



SHIRE OF MERREDIN

19 August 2014

Minutes of Ordinary Council Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin



Table of Contents



1.	Official Opening
2.	Public Question Time
3.	Record of Attendance / Apologies and Leave of Absence
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meeting
7.1	<u>Ordinary Council Meeting held on 15 July 2014</u>
8.	Announcement 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>Rural Water Council meeting held 4 July 2014</u>
10.2	<u>Merredin Sports Council Annual General meeting held 8 July 2014</u>
10.3	<u>Merredin Sports Council Ordinary meeting held 8 July 2014</u>
10.4	<u>Wheatbelt East Regional Organisation of Councils meeting held 23 July 2014</u>
11.	Recommendations from Committee Meetings for Council consideration
11.1	<u>Audit Committee meeting held 19 August 2014</u>
12.	Officer's Reports - Development Services
12.1	<u>Reserve 7940 – Unauthorised Off Road Vehicle Area – Risk Assessment Report</u>
12.2	<u>Location 22957 Goomarin Road, Goomarin – Application to Subdivide</u>
12.3	<u>Local Planning Scheme – Planning Consent – Signage – Men's Shed, Lot 684 Bates Street, Merredin</u>
13.	Officer's Reports - Engineering Services
13.1	<u>Plant Replacement Program 2014/15 - Amendment</u>
14.	Officer's Reports - Corporate and Community Services
14.1	<u>List of Accounts Paid</u>
14.2	<u>Monthly Finance Report</u>

- | | |
|------------|--|
| 14.3 | <u>Short Term (24/48 Hour) Parking for Self-Contained Vehicles - Sites</u> |
| 14.4 | <u>Merredin Agricultural Society – Merredin Show 2015</u> |
| 14.5 | <u>Merredin Regional Community and Leisure Centre – Honour Boards</u> |
| 15. | Officer’s Reports - Administration |
| 15.1 | <u>Risk Management – Proposed Policy</u> |
| 15.2 | <u>Skeleton Weed Local Action Group – Appointment of Council Representatives</u> |
| 16. | Motions of which Previous Notice has been given |
| 17. | Questions by Members of which Due Notice has been given |
| 18. | Urgent Business Approved by the Person Presiding or by Decision |
| 19. | Matters Behind Closed Doors |
| 20. | Closure |

Shire of Merredin
Ordinary Meeting of Council Minutes
Tuesday 19 August 2014



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 3.05pm.

2. Public Question Time

Mr Davies and Mr Thompson addressed Council in relation to Agenda Item 12.1 with the main points of discussion being:

1. The track was used on a regular basis with most users being 16yrs and older though younger children also use the track, generally making their own way there;
2. The track was in a suitable location being away from town for dust and noise concerns but close enough for many people to access;
3. The track was often cleaned and maintained by users of their own accord;
4. The track would be too small for regular club activities but could be used in conjunction with a larger track located on a different parcel of land;
5. A parcel of land on Goldfields Road past the Aero Club had previously been suggested as an appropriate location;
6. If the "right" operating structure was in place the track could continue to be used in its current format (i.e. similar to the Skate Park) without the need for a formalised Club;
7. The level of interest in forming a Club is unknown at this time;
8. The Shire of York has a declared area consisting of 3 tracks with signage, toilets, tables, CCTV facilities and an honour box for donations;
9. It was suggested the Shire of Merredin would be responsible for undertaking works to establish and maintain the track, and any facilities, with ratepayers' funds; and
10. If the area was removed completely it would only increase the level of complaints and community inconvenience as the activity would still occur but in an uncontrolled manner on unsuitable land.

Mr Thompson further addressed Council in relation to Agenda Item 14.3 advising he was fully supportive of the proposal and that it would be a great asset for the town. Other comments included:

1. Camps 7, magazines, websites and forums were common places for travellers to source information on free/low fee camp sites with the proposed Merredin locations already being mentioned;

2. Travellers are inclined to stay and spend money in the town if there were free/low fee camp sites available, which would benefit many of the businesses in town;
3. The type of traveller likely to stay in a free/low fee camp site is not likely to stay at a caravan park as they don't require the facilities provided; and
4. If the proposed RV Friendly campsites are limited to a 24 hour stay any traveller wanting to stay in town longer will need to book into the Merredin Tourist Park.

3.	Record of Attendance / Apologies and Leave of Absence
-----------	--

3.1 Councillors:

Cr KA Hooper	Shire President
Cr RM Crees	Deputy President
Cr CA Blakers	
Cr JP Flockart	
Cr DN Hayes-Thompson	
Cr MD Willis	
Cr ML Young	

3.2 Executive:

G Powell	Chief Executive Officer (CEO)
V Green	Executive Assistant to CEO
S Lowe	Media & Communications Officer
R McCall	Deputy CEO

3.3 Members of the Gallery: G Davies; J McKane; J Thompson
J Rake, Merredin-Wheatbelt Mercury

3.4 Apologies: Cr BJ Anderson; Cr TS Thomas

3.5 Approved Leave of Absence: Nil

4.	Disclosure of Interest
-----------	-------------------------------

Nil

Councillor Young entered the meeting at 3.16pm.

5. Applications for Leave of Absence

In Councillor Thomas' absence Councillor Young advised that Councillor Thomas requested Leave of Absence for 6 months commencing from the September 2014 meeting.

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Blakers

81410 That Councillor Thomas be granted Leave of Absence for 6 months commencing from the September 2014 meeting, subject to written confirmation being received from Councillor Thomas.

CARRIED 7/0

6. Petitions and Presentations

Nil

7. Confirmation of Minutes of the Previous Meeting

7.1 Ordinary Council Meeting held on 15 July 2014
[Attachment 7.1A](#)

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Young

81411 That the Minutes of the Ordinary Council Meeting held on 15 July 2014 be confirmed as a true and accurate record of proceedings.

CARRIED 7/0

8. Announcement by the Person Presiding without discussion

Nil

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

Nil

10. Receipt of Minutes of Committee Meetings

10.1 Rural Water Council meeting held on 4 July 2014
[Attachment 10.1A](#)

10.2 Merredin Sports Council Annual General meeting held on 8 July 2014
[Attachment 10.2A](#)

10.3 Merredin Sports Council Ordinary meeting held on 8 July 2014
[Attachment 10.3A](#)

10.4 Wheatbelt East Regional Organisation of Councils meeting held on 23 July 2014
[Attachment 10.4A](#)

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Blakers

81412 That the minutes of the Rural Water Council meeting held on 4 July 2014, the Merredin Sports Council Annual General meeting held on 8 July 2014, the Merredin Sports Council Ordinary meeting held on 8 July 2014 and the Wheatbelt East Regional Organisation of Councils meeting held on 23 July 2014 be received.

