

SHIRE OF MERREDIN



“Heart of the Wheatbelt”

MINUTES OF ORDINARY COUNCIL MEETING

21 JUNE 2011

INDEX

1.0	OFFICIAL OPENING	4
2.0	PUBLIC QUESTION TIME	4
3.0	APOLOGIES AND LEAVE OF ABSENCE	5
4.0	DISCLOSURE OF INTEREST	5
5.0	PETITIONS AND PRESENTATIONS.....	5
6.0	CONFIRMATION OF MINUTES.....	5
6.1	Ordinary Council Meeting.....	5
7.0	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	5
8.0	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....	6
9.0	RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL	6
9.1	Wheatbelt Eastern Regional Organisation of Councils Executive Meeting held on 8 May 2011	6
9.2	Wheatbelt Eastern Regional Organisation of Councils Executive Meeting held on 25 May 2011	6
9.3	Merredin Recreational Community and Leisure Centre Advisory Committee Meeting Held 7 June 2011	6
10.0	COMMUNITY SERVICES	8
10.1	Staff Housing Policy.....	8
10.2	Donations/Loans/Sponsorship – Cummins Theatre	10
10.3	2010 Dry Season Assistance Scheme – Application For Funding From The Merredin Fine Arts Society.....	12
10.4	Recreational Vehicle (RV) Camping Policy	14
10.5	Shire Of Merredin Calendar Of Events.....	17
10.6	2012 WA Association Of Caravan Clubs Inc State Caravan Rally	20
10.7	Shows – Cummins Theatre Policy	22
11.0	DEVELOPMENT SERVICES	24
11.1	Local Planning Scheme No. 6 – Amendment One – Environmental Protection Authority – Endorsment Of Actions	24
11.2	Lease 12 Army Cadets - Reserve 23036 Kitchener Road, Merredin – Request To Pay Outstanding – Water Rates	26
11.4	Town Planning – Kennels – Lot 1346 Whitfield Way, Merredin	31
12.0	ENGINEERING SERVICES	36
13.0	FINANCE AND ADMINISTRATION.....	37
13.1	List Of Accounts Paid.....	37
13.2	Community Resource Centre Funding	38
13.3	Community Funding Applications For 2011/2012 Budget.....	40
	Consideration.....	40
13.4	Monthly Finance Report	42
14.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	43
15.0	QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN	43

16.0	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	43
	
17.0	MATTERS BEHIND CLOSED DOORS.....	43
	17.1 Confidential Item – Staff Superannuation	43
18.0	CLOSURE	44

Minutes of the Ordinary Meeting of the Shire of Merredin held in the Council Chambers, Corner King and Barrack Streets, Merredin on Tuesday 21 June 2011 commencing at 1.00pm.

ATTENDANCE:

Councillors:	KA Hooper	Shire President
	RM Crees	Deputy Shire President
	A Carr	
	D Crook	
	P Forbes	
	M Morris	
	J Townrow	
	W Wallace	
	M Young	
Staff:	G Powell	Chief Executive Officer
	J Garrett	Executive Manager Engineering Services
	S Grayston	Acting Executive Manager of Finance and Administration
	J Mitchell	Executive Manager of Development Services
	D Morris	Executive Manager of Community Services
	L Wyatt	Executive Assistant to Chief Executive Officer

1.0 OFFICIAL OPENING

The Shire President declared the meeting open at 1.01pm
Mrs Debbie Morris was in attendance.

2.0 PUBLIC QUESTION TIME

Mr Ian Lane addressed the meeting. He thanked the Shire of Merredin for its assistance in the prompt acquisition of a new truck for the Bush Fire Brigade. He also advised Councillors of his concerns regarding Merredin hosting Rockfest on 22 October 2011.

He stated his concerns pertained to the cost of such events and cited past history as an example claiming mixed outcomes and consequences. He asked if 1200 attendees can be guaranteed and whether promoters would consider meeting half of the costs? The Shire President advised Mr Lane the event was in the planning stage and that consideration was being given to all aspects of the event. He also thanked Mr Lane for taking the time to address his concerns to the meeting.

Mr Lane left the meeting at 1.12pm.

3.0 APOLOGIES AND LEAVE OF ABSENCE

Councillor Townrow seeks leave of absence from all meetings of June, July, August and September 2011.

30620 Moved Cr Young Seconded Cr Carr

That Councillor Townrow be granted leave of absence from all meetings held in July August and September 2011.

CARRIED 9/0

Cr Wallace applied for a leave of absence for July ordinary meeting.

30621 Moved Cr Forbes Seconded Cr Young

That Councillor Wallace be granted leave of absence from the July ordinary Council meeting.

CARRIED 9/0

4.0 DISCLOSURE OF INTEREST

Cr Morris declared an interest in items 11.1 and 17.1.

5.0 PETITIONS AND PRESENTATIONS

Nil

6.0 CONFIRMATION OF MINUTES**6.1 Ordinary Council Meeting**

Confirmation of the minutes of the Ordinary Council Meeting held on 17 May 2011.

30623 Moved Cr Townrow Seconded Cr Crook

Officer's Recommendation

That the minutes of the Ordinary Council Meeting held on 17 May 2011 be confirmed as a true and correct record of proceedings.

CARRIED 9/0

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President advised his intention to close the meeting to all staff at an appropriate time later in the meeting. The President also gave Councillors an update on the Southern Inland Health Initiative.

Councillor Morris stated he was approached by a member of the public who raised concerns regarding accommodation standards for university students. It was felt the accommodation provisions were inadequate and believed the students would return to Perth and advise others not to attend Merredin if accommodation was sub-standard. The subject of billeting students, as has been done in past years, was raised. Discussion followed and it was agreed that this matter would be considered further but only if facts can be verified.

Councillor Crook advised Council of the outcome of a meeting between Hon Brendon Grylls office and Dr Gabriel Adeniyi and Shire of Merredin representative. Dr Adeniyi's lease and other matters were raised.

8.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Item 17.1 Confidential Item - Staff Superannuation

Refer to page 40 for information on this Agenda Item.

9.0 RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL

9.1 Wheatbelt Eastern Regional Organisation of Councils Executive Meeting held on 8 May 2011

[Attachment 9.1A](#)

Nil Recommendations to Council.

Officer's Recommendation

That Council receive the minutes of the Wheatbelt East Regional Organisation of Councils Meeting held on 8 May 2011.

9.2 Wheatbelt Eastern Regional Organisation of Councils Executive Meeting held on 25 May 2011

[Attachment 9.2A](#)

Nil recommendations to Council

Officer's Recommendation

That Council receive the minutes of the Wheatbelt East Regional Organisation of Councils Meeting held on 25 May 2011.

