot 194 Robartson Road, Merredin and Lot 19444 Bruce Rock-Merredin Road, Merredin – Application for Minor Variation to Development Approval – Solar Farm Facility</u>
13.	Officer's Reports – Engineering Services
13.1	<u>Street Tree Master Plan - Draft</u>
13.2	<u>Award of eQuotes Request for Quotation VP140099 – Cement Stabilisation</u>
14.	Officers Reports – Corporate and Community Services
14.1	<u>List of Accounts Paid</u>
14.2	<u>Statement of Financial Activity</u>
14.3	<u>Sundry Debtors Write Off</u>
14.4	<u>2019/20 Budget Variation</u>

14.5 [Eric Hind Scholarship Nomination](#)

14.6 [Community Funding Applications for 2019/20 Budget Consideration](#)

15. Officer's Reports – Administration

Nil

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 March 2019

[Attachment 7.1A](#)

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 19 March 2019 be confirmed as a true and accurate record of proceedings.

10. Receipt of Minutes of Committee Meetings

10.1 Central East Aged Care Alliance Inc Meeting held on 26 February 2019

[Attachment 10.1A](#)

10.2 Great Eastern Country Zone Meeting held on 18 March 2019

[Attachment 10.2A](#)

10.3 Bush Fire Brigades Annual General Meeting held on 21 March 2019

[Attachment 10.3A](#)

10.4 Wheatbelt East Regional Organisation of Council's Executive Committee Meeting held on 27 March 2019

[Attachment 10.4A](#)

10.5 Audit Committee Meeting held on 16 April 2019
To be tabled at the Meeting

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That the Minutes of the Central East Aged Care Alliance Inc Meeting held on 26 February 2019, the Great Eastern Country Zone Meeting held on 18 March 2019, the Bush Fire Brigades Annual General Meeting held on 21 March 2019, the Wheatbelt East Regional Organisation of Council's Executive Committee Meeting held on 27 March 2019 and the Audit Committee Meeting held on 16 April 2019 be received.

11. Recommendations from Committee Meetings for Council consideration

11.1 Bush Fire Brigades Annual General Meeting held on 21 March 2019

5.0 Election of Office Bearers – 2019/20 Fire Season

Voting Requirements

Simple Majority

Absolute Majority

Brigade's Resolution

Chief Bush Fire Control Officer

Nominated: Stephen Crook

Moved: G Crees Seconded: J Flockart

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: C Millar Seconded: G Crees

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: N Smith

That the following people be appointed as Fire Control Officers of the Shire of Merredin for the 2019/20 fire season:

Chris Barnett	Burracoppin
Nigel Edgecombe, David Beck	Burracoppin South
Darren Major, Paul Wanless	Muntadgin
Steve Higgins, Glenn Crees	Collgar
Joe Alvaro, Michael Caughey, Neil Smith	Nukarni/Nokanning
Colin Millar, Cam Gethin	Hines Hill
Chris Hooper, John Flockart, John Goodier	Korbelka
Kim Friis, Stephen Crook	Shire of Merredin

CARRIED

Fire Weather Officers

Moved: J Flockart

Seconded: J Goodier

That the following people be appointed as Fire Weather Officers of the Shire of Merredin for the 2019/20 fire season:

North East	Chris Barnett
South East	Nigel Edgecombe
North	Neil Smith
South West	Chris Hooper
Central	Stephen Crook
South	Paul Wanless
West	Cam Gethin

CARRIED

Dual Fire Control Officers

Moved: J Flockart

Seconded: G Crees

That the following people be appointed as Dual Fire Control Officers for the 2019/20 fire season:

Bruce Rock	Chris Hooper and John Flockart
Kellerberrin	Cam Gethin and Colin Miller
Nungarin	Michael Caughey, Neil Smith and Kim Friis

CARRIED

Officer's Recommendation

That all prior appointments be rescinded and the following appointments be made for the 2019/20 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

Chris Barnett	Burracoppin
Nigel Edgecombe, David Beck	Burracoppin South
Darren Major, Paul Wanless	Muntadgin
Steve Higgins, Glenn Crees	Collgar
Joe Alvaro, Michael Caughey, Neil Smith	Nukarni/Nokanning
Colin Millar, Cam Gethin	Hines Hill
Chris Hooper, John Flockart, John Goodier	Korbelka
Kim Friis, Stephen Crook	Shire of Merredin

4. Fire Weather Officers

North East	Chris Barnett
South East	Nigel Edgecombe
North	Neil Smith
South West	Chris Hooper
Central	Stephen Crook
South	Paul Wanless
West	Cam Gethin

5. Dual Fire Control Officers

Bruce Rock	Chris Hooper and John Flockart
Kellerberrin	Cam Gethin and Colin Miller
Nungarin	Michael Caughey, Neil Smith and Kim Friis

7.1 General Business

Voting Requirements

Simple Majority Absolute Majority

Brigade's Resolution

Moved: J Flockart Seconded: C Millar

That the Shire of Merredin review the risk to resources in the 2020 allocations for the LGGs grant funding.

CARRIED

Brigade's Resolution

Moved: J Flockart Seconded: G Crees

That the Shire of Merredin review the LGGs grant funding for the Bush Fire Brigades.

CARRIED

Officer's Recommendation

That:

- 1. the risk to resources in the 2020 allocations for the Local Government Grants Scheme funding be reviewed; and**
- 2. the Local Government Grants Scheme funding for the Bush Fire Brigades be reviewed.**

11.2 Audit Committee Meeting held on 16 March 2019

Note The below Officer's Recommendation is to be considered by the Audit Committee at its meeting scheduled for 11.30am on Tuesday 16 April 2019. If the Audit Committee resolves differently to the Officer's Recommendation it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

Voting Requirements

Simple Majority

Absolute Majority

7.1 Strategic Resource Plan

Officer's Recommendation to Audit Committee

That the Audit Committee recommends to Council that the Strategic Resource Plan incorporating the Long Term Financial Plan and the Asset Maintenance Plan, as presented in Attachment 7.1A, be adopted.

12. Officer's Reports - Development Services

12.1 Tender T2019175 - Provision of General Cleaning Services

<h2>Development Services</h2>		
Responsible Officer:	Peter Zenni, EMDS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions and General) Regulations 1996</i>	
File Reference:	T2019175	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – Tender Evaluation and Submission (Confidential)	

Purpose of Report

- Executive Decision Legislative Requirement

Background

The *Local Government (Functions and General) Regulations 1996* requires the local government to call tenders for goods and services where the value exceeds \$150,000. The Regulations also provide penalties for breaking the tender down to avoid a public tender process.