CARRIED 7/0

11. Recommendations from Committee Meetings for Council consideration

11.1 Audit Committee meeting held on 19 August 2014 – Item 7.2 External Audit Services 2015/2017

Attachment 11.1A

Moved: Cr

Seconded: Cr

That in accordance with Sections 7.1C and 7.3(1) of the Local Government Act 1995 the Audit Committee recommends that Council appoints Mr. Marius van der Merwe of Butler Settineri (Audit) Pty Ltd to be the Auditor of the Shire of Merredin for the period 1 July 2014 to 30 June 2017.

CARRIED

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Flockart

Seconded: Cr Young

81413 That in accordance with Sections 7.1C and 7.3(1) of the Local Government 1995 Council appoints Mr. Marius van der Merwe of Butler Settineri (Audit) Pty Ltd to be the Auditor for the Shire of Merredin for the period 1 July 2014 to 30 June 2017.

CARRIED 7/0

12. Officer's Reports - Development Services

12.1 Reserve 7940 – Unauthorised Off Road Vehicle Area – Risk Assessment Report

Development Services



Responsible Officer:	Greg Powell, Chief Executive Officer
Author:	Vanessa Green, Executive Assistant to CEO
Legislation:	Control of Vehicles (Off-Road Areas) Act 1978; Occupiers Liability Act 1985 (WA); Civic Liability Act 2002 (WA); Land Administration Act 1997 (WA); Local Government Act 1995; Local Government by-laws; Duty of care/common law requirements
File Reference:	R7940
Disclosure of Interest:	Nil
Attachments:	Risk Assessment Report; Off-road Vehicle Area Guidance Notes
Maps / Diagrams:	Site Location (Attachment 12.1A)

Purpose of Report

Executive Decision

Legislative Requirement

Background

The matter of the unauthorised use of Reserve 7940, Great Eastern Highway, Merredin as an Off Road Vehicle Area (ORVA) has been presented to Council twice previously, in August & September 2011, with an Officer's Recommendation that "the off road vehicle area located on Reserve 7940 Great Eastern Highway be removed" however on both occasions the Recommendation was not endorsed with Council instead resolving (CMRef 30679):

"That the matter lay on the table pending further clarification"

And CMRef 30707:

"That the matter lay on the table".

The matter had not been further actioned until May 2014 when LGIS were commissioned to complete a site inspection for the purpose of preparing a Public Liability Site Risk Assessment report (the Report) which outlines the possible treatment options for the site and the liability implications for the Shire.

The site visit was conducted on 5 June 2014 and a copy of the Report is included in [Attachment 12.1B](#).

Reserve 7940 is vested in the Shire of Merredin from the Department of Planning and Infrastructure with a Land Use/Purpose of “park”.

Comment

The suggested Treatment Options for the site are listed on Page 19-24 of the Report which are, essentially, closing the site down, installing signage advising of such, replacing fencing and removing the jumps and structures, or declaring the site as a designated ORVA under the Control of Vehicles (Off-Road Areas) Act 1978 then funding, maintaining and inspecting it on an ongoing basis as such.

The Off-road Vehicle Area Guidance Notes document ([Attachment 12.1C](#)) details the suggested design and creation process for developing an ORVA, as well as the ongoing maintenance and inspection obligations on a local government.

Previous anecdotal evidence suggests that Reserve 7940 is no longer the “site of choice” for off-road vehicle users with it apparently experiencing little use over the last few years, which raises the question of where this activity is being undertaken. In recent months the Shire and Police have had numerous complaints of motorbikes being ridden in residential areas on the Unallocated Crown Land behind the caravan park and through the Crown Land bush area south of the South Merredin Primary School site, as well as other areas including Merredin Peak Reserve.

Public comment on the suggested Treatment Options was sought through the Shire’s Facebook page and is included in [Attachment 12.1D](#). Interestingly, the feedback indicates the Reserve is used regularly and the majority consensus is that the site should be maintained. There is some validity in the comments that other sports are well catered for, providing the community an activity and place to go, whereas other forms of sport, in this case motocross, are not so well supported by the Shire.

It has been suggested that an Incorporated Club be formed, subject to the level of community commitment to the project, which would then be responsible for the ongoing maintenance and management of the site, as Council does not have the resources to do so. Prior to any progression of that matter, confirmation from the Department of Lands would be required to determine if the motocross use complies with the Reserve’s “park” purpose. That advice is being sought but was not available at the time of writing this agenda item and will be tabled at the Council meeting if received in time.

Policy Implications

Nil

Statutory Implications

The main implication is Public Liability. The area is undersigned, haphazard, meanders through trees and other obstacles, and the surface varies from extremely hard and rutted to (seasonal) mud. The area lacks controlled access and is adjacent to the east-west railway line and Great Eastern Highway near the junction of 2 intersections.

Should the area be declared as a designated ORVA the requirements of the Control of Vehicles (Off-Road Areas) Act 1978 will be applicable.

Strategic Implications

Service Area: Nil
Activities: Nil
Link to Vision: Nil
Link to Strategic Priorities: Nil
Service Level: Nil
Service Level Change: Nil

Sustainability Implications

➤ [Asset Management Plan](#)

The Reserve is not included in the AMP.

➤ [Long Term Financial Plan](#)

Funding for any future works or ongoing maintenance at the Reserve is not included in the LTFP.

➤ [Workforce Plan](#)

Nil

Financial Implications

Removal of the course would take less than 8 hours with a front end loader or similar. "No Vehicle Access" signage costs are \$5,500 for 10 signs with the suggested 740m of fencing costing between \$3,000 and \$7,500. No budget allocation has been made for these works.

If the Reserve was declared as a designated ORVA considerable additional funds would be required to develop the site to meet legislative requirements as well as ongoing costs included in future budgets for staff time to inspect the site and any other maintenance costs that arise. Costs for this are unknown and no budget allocation has been made for this.

Liability costs against the Shire are not discussed here but could be considerable in the event a claim was successful.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Department of Lands be approached to confirm whether motocross and off-road vehicle activity aligns with Reserve 7940's purpose of "Park" and, subject to that advice, formal public consultation be conducted to ascertain the level of support within the community for the formation of an Incorporated Motocross Club to develop and maintain Reserve 7940 as a declared Off-Road Vehicle Area under the Control of Vehicles (Off-Road Areas) Act 1978.