CARRIED

9.3 Merredin Recreational Community and Leisure Centre Advisory Committee Meeting Held 7 June 2011

[Attachment 9.3A](#)

09.3.8.1 Future of the Advisory Meeting;

Moved and Carried

That the Merredin Regional Community and Leisure Centre Advisory Committee be disbanded and issues currently considered by the Committee be referred to the Merredin Sports Council.

- 30624** **Resolution**
Moved Cr Forbes Seconded Cr Townrow
That Council receive the minutes of Wheatbelt East Regional Organisation of Councils Meeting held on 8 May 2011, Wheatbelt East Regional Organisation of Councils Executive Meeting held on 25 May 2011 and the Merredin Regional and Community Leisure Centre Advisory Committee meeting held 7 June 2011.

CARRIED 9/0

- 30625** **Resolution**
Moved Cr Townrow Seconded Cr Morris
That the Merredin Regional Community and Leisure Centre Advisory Committee be disbanded and issues currently considered by the Committee be referred to the Merredin Sports Council.

CARRIED 9/0

10.0 COMMUNITY SERVICES

10.1 STAFF HOUSING POLICY

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Reference:	P/7/Housing
Disclosure of Interest:	Financial
Attachments:	Current Policy (Attachment 10.1A) Proposed Policy (Attachment 10.1B)

Background

As part of the overall review of Council's Policies, the current Council Staff Housing Policy (Policy 2.10) has been reviewed.

The current Policy [Attachment 10.1](#) only addresses the bond, Residential Tenancy Agreement and Rent. There is a need to broaden the scope of the policy to provide clarity on eligibility along with other conditions which may apply to employee accommodation.

Comment

Provision of quality housing is an important means of attracting and retaining qualified and experienced staff, however to ensure consistency in the treatment of all eligible staff and a transparent process, a new Staff Housing Policy incorporating principles and guidelines has been developed. [Attachment 10.1B](#)

This Policy may be varied by or cancelled by Council. Any variation or cancellation of the Policy will be notified to all affected employees prior to the variation taking effect. Employees may be given an opportunity to provide feedback regarding the variation which shall be taken into consideration by Council prior to variation.

It is proposed that if the new Staff Housing Policy is adopted by Council it is not retrospective as it would be inappropriate to displace current staff who are not compliant with the new eligibility criteria or guidelines.

Statutory/Policy Implications

Review of Policy 2.10 Council Staff Housing

Financial Implications

Nil

30626

Moved Cr Forbes

Seconded Cr Young

Officer's Recommendation

That Council adopt the Staff Housing Policy as presented in Attachment 10.1B but it not apply retrospectively.

CARRIED 8/1

10.2 DONATIONS/LOANS/SPONSORSHIP – CUMMINS THEATRE

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris, Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Number:	CM/14/Donations/Loans/Sponsorship
Attachments:	Draft Policy

Background

The Cummins Theatre has received wonderful support from the Friends of the Cummins Theatre (FOCT) and the Merredin Repertory Club (MRC) over the past few of years. These groups have donated items and have contributed financially to equipment for the Theatre. Their members have also helped out with manning the bar and assisting with shows. It is presumed that support from these two groups will continue.

With this in mind and the potential to attract other forms of sponsorship and support for the Theatre, there is a need to establish some guidelines, formal procedures and acknowledgement for these offers as well as clarification of the difference between donations and sponsorship.

In 2009 a policy was developed for donations, loans and sponsorship for the Central Wheatbelt Visitor Centre (Policy 3.16) which addresses similar requests to that of the Cummins Theatre. Policy 3.16 has been used as a reference to develop the draft Policy [Attachment 10.2A](#) for the Cummins Theatre.

Statutory Implications

Local Government Act 1995

Financial Implications

Local Government Act 1995 – Financial Management (Section 6.15)

Comment

Draft policy [Attachment 10.2A](#) for Donations/Loans/Sponsorship for the Cummins Theatre which is aligned to that of the Central Wheatbelt Visitor Centre will provide uniformity within the Shire.

It should be noted that a policy should be developed for Merredin Recreation Community and Leisure Centre.

The draft Policy outlines the definitions and guidelines and will ensure consistency and fairness is applied to all requests and offers and will allow for a more timely decision making process.

30627

Moved Cr Forbes

Seconded Cr Crook

Officer's Recommendation

That Council adopt the Donations/Loans/Sponsorship – Cummins Theatre Policy as presented in [Attachment 10.2A](#) effective immediately.

CARRIED 9/0

10.3 2010 DRY SEASON ASSISTANCE SCHEME – APPLICATION FOR FUNDING FROM THE MERREDIN FINE ARTS SOCIETY

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Reference:	GS/2/33
Disclosure of Interest:	Nil
Attachments:	Application from Merredin Fine Arts Society (Attachment 10.3A)

Background

At the May 2011 Council meeting Council agreed to make available to the community the remaining \$2,000 funds which were not utilised by the Eastern Districts Football League for their Men’s Health Night on 3 February 2011.

An application has been received from the Merredin Fine Arts Society for \$1,500 to assist with their 2011 Wheatbelt Art Exhibition which is scheduled to be held on 21st October 2011. The aim of the event is to raise the profile of regional artists and social connectedness and wellbeing through arts and culture. The event is open to residents aged 15 years and over who reside in the Wheatbelt. The date has been selected to coincide with the Community Concert and promote the weekend as a Cultural weekend. The financial assistance is sought for

- the costs (travel, time, accommodation and meals) to attract a “big name” judge to critique the work and decide the Art Prize Award winners - \$1000
- running costs of the exhibition (printing of nomination forms and other material, postage and advertising) - \$500

The aim of the Dry Season Assistance Scheme is to nurture and sustain vibrant rural communities and is to be spent on one or more community events that help maintain community spirit and welfare. Events are to be held prior to 30 November 2011.

The Guiding Principles state: “As far as possible, events held need to be inclusive of all members of the community.”

Comment

The Merredin Fine Arts Society’s request qualifies under the guidelines in that it is a community event, it falls within the required timeframe, is open to a large percentage of the community and is a not for profit event.

The application did not specify if there would be any entry charge to the event, so an enquiry was made which confirmed there would be a \$10 door charge that are used to cover catering costs for the event.

The Wheatbelt Art Prize and Exhibition is a different sector of the community to those that have already received Dry Season funding assistance from the Shire of Merredin.

Statutory/Policy Implications

Although not a policy, the Guiding Principles of the 2010 Dry Season Assistance Scheme are required to be adhered to.