Tenders were called for the provision of cleaning services to the Shire of Merredin for a two year period, commencing 1 July 2019 (with an option for an additional 1 year extension). Tenders were called as the existing cleaning contract currently held by DMC Cleaning expires on 30 June 2019. The Chief Executive Officer has delegated authority to call tenders on behalf of Council.

Comment

The request for Tender was advertised in The West Australian on 16 March 2019 with 11 subsequent requests being received for the tender specifications. At the close of the tender submission period one tender was received from DMC Cleaning. DMC Cleaning has been providing cleaning services to the Shire of Merredin since 1 July 2016 and there have been no major complaints in relation to the service provision.

Complaints that have been received have originated from members of the public and relate to issues associated with vandalism and inappropriate use of public toilet facilities. Such complaints were addressed expeditiously when brought to the attention of the DMC Cleaning staff.

The provision of a cleaning service via an external (contracted) service provider minimises problems associated with the Shire having to employ dedicated cleaning staff, manage staff performance and rostering arrangements, and incur liability with respect to sick leave, annual leave and long service leave accrual.

Policy Implications

Policy 3.12 – Purchasing Policy applies.

This Policy outlines how the Shire of Merredin will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. The provisions of this Policy have been used to undertake the procurement process. This Policy also establishes the evaluation criteria for Council procurement.

Delegation DL4.1 - Tenders has been followed in the purchasing process and as such requires a Council decision to accept a tender above \$150,000.

The received tender submission has been reviewed by the EMDS, EMCS and the Building Project Manager.

Statutory Implications

This procurement process has been completed in accordance with Section 3.75 of the *Local Government Act 1995* and the Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 4 - Communication and Leadership
Zone Statement: Merredin Council engages with its Community and leads by example
Key Priority: Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 - Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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

Adoption of this item has been evaluated against the Shire of Merredin's Risk Management Policy 3.24 - Risk Matrix. The perceived level of risk is considered to be low and can be managed by standard routine procedures.

Financial Implications

The DMC Cleaning tender provides for the provision of cleaning services at an annual cost of \$55,198.44 (including GST) based on an hourly rate of \$34.98 (including GST).

The current DMC Cleaning contract provides for an hourly rate of \$33.00. As such the tendered hourly rate is a 6% increase over that forming part of the existing contract. However, it should be noted that the existing contract did not allow for any increases to the hourly rate throughout its duration. Taking this in to account the actual increase in the hourly rate for the provision of the cleaning services will be 1.5% per annum over the period 1/7/2016 to 1/7/2020.

It should also be noted that the Tender does not allow for the provision of cleaning services to the MRCLC, with Belgravia Leisure undertaking its own cleaning service arrangements for the MRCLC. This change does not have any net impact on the Shire budget as the cost of the service provided by DMC Cleaning to the MRCLC facility has to date been recouped from Belgravia Leisure.

The Shire of Merredin will need to incorporate an allocation as part of its draft 2019/20 Budget for the provision of cleaning services.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That:

- 1. Tender T2019175 submitted by DMC Cleaning for the provision of general cleaning services to the Shire of Merredin be accepted;**
- 2. the Chief Executive Officer be authorised to sign the contractual agreement on behalf of the Shire of Merredin with DMC Cleaning for the provision of general cleaning services in accordance with DMC Cleaning's tender submission; and**
- 3. the required allocation of funds for the provision of general cleaning services be included in the draft 2019/20 Budget.**

12.2 Lot 194 Robartson Road, Merredin and Lot 19444 Bruce Rock-Merredin Road, Merredin – Application for Minor Variation to Development Approval – Solar Farm facility

<h2>Development Services</h2>		
Responsible Officer:	Peter Zenni, EMDS	
Author:	Mr Paul Bashall (Planwest)	
Legislation:	<i>Planning and Development (Development Assessment Panel) Regulations 2011</i> ; Local Planning Scheme No. 6	
File Reference:	A9516	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - Form 2 Application	

Purpose of Report

- Executive Decision Legislative Requirement

Background

On 22 March 2017 Land Insights (Planning Consultant) applied for Development Approval (DA) on behalf of Stellata Energy for a 120MW solar farm on land about 5 kilometres south south-west of Merredin townsite. The site is composed of two lots Lot 194 (294.2ha) and Lot 19444 (237.77ha) with a total of 532ha. Lot 194 is traversed by a series of easements for power lines.

These lots face Bruce Rock-Merredin Road with Lot 194 on the intersection with Robartson Road. Abutting the north-west corner of the property is the existing Merredin Power Station and 220/132kV Substation.

Existing Land Use

The land is currently used for cropping and occasional grazing purposes and is almost completely cleared of vegetation. Figure 1 shows an aerial view of the property showing the few remaining areas of vegetation.

As the proposal was over \$10m the Joint Development Assessment Panel (JDAP) was responsible for making the determination on the DA. As part of the JDAP process Council was required to provide a responsible authority report (RAR) to the JDAP. Council determined that, because the development is a significant facility for the Shire and district, it was advertised prior to forwarding the RAR to JDAP. There were 5 submissions received during the advertising period.