Cr Hayes-Thompson left the meeting at 3.35pm.

Cr Hayes-Thompson returned to the meeting at 3.37pm.

Resolution

Moved: Cr Young

Seconded: Cr Willis

81414 That the matter be referred back to staff for further investigation.

CARRIED 7/0

Reason

As a result of public consultation and the presentations made during Public Question Time Council sought further information from staff in relation to:

1. the implications of and costs associated with declaring the area as an Off-Road Vehicle Area under the Control of Vehicles (Off-Road Areas) Act 1978;
2. identifying other possible sites in the Shire suitable for motocross/motorcycle activity; and
3. seeking information from the Shire of York on the management and operation of its facility.

J Thompson left the meeting at 3.45pm and did not return.

12.2 Location 22957 Goomarin Road, Goomarin – Application to Subdivide

Development Services



Reporting Officer:	Greg Powell, Chief Executive Officer
Author:	John Mitchell
Legislation:	Planning and Development Act 2005; Local Planning Scheme No. 6
File Reference:	A5145; GR/17/06
Disclosure of Interest:	Nil
Attachments:	Western Australian Planning Commission Correspondence Ref 150374
Maps / Diagrams:	Included in Attachment

Purpose of Report



Executive Decision



Legislative Requirement

Background

An application to subdivide Location 22957 Goomarin Road, Goomarin has been received from the Western Australian Planning Commission (WAPC) ([Attachment 12.2A](#)). The Shire of Merredin has until 1 September 2014 to provide a response.

The applicants seek to subdivide the Location into two lots of 245Ha and 257Ha which represents the cleared arable land and an area of remnant vegetation (257Ha) to be stock-proof fenced and the remnant vegetation retained.

The application is referred to Council as it is not a homestead subdivision and there is no delegated authority to address the matter.

Comment

The provisions of the WAPC Development Control Policy 3.4 – Subdivision of Rural Land are applicable.

Clause 6.5 permits the creation of a conservation lot to be created, providing the lot(s) conserves significant environmental features and remnant vegetation and:

1. advice is sought from the Department of Parks and Wildlife or other suitable authority;
2. generally at least 85% of the area of conservation has high environmental values or is covered by endemic or regenerated vegetation and/or wetland;

3. the proposed conservation lot has an appropriate shape having regard to the native vegetation, natural features, bushfire management, water resources, property management and existing and proposed structures;
4. a conservation covenant in perpetuity with the Department of Parks and Wildlife which prevents further clearing etc is made;
5. bushfire risk can be managed in accordance with WAPC guidelines; and
6. the balance of the lot is suitable for rural land uses.

If the conservation lot is approved by the WAPC then the local government is to zone the land appropriately at the next omnibus amendment or required review of the Local Planning Scheme.

Policy Implications

The Shire of Merredin has no development control policies applicable to this development proposal.

Statutory Implications

The provisions of the WAPC Development Control Policy 3.4 – Subdivision of rural land applies.

Strategic Implications

Service Area: 3.3 Town Planning

Activities: Administration of Local Planning Scheme No. 6; Process Development Applications; Subdivision Clearances

Link to Vision: Liveable

Link to Strategic Priorities: Town Enhancement

Service Level: Nil

Service Level Change: Nil

Sustainability Implications

- [Asset Management Plan](#)

Nil

- [Long Term Financial Plan](#)

Nil

- [Workforce Plan](#)

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Young

81415 That the Western Australian Planning Commission be advised the Shire of Merredin supports the creation of a conservation lot for Lot B (257.95Ha) of Location 22957 Goomarin Road, Goomarin (Reference 150374) providing the provisions of clause 6.5 of the Development Control Policy 3.4 Subdivision of Rural Land are complied with.

CARRIED 6/1

12.3 Local Planning Scheme – Planning Consent – Signage – Men’s Shed, Lot 684 Bates Street, Merredin

Development Services



Reporting Officer:	Greg Powell, Chief Executive Officer
Author:	John Mitchell
Legislation:	Planning and Development Act 2005; Shire of Merredin Local Planning Scheme No. 6
File Reference:	A325; R14223
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

Council is requested to consider an application to erect a 12’ (3.69m) x 4’ (1.2m) sign on the verge, behind the 1.8m fence, of the Merredin Regional Community & Leisure Centre grounds adjacent to the location of the Men’s Shed. The preferred site is adjacent to the White Gum opposite the Squash Courts.

Comment

The provisions of the Scheme allow for the establishment of signs in reserves and there are no set minimum or maximum sizes. The proposed sign will have the five major sponsors logos beneath the words “MENS SHED”. The logos will be approximately 300mm x 300mm and the Men’s Shed wording will be in lettering approximately 150mm tall.

MENS SHED

Shire of Merredin LOGO Lotterywest LOGO Private sponsors (LOGO) (LOGO) (LOGO)

The sign will be contrasting colours of light grey background and a highlight colour yet to be decided.

However, concern is expressed at the overall dimensions of the sign. Given its size, a large sign may more appropriately be affixed to the building rather than on the site frontage. This option could be conveyed to the local committee or alternatively, if the proposed site is approved by Council, it should be reduced in size.

Policy Implications

Nil

Statutory Implications

The Shire of Merredin Local Planning Scheme No. 6 Schedule 5 clause – Sporting Grounds. There is no known conflict with land use, negative impact on the amenity of the area or adverse effect to surrounding land uses.

Council input is required as the sign will be visible from the street and surrounding local premises.

The proposal includes off-street parking.

Strategic Implications

Service Area: 3.3 Town Planning

Activities: Administration of Local Planning Scheme No. 6

Link to Vision: Liveable

Link to Strategic Priorities: Town Enhancement

Service Level: As determined by legislation and the Local Planning Scheme

Service Level Change: Nil

Sustainability Implications

➤ Asset Management Plan

Nil

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

Moved: Cr Crees

Seconded: Cr Young

That Council grants consent to the establishment of a sign with the words "Men's Shed" and the logos of the five major sponsors beneath those words for the Merredin Men's Shed Incorporated on Lot 684, Bates Street, (Recreation Grounds) either affixed to the building if the sign is to be of the size proposed, 12' (3.69m) x 4' (1.2m), but reduced in size and amended plans submitted for consideration if to be located on the Bates Street frontage of the site.