Financial Implications

There is currently \$2,000 remaining in the \$20,000 2010 Dry Season Assistance Scheme funding available for allocation. The \$1,500 request is within the funds available.

30628

Moved Cr Wallace

Seconded Cr Crook

Officer's Recommendation

That Council support funding \$1,500, from \$20,000 Dry Season Assistance Scheme, to the Merredin Fine Arts Society for the 2011 Wheatbelt Art Exhibition to be held on 21st October 2011.

CARRIED 9/0

10.4 RECREATIONAL VEHICLE (RV) CAMPING POLICY

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager of Community Services
Legislation:	Local Government Act 1995; Caravan Parks and Camping Grounds Regulations 1997 in Western Australia
File Reference:	CM/14/1
Disclosure of Interest:	Nil
Attachments:	Draft Policy (Attachment 10.4A)

Background

The Central Wheatbelt Visitor Centre receives many requests from visitors for camping areas for Recreational Vehicles (RV).

Definition of a Recreational Vehicle is *“A vehicle that is fully self contained with respect to shower, toilet, washing, cooking and sleeping facilities and must have holding tanks for all toilet waste and sullage water sufficient for at least 48 hours use by the occupants.”*

At this stage, Merredin is not a designated RV Friendly Town, which under the *RV Friendly Town Scheme* requires the provision of amenities and services for the mobile traveller. These services include:

Essential

- Provision of appropriate parking within the town centre with access to a general shopping area with groceries and fresh produce;
- Provision of short term (24/48/72+ hour) parking area within reasonable distance to the CBD;
- Provision of long term parking, to be at a reasonable rate commensurate with the requirement of self-contained vehicles;
- Access to 24 hour medical facilities;
- Access to a pharmacy or a procedure to obtain pharmaceutical products;
- Access to potable water;
- Access to a Dump Point, if not in town, within 50 kilometres of the town;
- RV Friendly Town signs to be erected within the town precinct.

Desirable

- A service centre able to provide basic vehicle repairs;
- A Visitor Information Centre with appropriate parking facilities within a reasonable distance;

-
- Visitor Centre to provide a town map showing essential facilities, such as hospital, medical services, fuel, shopping area, dump point, fresh water etc.

A town may qualify as an *RV Friendly Location* if it does not meet all the criteria of an RV Friendly Town. For example, the town may not have 24 hour medical facilities but will have access to a medical evacuation plan such as the Royal Flying Doctor Service or ambulance. The hospital may be located in a nearby town.

A third category is the *RV Friendly Destination*. This category caters for destinations that are friendly towards all mobile travellers. The destination will have an area for overnight or longer stays for travellers in mobile vehicles.

Currently the Merredin Tourist Park is the only location that caters for camping within the Merredin townsite. RV travellers do not normally utilise caravan parks, as they do not require any of the caravan park services and therefore look to alternative locations outside the townsites.

There is provision in the Caravan Parks and Camping Grounds Regulations 1997 in Western Australia that state under - Camping other than at a caravan park or camping ground:

(1) A person may camp —

(b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;

Comment

The Shire of Merredin currently does not meet the criteria for the RV Friendly Town Scheme, however with the number of mobile travellers expected to increase over coming years, particularly as the 'baby boomer' generation continues to retire there is a need for Council to plan for these recreational vehicles.

In addition to the many day to day enquiries at the Visitor Centre from RV travellers, the National RV Rally will be held October this year in Kalgoorlie so it is anticipated that many more enquiries will occur leading up to this event.

Currently requests for camping from individual RV travellers for overnight camping have been declined, however when groups have approached the Shire for permission to camp, they are assessed on an ad hoc basis. Those that are approved usually camp at the Recreation Grounds.

Whilst it is envisaged that further research and consultation with the owners of the Merredin Tourist Park is necessary before Council can consider making decisions on facilities in Merredin for Recreation Vehicles, it would be beneficial for staff to have some guidelines to which they can assess group requests.

For this reason a policy has been developed Attachment 10.4A that outlines criteria and conditions that will enable staff to grant approval for RV camping.

This policy can be varied once a more comprehensive study has been carried out on Recreational Vehicle tourism.

Statutory/Policy Implications

Proposed new Policy

Financial Implications

Camping fee of \$5 per vehicle proposed

30629

Moved Cr Townrow

Seconded Cr Crook

Officer's Recommendation

That the draft policy be advertised for comment and referred to relevant accommodation businesses in the Shire for comment.

CARRIED 9/0

Councillor Young left the meeting at 1.53pm

10.5 SHIRE OF MERREDIN CALENDAR OF EVENTS

Reporting Officer:	Debbie Morris – Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Reference:	RCM/8/Calendar of Events
Disclosure of Interest:	Nil
Attachments:	Shire of Merredin Calendar of Events (Attachment 10.5A)

Background

Over the years the Shire of Merredin has been involved with various community events (sport, health, awards, heritage, Christmas, environment, entertainment, cultural, celebrations etc). The involvement has been at differing levels - self initiated, partnering with community organisations or in a support role.

In addition to the regular community events, the Shire receives an array of requests and promotional material from various organisations seeking support for their relevant cause, event (National Epilepsy Awareness, Neighbour Day, NAIDOC Week etc). Currently the decision on whether to be involved in these activities is made by the staff and occurs on an ad hoc basis. Some of these event are duplicated by other groups or individuals within our community and/or do not receive extensive support from the community.

At a recent meeting of the Community Services staff (Library Manager, Visitor Centre Manager, Recreation Centre Manager, Project Officer, Theatre Manager and NRMO) the topic of community events in general was discussed and it was agreed that there is a need to review the current events with the aim of rationalising the events to ensure that those events that are organised are of a high standard and will attract greater community involvement and attendance.

Staff have assessed the website www.ourcommunity.com.au/calendar (which outlines all the celebration days) and have selected a number of events they believed suitable for the Shire to be associated with. These events/activities have been incorporated into a Community Events Calendar ([Attachment 10.5A](#)) with the current events that have been historically supported by the Shire for council endorsement.

Comment

The Shire of Merredin Strategic Plan 2007-2012 states under the COMMUNITY section of 1.1 Build a strong community - *Support & participate in significant Community Events*
Provide assistance or organise the following events

- *Australia Day*
- *Seniors Week*
- *Youth Week*
- *Disability Day*
- *NAIDOC Week*
- *ANZAC Day*
- *Christmas Event*
- *Thank a Volunteer*
- *Merredin Community Awards*
- *Welcome to Merredin*
- *Merredin Show*

The community events/activities listed on the Shire of Merredin Community Events Calendar has been developed with the aim of catering for all of the above.

