



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 17 December 2019  
3.00pm



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### Common Acronyms Used in this Document

ACEO	Acting Chief Executive Officer
CBP	Corporate Business Plan
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy CEO
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media & Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils

Shire of Merredin  
Ordinary Council Meeting  
3.00pm Tuesday 17 December 2019



**1. Official Opening**

The President welcomed those in attendance and declared the meeting open at 3:00pm

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

**Councillors:**

Cr JR Flockart	Shire President
Cr MD Willis	Deputy Shire President
Cr RA Billing	
Cr LN Boehme	
Cr AR Butler	
Cr RM Manning	
Cr MJ McKenzie	
Cr PR Patroni	
Cr PM Van Der Merwe	

**Staff**

C Brown	A/CEO
M Ivanetz	EA to CEO
K Hall	MCO

**Members of the Public:** 1

**Apologies:** K Bartley, DCEO

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Councillor Patroni declared a Proximity Interest in Item 12.1.

Mr Brown declared a Financial Interest in Item 19.1.

*3.04 - Councillor McKenzie left the Chambers*

*3.05 Councillor McKenzie returned to the Chambers*

## 5. Applications for Leave of Absence

Councillor Willis requested Leave of Absence for January 2020.

### Voting Requirements

Simple Majority  Absolute Majority

### Councillor Recommendation / Resolution

**Moved:** Cr Patroni **Seconded:** Cr Boehme

**82477** That Councillor Willis be granted Leave of Absence for the January 2020 Ordinary Council Meeting.

**CARRIED 9/o**

## 6. Petitions and Presentations

Nil

## 7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 19 November 2019

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 27 November 2019

[Attachment 7.2A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Patroni **Seconded:** Cr Butler

**82478** That the Minutes of the Ordinary Council Meeting held on 19 November 2019 and the Special Council Meeting held on 27 November 2019 be confirmed as a true and accurate record of proceedings.

**CARRIED 9/o**

## 8. Announcements 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 Great Eastern Country Zone Meeting held on 28 November 2019  
[Attachment 10.1A](#)
- 10.2 Wheatbelt East Regional Organisation of Councils Meeting held on 28 November 2019  
[Attachment 10.2A](#)

### Voting Requirements

Simple Majority  Absolute Majority

## Officer's Recommendation / Resolution

**Moved:** Cr Willis

**Seconded:** Cr Billing

**82479** That the Minutes of the Great Eastern Country Zone Meeting held on 28 November 2019 and Wheatbelt East Regional Organisation of Councils Meeting held on 28 November 2019 be received.

**CARRIED 9/0**

## 11. Recommendations from Committee Meetings for Council consideration

Nil

## 12. Officer's Reports - Development Services

Councillor Patroni declared a Proximity Interest in this Item 12.1

### 12.1 Application for Planning Approval – Dome Structure – Lot 367 (No 52) Mitchell Street Merredin

<h2>Development Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officers:</b>	Peter Zenni, EMDS Kellie Bartley, ACEO	
<b>Author:</b>	Paul Bashall, Planwest (WA) Pty Ltd	
<b>Legislation:</b>	Shire of Merredin Local Planning Scheme No 6 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	
<b>File Reference:</b>	A9234	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Development Application <a href="#">Attachment 12.1B</a> – Policy 8.21 – Placement of Sea Containers on land within the Shire of Merredin <a href="#">Attachment 12.1C</a> – LPP1 – Movable Buildings Policy	

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The Shire of Merredin has received an application for planning approval for Lot 367 (No 52) Mitchell Street, Merredin. An initial application was received and presented to Council on 20<sup>th</sup> August 2019.

#### Previous Development Approval

In August 2019, Council approved alterations and extensions to this property involving a workshop and a 12m water tank. The proposed workshop building was 1,344m<sup>2</sup>, measuring 24m by 55.7m with a zero setback on the western boundary. A second storey office over the existing workshop was also approved measuring 5.8m x 15.8m. The Development Application (DA) was granted subject to;



1. The provision of a marked ACROD parking bay;
2. 3m landscaping strip on Mitchell Street; and
3. Compliance with the Shire's fire break provisions.

Eight Notes were added dealing with (abbreviated); 2-year approval, DA not part of building permit, compliance with DFES requirements, occupancy permit required, no development on effluent system, trade waste to comply with DWER requirements and appeal rights.