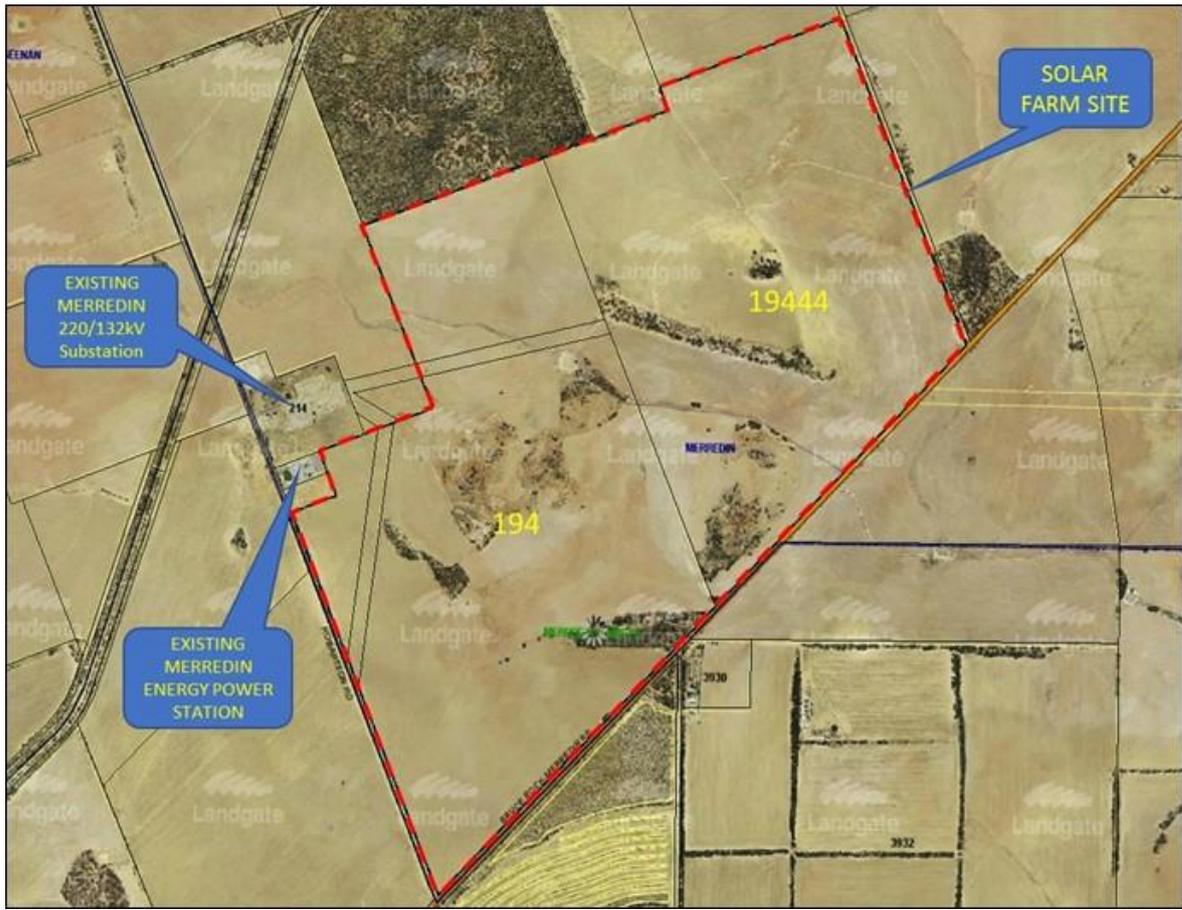


FIGURE 1 – AERIAL VIEW OF SITE

Source: Landgate, Planwest

Summary of Proposed Development as originally submitted

The proposed solar farm will have a generation capacity of approximately 120MW (AC) via the use of between 360,000 and 400,000 tracking solar panels and associated infrastructure, including:

1. Photo Voltaic modules;
2. Piles and framework;
3. Inverters (and associated housings);
4. Transformers (and associated housings);
5. Substations (including circuit breakers and metering);
6. Underground cabling;
7. Overhead wires;
8. Perimeter fence;
9. CCTV (at entrance and adjacent to substations);
10. Battery storage;
11. Spares storage building; and
12. Maintenance compound.

The DA was to consist of the 120MW (DC) of generation and up to 50MWh of battery storage. The development was to cover the entirety of Lot 194 Robertson Road, and the north-western corner of Lot 19444 Bruce Rock-Merredin Road as shown on the Indicative Layout Plan (Figure 2).

Construction was forecast to possibly be in up to two phases. The generation equipment will all be constructed in one campaign, with the battery storage in a subsequent stage.

2017 Determination by JDAP

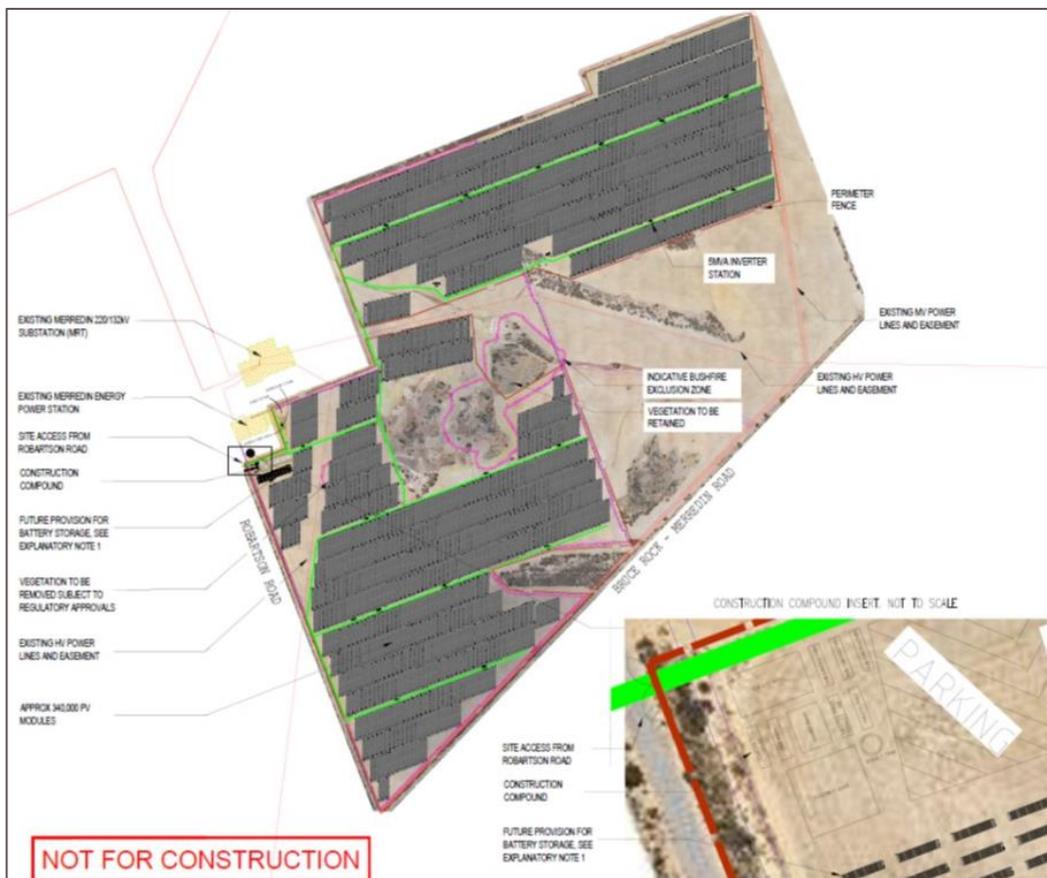
On 22 June 2017 JDAP resolved to approve the application subject to 7 conditions and 6 Advice Notes. Most conditions were to be ‘to the satisfaction of the local government’. Condition No 2 states;

“The development is to take place in accordance with the approved plans and supporting documentation, unless modified by a condition attached to this approval.”