Some proposed changes to the events that the Shire has been involved with include –

- Combining Australia Day and the Welcome to Merredin and omitting the Thank a Volunteer from this event. The reasoning behind this is that there is a need to attract more people to the Australia Day event and it is believed that most new residents are in town by late January, with school starting early February. The introduction of Australia Day Awards – Citizen of the Year (Adult and Youth) and Community Event of the Year may also encourage more community people to attend the Australia Day event. These awards are presented at many Australia Day events throughout the country. The staff have made the suggestion that there only be two Award categories so as not to conflict or diminish the stature of the Merredin Community Awards.
- Thank a Volunteer event be moved from the International recognised date of 5th December, to the National Volunteer Week date in May. Funding for the International event was permitted to be used up to 3 months from the December date, which enabled the Volunteer event to be held in conjunction with Welcome to Merredin up until March. Attendance over the past 2 or 3 years has seen a reduction in the number of volunteers attending.
- ANZAC Day – it appears inevitable that the Shire will be taking on the overall organisation of the ANZAC Service/s due to the number of active Vietnam Veterans declining.

Staff seek Council endorsement for the Community Events Calendar ([Attachment 10.5A](#)) which will be used as formal direction to staff.

Statutory/Policy Implications

Nil

Financial Implications

Nil

30630

Moved Cr Carr

Seconded Cr Crook

Officer's Recommendation*That Council adopt the calendar of events as outlined in [Attachment 10.5A](#).***CARRIED 8/0**

Councillor Young returned to the meeting at 2.03pm

10.6 2012 WA ASSOCIATION OF CARAVAN CLUBS INC STATE CARAVAN RALLY

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Reference:	CR/24/1
Disclosure of Interest:	Nil
Attachments:	Correspondence (letter and email) from WA Association of Caravan Clubs Inc; email from Visitor Centre

Background

The 2012 WA Association of Caravan Clubs Inc State Rally is scheduled to take place over the WA Queen's Birthday weekend in 2012. An Expression of Interest was submitted by the Visitor Centre Manager to host the Rally in Merredin which has the potential of attracting between 150-200 caravans into Merredin.

The Rally Coordinators contacted Shire Staff in April 2011 requesting the costing for use of facilities, which were provided at the standard rates as set out in the Fees and Charges, ([Attachment 10.6A](#)).

A letter ([Attachment 10.6B](#)) was received from the Coordinators on the 6th June 2011 advising that there are currently two other towns that have submitted an expression of interest in the State Rally. Merredin's facilities are on par with one of the other towns being considered, however the structure of fees makes Merredin's pricing unaffordable and more than twice the cost of that particular town. The Coordinators have therefore asked Council to consider a single bulk fee for use of the facilities for the weekend, reducing the particular costs by at least 50%.

There are two policies that relate to waived or discounted/donated hire fees at the Cummins Theatre and the Merredin Regional Community and Leisure Centre, both give authority to the Chief Executive Officer. However the WA Association of Caravan Club Inc does not comply with ALL the criteria within the policies and therefore the request is being presented to Council for consideration.

Comment

To showcase the town and region to up to 300 people from Caravan Clubs is a great opportunity. There is potential to generate revenue for local retailers, community organisations and the Shire, as well as the ongoing benefit of recurring tourism, which has been seen in other towns that have grasped opportunities like this.

Discussions with the Coordinators regarding the venues and numbers from previous events indicated that the Friday night attracts around 180 people for a meal, the Saturday night is a cabaret which attracted 227 at the event in Mingenew and the Concert on the Sunday night, which is also open to the local community, attracted 183. At first it was thought that the Friday and Saturday nights, which are proposed to be held in the Function Room and the Recreation Centre, could be made open to the whole community. This may still be an option on the Friday night, however there would be insufficient room on the Saturday night to have it open to locals, as a dance floor and music has been requested. This would therefore be an exclusive function. These arrangements are not finalised and there may also be the option of the Saturday night meal and cabaret being at the Theatre.

Current fees as outlined in [Attachment 10.6A](#) were seen to be unaffordable. Staff have assessed the benefits and believe that the camping fee of \$7.50 per night should remain, which could equate to \$6750 if 150 caravans attended with two occupants. The funds for the meals would be a benefit to the relevant community organisation, who would also be required to pay the kitchen hire fees (\$20 per hour). The sale of drinks would be a direct benefit to the Shire at either venue.

The Chief Executive Officer has advised that he supports reducing the venue hire costs by 50%, which would mean that the Recreation Centre Function Room hire for Friday and Saturday night would be \$80 for 4 hours or \$160 for more than 4 hours respectively and the hire for the Cummins Theatre on the Sunday would be \$200, which would total \$520 for the three nights (working on more than 4 hours on the Friday and Saturday). This is also dependant on whether the Friday night is open to the wider community, which could result in no hire fee being charged.

Statutory/Policy Implications

Policy 5.9 Cummins Theatre – Waived or Discounted Hire Fees

Policy 6.16 Donation of Hire Fees – Merredin Regional Community and Leisure Centre

Financial Implications

By reducing the venue hire costs, Council may have the opportunity of attracting revenue through camping fees of the participants in the 2012 WACCI Caravan State Rally, as well as income from bar sales.

30631

Moved Cr Wallace

Seconded Cr Townrow

Officer's Recommendation

That Council offer a 50% reduction in venue fees at the Merredin Regional Community and Leisure Centre and Cummins Theatre for participants in the 2012 WACCI Caravan State Rally if held in Merredin.

CARRIED 9/0

10.7 SHOWS – CUMMINS THEATRE POLICY

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris, Executive Manager of Community Services
Legislation:	Local Government Act 1995
File Number:	CM/14/1
Attachments:	Draft Policy

Background

With the Cummins Theatre conservation and upgrade works now completed and officially opened, the Executive Manager of Community Services and Theatre Manager are keen to have the Theatre used to its full potential.

Over the past few months, a number of shows have performed at the Theatre with varying degrees of support from the community. There are many reasons that may have contributed to this including the types of shows, scheduling of dates, private hires, affordability and other events/activities that may be occurring in the community eg sport, weddings, birthdays.

Whilst there are some areas that the Shire has no control over there is a need to establish the direction Council wishes to take in regard to the number of "Purchased Shows" for the Theatre. The definition of Purchased Shows is shows that are booked and paid for by the Shire. These can be touring shows as part of Country Arts or shows privately sourced.

Many of the touring shows need to be booked well in advance of the performance dates (up to 2 years) and without clarity from Council regarding the level of support, both in regard to the number of shows expected to be hosted and monetary support for purchase of the shows at the Cummins Theatre, these bookings occur in an ad hoc manner.