Amendment

Moved: Cr Flockart

Seconded: Cr Crees

81416 That "reduced in size" be amended to "50% of the size proposed".

CARRIED 5/2

The Amendment became the Motion

Moved: Cr Flockart

Seconded: Cr Crees

81417 That Council grants consent to the establishment of a sign with the words "Men's Shed" and the logos of the five major sponsors beneath those words for the Merredin Men's Shed Incorporated on Lot 684, Bates Street, (Recreation Grounds) either affixed to the building if the sign is to be of the size proposed, 12' (3.69m) x 4' (1.2m), but 50% of the size proposed if to be located on the Bates Street frontage of the site and amended plans submitted for consideration.

CARRIED 6/1

13. Officer's Reports - Engineering Services

13.1 Plant Replacement Program 2014/15 - Amendment

Engineering Services



Responsible Officer:	Executive Manager of Engineering Services
Author:	Kevin Paust
Legislation:	Local Government Act 1995
File Reference:	R/10/01
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

Council currently operate three tandem drive, end/side tip trucks.

In the 2014/15 financial year Council budgeted \$202,330 nett, for the replacement of one tandem drive, end/side tip truck as per Council's ongoing Vehicle Replacement Program.

Comment

To maximise the efficiency of Council's construction fleet and to reduce the cost to Council in the running costs of three trucks, the following four options are available:

Option 1: Trade truck on like for like;

Option 2: Trade truck and purchase two 3 axle dog trailers;

Option 3: Trade three trucks and purchase two prime movers and tri-axle trailers; and

Option 4: Trade three trucks and purchase a prime mover and pocket train.

Option 2 will give Council versatility with its truck fleet as, in the rural area the unit can operate as a complete truck and trailer combination, and in the urban area the unit can be split for ease of operation.

Council's three trucks currently carry 39 tonnes, whereas two truck and trailer combinations will deliver 61 tonnes, increasing productivity and reducing the time it takes the construction crew to complete a kilometre of road.

A reduction in costs from operating two trucks instead of three will also be beneficial to Council.

The table below details Council's options:

OPTIONS ON TRUCK REPLACEMENT					
	Replacement Unit	Cost Per Trailer	Truck cost	Total Per Combination	Total Tonnage
Option 1	Replace tandem drive truck like for like and continue with three tandem drive trucks.		\$202,330	\$202,330	13 x 3 39
Option 2	Trade a tandem drive truck & Purchase 2 x 3 axle side tipping dog trailers to go behind remaining 2 trucks.	\$95,095	No Truck Purchase	\$190,190	30.5 x 2 61
Option 3	Trade 3 tandem drive trucks and purchase 2 x 400 HP @ 50,000Kg GCM Prime Movers and 2 tri axle side tipping trailers.	\$95,370	\$170,530	\$265,900 Cost of 2 units \$531,800	22.5 x 2 45
Option 4	Trade 3 tandem drive trucks and purchase a 500 - 560 HP @ 90,000Kg GCM Prime Mover and 2 tri axle side tipping trailers with a tandem dolly. (Pocket Train 27.5 metres)	Lead Trailer \$90,700 Rear Trailer \$86,700 Dolly \$23,000	\$221,070	\$421,470	42.5
Trade prices are estimates only				\$230,000	

Policy Implications

3.12 Purchasing Policy is applicable.

Statutory Implications

The provisions of the Local Government Act 1995 are applicable.

Strategic Implications

Service Area: 2.10 Fleet Management

Activities: Council owns a range of plant and equipment from vehicles to heavy plant

Link to Vision: Liveable

Link to Strategic Priorities: Key assets – plant and equipment

Service Level: Light vehicles and heavy plant used to full capacity and replaced in accordance with Council's programme

Service Level Change: No service level change

Sustainability Implications

➤ Asset Management Plan

As per Council's Asset Management cycle of Delivery, Review and Change for improved delivery of its services.

➤ Long Term Financial Plan

Reduces expenditure to Council's Fleet Management and Road programme.

➤ Workforce Plan

The recommendation will create efficiencies within Council's workforce.

Financial Implications

Council has made provision in the 2014/15 Budget for the purchase of a new truck at a cost of \$202,330. The recommended option to purchase two 3 axle side tipping trailers at a cost to Council of \$190,190 results in a saving of \$12,000.

In addition, there will be a reduction in costs by operating two trucks instead of three. The savings will be in the form of reduced running costs and increased productivity. These costs are yet to be determined.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Blakers

81418 That Council reviews its 2014/15 Budget decision to replace one tandem drive, end/side tipping truck at a cost of \$202,330, as per Council's ongoing Vehicle Replacement Program, and in lieu purchases 2 three axle side-tipping dog trailers at an estimated cost of \$190,190.

CARRIED 7/0

14. Officer's Reports – Corporate and Community Services

14.1 List of Accounts Paid

Corporate Services



Responsible Officer:	Kim Chua, Executive Manager of Corporate Services
Author:	Coco Shi, Finance Officer
Legislation:	Local Government Act 1995 and Financial Management Regulations
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	List of Accounts Paid
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The attached List of Accounts Paid ([Attachment 14.1A](#)) during the month under Delegated Authority is provided for Council's information.

Comment

Nil

Policy Implications

As outlined in the Local Government Act 1995 and Financial Management Regulations.

Statutory Implications

As outlined in the Local Government Act 1995 and Financial Management Regulations.

Strategic Implications

Nil

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial Plan

Nil

- Workforce Plan

Nil

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions. It should be noted that outstanding Creditors total \$138,256.62.

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young **Seconded:** Cr Blakers

81419 That the schedule of accounts as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$950,622.77 from Council's Municipal Fund Bank Account and \$1,717.50 from Council's Trust Account be received.

CARRIED 7/0

14.2 Monthly Finance Report

Corporate Services



Responsible Officer:	Kim Chua, Executive Manager of Corporate Services
Author:	Coco Shi, Finance Officer
Legislation:	Local Government Act 1995 and Financial Management Regulations
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Monthly Finance Report
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Monthly Finance Report is attached for Council's information ([Attachment 14.2A](#)).

Comment

Nil

Policy Implications

As outlined in the Local Government Act 1995 and Financial Management Regulations.

Statutory Implications

As outlined in the Local Government Act 1995 and Financial Management Regulations.

Strategic Implications

Service Area: 5.3 - Governance and Corporate Services
Activities: Finance and Asset Management
Link to Vision: Developing
Link to Strategic Priorities: Civic Leadership
Service Level: Financial management meets all legislated requirements
Service Level Change: No service level change

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial 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

Nil

Financial Implications

As outlined in [Attachment 14.2A](#).