## Comment

### Introduction

Mr Simon O'Hara from Stawest Planning (on behalf of McIntosh Holdings Pty Ltd) has applied for Development Approval (DA) for a revised development on Lot 367 (52) Mitchell Street, Merredin. The proposed development consists of a dome structure of nearly 730m<sup>2</sup> at the rear of the existing premises. The development is to be used for a showroom, sales and service area for the existing dealership group that specialises in agricultural and construction machinery.

The land is zoned 'Light Industry' in the *Shire of Merredin Local Planning Scheme No 6* (the Scheme). A location plan is shown in Figure 1. The figure is an extract from the Scheme showing the subject land coloured purple denoting a Light Industry Zone.

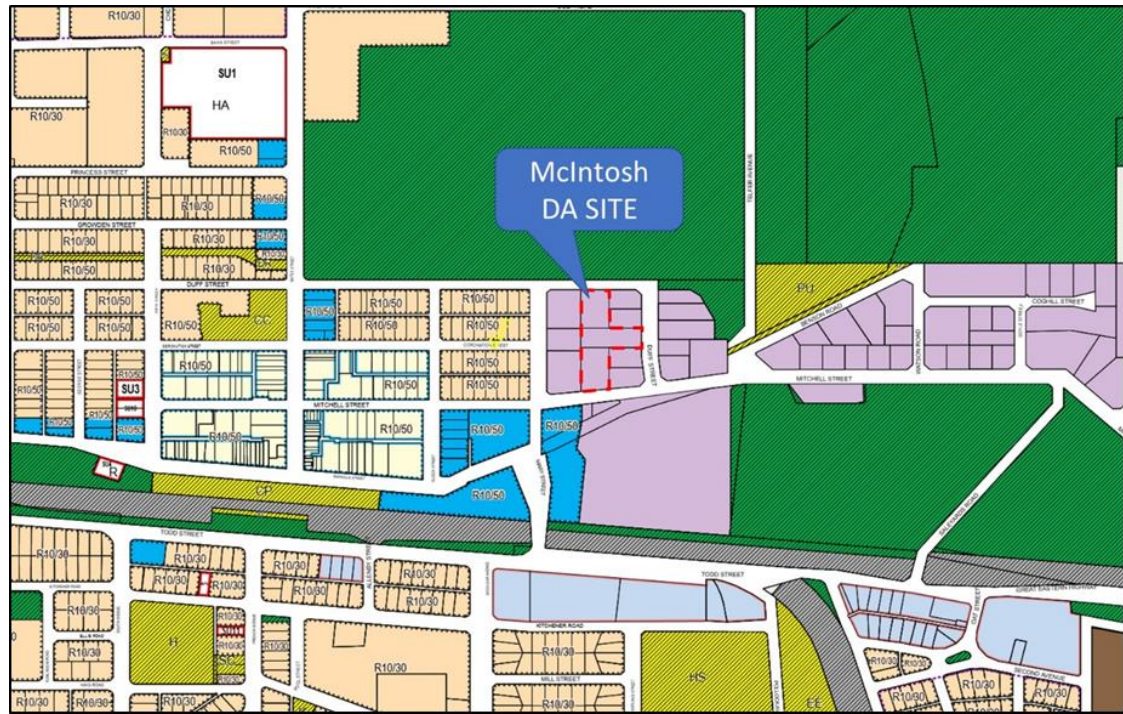
The application fee has been paid and the DA complies with the Shire's checklist.

### Existing land use

The existing development consists of two major buildings on a levelled and cleared yard. The yard is used for the storage and display of farm related vehicles and equipment. The site measure 1.2759 hectares and has three road frontages including Mitchell Street and two frontages to Duff Road. The principle access to the site is via Mitchell Street.

Figure 2 provides an aerial photograph of the site area. The land was previously composed of three separate lots (as shown in Figure 1) but is now a single property.

**FIGURE 1 – LOCATION PLAN**



Source: DPLH, Planwest

**FIGURE 2 – AERIAL PHOTOGRAPH**



**Proposed Development**

The applicant has stated in the Development Application that McIntosh & Son is seeking to meet demand and secure their future in Merredin. A previous DA was granted approval in August 2019 CMRef 82409, however this extension, when costed, proved to be excessively expensive.