The development of a Policy for Purchased Shows will enable the Theatre Manager to plan well in advance.

There is currently funding available through Lotterywest for audience development (\$25,000), which the Shire has been successful in receiving for the past few years. This funding is used to compliment the Shire funding to access shows that cater for various sectors of the community. This funding is currently being reviewed by Lotterywest and there is no guarantee that it will be available in the future, therefore the Shire needs to plan and allocate funds to ensure the Theatre can still purchase sufficient amount of shows.

Statutory Implications

Local Government Act 1995

Financial Implications

It is proposed that a minimum of \$50,000 be allocated annually for Performance Expenses from Shire funds for the purchase of a minimum of eight (8) shows annually.

Comment

Draft policy [Attachment 10.7A](#) for Purchased Show at the Cummins Theatre will provide staff with the guidelines and resources to plan and deliver the shows and activities within the Cummins Theatre more effectively, which will hopefully increase the patronage of the social and cultural activities at the Theatre.

30632

Moved Cr Forbes

Seconded Cr Crees

Officer's Recommendation

That Council adopt the Purchased Shows – Cummins Theatre Policy as presented in [Attachment 10.7A](#) effective immediately.

CARRIED 8/1

Mr John Mitchell, Executive Manager Development Services entered the meeting at 1.58pm.

Mrs Debbie Morris left the meeting at 2.00pm.

Cr Morris declared a financial interest in Item 11.1 and left the meeting at 2.03pm.

11.0 DEVELOPMENT SERVICES

11.1 LOCAL PLANNING SCHEME NO. 6 – AMENDMENT ONE – ENVIRONMENTAL PROTECTION AUTHORITY – ENDORSMENT OF ACTIONS

Reporting Department:	Development Services
Reporting Officer:	John Mitchell
Legislation:	Local Government Act 1995,
File Reference:	LUP/
Disclosure of Interest:	Nil
Attachments:	Amendment No.1 (Attachment 11.1A)

Background

The Amendment has been with the Authority since 4th March 2011. The matter has stalled due to the Merredin Airstrip component and has resulted in the amendment being changed to remove comments relating to Part 1 – Merredin Airstrip and potential expansion of the airstrip.

Endorsement of the actions is sought from Council.

Council originally considered the matter at the September 2010 meeting at which the following resolution was adopted: -

**30417 Moved Cr Young Seconded Cr Townrow
*That Council resolves to adopt the Local Planning Scheme No. 6 Amendment No. 1 and submit the amendment to the Environmental Protection Authority for consent prior to submission to the Western Australian Planning Commission for approval.***

Comment

The original submission stated on page 4: -

“The Company has not lodged specific plans for any improvements or expansion of the infrastructure, however the Council considers the land to be zoned in this amendment adequate for any future airport activities. In 2010 the Canadian Government purchased a controlling interest in the China South Flying School which currently trains 100 pilots per annum. The takeover will result in a greatly increased use of the airstrip with the installation of additional runways, hangars, training facilities and quarters for instructors.”

The Department representative requested flight path routes, number of arrival and departures, noise contour plans and additional supporting evidence for the increase in use. To avoid delaying the processing of the amendment, it was changed to read: -

“The Company has not lodged specific plans for any improvements or expansion of the infrastructure, however the Council considers the land to be zoned in this Amendment as adequate for any future airport activities. In 2010 the Canadian Government purchased a controlling interest in the China South Flying School which currently trains 100 pilots per annum. The takeover will result in a continued use of the airstrip for hangars, training facilities and quarters for staff.”

The amendment has been resubmitted to the Authority for consideration.

Statutory/Policy Implications

As the amendment has changed and Council originally approved the document an absolute majority of Council is sought to accept the amended submitted copy.

Financial Implications

The changes and subsequent discussions have added to the cost of the submission through the Consultants time.

30633

Moved Cr Young

Seconded Cr Townrow

Officer's Recommendation

That the changes to Part 1 Merredin Airstrip of the Local Planning Scheme No.6 Amendment No.1 as submitted to the September 2010 Council meeting deleting comments that imply an increased use of the airstrip are endorsed.

**ABSOLUTE MAJORITY REQUIRED
CARRIED 8/0**

Cr Morris returned to the meeting at 2.07pm.

11.2 LEASE 12 ARMY CADETS - RESERVE 23036 KITCHENER ROAD, MERREDIN – REQUEST TO PAY OUTSTANDING – WATER RATES

Reporting Department:	Development Services
Reporting Officer:	John Mitchell
Legislation:	Local Government Act 1995
File Reference:	Lease 12
Disclosure of Interest:	Nil
Attachments:	Correspondence (Attachment 11.2A)

Background

At the Ordinary Meeting of Council held on 16 January 2007 Council resolved:

CMRef 28838

2. *That Council permits the 510 Army Cadet Unit Merredin to use the building and grounds at Lot 1180 on Reserve 23036 Kitchener Rd, Merredin (the property) subject to the following conditions –*
 - a) *Prior to the occupation of the property, the 510 Army Cadet Unit take down and remove all basketball/netball poles to the satisfaction of the Chief Executive Officer;*
 - b) *510 Army Cadet Unit Merredin being responsible for maintaining the perimeter fence and hard stand area, to the satisfaction of the Chief Executive Officer;*
 - c) *Approval to place a sea container on the property is granted subject to the following –*
 - i) *Site plan to be submitted indicating the location of the sea container prior to placement;*
 - ii) *Sea container to be painted in standard army camouflage colours prior to the placement;*
 - iii) *Sea container to be located so as not to be seen from Kitchener Road;*
 - iv) *Sea container to be used for storage purposes only;*
 - d) *Permission is refused to relocate the transportable office (currently stored at the Shire of Merredin Depot) to the property;*
 - e) *A minimum annual allocation of \$1800 be made as part of Council's annual budget to cover building insurance, water rates, fire service inspections, termite inspection and minor building maintenance items at the property for the duration of the lease;*
 - f) *Annual rental of the property to be \$100 per annum;*
 - g) *510 Army Cadet Unit Merredin being responsible for compliance with the Health (Public Buildings) Regulations 1992, prior to occupation of the building to the satisfaction of the Chief Executive Officer;*
 - h) *Lease agreement to include "lessee's" and "lessor's" responsibility as per standard Shire of Merredin*

documentation and determined by the Chief Executive Officer;

- i) Lease agreement being valid for a three year period with a further two year option, at Council's discretion; and*
 - j) The 510 Army Cadet Unit Merredin be advised of the total in-kind contribution from Council to their relocation to Lot 1180 on Reserve 23036 Kitchener Rd, Merredin being \$1,700 per annum.*
- 3. That Council request the 510 Army Cadet Unit Merredin remove the transportable office currently stored at the Shire of Merredin Depot, Telfer Ave, Merredin prior to 30 April 2007.**

The lease has been renewed by exchange of letters; however the lease reflects that the payment of all costs rests with the Cadet Unit.