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Blakers

81420 That the Monthly Finance Report for July 2014 be received.

CARRIED 7/0

14.3 Short Term (24/48 Hour) Parking for Self-Contained Vehicles - Sites

Community Services



Responsible Officer:	Rebecca McCall, Deputy Chief Executive Officer
Author:	Rebecca McCall, Deputy Chief Executive Officer Robyn McCarthy, Manager Central Wheatbelt Visitor Centre
Legislation:	Local Government Act 1995; Caravan Parks and Camping Grounds Regulations 1997
File Reference:	CS/16/09; R23520; R25520
Disclosure of Interest:	Nil
Attachments:	Caravan Industry Association WA Correspondence; Economic Benefit Report Merredin Tourist Park; Economic Benefit Report – Commercial Caravan Park to a Local Community; Risk for Local Government Free/Low Cost Facilities; CMCA Rest Area Research 2010 Report; Summary Sheet; RV Friendly Town Survey 2014
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin has been working towards meeting the criteria to become a RV Friendly Town™ which has included the installation of a “Dump-Ezy” dump point at the Merredin Tourist Park (CMRef 81304).

The final criteria to meet for Merredin to be in a position to apply to the Campervan and Motorhome Club of Australia (CMCA) to become an RV Friendly Town™ involves the provision of a short term (24/48 hour) parking area for self-contained/RV vehicles. At its July 2014 meeting Council resolved (CMRef 81401):

“That the following sites be endorsed as the nominated 24/48 hour stopover locations to accommodate self-contained motor vehicles:

- 1. Reserve 23520, Lot 811, Merredin**
- 2. Reserve 25520, Lot 1452, Merredin.”**

Comment

As a result of Council's decision correspondence has been received from the Caravan Industry Association WA expressing its concerns in regards to the RV Friendly 24/48 hour stopover in Merredin on behalf of their member, the Merredin Tourist Park ([Attachment 14.3A](#)).

The correspondence received includes supporting documentation indicating possible financial implications if the development of stopovers proceeds. The documents referenced include:

1. Economic Benefit Report – Merredin Tourist Park July 2014 ([Attachment 14.3B](#))
2. Economic Benefit Report – Commercial Caravan Park to a Local Community ([Attachment 14.3C](#))
3. Risks for Local Government Free/Low Cost Facilities ([Attachment 14.3D](#)).

The Shire of Merredin consulted with the Merredin Tourist Park resulting in the installation of the dump point. However, consultation in terms of developing an RV Friendly 24/48 stopover site(s) was not undertaken with the Merredin Tourist Park.

It is difficult to determine the impact on the caravan park income of the RV Friendly 24/48 stopover site(s). It is assumed that RV travellers move on from Merredin once they confirm there is no official free or low fee stopover site. There is strong evidence that motorhome travellers take advantage of the unofficial stopover site located at Burracoppin to the west and a roadside rest area east of Hines Hill.

There is also supporting documentation detailing the benefits to townships with the development of 24/48 stopover sites. The documents referenced include:

1. CMCA Rest Area Research 2010 – Report ([Attachment 14.3E](#))
2. Summary Sheet ([Attachment 14.3F](#))
3. RV Friendly Town Survey 2014 ([Attachment 14.3G](#))

It is recommended that Council trials the RV Friendly stopover sites in Merredin, limiting to 24hours stopover only, for a twelve month period whilst monitoring usage and liaising with the Merredin Tourist Park to determine any proposed financial implications.

Policy Implications

Policy 6.4 - Camping on Merredin Recreation Grounds outlines the need to book four weeks in advance for group bookings only.

Statutory Implications

This item has potential statutory implications under the:

1. Local Government Act 1995, s3.59 Part 3 Division 3 "trading undertaking"; 3c) assessment of its expected effect on other persons providing facilities and services in the district; and
2. Caravan Parks and Camping Grounds Regulations 1997

Strategic Implications

Service Area: 4.2 Economic Development

Activities: Regional and local economic development

Link to Vision: Developing

Link to Strategic Priorities: Nil

Service Level: Provision of a dump point located at the Merredin Tourist Park

Service Level Change: Provision of a 24/48hr stopover for self-contained RV's, Motorhomes and Caravans

Sustainability Implications

➤ Asset Management Plan

This item will have implications on the Asset Management Plan with the associated cost for infrastructure renewal (rubbish bins and signage) when required.

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

Financial Implications

The financial implications include the expenditure for signage infrastructure and installation of approximately \$1,800. A preliminary allocation for tourism signage is included in 2014/15 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Willis

81421

That the nominated stopover locations, Reserve 23520, Lot 811 Merredin and Reserve 25520, Lot 1452 Merredin, to accommodate self-contained motor vehicles continue to be developed under the following conditions:

- 1. the stopover locations are limited to 24 hours only;**
- 2. the stopover locations are monitored for twelve months to ascertain possible implications at the detriment of the Merredin Tourist Park; and**
- 3. staff liaise closely with the Merredin Tourist Park to minimise possible financial implications.**

CARRIED 7/0

14.4 Merredin Agricultural Society – Merredin Show 2015

Community Services



Responsible Officer:	Deputy Chief Executive Officer
Author:	Rebecca McCall
Legislation:	Liquor Control Act 1988; Food Act 2008; Health Act 1911; Caravan Parks and Camping Grounds Regulations 1997; Local Government Act 1995
File Reference:	RCS/4/16
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

When the Merredin Regional Community & Leisure Centre (MRC&LC) was developed a Management Plan was endorsed by Council along with a set of guidelines. In addition, Memorandums of Understanding (MoUs) were established between each user group and the Shire of Merredin outlining fees, roles and responsibilities.

With the abolition of the MoU's in 2012/13 a new fee structure was established, but not rolled out until 2013/14. With the fee structure now in place, a review of the Management Plan and supporting documents was undertaken and endorsed by Council in May 2014 (CMRef 81372).

The Merredin Agricultural Society (the Society) had a MoU with the Shire of Merredin. The MoU included special terms of the agreement specific to the availability of the MRC&LC for the Merredin Show and the waiving of hire fees.