The current DA seeks approval for a dome structure to accommodate the necessary additional space as a transitional arrangement whilst an alternative long-term option is developed.

#### **Development**

The dome structure will be constructed using sea containers on each side with a material 'dome' across the top. At approximately 24m x 30m it will be approximately 730m<sup>2</sup> and stand 9.7m high.

#### **Setbacks**

The Scheme requires a 7.5m front setback and the same at the rear. Side setbacks can be nil (subject to compliance with the BCA), however the proposed structure is setback from the western boundary 8.065m. The existing 29m front setback will not change and the rear setback will effectively be towards the northern Duff Street frontage (both over 100m), and the other side setback to the eastern Duff Street (70m).

#### **Use Class**

The proposed use is consistent with the 'Industry – Service' use class as defined in the Scheme. This use class is a permitted (P) use in the Light Industry Zone.

#### **Parking**

As with the previous DA, the site accommodates 12 staff, requiring the provision of 6 car parking bays on site. The lot has ample space available for car parking on site.

#### **Landscaping**

The DA proposes a 3m wide landscaping strip to the Mitchell Street frontage and is consistent with the Council's previous approval. The Scheme's development provisions require 10% of the site to be landscaped, however Clause 4.5 of the Scheme provides the Council with the discretion to vary this requirement.

#### **Bushfire Prone Mapping**

The northern portion of the subject land is in a bushfire prone area, as shown in **Figure 3**. The BAL report submitted with the DA was prepared for the previous DA and confirms that the required vegetation separation distances. As calculated in the initial BAL Contour Map report for the bush fire attack level (Low), has been achieved. Ongoing BAL compliance can be managed via meeting the Shire of Merredin Bush Fire Notice requirements. **Figure 3** shows the proposed development being clear of the extent of the Bushfire Prone mapping.



**FIGURE 3 – BUSHFIRE PRONE MAPPING**



Source: Planwest, DFES, Landgate

### **Conclusion**

The DA proposal complies with the Scheme provisions for setbacks, parking, Bushfire Attack Level (BAL), and landscaping - with the Council's discretion to vary requirements. The proposal is, in principle, very similar to the previous application and there is no reason to alter the previous approval conditions and advice notes.

The Council has a Local Planning Policy (LPP) that does not allow the use of containers in a townsite; however the policy accepts that these may be used in industrial areas without loss of amenity.

The Council also has a Policy 8.21 - Placement of Sea Containers on land within the Shire of Merredin. This Policy also allows containers to be used in General Industry and Light Industry areas, however an Engineer's statement of Structural Sufficiency must be provided with the DA to ensure that the structure remains stable.

This has been added as a condition of the determination.

### **Policy Implications**

Policy 8.21 – Placement of Sea Containers on land within the Shire of Merredin supports this application.

Local Planning Policy No 1 – Moveable Buildings.

### **Statutory Implications**

Compliance with the *Shire of Merredin Local Planning Scheme No 6* and compliance with *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Council's Local Planning Strategy designates that area for light industrial activities.

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations.  
Directorate: Development Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### Risk Implications

The risk to the Shire is of low impact due to the guidelines outlined within the *Shire of Merredin Local Planning Scheme No 6*.

### Financial Implications

The applicant has paid the Development Approval application fees.

### Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation / Resolution

**Moved:** Cr Boehme

**Seconded:** Cr Van Der Merwe

**8248o That Council:**

1. Approves the Development Approval for Lot 367 (No 52) Mitchell Street, Merredin as contained in attachment 12.1A received on 6 December 2019, subject to the following conditions and advice notes:

**Conditions:**

2. The provision of a dedicated vehicle parking bay for people with a disability in accordance with the Building Code Australia (BCA) access requirements that is provided with signage, permanent surface and appropriate markings;
3. Provision of a 3-metre wide landscaped strip to the boundary fronting Mitchell Street;
4. Compliance with provisions of the Shire of Merredin Fire Break Order/Notice; and
5. The submission of an Engineer's Statement of Structural Sufficiency for the design of the dome and sea containers to the satisfaction of the local government.