Comment

In May 2011 an invoice for the water rates of \$559.75 was issued to the Unit for payment. The above resolution came to light after the issue of the invoice.

Statutory/Policy Implications

The original lease was not approved by the Minister for Lands. An application to seek the Minister's support was submitted in September 2010. A response is yet to be received.

Financial Implications

Council's commitment of \$1,800 per annum has not yet been included within the annual budget.

30634

Moved Cr Crees

Seconded Cr Townrow

Officer's Recommendation

- 1. That the lease extension for the use of the former Basket Ball Courts, Reserve 23036, Kitchener Road, Merredin not include any financial support from the Shire of Merredin.**
- 2. That the invoice for Water Rates for \$559.75 be required to be paid by 510 Army Cadet Unit.**

LOST 1/8

30635

Moved Cr Wallace Seconded Cr Young

1. ***That Council permits the 510 Army Cadet Unit Merredin to use the building and grounds at Lot 1180 on Reserve 23036 Kitchener Rd, Merredin (the property) subject to the following conditions –***
 - a) *Prior to the occupation of the property, the 510 Army Cadet Unit take down and remove all basketball/netball poles to the satisfaction of the Chief Executive Officer;*
 - b) *510 Army Cadet Unit Merredin being responsible for maintaining the perimeter fence and hard stand area, to the satisfaction of the Chief Executive Officer;*
 - c) *Approval to place a sea container on the property is granted subject to the following –*
 - i) *Site plan to be submitted indicating the location of the sea container prior to placement;*
 - ii) *Sea container to be painted in standard army camouflage colours prior to the placement;*
 - iii) *Sea container to be located so as not to be seen from Kitchener Road;*
 - iv) *Sea container to be used for storage purposes only;*
 - d) *Permission is refused to relocate the transportable office (currently stored at the Shire of Merredin Depot) to the property;*
 - e) *A minimum annual allocation of \$1800 be made as part of Council's annual budget to cover building insurance, water rates, fire service inspections, termite inspection and minor building maintenance items at the property for the duration of the lease;*
 - f) *Annual rental of the property to be \$100 per annum;*
 - g) *510 Army Cadet Unit Merredin being responsible for compliance with the Health (Public Buildings) Regulations 1992, prior to occupation of the building to the satisfaction of the Chief Executive Officer;*
 - h) *Lease agreement to include "lessee's" and "lessor's" responsibility as per standard Shire of Merredin documentation and determined by the Chief Executive Officer;*
 - i) *Lease agreement being valid for a three year period with a further two year option, at Council's discretion; and*
 - j) *The 510 Army Cadet Unit Merredin be advised of the total in-kind contribution from Council to their relocation to Lot 1180 on Reserve 23036 Kitchener Rd, Merredin being \$1,700 per annum.*
3. ***That Council request the 510 Army Cadet Unit Merredin remove the transportable office currently stored at the Shire of Merredin Depot, Telfer Ave, Merredin prior to 30 April 2007.***
2. ***That the invoice raised on the 510 Army Cadet Unit for \$559.75 for water rates be written off.***

CARRIED BY ABSOLUTE MAJORITY

**11.3 LIONS CLUB – REQUEST FOR COUNCIL TO PAY ACCOUNTS – LIONS
RECYCLING DEPOT AND MERREDIN COMMUNITY RECYCLING**

Reporting Department:	Development Services
Reporting Officer:	John Mitchell
Legislation:	Local Government Act 1995
File Reference:	WM/16/3
Disclosure of Interest:	Nil
Attachments:	Council Invoice

Background

Discussions have ensued with Mr Doug Geier, President of Lions regarding the invoicing of the club for the lease fees of Public Transport Authority (PTA) and the collection of refuse from the property.

A copy of Council's invoice is contained in [Attachment 11.3A](#).

The Club seeks for Council to rescind the invoice and absorb the costs into Council annual budget.

Comment

Council currently has committed to the following costs of the recycling precinct: -

- a) On-going training and insurance of volunteers at the recycling depot;
- b) Provision of personal protective equipment to volunteers;
- c) Payment of guards to the balers

Council is also obligated to the repairs to the building and to ensure a safe working environment.

Under the Shire of Merredin Standard Lease arrangements, it is the responsibility of the leasee, being the Lions Club, to meet all lease and utilities costs associated with the tenancy. The Lions Club has not agreed to the Lease at this time particularly as they consider themselves to be volunteers of Council operating in Council buildings.

Council's decision relating to this request to pay the lease fees will determine the conditions of a draft lease including the costs allocation.

Statutory/Policy Implications

Nil. The invoices relate to the rent payments for the land.

Financial Implications

\$410 is outstanding being PTA lease fees.

30636

Moved Cr Townrow

Seconded Cr Young

Officer's Recommendation

- 1. *That Lions Club be requested to pay the PTA lease costs relating to the recycling facility in Mitchell Street, Merredin.***

- 2. *That the Lions Club and Merredin Recyclers be required to sign a lease incorporating the standard conditions of Councils lease agreements relating to costs within 30 days.***

CARRIED 9/0

11.4 TOWN PLANNING – KENNELS – LOT 1346 WHITFIELD WAY, MERREDIN

Reporting Department:	Development Services
Reporting Officer:	John Mitchell
Legislation:	Town Planning Scheme No. 1, Dog Act 1976 & Dog Local Law 1999
File Reference:	A3434
Disclosure of Interest:	Nil
Attachments:	Application (Attachment 11.4A) Written Submissions (Attachment 11.4B)

Background

An application ([Attachment 11.4A](#)) to establish a Dog Kennels on Lot 1346 Whitfield Way, Merredin has been received from the owners.

The application is to establish a breeding kennel for Labrador Retrievers and house up to 7 dogs including puppies prior to sale.

An advertisement was placed, by the applicant, in the Mercury dated 18 May 2011, page 13.

Four persons attended the Counter to review the plans. Two written submissions have been received ([Attachment 11.4B](#)).

Comment

At the time of the application the land was zoned “Stable” pursuant to the Shire of Merredin Town Planning Scheme No. 1 (the enforceable scheme). The new scheme can be considered a seriously entertained document pending gazettal.

Local Planning Scheme No. 6 has been approved by the Minister for Planning. As at the 14 June 2011 the Scheme was yet to be gazetted.

Council can limit the number of adult animals on site and the frequency of mating – e.g. x time per twelve month period.