An extract from the 2012-2014 MoU between the Shire of Merredin and the Society is detailed below:

“Special Terms of the Agreement

The following are negotiated undertakings specific to the Shire and the Society under this MoU:

The Shire Shall –

1. *Ensure the Indoor Stadium Courts are available for set up for the 2 days prior to the event, without incursion of a fee.*
2. *Make the Indoor Stadium Courts available for use on the day of the event, free of charge.*

The Merredin Agricultural Society Shall –

1. *Provide the Merredin Regional Community and Leisure Centre with 6 months notice as to the day of the event.*
2. *Inform all emergency services as to the date and nature of the Show in advance eg: fire services, police, ambulance, hospital and any other service provider deemed necessary and reasonable.*
3. *Provide the Merredin Environmental Health Officer, 30 days prior to the date of the Show with copies of all stall bookings forms for assessment against the Food Act 2008 and Health Act 1911 in particular the Health (Public Building) Regulations 1992. Where relevant all accompanying Food Act 2008 notification/registration forms should be included with the submission of the stall booking forms to the EHO.*
4. *Ensure all advertising and promotion of the event includes that the Shire of Merredin is a Major Sponsor of the Merredin Show.*
5. *Consult with the Recreation Centre Manager for usage requirements of the indoor court area.*
6. *Ensure that all waste associated with the Show is removed from the MRC&LC. This includes any extra waste (over current capacity) from bins, fire work cartridges and rubbish from community stall holders and mobile business operators. This will apply to the entire MRC&LC precinct utilised for the purpose of the Show.*
7. *Ensure that a written request is received at the Shire of Merredin of any staff associated with mobile businesses wishing to camp at the MRC&LC be received no less than 30 days in advance of the Show. A request for access to facilities should also be included if required. If caravans are to be used by mobile business staff then an induction of how the owner intends to deal with the waste should be included. All those wishing to camp must adhere to all guidelines pertaining to Council Policy 6.4 "Camping on Merredin Recreation Grounds". Legislative restrictions are applied according to the Caravan Parks and Camping Grounds Regulations 1997.*
8. *Pay for any additional cleaning required to MRC&LC facilities (not including the function area) that is in excess of what is expected from a normal 'public event'. This will be charged on a cost recovery basis.*
9. *Pay for an MRC&LC staff assistance if required to assist with set up, clean up or to be on site for the duration of the show. This will be charged on a cost recovery basis. Works staff may be available for certain activities (delivery of fencing, marking reticulation lines) prior to the show without charge.*
10. *Any installation of temporary power boxes or any other extensive electrical work in association with the Show is to be carried out by a licensed electrician."*

Comment

Currently there is no agreement in place between the Shire of Merredin and the Society. Therefore, it is necessary for Council to consider the request from the Merredin Agricultural Society to:

1. waive hire fees for event, consisting of four days; and
2. provide staff support for the set-up of the two day event.

The Society coordinates and hosts an annual agricultural event. This historical occurrence showcases products and articles created by local producers and crafters. The event attracts some 2,500 participants who partake as an exhibitor, stall holder or patron to enjoy the many activities, displays and competitions showcased.

The Grandstand Bar benefits from the patronage the annual Show brings to the MRC&LC and sees a large turnover due to this particular event.

The next Show is scheduled for Saturday 28 March 2015. Set-up will commence on Thursday 26 March 2015 with clean-up completed by Sunday 29 March 2015.

Policy Implications

There are possible policy implications relating to this item as Policy 6.4 Camping on Merredin Recreation Grounds.

Statutory Implications

There are statutory requirements and or restrictions under the following Acts:

1. The Liquor Control Act 1988;
2. Food Act 2008 and Health Act 1911 in particular the Health (Public Building) Regulations 1992; and
3. Caravan Parks and Camping Grounds Regulations 1997

Strategic Implications

Service Area: 1.2 Community Facilities

Activities: Multi-functional sports stadium

Link to Vision: Liveable, Community Spirit

Link to Strategic Priorities: Key assets: recreational/sporting facilities

Service Level: Open 7 days a week for up to 18 hours a day as applicable

Service Level Change: No service level change

Service Area: 4.1 Community Development

Activities: Events, Heritage and Culture

Link to Vision: Liveable, Community Spirit, Inclusive

Link to Strategic Priorities: Community involvement/support of events

Service Level: Heritage and cultural: support community groups

Service Level Change: Develop partnerships to better align resources in delivering the community's vision

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial Plan

Nil

- Workforce Plan

Nil

Financial Implications

The financial implications consist of an unbudgeted contribution of \$9,111. A breakdown of the support includes:

1. waiver of hire hires \$4,902;
2. staff support for set up (MRC&LC staff – 3 staff x 1 day) \$1,185; and
3. staff support for set up (work crew – 7 staff x 1 day) \$3,024.

Any additional cleaning or staff support required will be charged to the Society at cost recovery.

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation

That the contribution request from the Merredin Agricultural Society to support the 2015 Merredin Show be approved, under the following conditions:

The Shire of Merredin shall:

1. Ensure the indoor stadium courts are available for set up for the 2 days prior to the Show, without incursion of a fee; and
2. Make the indoor stadium courts available for use on the day of the Show, free of charge.

The Merredin Agricultural Society shall:

1. Provide the Merredin Regional Community and Leisure Centre with 6 months' notice as to the day of the Show;
2. Inform all emergency services as to the date and nature of the Show in advance eg: fire services, police, ambulance, hospital and any other service providers deemed necessary and reasonable;
3. Provide the Shire of Merredin Environmental Health Officer 30 days prior to the date of the Show with copies of all stall bookings forms for assessment against the Food Act 2008 and Health Act 1911, in particular the Health (Public Building) Regulations 1992. Where relevant all accompanying Food Act 2008 notification/registration forms should be included with the submission of the stall booking forms to the Environmental Health Officer;

4. Ensure all advertising and promotion of the event includes the Shire of Merredin as a Major Sponsor of the Show;
5. Consult with the Recreation Centre Manager for usage requirements of the indoor court area;
6. Ensure that all waste associated with the Show is removed from the Merredin Regional Community and Leisure Centre. This includes any extra waste (over current capacity) from bins, fire work cartridges and rubbish from community stall holders and mobile business operators. This will apply to the entire Merredin Regional Community and Leisure Centre precinct utilised for the purpose of the Show;
7. Ensure that a written request is received at the Shire of Merredin of any staff associated with mobile businesses wishing to camp at the Merredin Regional Community and Leisure Centre be received no less than 30 days in advance of the Show. A request for access to facilities should also be included if required. If caravans are to be used by mobile business staff then an induction of how the owner intends to deal with the waste should be included. All those wishing to camp must adhere to all guidelines pertaining to Council Policy 6.4 "Camping on Merredin Recreation Grounds". Legislative restrictions are applied according to the Caravan Parks and Camping Grounds Regulations 1997;
8. Pay for any additional cleaning required to Merredin Regional Community and Leisure Centre facilities (not including the function area) that is in excess of what is expected from a normal 'public event'. This will be charged on a cost recovery basis;
9. If additional Merredin Regional Community and Leisure Centre staff is required to assist with set up, clean up or to be on site for the duration of the Show a relevant charge will be incurred on a cost recovery basis. Engineering Services staff may be available for certain additional activities (delivery of fencing, marking reticulation lines) prior to the Show on a cost recovery basis; and
10. Any installation of temporary power boxes or any other extensive electrical work in association with the Show is to be carried out by a licensed electrician.