This indicates that, where a condition has been imposed that requires changes to the plan submitted, they could be considered as part of the approved plan.

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

FIGURE 2 – ORIGINAL SITE LAYOUT AS APPROVED



Source: Land Insights, 2017

Part of the initial development includes some temporary development on site that will be required during the construction phase of the project. This includes the development of a construction compound and two or three satellite site offices. The satellite site offices spread across the site are likely to include meeting room, lunch room, toilets and ablution facilities.

Form 2 - 2018

Under the provisions of the *Planning and Development (Development Assessment Panel) Regulations 2011*, an applicant may request an amendment to the approval.

These Regulations allow the applicant to choose either the JDAP or Council to approve a Form 2 application – regardless of the fact that JDAP made the original determination.

On 9 March 2018 the applicant lodged a Form 2 with Council requesting its approval for several changes to the proposal. The Form 2 has been signed by the applicant and the owner, and states that the amendments ‘*would not substantially change the development approved.*’

Although the applicant has expressed its opinion that the majority of the modifications result from works required to satisfy conditions, it is clearly not the case in several of the changes requested – hence the request for a Form 2 application.

This 2018 Form 2 was approved by the Council on 20 March 2018 (CMRef 82141).

2019 Form 2- Proposed Modifications (Current Application)

Due to a change of owners (now Risen Pty Ltd) the layout has been modified again, in some respects, back to the original design. These changes are as a result of the decision to use different solar panel types that will track the sun. The proposed panel arrays use different spacings and this requires slightly different arrangement.

The applicant has included a Schedule of Changes summarised below.

Element of Project	Approved Development	Proposed Amendment
Area of Panels	Area proposed for panels: 404Ha	The total area for panels is similar to that approved, however covers a slightly broader area of the site. This is due to the desire to place panels in areas that are already cleared as soil types are more suitable. As such, the amount of clearing on the site has been reduced.
Maximum Height of Panels	4.01 metres	3 metres

Element of Project	Approved Development	Proposed Amendment
Number of Panels	Up to 410,000	Up to 365,000 More efficient panels are now being used, reducing the number of panels back to what was originally approved by the JDAP.
Row Spacing	12-14m Increase is due to change in module arrangement from one in portrait to two in portrait per row	6.5m (similar to that originally approved by the JDAP).
Set down area/Construction Compound	Located adjacent to Robartson Road	Has been increased slightly in size. Parking areas identified in more detail.
Access from Robartson Road	One access from Robartson Road to the construction compound area.	Two access points from Robartson Road to the construction compound area. (note, discussion has occurred with the Shire regarding the second access). These will be constructed in consultation with, and to specifications of, the Shire. Prior to their construction it is proposed that access will be via an existing gate to the site further south along Robartson Road
Switch room and substation	As schematically outlined.	Minor alterations to layout. Located in same area.

The Form 2 was lodged on 3 April 2019 and was signed by the owner on 6 March 2019.

Figure 3 shows the location of panels from the original JDAP approval (2017), to the 2018 Form 2 approval and the current Form 2 application.

The applicant has advised the following:

Area of panels

A small increase of the total project footprint is proposed, with extra panels located in the north-western and south-eastern corners of the site. This has resulted in the majority of vegetation on the site being able to be retained. The areas proposed to be modified in this manner are shown on the plan titled Current Panel Layout and Vegetation Retention.

Bushfire Management

A review of the currently approved Bushfire Management Plan (BMP) has been undertaken. The new proposed layout has now been incorporated into the BMP.

Confirmation that the proposed layout will not alter the BMP has been received. A copy of this advice is included with the attachment.

Construction Management Plan

A review of the currently approved Construction Management Plan (CMP) has been undertaken by Risen Energy to determine whether any changes to that document are required due to the changes outlined in this application.

Confirmation that the proposed layout will not alter the CMP has been received. A copy of this advice is included with the attachment.

Conclusion

The only change that may be significant is the addition of another access driveway to Robartson Road. The addition of another driveway is not expected to increase traffic, or create any additional issues, as the two driveways appear to be located more than 140 metres apart. If anything, it may improve circulation.

Whilst there are no other new outstanding planning issues identified in the changes sought in the Form 2 application, the Applicant needs to be advised that the conditions that were imposed by JDAP in June 2017 still apply.