**Advice Notes:**

1. This approval supersedes the Development Approval issued by the local government on 26 August 2019;
2. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time;
3. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first being sought and obtained;
4. The granting of this approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Merredin and be approved before any work can commence on site;
5. The application for a Building Permit must incorporate comments from the DFES Commissioner;

6. The completed building will not be able to be occupied until such time as the Shire of Merredin has issued an occupancy permit for use of the building;
7. The proposed building must not encroach upon any existing on-site effluent disposal systems;
8. Any trade waste generated in the workshop must be disposed of in accordance with requirements specified by the Department of Water and Environment Regulation; and
9. If an applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the Planning and Development Act 2005.


**CARRIED 9/0**

<b>13.</b>	<b>Officer's Reports - Engineering Services</b>
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Nil

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

**14.1 List of Accounts Paid**

<h2>Corporate Services</h2>		 <p><b>SHIRE OF          MERREDIN</b>  <small>INNOVATING THE WHEATBELT</small></p>
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, EMCS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.1A</a> - List of Accounts Paid	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The attached List of Accounts Paid during the month of November 2019 under Delegated Authority is provided for Council’s information.

**Comment**

Nil

**Policy Implications**

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

**Statutory Implications**

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

**Strategic Implications**

➤ **Strategic Community Plan**

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



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

➤ Corporate Business Plan

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

Directorate: Corporate Services

Timeline: Ongoing

**Sustainability Implications**

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

**Risk Implications**

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

**Financial Implications**

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

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Willis

**Seconded:** Cr Patroni

**82481** That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$1,568,640.49 from Council's Municipal Fund Bank Account and \$1,852.09, from Council's Trust Account be endorsed by Council.

**CARRIED 9/0**

**14.2 Statement of Financial Activity**

<h2>Corporate Services</h2>		
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, ECMS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.2A</a> - Statement of Financial Activity <a href="#">Attachment 14.2B</a> – Detailed Statements <a href="#">Attachment 14.2C</a> – Monthly Investment Report <a href="#">Attachment 14.2D</a> – Financial Ratios <a href="#">Attachment 14.2E</a> – Capital Expenditure	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

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

**Comment**

Operating Income and Expenditure is consistent with Council’s YTD Budget with Operating Income consistent with budget estimates and Expenditure showing a 7% variance.

It is expected that the expenditure variance will even out over the next months to show a clearer picture.

**Capital Expenditure**

A detailed look at capital expenditure can be found in Note 7 and a separate attachment showing Capital Expenditure is also attached for your information.

### Policy Implications

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

### Statutory Implications

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

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations.  
Directorate: Corporate Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to give Council some direction in regards to its management of finance over an extended period of time.

#### ➤ Workforce Plan

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

### Risk Implications

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured

#### Financial Implications

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the report are nil.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Officer's Recommendation / Resolution

**Moved:** Cr McKenzie

**Seconded:** Cr Manning

**82482** That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 30 November 2019 be received

**CARRIED 9/0**

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

**15.1 Review Policy 1.16 - Corporate Apparel**

<h2>Administration</h2>		 <p>SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Kellie Bartley, A/CEO	
<b>Author:</b>	Kellie Bartley, A/CEO	
<b>Legislation:</b>	Local Government Act 1995	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#">Attachment 15.1A</a> – Current Policy – 1.16 Corporate Apparel</p> <p><a href="#">Attachment 15.1B</a> – Draft Policy – 1.16 Corporate Apparel</p>	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Background**

This report presents the outcomes of Policy 1.16 – Corporate Apparel review recently reviewed with Elected Members and Senior Management Group.

The previous decisions of Council

**Moved: Cr Anderson**

**Seconded: Cr Willis**

**81892            That the review of Policies 1.2 through to 1.16 inclusive be noted, with no amendments recommended at this time.**

**CARRIED 7/o**

Regular review of the Shire's Policies is required to ensure their continued relevance and applicability. The review uses a range of methods to establish whether a policy works in practice and to determine the merit, or value of any improvements which could be made.

**Comment**

Due to the recent 2019 Elections, this policy required to be reviewed to be align with best practice.

The Corporate Apparel required to be reviewed due to the additions of the Business Shirts and the Shire Polo apparel that has previously been issued to Councillors. It was therefore required to update the current Policy 1.16 – Corporate Apparel to include these items as part of the policy.