Two submissions were received – from the neighbourhood (lot 1348 & 1350).

The direct neighbours – Mr K. Joss Lot 1336 and Lot 1345 Manning attended the offices during the public submission period. No written submissions were received from the direct neighbours. The majority of concerns raised at the counter related to the perception that the application was for the boarding of dogs. Mr Manning sought direct with the applicant to change to the location of the kennels to west of their block.

The Dog Act 1976 permits a person to keep two dogs on a residential property and the pups from those two dogs up to three months of age

without a kennel licence. Additional dogs can be kept with the approval of Council.

Only two adult dogs will be retained on the property permanently. No dogs will be boarded. The bitches will be serviced by a dog which will be on premises only during the mating process.

The concerns raised within the two written submissions are: -

- a) Noise – The Dog Act provides that every dwelling is entitled to two dogs (duly registered etc) and any pups from an adult dog that resides at the property up to the age of three months – the Dog Act 1976 has remedies pursuant to legislation to address noisy dogs;
- b) Bitches on heat causes male dog issues – this will occur with any unsterilized bitch in a neighbourhood;
- c) Block Sizes inadequate – no comment can be provided to this – an industrial lot can comprise 1,000m². The Lot size comprises 1.026 Ha;
- d) Placement of conditions to control noise and smell –not agreed with – the provisions of Council’s Dog Local Laws determine minimum acceptable standards and legislation that must be complied with to obtain an approval. As advice to the applicant the provisions of the Dog Act would be included. In addition the application includes the comments relating to Schedule Two of the Dog Local Law 1999.

The applicant is being forthright regarding a proposal that does not necessarily need Council consent as the keeping of two dogs and the pups from those animals does not contravene any existing legislation. The approval permits the person to operate openly as an established breeding kennel and advertise accordingly.

Statutory/Policy Implications

The Shire of Merredin Town Planning Scheme No. 1 provides that the permitted use “Dog Kennels” is an “AP” symbol which means the use is not permitted unless special approval of Council is given after advertising.

Local Planning Scheme No. 6 prohibits the use (Animal Establishment) to light Industry, General Industry and General Farming.

The application is to be considered pursuant to Town Planning Scheme No. 1 and the Dog Local Laws 1999.

Clause 4.7 and 4.8 of the Local Law state: -

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;*
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;*
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;*
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;*
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and*
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.*

And Clause 4.7 - The local government cannot approve an application for a licence where -

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or*
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.*

Schedule two of the Local Law determines the cleanliness requirements and is a component of the legislation dealing with control of noise and emissions from the Kennels. A condition relating to the cleanliness is not applicable and would form an advice note to the applicant.

The application is compliant with the provisions of the Dog Local Law and states that compliance with Schedule two of the Local law will be achieved.

Financial Implications

Application fees have been paid.

30637

Moved Cr Townrow

Seconded Cr Young

Officer's Recommendation

That the application for establishment of a kennel on Lot 1346 Whitfield Way, Merredin is approved with the following conditions of approval: -

- 1) Only the litter of pups from one female can be held at the premises at one time i.e. two female dogs may not be pregnant at any one time;*
- 2) Council limits the litters to two per annum i.e. each bitch can deliver pups once per twelve month period;*
- 3) The approval to operate is valid for two years and will be reviewed after that time including the complaints received if any condition of the premises and compliance with the Dog Act and relevant Local Laws applicable;*
- 4) That the matters dealing with noise and smell form advice to the Applicant within the Approval of Planning Consent.*

Amendment

Moved Cr Forbes

Seconded Cr Young

That the application for establishment of a kennel on Lot 1346 Whitfield Way, Merredin is approved with the following conditions of approval: -

That items 1 and 2 be deleted and item 3 be reworded;

- ~~*1) Only the litter of pups from one female can be held at the premises at one time i.e. two female dogs may not be pregnant at any one time;*~~
- ~~*2) Council limits the litters to two per annum i.e. each bitch can deliver pups once per twelve month period;*~~
- 3) The approval to operate be valid for two years and be reviewed after that time taking into account complaints received if any condition of the premises and compliance with the Dog Act and relevant Local Laws applicable are breached and that the applicant be advised of such complaints;*
- 4) That the matters dealing with noise and smell form advice to the Applicant within the Approval of Planning Consent.*

Amendment

Moved Cr Wallace

Seconded Cr Townrow

That the application for establishment of a kennel on Lot 1346 Whitfield Way, Merredin is approved with the following conditions of approval: -

- 1) Only two dogs to be kept on the property with the litter of pups from one female at one time i.e. two female dogs may not be pregnant at any one time;***
- 2) Council limits the litters to two per annum i.e. each bitch can deliver pups once per twelve month period;***
- 3) The approval to operate is valid for two years and will be reviewed after that time including the complaints received if any condition of the premises and compliance with the Dog Act and relevant Local Laws applicable;***
- 4) That the matters dealing with noise and smell form advice to the Applicant within the Approval of Planning Consent.***

CARRIED 7/2**THE AMENDMENT BECAME THE MOTION WAS PUT AND CARRIED 6/3**

Mrs Sharon Grayston, Executive Manager of Finance and Administration entered the meeting at 2.18pm.

Mr John Mitchell left the meeting at 2.45.

12.0 ENGINEERING SERVICES

Nil recommendations to Council.

13.0 FINANCE AND ADMINISTRATION

13.1 LIST OF ACCOUNTS PAID

Reporting Department:	Finance & Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager, Finance and Administration
Legislation:	Local Government Act 1995 & Financial Management Regulations
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	List of Accounts Paid

Background

The attached List of Account Paid ([Attachment 13.1A](#)) during the month under Delegated Authority is provided for Council's information.

Statutory/Policy Implications

Local Government Act 1995 and Financial Management Regulations.

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions. It should be noted that outstanding creditors total \$89472.88

30638 Moved Cr Young Seconded Cr Townrow

Officer's Recommendation

That Council receive the schedule of accounts as listed, covering cheques as numbered and totalling \$41,743.22 and amounts directly debited from Council's Municipal Fund Bank Account BSB 066-518 Account Number 000-000- 10 totalling \$523,832.10.

CARRIED 9/0

13.2 COMMUNITY RESOURCE CENTRE FUNDING

Reporting Department:	Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager Finance and Administration
Legislation:	Local Government Act 1995 & Financial Management Regulations
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Correspondence and Invoices from Merredin Community Resource Centre (Attachment 13.2A)

Background

The Merredin Community Resource Centre has entered into a Financial Assistance Agreement with the Department of Regional Development and Lands and as such now has the capacity to employ it's own book keeper. As a result, the Resource Centre no longer requires the services of the Shire to manage its finances.