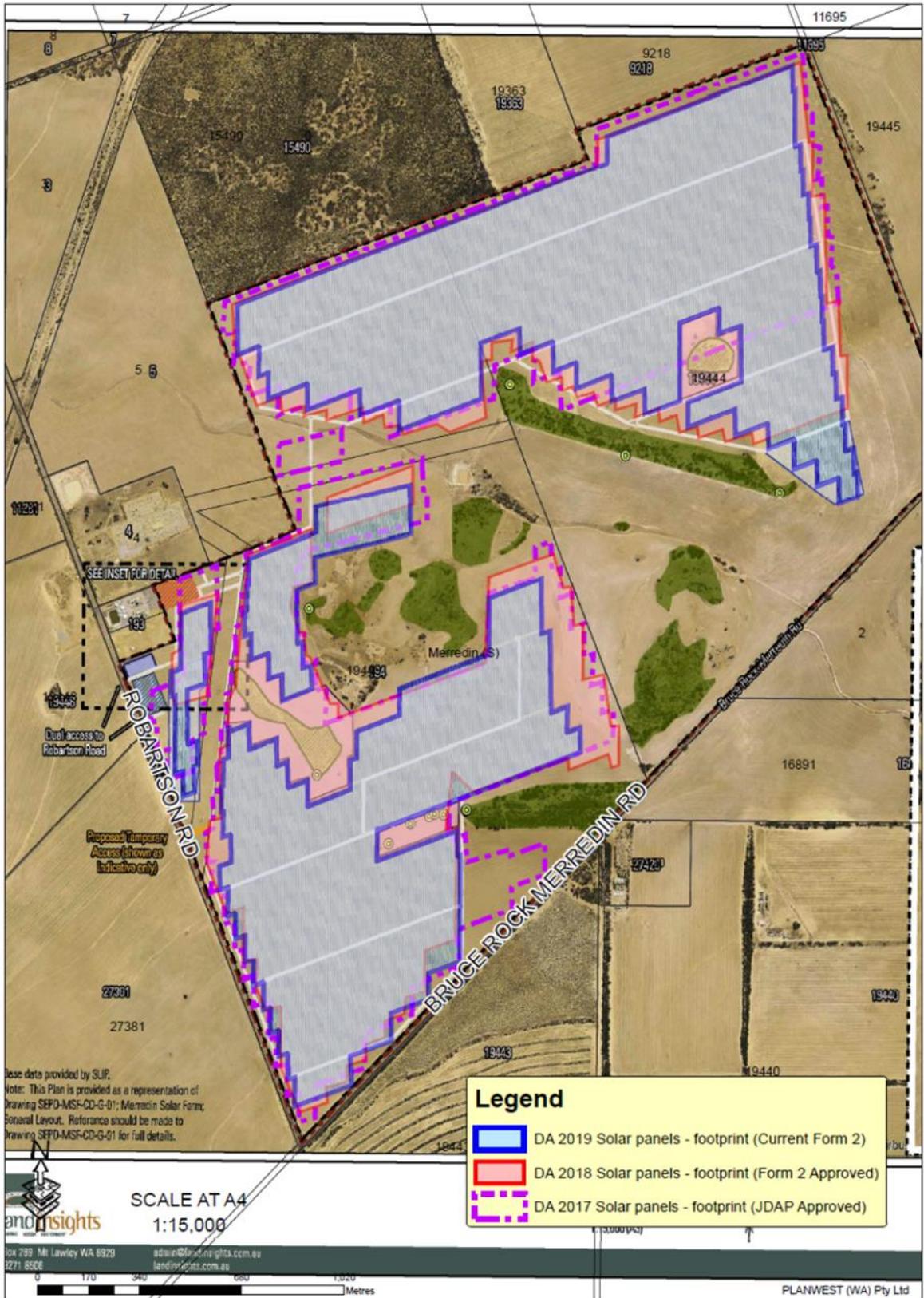
These conditions still require details to be submitted to Council's satisfaction, particularly in relation to Condition 3 and 6, and that they must relate to the approved plan (i.e. the plan as submitted in this Form 2).

The applicant should also be reminded that the documents prepared for stormwater, bushfire, risk management and the construction management plan all need to relate to the new plan as submitted in this Form 2 application.

Statutory Implications

The statutory implications remain unchanged from the original application determined in June 2017 and the Form 2 determined in 2018.

FIGURE 3 – CHANGE IN PANEL LOCATIONS



Strategic Implications

➤ Local Planning Strategy

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

➤ Strategic Community Plan

Zone: Zone 4 - Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 - Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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 this facility will be a minimal risk to Council. Initial construction traffic may require some maintenance of local roads, however, the longer-term benefits outweigh these short-term costs.

Financial Implications

The DA fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That:

- 1. the proposed changes included in the Form 2 Development Approval application dated 2 April 2019 and the plan SEPD-MSF-CD-G-01, as presented in Attachment 12.2A, be approved, subject to the following;**

Conditions

- a. The decision constitutes planning approval only and is valid for a period of 4 years from the date of the Joint Development Assessment Panel approval (22 June 2017). If the subject development is not substantially commenced within the 4-year period, the approval shall lapse and be of no further effect.**
- b. The development is to take place in accordance with the approved plans and supporting documentation, unless modified by a condition attached to this approval.**
- c. Prior to the issue of building permits or any development being undertaken on site, the applicant shall submit to the local government details of the permanent facilities on the site, including building structure setbacks, car parking, and administration facilities to the satisfaction of the local government.**
- d. Prior to the issue of building permits or any development being undertaken on site, the applicant shall submit to the local government a stormwater management plan to the satisfaction of the local government, and that the site should be managed at all times in accordance with the approved stormwater management plan.**
- e. Prior to the issue of building permits or any development being undertaken on site, the applicant shall prepare and submit a Bushfire Management Plan (including the management of emergency evacuation and risk management planning for employees) to the satisfaction of the local government to ensure the necessary bushfire risk mitigation measures are in place.**
- f. Prior to the issue of a Building Permit, or any development being undertaken on-site, the applicant shall submit to the local government a Construction Management Plan and secure approval for:**
 - a. the location, drainage and surfacing standards for the site access tracks that constitute fire access tracks under the Bushfire Management Plan;**
 - b. the delivery and storage of construction materials and equipment to the site;**

- c. the management of the bushfire risk on the site during the construction period;
 - d. the parking arrangements and provision of temporary amenities for contractors and subcontractors;
 - e. the management and storage of stormwater from site works, material lay down areas, internal roads, buildings and car parking areas within the site;
 - f. the extent of earthworks proposed on-site, the method of stabilising those earthworks and any on-going management required to prevent wind or water borne erosion;
 - g. a road condition survey detailing any maintenance work required to public roads to facilitate transport activities for the construction of the solar farm;
 - h. the removal of all construction infrastructure and materials once the facility has been completed;
 - i. other matters likely to impact on surrounding properties; and
 - j. the management of construction waste.
- g. The Construction Management Plan shall be implemented at all times during the construction phase.
- h. Crossovers, access, and egress, to the site from Robartson Road, and any internal road works and car parking shall be located and constructed to the satisfaction of the local government, and shall include all drainage and signage. Costs of equipment and construction shall be borne by the applicant.

Advice Notes

- a. The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Merredin and be approved before any work requiring a building permit can commence on site;
- b. Effluent disposal facilities will require an application for the installation or construction of an apparatus for the treatment of sewage to be submitted to the Shire of Merredin;
- c. The applicant is advised that as the proposed work is near energised electrical installations and powerlines, the person in control of the work site must ensure that no person, plant or material enters the 'Danger Zone' of an overhead powerline or other electrical network assets. The 'Danger Zone' is set out in Western Australian *Occupational Safety and Health Regulations 1996* - specifically Regulation 3.64. Any information provided by Western Power should not be used in isolation and reference to the *Occupational Safety and Health Act 1984* and *Occupational Safety*

***and Health Regulations 1996* is required. These documents outline WorkSafe WA requirements for working near electricity;**

- d. The applicant is advised of the need for annual bushfire compliance in accordance with the site's Bushfire Management Plan and the Shire of Merredin annual bushfire notice;**
 - e. No structure or effluent disposal system is to be constructed across the boundary of the two lots;**
 - f. The design and location of on-site effluent systems for the construction phase as well as the longer term to be in accordance with the local government's requirements; and**
- 2. the Joint Development Assessment Panel be notified of Council's determination of the Form 2.**

13. Officer's Reports - Engineering Services

13.1 Street Tree Master Plan - Draft

<h2>Engineering Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Mike Hudson, EMES	
Author:	Greg Powell, CEO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	P/7	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A – Draft Street Tree Master Plan	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The need for a Street Tree Master Plan (Master Plan) has been identified by Council, and staff have been progressively working on a draft plan over a number of months. Adoption by Council at its March 2019 meeting of a new policy governing use of street verges (CMRef 82332) was a precursor and compliments the draft Master Plan.

