



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday 17 September 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 17 September 2019 in the Council Chambers, Corner King and Barrack Streets, Merredin. The format of the day will be:

10.00am	Citizenship Ceremony
11.00am	Audit Committee Meeting
12.30pm	Lunch
1.00pm	Briefing Session
3.00pm	Council Meeting

Greg Powell
CHIEF EXECUTIVE OFFICER

12 September 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 Melissa Ivanetz 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 17 September 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 JR Flockart	
Cr PR Patroni	

Staff

G Powell	CEO
K Bartley	DCEO
P Zenni	EMDS
M Ivanetz	EA to CEO

Members of the Public:

Apologies:

Approved Leave of Absence: Cr Crisafio (CMRef 823636)

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 20 August 2019](#)

8. Announcements by the Person Presiding without discussion

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

10. Receipt of Minutes of Committee Meetings

10.1 [Great Easter District Operations Advisory Committee Meeting held on 11 March 2019](#)

10.2 [Wildflower Society of Western Australia \(Inc\) Meeting held on 21 August 2019](#)

10.3 [Great Eastern Country Zone Meeting held on 27 August 2019](#)

10.4 [Wheatbelt Communities Inc Meeting held on 27 August 2019](#)

10.5 [WEROC Council Meeting held on 27 August 2019](#)

10.6 [Local Emergency Management Committee Meeting held on 27 August 2019](#)

11. Recommendations from Committee Meetings for Council consideration

Nil

12. Officer's Reports – Development Services

Nil

13. Officer's Reports – Engineering Services

13.1 [Street Tree Master Plan - Adoption](#)

14. Officers Reports – Corporate and Community Services

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Integrated Planning and Reporting – Quarterly Review September 2019](#)

14.4 [Risk Profiles and Dashboard Review – July – September 2019](#)

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
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Nil

18.	Urgent Business Approved by the Person Presiding or by Decision
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19.	Matters Behind Closed Doors
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20.	Closure
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7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 20 August 2019

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 20 August 2019 be confirmed as a true and accurate record of proceedings.

10. Receipt of Minutes of Committee Meetings

10.1 Great Eastern District Operations Advisory Committee Meeting held on 11 March 2019

[Attachment 10.1A](#)

10.2 Wildflower Society of Western Australia (Inc) Meeting held on 21 August 2019

[Attachment 10.2A](#)

10.3 Great Eastern Country Zone Meeting held on 27 August 2019

[Attachment 10.3A](#)

10.4 Wheatbelt Communities Inc Meeting held on 27 August 2019

[Attachment 10.4A](#)

10.5 WEROC Council Meeting held on 27 August 2019

[Attachment 10.5A](#)

10.6 Local Emergency Management Committee Meeting held on 27 August 2019

[Attachment 10.6A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Great Eastern District Operations Advisory Committee Meeting held on 11 March 2019, Wildflower Society of Western Australia (Inc) held on 21 August 2019, Great Eastern Country Zone Meeting held on 27 August 2019, Wheatbelt Communities Inc Meeting held on 27 August 2019, WEROC Council Meeting held on 27 August 2019 and Local Emergency Management Committee Meeting held on 27 August 2019 be received.

11.	Recommendations from Committee Meetings for Council consideration
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Nil

12.	Officer's Reports - Development Services
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Nil

13.	Officer's Reports - Engineering Services
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13.1 Street Tree Master Plan - Draft

Engineering Services



Responsible Officer:	Mike Hudson, EMES
Author:	Melissa Ivanetz, EA to CEO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	P/7
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A – Street Tree Master Plan

Purpose of Report

- Executive Decision Legislative Requirement

Background

The need for a Street Tree Master Plan (Master Plan) was identified by Council, and staff have prepared 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

This matter was considered at its Ordinary Meeting held on 16 April 2019 where it was resolved:

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.**

CARRIED BY ABSOLUTE MAJORITY 9/0

At the close of the advertising period one written submission had been received from Mr Grant Stainer.

The matters raised in the submission are dealt with below

At the August Ordinary Council Meeting it was resolved that the matter lay on the Table.

The draft plan was considered at the Council's September briefing session with further amendments being made to the draft plan. Staff have made the amendments as suggested together with some further refinements. The amended draft is attached for Council's consideration.

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 Council:

- 1. Adopt the draft Street Tree Master Plan;**
- 2. Thank Mr Stainer for his submission, and**
- 3. Delete Policy 7.2 – Street Trees.**

(It should be noted an allocation has been made in the current budget to implement the Plan)

14. Officers Reports – Corporate and Community Services

14.1 List of Accounts Paid

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	Charlie Brown, EMCS	
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 August 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 & 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, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$1,507,898.64 from Council's Municipal Fund Bank Account and \$123.30 from Council's Trust Account be endorsed by Council.

14.2 Statement of Financial Activity

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	Charlie Brown, ECMS	
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 Attachment 14.2B – Detailed Statements Attachment 14.2C – Monthly Investment Report Attachment 14.2D – Financial Ratios Attachment 14.2E – Capital Expenditure	

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 3% down up budget estimates and Expenditure showing a 8% variance.

The expenditure variance will even out next month to show a clearer picture.

Capital Expenditure

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

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 & 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 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 Chief Executive Officer 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 the Local Government (Financial Management Regulations) 1996 regulation 5, 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 August 2019 be received.