### Stakeholder Consultation

#### Council Briefing Session

<b>Meeting Date</b>	19 November 2019
<b>Councillors in Attendance</b>	Cr Flockart, Cr Willis, Cr Butler, Cr Manning, Cr Van Der Merwe, Cr Patroni, Cr Billing, Cr Boehme

The policy has been reviewed by Elected Members as detailed above.

### Conclusion

All relevant changes are contained within attachment 15.1B.

#### Policy Implications

Council Policy 1.16 – Corporate Apparel will be updated accordingly and has not direct impact.

#### Statutory Implications

Section 2.7 (2) (b) of the *Local Government Act 1995* prescribes that a primary function fo the Council is determining the Local Government’s Policies.

Section 2.7 (2)(b) of the *Local Government Act 1995* requires that Council determines obligations in the area of policy development for the Shire.

### 2.7 Role of Council

(1) *The council –*

(a) *governs the local government’s affairs; and*

(b) *is responsible for the performance of the local government’s functions.*

(2) *without limiting subsection (1), the council is to –*

(a) *oversee the allocation of the local government’s finances and resources; and*

(b) *determine the local government’s Policies.*

Section 5.41(c) of the *Local Government Act 1995* prescribes that a function of the CEO is to cause Council’s decisions to be implemented and this includes giving effect to Council Policies.

#### Strategic Implications

➤ [Strategic Community Plan](#)

Zone: Zone 4 – Communication & Leadership

Zone Statement: Merredin Council engages with its Community and leads by example.  
Key Priority: 4.5 – Ensuring Council has the information and support to enable informed decision making.

➤ **Corporate Business Plan**

Key Action: 4.5.1 – Continue to develop a policy framework that reflects our values and decision making criteria (approach)  
Directorate: All Directorates  
Timeline: Ongoing

**Sustainability Implications**

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

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

**Risk Implications**

The risk is low and has no direct impact on Council.

**Financial Implications**

There are no direct financial implications and a budget allocation for Councillor corporate apparel has been adopted in 2019/20 Annual Budget.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Boehme

**Seconded:** Cr Willis

**82483** That Council adopts revised Policy 1.16 - Corporate Apparel as contained in attachment 15.1B.

**CARRIED 7/2**





Zone Statement: Merredin is a rich in cultural diversity, performance and fine arts and a variety of sports available for both residents and visitors.

Key Priority: 1.6 – Supporting and strengthening community groups, organisations and volunteers.

➤ **Corporate Business Plan**

Key Action: 1.6.2 – Support the community groups that recognise and celebrate positive community achievements.

Directorate: Community Services

Timeline: Ongoing

**Sustainability Implications**

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

**Risk Implications**

The risk is considered low impact on the organisation.

**Financial Implications**

There are no financial implications identified as a result of this report.

**Voting Requirements**

Simple Majority

Absolute Majority


**Council's Recommendation / Resolution**

**Moved:** Cr Patroni

**Seconded:** Cr Manning

**82484** That Council appoints Cr McKenzie as a Council Representative on the Merredin Sports Council until the next elections to be held October 2021.

**CARRIED 9/o**

15.3 Central Eastern Aged Care Alliance (CEACA)	
<h2 style="color: #0056b3;">Administration</h2> <div style="float: right; text-align: right;">  <p style="margin: 0;"><b>SHIRE OF MERREDIN</b> <small>INNOVATING THE WHEATBELT</small></p> </div>	
<b>Responsible Officer:</b>	Kellie Bartley, A/CEO
<b>Author:</b>	Kellie Bartley, A/CEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	CS/16/20
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.3A</a> – Central East Aged Care Regional Solutions Report

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

During a Wheatbelt forum Aged Care was discussed and as a result eleven (11) Local Governments, Wheatbelt Development Commission and Regional Development Australia agreed to form an alliance with the view to provide a needs study and solutions to the issues surrounding Aged Care within the Central Wheatbelt with each Council contributing \$5,000 to undertake this work.

Out of this alliance a report was compiled to identify solutions for the gaps and issues pertaining to the region being the Central East Aged Care Regional Solutions as listed below;

**Central East Aged Care Regional Solution/s (CEACRS)**

(Developed by Wheatbelt Development Commission)

Aged Care was identified as a regional priority for Local Governments in a series of Wheatbelt forums for the development of the Towards a Wheatbelt Infrastructure Plan (2010/11/12). As a result of the regional forums, the Wheatbelt Development Commission (WDC) has been working closely with Regional Development Australia: Wheatbelt (RDAW), and 11 Wheatbelt Local Governments who committed to working towards improving aged care services, infrastructure and governance structures in their respective areas.