Comment

Correspondence and Invoices from the Merredin Community Resource Centre ([Attachment 13.2A](#)) have been received requesting that its funds, which are currently held by the Shire be transferred to the Resource Centre. The monies requested to the end of May 2011 totals \$136,454.74 however, further Resource expenses processed by the Shire will need to be deducted from this amount as at 30 June 2011.

Statutory/Policy Implications

Nil.

Financial Implications

The funds requested for transfer date back to the 2007/2008 financial year. The Shire has not made provision for unspent funds to be allocated to a Reserve Fund nor transferred the yearly credit balance to Trust. As a result, the Shire will need to refund the Resource Centre out of its Municipal Bank Account.

Officer's Recommendation

That Council approve the transfer of \$136,454.74 to the Merredin Community Resource Centre.

Resolution

30639

Moved Cr Young Seconded Cr Townrow

That the matter lay on the table until clarified.

CARRIED 9/0

13.3 COMMUNITY FUNDING APPLICATIONS FOR 2011/2012 BUDGET**CONSIDERATION**

Reporting Department:	Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager Finance and Administration
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual 3.21
Disclosure of Interest:	Nil
Attachments:	Correspondence (Attachment 13.3A)

Background

Council often receives requests for funding from local groups for a variety of projects. Council seeks to support these groups and in doing so acknowledges the contribution made by local volunteers and not for profit groups to the social, cultural and economic fabric of our community.

As a consequence, Council adopted policy 3.21 Community Funding at its March 2010 meeting (**CMRef 30277**) which coordinates Council's response to community requests for financial support. It also ensures that the Shire funding resources are allocated in a way that are transparent, legal and equitable and that funded projects further the aims and objectives of the Shire and represent responsible use of public monies.

Comment

The Shire advertised in the Merredin Mercury at the beginning of March for expressions of interest from not-for-profit, incorporated community groups and organisations with project and program funding needs which will be considered by Council when developing the 2011/2012 Annual Budget. To date, three applications have been received and approved by Council.

Since the granting of funding in April 2011 (**CMRef 30593**), Muntadgin Progress Association have written to the Chief Executive Officer requesting an increase in their funding allocation from \$5,500 to \$7,500 ([Attachment 13.3A](#)). The Association have provided a list of maintenance issues which need to be addressed and an annual breakdown of costs for the last five years.

Muntadgin Progress Association has received financial support from Council in the past receiving 5 payments in total with the last payment of \$5,500 being made on 27 April 2011 for the 2010/2011 financial year. However, funding has remained the same since 2005/2006. The Association believes that with an increase in the cost of utilities and other materials and labour, an increase in funding is necessary to sustain the Recreation Centre and maintain a level of high standard.

The Shire acknowledges the valued contributions that the Association makes towards the upkeep of the Shire buildings and grounds and appreciate that if such maintenance was left wholly to the Shire, maintenance budgets would be considerably more. It is recommended that Council approve expenditure of \$7,500 to Muntadgin Progress Association for 2011/2012.

Statutory/Policy Implications

It is suggested that these contributions remain outside the constraints of the Policy. The funding is provided for maintenance issues and should works of a capital nature be contemplated, the Policy would therefore apply.

In order to receive funding in future years, the Muntadgin Progress Association should be required to provide a statement of expenditure on what the Council funding was spent on at the conclusion of the financial year or at another pre-determined date.

Financial Implications

Allocations for 2011/2012 are to be made available from E113057 – Muntadgin Recreation Centre.

30640

Moved Cr Wallace

Seconded Cr Townrow

Officer's Recommendation

That Council support the request from Muntadgin Progress Association for an increase in funding to \$7,500 for 2011/2012 with funds being allocated from E113057.

CARRIED 8/1

13.4 MONTHLY FINANCE REPORT

Reporting Department:	Finance and Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager, Finance and Administration
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Monthly Finance Report

Background

The Monthly Finance Report is attached for Council's information.
([Attachment 13.4A](#))

Statutory/Policy Implications

Local Government Act 1995 and Financial Management Regulations.

Financial Implications

As outlined in [Attachment 13.4A](#).

- | | | | |
|--------------|---|---------------------|--------------------|
| 30641 | Moved Cr Young
Officer's Recommendation
<i>That Council receive the Monthly Finance Report for May 2011.</i> | Seconded Cr Townrow | CARRIED 9/0 |
| 30642 | Moved Cr Townrow
<i>That the meeting be adjourned.</i> | Seconded Cr Young | CARRIED 8/1 |
| 30643 | Moved Cr Townrow
<i>That the meeting resume.</i> | Seconded Cr Crook | CARRIED 9/0 |

14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15.0 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

17.0 MATTERS BEHIND CLOSED DOORS

Cr Morris declared an interest and left the meeting at 3.28pm.

- 30644** Moved Cr Townrow Seconded Cr Young
That the meeting move behind closed doors.

CARRIED 8/0

- 30645** Moved Cr Townrow Seconded Cr Young
That the meeting reconvene in open session.

CARRIED 8/0**17.1 Confidential Item – Staff Superannuation****Officers Recommendation**

- 30646** Moved Cr Townrow Seconded Cr Young

That Council approve the following actions:

- a. For existing employees the underpaid superannuation guarantee be paid as a lump sum payment to their super fund through payroll in the last pay period before the end of the 2010/2011 financial year;***
- b. For terminated employees, the underpaid superannuation guarantee be paid as a lump sum payment to the employee's super fund if known or to the ATO before the end of the 2010/2011 financial year;***
- c. For those employees who were underpaid the Council Contribution (3 in total) – be paid as a lump sum payment to their super fund through payroll in the last pay period before the end of the 2010/2011 financial year. This payment totals \$2,405.44;***
- d. To recoup the overpayment of Council Contribution, the provisions of the Council Policy be set aside until such time the overpayment to employees is recouped;***
- e. Employees affected by the suspension of the Council Contribution Policy be notified in writing of Council's decision; and***
- f. Further analysis be undertaken to determine when the Council Contribution can be re-instated for each employee who currently contribute and continue to contribute to this scheme.***

CARRIED 8/0

30647 Moved Cr Young Seconded Cr Wallace
That standing orders be suspended

CARRIED 8/0

Cr Morris re-entered the meeting at 3.45pm

Chief Executive Officer Mr Greg Powell and Executive Assistant Mrs Lorraine Wyatt left the meeting.

Mrs Wyatt did not return.

Mr Powell returned to the meeting at 4.41pm

18.0 CLOSURE

There being no further business the Shire President declared the meeting closed at 4.46pm.