Comment

The draft comprises a number of sections addressing;

1. Objective of the plan;
2. Ideal environment;
3. Species;
4. Environmental benefits;
5. Alignment and placement of new trees;
6. Utilities;
7. Tree removal and pruning; and
8. Implementation.

Of key importance is the list of recommended species (previously circulated to Councillors) and their descriptions. Advice from a qualified horticulturalist was sought on the list.

Finally, the Merredin townsite has been divided up into a number of plans which show the existing predominant species in each area and the recommended species for new plantings in each area.

Policy Implications

Street trees are currently governed by Policy 7.2 - Street Trees. It is proposed that this policy be deleted on adoption of the Master Plan.

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 5 – Places and Spaces
Zone Statement: Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions
Key Priority: 5.1 – Designing and maintaining attractive parks, open spaces, the town centre and streetscapes that create opportunities for people to come together, socialise and enjoy a range of activities

➤ Corporate Business Plan

Key Action: 5.1.2 – Develop and implement a Streetscape Plan to address street trees maintenance and replacement
Directorate: Engineering Services
Timeline: 2018/19; 2019/20

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Engineering and Works Services
Activity: Asset Management; Parks and Gardens
Current Staff: 23 Full Time; 1 Part Time
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Implementation of the Master Plan will enhance the streetscape with attendant benefits socially, environmentally and arguably financially. Should the Master Plan not be implemented there is a risk that these benefits may not be obtained.

Financial Implications

Financial support is available from the Water Corporation on a matching basis and in the longer term the annual cost of street tree pruning will reduce. However, any savings in this area should be used to accelerate the implementation of the Master Plan.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That:

- 1. the draft Street Tree Master Plan, as presented in Attachment 13.1A, be adopted for the purpose of public consultation; and**
- 2. following a public consultation period of three (3) weeks the draft Street Tree Master Plan be referred back to Council to consider any submissions on the draft plan, the deletion of Policy 7.2 – Street Trees, and referring an amount to the draft 2019/20 Budget for implementation of the Street Tree Master Plan.**

13.2 Award of eQuotes Request for Quotation VP140099 – Cement Stabilisation

<h2>Engineering Services</h2>		
Responsible Officer:	Mike Hudson, EMES	
Authors:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions and General) Regulations 1996</i>	
File Reference:	VP140099	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.2A – Submission and Evaluation (Confidential)	

Purpose of Report

- Executive Decision Legislative Requirement

Background

This item seeks Council approval to engage a supplier determined as best value for money through a Request for Quotation process for the supply and installation of cement stabilisation.

In accordance with Policy 3.12 – Purchasing Policy and Regulation 11(2)(f) the *Local Government (Functions and General) Regulations 1996*, this purchase can be made via the WALGA Preferred Supplier Arrangement (PSA), which is exempted from public tender process.

The tendering process has been initiated via the WALGA preferred supplier eQuotes system, in accordance with “Using a Tender Exempt Panel of Pre-Qualified Suppliers” guidelines within Policy 3.12 – Purchasing Policy and the *Local Government (Function and General) Regulations 1996*.

The value of the purchase is in excess of the CEO’s delegated authority and as such requires a resolution of Council to progress the purchase.

A request for quotation (RFQ), being Reference Number: VP140099 - Shire of Merredin Cement Stabilisation, was issued via the eQuotes on 8 March 2019. The RFQ utilised selection criteria set out under the category of Road Building Contractors, Materials and Related Services (Road Profiling and Stabilisation Works).

The following WALGA preferred suppliers were requested to provide quotations:

1. Downer Infrastructure – Australia West;
2. Stabilised Pavements of Australia Pty Ltd; and
3. WA Profiling and WA Stabilising.

The RFQ closed on 2 April 2019 and only one supplier submitted a quotation in accordance with the RFQ.

Comment

The evaluation of the submission was conducted in accordance with Policy 3.12 – Purchasing Policy and incorporated the “value for money assessment accounting for the whole of life cost, technical requirements and service delivery”. The evaluation of the submissions was undertaken by the EMES.

The response to the request is included in the attachment.

During the evaluation, the following was noted:

1. All requested suppliers are WALGA Preferred Suppliers and have been assessed and have been determined as capable of delivering a satisfactory result.
2. Supplier 1’s price is the only price received from the preferred suppliers.
3. The price received is within the estimated value for the works providing some opportunity for increasing the scope of the works as shown in the attached calculation sheet.
4. Supplier 1 has previously undertaken stabilising works on the Merredin-Naremben Road within the Shire of Merredin;
5. Supplier 1 has a proven track record with service and backup support.
6. The Shire of Merredin will supply the gravel and water to facilitate the works.

After evaluation of the submissions in accordance with Council policies, it is recommended that Council award the supply and installation of stabilisation cement treatment to the nominated roads for the budgeted amount of \$172,380 (excluding GST).

The consultation of this process has been undertaken with the EMES, Construction Supervisor, EMCS and the CEO.

Policy Implications

Policy 3.12 – Purchasing Policy applies.

This Policy outlines how the Shire of Merredin will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process via WALGA eQuotes. This Policy also establishes the evaluation criteria for Council procurement.

Delegation DL4.1 - Tenders has been followed in the purchasing process and as such requires a Council decision to accept a tender above \$150,000.

Statutory Implications

This procurement process has been completed in accordance with Section 3.75 of the *Local Government Act 1995* and the Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 6 – Transport and Networks
Zone Statement: Merredin provides transport networks that connect it locally, nationally and internationally
Key Priority: 6.1 – Developing and maintaining a road hierarchy and providing an appropriate level of service for the road network

➤ Corporate Business Plan

Key Action: 6.1.2 – Advocate for improved road infrastructure networks across the region
Directorate: Engineering Services
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

Adoption of this item has been evaluated against the Shire of Merredin's Risk Management Policy 3.24 - Risk Matrix. The perceived level of risk is considered to be low risk and can be managed by the routine procedures.