14.3 Integrated Planning and Reporting – Quarterly Review September 2019

<h2>Corporate Services</h2>		
Responsible Officer:	Kellie Bartley, DCEO	
Author:	Kellie Bartley, DCEO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.3A – Corporate Business plan 2018-2022 – 2019/20 Quarterly Review – September 2019	

Purpose of Report

- Executive Decision Legislative Requirement

Background

The Shire’s Corporate Business Plan 2018-2022 demonstrates how the objectives of the Shire’s Strategic Community Plan will be achieved. The *Local Government Act 1995* requires the local government to plan for the future of their district.

The Shire of Merredin’s four-year delivery program aligned to the Strategic Community Plan 2018-2028 and accompanied by the Strategic Resource Plan 2019-2034. The purpose of the plan is to operationalise the Community’s vision and the Shire’s strategic key objectives through the establishment of key actions that address each strategy contained within the Strategic Community Plan.

The Shire of Merredin has established periodic progress reporting against the 2018-2022 Corporate Business Plan to provide Council and the Community with an update towards the achievement of these actions, such as the delivery of key projects and the successful implementation of service level changes.

Comment

With the implementation of the suite of plans, monitoring is undertaken through the IPR Process Plan outlining Merredin’s Baseline Report to include:

1. Key Zones;
2. Strategic Goals;
3. Key Priorities;
4. Strategies; and
5. Key Actions.

The Corporate Business Plan Review – September 2019 is presented to Council for its perusal.

Policy Implications

Nil

Statutory Implications

Local Governments have a statutory obligation under s5.56 (1) of the *Local Government Act 1995*.

Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* require the local government to ensure that a Strategic Community Plan and Corporate Business Plan are made for its district.

Strategic Implications

➤ Strategic Community Plan

Zone: Community & 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: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The Strategic Resource Plan 2019-2034 outlines the Shire of Merredin's long-term commitments and strategies to manage Council's assets.

➤ Workforce Plan

Directorate: Chief Executive Officer
Activity: All Activity Areas
Current Staff: 47
Focus Area: All Objective Areas
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

The adoption, implementation and monitoring of the IPR Suite of Plans provides a mechanism to:

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

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

Financial Implications

There are financial implications to Council in relation to this item as the suit of plans recognise outcomes. Identified outcomes from the IPR Suit of Plans are factored into the Council's Strategic Resources Plan 2019 -2034.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the progress report on the Corporate Business Plan 2018-2022 for the period July to September 2019, as presented in attachment 14.3A be noted.

14.4 Risk Profiles and Dashboard Review – July - September 2019

<h2>Corporate Services</h2>		
Responsible Officer:	Kellie Bartley, DCEO	
Author:	Kellie Bartley, DCEO	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	RM/6	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.4A – Risk Profiles and Dashboard Review – July – September 2019	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin is obligated to address organisational risk under the *Local Government (Audit) Regulations 1996*. The Shire has developed a Risk Management Policy, with the objective of using a Risk Management Framework to identify, evaluate, treat and monitor risk. The Shire’s Risk Management Framework breaks down different organisation risks into 16 categories known as “Risk Profiles”. The 16 profiles categories are:

1. Asset Management Practices
2. Environment Management
3. Compliance
4. Document Management
5. Employment Practices
6. Errors, Omissions, Delays
7. Misconduct
8. External Theft & Fraud
9. Facilities – Venues
10. IT & Communications
11. Supplier - Contract
12. Safety & Security Practices

13. Engagement Practices
14. Business & Community Disruption
15. Procurement & Disposal
16. Project – Change Management

Assessment of this data provides details of current issues, actions and treatments that need to be addressed and form the Risk Dashboard Report. Actions identified in the Risk Dashboard from part of the future reviews of the suite of IPR documents and any operational plans.

Comment

Risk Dashboard Report

Risk Dashboard Report providing the status risk data are presented to the Senior Management Group quarterly for monitoring and review. Although actions have consistently been added to the Risk Dashboard Report, a large number of key controls and residual risk ratings in each of the risk profiles have been reviewed and assessed. The Residual Risk Rating for each risk profile can then be assessed.

The overall control ratings for each of the risk profiles (using updated and existing data) are considered adequate in most areas with Business & Community Disruption control as inadequate and Procurement & Disposal identified as effective.

Actions for the Business & Community disruption have been a process that is currently in review and is anticipated to become adequate in the coming months.

Actions identified as completed and will now be reviewed are:

- Asset Finda (completed and now an ongoing process);
- Policy & Procedure Index;
- Archive storage now finalised at North Merredin Primary School;
- Performance Management practices have now been introduced;
- Workforce Planning Strategy adopted;
- Engagement & Consultation framework adopted;
- CCTV & Security actions have commenced;
- Merredin Senior Citizens Centre is now compliant and certificate of approval granted;
- Local panel of supplies adopted;
- IT equipment Plan updated;
- Fraud & Corruption Policy adopted;

A status update on the review of key controls and risk profiles is contained in **attachment 14.4A**.

Policy Implications

That this report relates to Council Policy – 3.24 – Risk Management Policy.

Statutory Implications

Local Government (Audit) Regulations 1996

Regulation 17

1. *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - a) *Risk management;*
 - b) *Internal control; and*
 - c) *Legislative compliance.*
2. *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
3. *The CEO is to report to the audit committee the results of that review.*

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 4 – Communication & 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: All Areas
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 prudent management of risk is essential to ensure the ongoing sustainability of the Shire and to minimise or eliminate threats to the health, financial impact, service interruption, compliance, reputational, property and environment of the Shire.

Financial Implications

There may be financial implications from the actions detailed in the Risk Management Report. Actions which require expenditure form part of the budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Operational Risk Dashboard reports for the period ending September 2019 as contained in attachment 14.4A be noted.

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

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