Resolution

Moved: Cr Young

Seconded: Cr Crees

81422 That the contribution request from the Merredin Agricultural Society to support the 2015 Merredin Show be approved, under the following conditions:

The Shire of Merredin shall:

1. Ensure the indoor stadium courts are available for set up for the 2 days prior to the Show, without incursion of a fee; and
2. Make the indoor stadium courts available for use on the day of the Show, free of charge.

The Merredin Agricultural Society shall:

1. Provide the Merredin Regional Community and Leisure Centre with 6 months' notice as to the day of the Show;

2. Inform all emergency services as to the date and nature of the Show in advance eg: fire services, police, ambulance, hospital and any other service providers deemed necessary and reasonable;
3. Provide the Shire of Merredin Environmental Health Officer 30 days prior to the date of the Show with copies of all stall bookings forms for assessment against the Food Act 2008 and Health Act 1911, in particular the Health (Public Building) Regulations 1992. Where relevant all accompanying Food Act 2008 notification/registration forms should be included with the submission of the stall booking forms to the Environmental Health Officer;
4. Ensure all advertising and promotion of the event includes the Shire of Merredin as a Major Sponsor of the Show;
5. Consult with the Recreation Centre Manager for usage requirements of the indoor court area;
6. Ensure that all waste associated with the Show is removed from the Merredin Regional Community and Leisure Centre. This includes any extra waste (over current capacity) from bins, fire work cartridges and rubbish from community stall holders and mobile business operators. This will apply to the entire Merredin Regional Community and Leisure Centre precinct utilised for the purpose of the Show;
7. Ensure that a written request is received at the Shire of Merredin of any staff associated with mobile businesses wishing to camp at the Merredin Regional Community and Leisure Centre be received no less than 30 days in advance of the Show. A request for access to facilities should also be included if required. If caravans are to be used by mobile business staff then an induction of how the owner intends to deal with the waste should be included. All those wishing to camp must adhere to all guidelines pertaining to Council Policy 6.4 "Camping on Merredin Recreation Grounds". Legislative restrictions are applied according to the Caravan Parks and Camping Grounds Regulations 1997;
8. Pay for any additional cleaning required to Merredin Regional Community and Leisure Centre facilities (not including the function area) that is in excess of what is expected from a normal 'public event'. This will be charged on a cost recovery basis;
9. If additional Merredin Regional Community and Leisure Centre staff is required to assist with set up, clean up or to be on site for the duration of the Show a relevant charge will be incurred on a cost recovery basis. Engineering Services staff may be available for certain additional activities (delivery of fencing, marking reticulation lines) prior to the Show on a cost recovery basis;
10. Any installation of temporary power boxes or any other extensive electrical work in association with the Show is to be carried out by a licensed electrician; and
11. That the Shire of Merredin display stand and Councillor and Staff gate entry fee be provided free of charge.

CARRIED 7/0

Reason

As the Show is being held on Council property, with \$9,111 in kind support being provided by Council toward the running of the 2015 Show, it was determined that Councillors and Staff should have free entry for the purpose of the attending the Shire of Merredin display stand and the Shire of Merredin display stand also be provided free of charge.

14.5 Merredin Regional Community & Leisure Centre – Honour Boards

Community Services



Responsible Officer:	Deputy Chief Executive Officer
Author:	Rebecca McCall
Legislation:	Local Government Act 1995
File Reference:	RCS/4/35
Disclosure of Interest:	Nil
Attachments:	Merredin Sports Council Location Options; Honour Board Example; Option 2 & 3 Locations
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

From the outset of the development of the Merredin Regional Community & Leisure Centre (MRC&LC) the sporting associations and clubs expressed that they wished to display some of their honour boards within the facility.

Currently very little memorabilia is featured in the MRC&LC showcasing the history and milestones achieved by the sporting fraternity of Merredin.

The Merredin Sports Council (MSC) have been looking at the feasibility of installing memorabilia in various locations for some time in consultation with the interested sporting associations and clubs. The priority of the MSC is to install uniform honour boards for partaking sporting associations and clubs.

Due to the design of the MRC&LC facility and the use of glass there is not many suitable options to house memorabilia such as honour boards.

Comment

[Attachment 14.5A](#) is a location drawing provided by the MSC outlining the proposed installation points of each honour board. A sample of the honour board is detailed in [Attachment 14.5B](#). The proposed scope of works is as follows:

Honour Boards

1. All proposed boards will be new and the same design (jarrah edging on jarrah laminate) with uniform lettering;

2. Eight clubs have requested a honour board which will be fully funded by the participating clubs;
3. The boards measure 1800h x 1200w;
4. The proposal includes twelve boards making allowance for any additional requests; and
5. Associations/Clubs are limited to one board only.

Installation

6. No structural changes made to the building (boards to be fitted for easy removal).

Works

7. Relocate existing glass cabinet to court viewing area as marked on drawing [Attachment 14.5A](#).
8. Remove existing MSC television.
9. Install new, larger, donated television to central location as marked on drawing [Attachment 14.5A](#).
10. Install white aluminium U channel (to match windows) to timber sill. The base of the honour boards to sit on the channel to secure the bottom of the boards.
11. Anchor top of boards to bulkhead with concealed fixing so boards can be easily removed. Boards will be easily lifted out of the channel for cleaning or rearranging.

The proposal presented by the MSC does obscure some visibility of the outdoor playing surfaces and may also affect the overall lighting into the function area. In addition, the proposal raises concerns that boards are removed regularly enough to clean behind to remove any insects and spider webs. An accumulation of debris will be unsightly looking in from the outside of the facility. The additional cleaning is not factored into the existing cleaning contract specifications, therefore further costs to Council will be incurred.

The function room is a facility utilised by internal and external stakeholders for a variety of purposes. It is necessary to ensure the overall ambience and functionality of the function room is maintained.