Financial Implications

Council has allocated funds in the 2018/19 Budget and this is identified in the Capital Expenditure Program. The expense code for this purchase is COA E121200 – Regional Road Group, in the amount of \$ 620,477.76, of which \$197,746 has been identified for reconstruction works (Cement Stabilisation); refer to Budget for Road Sealing 2018/19 spreadsheet included in the attachment.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Request for Quotation through WALGA eQuotes VP140099 - Shire of Merredin - Cement Stabilisation for the budgeted sum of \$172,380 (excluding GST) be awarded to Stabilised Pavements of Australia.

14. Officers Reports – Corporate and Community Services

14.1 List of Accounts Paid

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

Purpose of Report

- Executive Decision
 Legislative Requirement

Background

The attached List of Accounts Paid during the month of March 2019 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**

Zone: Zone 4 – Communication and Leadership
 Zone Statement: Merredin Council engages with its community and leads by example

Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ **Corporate Business Plan**

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations

Directorate: Corporate Services

Timeline: Ongoing

Sustainability Implications

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

Council would be contravening the *Local Government Act 1995* and *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 \$1,978,063.76 from Council's Municipal Fund Bank Account and \$595.95 from Council's Trust Account, be endorsed.

14.2 Statement of Financial Activity

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.2A - Statement of Financial Activity	

Purpose of Report

- Executive Decision
 Legislative Requirement

Background

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

Comment

Operating Income and Expenditure is consistent with Council's YTD Budget with Operating Income 1% down on budget estimates and Expenditure showing a 3% variance. The main reason behind the income variance is grant income not being received as anticipated, however this will even out over the remainder of the year.

As can be seen on page 3, the Adjusted Net Current asset position is consistent with the same period last year, taking in the \$5M repayment back to the State Government last year for the CEACA project.

Explanations at Program level, where possible, is held at Note 2, however a detailed listing can be seen in the Attachment.

Capital Expenditure

A detailed look at capital expenditure can be found in Note 8.

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

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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, providing a retrospective picture of Shire activities. 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 31 March 2019 be received.

14.3 Sundry Debtors Write Off

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report

- Executive Decision Legislative Requirement

Background

A review of Council’s Sundry Debtors Aged Trial Balance has highlighted some outstanding items that require action.

Comment

In following Council’s policy regarding debt recovery, the following three debts have been deemed unrecoverable, and as such Council approval to write the debt off is requested.

Name	Amount	Description
Delena Nelson	\$114	Cummins Theatre Hire
Frank J Carroll’s Landscaping	\$194	Tip Fees
Golden Grains Café Bakery	\$145	Advertising

Policy Implications

Policy 3.4 - Accounts Receivable Recovery is applicable.

Statutory Implications

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

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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

The cost of writing off the debt far out weights the cost of legal action which would only add further expenses to what is considered an unrecoverable debt.

Financial Implications

The loss of income amounting to \$453.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That, in accordance with Section 6.12(1)(c) of the *Local Government Act 1995*, the following Sundry Debtors Write Off be authorised:

Name	Amount	Description
Delena Nelson	\$114	Cummins Theatre Hire
Frank J Carroll's Landscaping	\$194	Tip Fees
Golden Grains Café Bakery	\$145	Advertising

14.4 2019/20 Budget Variation

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

Purpose of Report

- Executive Decision Legislative Requirement

Background

Council’s initial 2018/19 Budget shows grant income for Youth Services as \$3,000.

Comment

Applications submitted and approved after budget adoption has increased this grant to \$22,247 therefore an adjustment to the current 2018/19 Budget is required.

The adjustment required is:

Account	Description	Previous \$	New \$
Income 1I116435	Increase from	\$3,000	\$22,247
Expenditure 1E116125	Increase from	\$12,000	\$31,247

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

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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

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.

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That a Budget Variation of \$19,247 to the following Chart of Accounts be approved:

Account	Description	Previous \$	New \$
Income 1I116435	Increase from	\$3,000	\$22,247
Expenditure 1E116125	Increase from	\$12,000	\$31,247

14.5 Eric Hind Scholarship Nomination

<h2>Corporate Services</h2>		
Responsible Officer:	Kellie Bartley, DCEO	
Author:	As above	
Legislation:	Policy 3.10 - Eric Hind Scholarship	
File Reference:	CR/24/2	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.5A – Application Attachment 14.5B – Performance Video	

Purpose of Report

Executive Decision
 Legislative Requirement

Background

To recognise and acknowledge Mr Eric Hind’s contributions to the Shire of Merredin as a Councillor and his accomplishments as a violinist by offering an annual music scholarship to young talented music students within the Merredin Shire. In his honour, the Shire of Merredin offers a music scholarship to the value of \$1,000.

Comment

The Eric Hind Scholarship was originally advertised on 19 December 2018. There was one nomination received. It was requested that further consultation be held to increase the number of nominations within the region.

Community consultation was undertaken between the Shire’s Community Liaison Officer and the local schools – Merredin College and St Mary’s Primary School to gauge interest. This consultation and that there was no interest shown in applying indicates the scholarship selection criteria required amendments.

Further consultation was undertaken with Elected Members, and the policy’s selection criteria were amended at the February 2019 Council meeting. It was identified that the age groups should be lowered. It provided an opportunity to include the lower age school bracket from 7 years, as it will include students currently studying music in primary schools and aligns with the current school curriculum. With this in mind, the new selection criteria was advertised and submissions closed on 11 March 2019. One nomination was received.

The nomination received is Ms Siena Shelton, who attends Merredin College and is currently in year 9. Siena has been playing the violin for 4 years, and studies this online with her music teacher via skype. Her request is to replace her current violin as it is $\frac{3}{4}$ quarter size and requires to upgrade to a full size violin to assist in her passion for the violin. Siena studies classical music and has recently started Irish fiddling. She plays her violin at the local church.

An interview was conducted on 28 March 2019, with judges being Mrs Esther Robertson, Councillor Anderson, Councillor Butler and Mr Justin Freind (Manager Cummins Theatre). Siena performed two pieces for the judges and spoke of her love of the violin. Siena has met the selection criteria outlined in Policy 3.10 – Eric Hind Scholarship and it was unanimous that she is a worthy recipient of this award.