Other mounting options to consider include ([Attachment 14.5C](#)):

Option Two:

Remove all glass cabinetry in the Grandstand Bar and relocate to the meeting room and entrance hallway of the MRC&LC. This option allows adequate room to mount ten honour boards on the brick wall where the glass cabinets are currently located. The remaining two honour boards to be mounted outside the meeting room/viewing area. This option will result in no windows covered up by honour boards.

Option Three:

All honour boards to be mounted on the brickwork along the hallway of the main stadium area. This option results in no relocation of TV's or glass cabinetry and no windows covered up. The honour boards add some interest to the brickwork within the stadium's hallway.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Service Area: 1.2 Community Facilities

Activities: Multi-functional sports stadium

Link to Vision: Liveable, Community, Spirit

Link to Strategic Priorities: Key assets: recreational/sporting facilities

Service Level: Open 7 days a week for up to 18 hours a day as applicable

Service Level Change: No service level change

Sustainability Implications

➤ Asset Management Plan

The ongoing maintenance and/or renewal of the honour boards will be responsibility of the MSC.

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

Financial Implications

The purchasing, installation and maintenance of the honour boards is the responsibility of the MSC.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Young

81423 That the matter of installing honour boards within the Merredin Regional Community and Leisure Centre be referred back to the Merredin Sports Council advising that option three, as included in [Attachment 14.5C](#) mounting all honour boards on the brickwork along the hallway of the main stadium, is Council's preferred location.

CARRIED 7/0

15. Officer's Reports – Administration

15.1 Risk Management – Proposed Policy

Administration



Responsible Officer:	Greg Powell, Chief Executive Officer
Author:	Vanessa Green, Executive Assistant to CEO
Legislation:	Local Government Act 1995; Regulation 17 of the Local Government (Audit) Regulations 1996
File Reference:	RM/2
Disclosure of Interest:	Nil
Attachments:	Draft Risk Management Governance Framework; Draft Risk Profile; Proposed Risk Management Policy
Maps / Diagrams:	Nil

Purpose of Report

Executive Decision



Legislative Requirement

Background

The Local Government (Audit) Regulations 1996 prescribe the requirements for local government authorities in relation to the engagement of auditors, the annual Compliance Audit Return and the functions of the Audit Committee.

A new Regulation 17 has been inserted and states as follows:

“17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) *risk management; and*
 - (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 at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]“

At the Wheatbelt East Regional Organisation of Councils meeting on 21 May 2014 LGIS was commissioned to develop an internal audit framework for the Shires of Bruce Rock, Merredin and Yilgarn to assist with the compliance of the new Regulation 17.

Workshops were conducted on 28 July 2014 and 31 July 2014 where a Risk Management Governance Framework and Risk Profile documents were discussed. The draft Governance Framework is provided for Council information in [Attachment 15.1A](#). The draft Risk Profile for the Shire of Merredin is included in [Attachment 15.1B](#). Both these documents are being reviewed by the Executive team and, once finalised, will be presented to Council for adoption.

In addition to the Governance Framework and Risk Profile documents Council is required to adopt a Risk Management Policy to document the Shire's commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Comment

A draft Policy has been developed and is included in [Attachment 15.1C](#). The proposed Policy assists in the appropriate governance of risk management within the Shire by providing:

1. transparency of decision making;
2. clear identification of the roles and responsibilities of the risk management functions; and
3. an effective governance structure to support the Risk Framework.

Policy Implications

Adoption of the Policy will ensure:

1. strong corporate governance;
2. compliance with relevant legislation, regulations and internal policies;
3. Integrated Planning and Reporting requirements are met; and
4. uncertainty and its effects on objectives is understood.

Statutory Implications

Adoption of the Policy will assist in compliance with the new Regulation 17 of the Local Government (Audit) Regulations 1996.

Strategic Implications

Service Area: 5.2 Strategic Advice, General Management and Governance

Activities: Compliance Return

Link to Vision: Developing

Link to Strategic Priorities: Civic Leadership

Service Level: Compliance Audit Return submitted to DLG by 31 March annually

Service Level Change: No service level change

Sustainability Implications

- [Asset Management Plan](#)

As specified in Section 10.4 Risk Assessment Framework and Matrix.

➤ Long Term Financial Plan

As specified on Page 19 of the Plan.

➤ Workforce Plan

As specified in Section 2.2(1-4) Workforce Gaps, Issues and Risks.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Blakers

Seconded: Cr Young

81424 That the Risk Management Policy, as included in [Attachment 15.1C](#), be adopted and included in Council's Policy Manual.

CARRIED 7/0

15.2 Skeleton Weed Local Action Group – Appointment of Council Representatives

Administration



Responsible Officer:	Greg Powell, Chief Executive Officer
Author:	Vanessa Green, Executive Assistant to CEO
Legislation:	Nil
File Reference:	EM/14/4
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

In July the Department of Agriculture and Food contacted the local governments of Merredin, Nungarin and Trayning regarding the possibility of forming a skeleton weed Local Action Group (LAG).

LAGs of this nature are funded by the Grains Industry Management Committee and it was felt that the areas of Merredin, Nungarin and Trayning is an area of need due to the following level of reported infestations of skeleton weed in the area:

1. Merredin 40
2. Nungarin 8
3. Trayning 6

with the possibility of the area extending to include the Shires of Mt Marshall, Mukinbudin and Westonia in the future.

Comment

There are currently five LAG's in the state and based on their experience they meet approximately 2 to 3 times per annum.

It is proposed that the Natural Resource Management Officer (NRMO) from the Shire of Nungarin will coordinate the LAG as part of his duties, with administrative support also being provided by the Shire of Nungarin. A contingency plan is in place to involve the Shire of Trayning's NRMO if required. The LAG would be made up of 2 representatives from each local government being an Elected Member and a Deputy.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Service Area: 2.7 Natural Resource Management

Activities: Address environmental issues in the Shire of Merredin and in collaboration with other Shires

Link to Vision: Naturally Resourceful

Link to Strategic Priorities: Natural Resource Management

Service Level: Provide support to community groups on request

Service Level Change: Nil

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial Plan

Nil

- Workforce Plan

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Blakers

81425 That Councillor Flockart be appointed to the Skeleton Weed Local Action Group initially comprising the Shires of Merredin, Nungarin and Trayning, for a period of 12 months, with Councillor Young appointed as his Deputy.

CARRIED 7/0

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
------------	--

Nil

19.	Matters Behind Closed Doors
------------	------------------------------------

Nil

20.	Closure
------------	----------------

There being no further business the President thanked those in attendance and declared the meeting closed at 4.34pm.