Should Council support the Officer's Recommendation, Sienna will be required to report back to Council on her status of the violin. Mr Freind has recommended that an opportunity to have a one on one masterclass lesson with a violinist from the Perth Symphony Orchestra when they are at the theatre in April.

Councillor Anderson has requested that due to Siena's request to use the Eric Hind Scholarship money to purchase a new violin, that condition 10 of the policy be waived to allow for the full amount of \$1,000 be issued to be able to purchase the new violin up front.

Policy Implications

The process undertaken was adhered to under the guidelines outlined in Policy 3.10 – Eric Hind Scholarship.

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 1 – Community and Culture
Zone Statement: Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors
Key Priority: 1.6 – Supporting and strengthening community groups, organisations and volunteers

➤ Corporate Business Plan

Key Action: 1.6.1 – Support community groups to deliver activities and services to the community effectively and sustainably
Directorate: Community Services
Timeline: Annually

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 risk to the organisation is of low impact.

Financial Implications

There is a budgeted amount of \$1,000 for this scholarship that has previously been approved in the adoption of the 2018/19 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That:

- 1. Ms Siena Shelton be endorsed as the winner of the Eric Hind Scholarship; and**
- 2. the \$1,000 payment be made in full to enable Ms Shelton to purchase a violin.**

14.6 Community Funding Applications for 2019/20 Budget Consideration

<h2>Community Services</h2>		
Responsible Officer:	Kellie Bartley, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	2019/20 Budget	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.6A – Applications Received Attachment 14.6B – 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, 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 benefit 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.

Comment

The Shire advertised in The Phoenix on 18 January 2019 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 2019/20 Budget. The following applications were received. A detailed summary is included as an attachment.

Organisation	Project	Amount Requested \$	Recommended Support \$
Avon Community Services	Youth Activity & Workshop - Skateboarding clinic and competition (Apex Park) <ul style="list-style-type: none"> Engage and activate Youth with a 2-hour skate clinic and 2 hours of skateboard competition for youth in the region Expected 30-40 youth to attend 	\$2,200	\$2,200
Agricultural Women Wheatbelt East Group (AWWE) Inc.	Future Farming Event - Diversification Initiatives <ul style="list-style-type: none"> Explore, research and investment options for AWWE Group to activate in the Eastern Wheatbelt Region Key speakers on bush foods, alternative crops/value adding, aquaculture and other new initiatives Expected 50-100 attendees from the Eastern Wheatbelt Region 	\$730	\$730
A Chaired Taste (Merredin Community Singers)	2020 Merredin Songfest <ul style="list-style-type: none"> Program of singing festival of choirs from Western Australia to Merredin Choir music from jazz to classical 	\$3,489	\$3,339
Merredin Museum & Historical Society Inc (MMHS)	Rolling Stock Restoration <ul style="list-style-type: none"> To restore circa 1912 Guard Van for historical integrity and conserve the carriage 	\$3,200	\$3,200

Organisation	Project	Amount Requested \$	Recommended Support \$
Burracoppin Football Club	To assist with funding of attracting players to the club	\$3,000	\$3,000
Merredin Show Inc	Hosting of Annual Merredin Show	\$10,200	\$10,200
Wheatbelt Endurance Riders Inc (WERI)	Hosting Wicked Wheatbelt Challenge - FEI Endurance Ride	\$2,000	\$2,000
Merredin Community Resource Centre	Hosting of three community events - Seniors Luncheon, Thank a Volunteer event & workshops, and Australia Day Breakfast	\$3,000 plus venue costs	\$3,748
Wheatbelt Agcare Community Support Services Inc	Rural Family Counselling Services <ul style="list-style-type: none"> Provide free counselling services the Wheatbelt Region for families experiencing challenging and/or stressful situations 	\$1,000	\$1,000
Merredin Museum	Stage 2 Museum Beautification Development/Gardens	\$2,200	\$2,200
TOTAL		\$31,767	\$31,617

Policy Implications

The consideration of these submissions are under the guidance of Policy 3.19 – Community Funding.

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* with regards to the draft 2019/20 Budget. All submissions require to be incorporated bodies or “auspicing” under an incorporated association.

Strategic Implications

➤ **Strategic Community Plan**

Zone: Zone 1 - Community and Culture
 Zone Statement: Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors
 Key Priority: 1.6 – Supporting and strengthening community groups and volunteers

➤ **Corporate Business Plan**

Key Action: 1.6.1 – Support community groups to deliver activities and services to the community effectively and sustainably
1.6.2 – Support community groups that recognise and celebrate positive community achievements

Directorate: Community Services

Timeline: 2019/20 Budget timeframe

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

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

In the 2018/19 financial year the amount of \$23,259 was endorsed by Council (CMRef 82166). Therefore, the proposed amount for the 2019/20 year has increased by \$8,358. This increase is due to additional requests which include the 2020 Song Fest (conducted biannually), request from local football club, an endurance ride held throughout the state however selected for the Merredin area. Our local museums creating aspects to help assist with creating interest to our region for tourism and benefits to our local community. All of these activities will be attracting tourism, economic growth for local and regional business to our region along with promoting Merredin as a place to visit across a variety of spectrums.

A provision of \$31,617 to be included in the draft 2019/20 Budget to be presented to Council through budget deliberations. Account E041170 – Public Relations and donations and Account E132331 – Merredin Show for the following organisations and amounts:

Recipient	Cash	Venue Hire
Avon Community Services	\$2,200	
Agricultural Women Wheatbelt East Group (AWWE) Inc.		\$730
A Choired Taste (Merredin Community Singers)		\$3,339
Merredin Museum & Historical Society Inc (MMHS)	\$3,200	
Burracoppin Football Club	\$3,000	
Merredin Show Inc		\$10,200 (venue hire and internal jobs costings to be identified)
Wheatbelt Endurance Riders Inc (WERI)	\$2,000	
Merredin Community Resource Centre	\$3,000	\$748
Wheatbelt Agcare Community Support Services Inc	\$1,000	
Merredin Military Museum	\$2,200	
TOTAL	\$26,800	\$4,817

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That financial support be provided to the following community projects, being cash and in-kind allocation of \$31,617 in the draft 2019/20 Budget, for the following amounts and under the following conditions;

1. Avon Community Services;
 - a. provide support of \$2,200;

15. Officer's Reports – Administration

Nil items to report.

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