The 11 LGAs, the WDC and RDAW formed an alliance in February 2012 known as the Central East Aged Care Alliance, to address the issues affecting Aged Care in the Central Eastern Wheatbelt. Recognising the importance of undertaking this planning from a community perspective, each LGA invested \$5,000 towards the

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project. This was supplemented by cash and in kind support from WDC and in kind support from RDAW.

In March 2012, RDAW advertised a tender to employ a consultant to undertake the Central East Aged Care Regional Solution/s (CEACRS) project. Melbourne based consulting firm Verso was awarded the tender and commenced work on the project in April 2012.

### **Who's involved in the Central East Aged Care Alliance (CEACA)?**

The CEACA is a partnership between the 11 LGAs which consist of the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mount Marshall, Mukinbudin, Nungarin, Yilgarn, Trayning, Westonia, Wyalkatchem, the WDC and RDAW.

After the scope of the project had been finalised by the CEACA, it was agreed that several other key stakeholders should be invited to attend future meetings as observers. These included:

- Southern Inland Health Initiative - Tim Shackleton – Community Engagement Officer
- Medicare Local - Michelle McClure – Wheatbelt Area Manager
- Western Australia Country Health Services Wheatbelt - Caroline Langston – Regional Director.

### **The Process**

The Wheatbelt Central East Aged Care Regional Solution/s (CEACRS) has been a proactive process that aimed to:

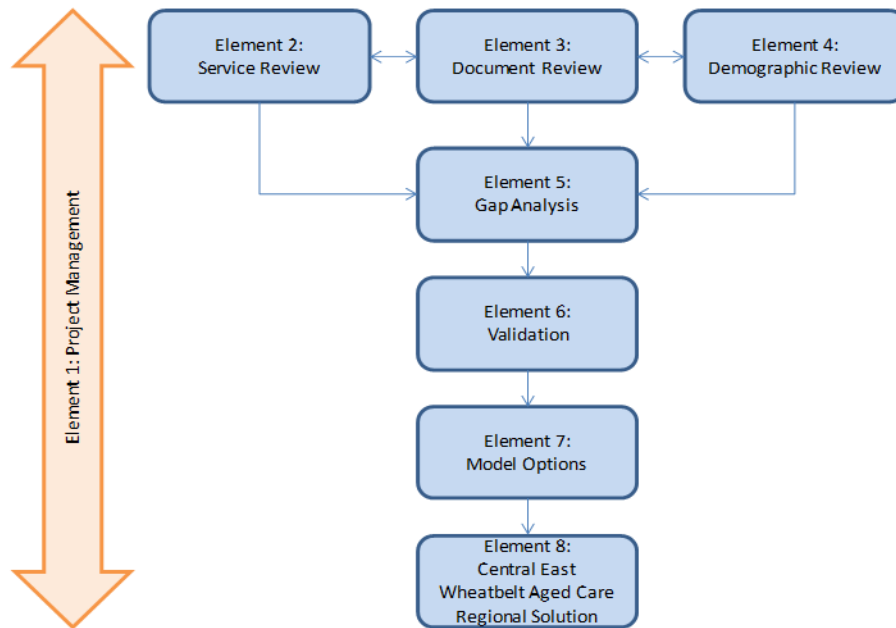
1. Identify aged care service, accommodation and governance models for a highly disbursed regional/rural population setting;
2. Build on the assets that exist in communities;
3. Provide solutions that guide sound investment in SIHI, especially Stream 2b Primary Health Care Program, Stream 3 – Primary Health Demonstration Site Program, and Stream 6 – Residential Aged and Dementia Investment Program
4. Identify services that enable locals to age 'in place' as outlined in the new National Aged Care Package Reform.

The Alliance adopted eight guiding principles for the CEACRS:

- o Principal 1 - The Importance of Place
  - o Principal 2 - Community Life
  - o Principal 3 - Community sense of ownership
  - o Principal 4 - Focus on the Person
  - o Principal 5 – Choice
  - o Principal 6 - Equitable access
  - o Principal 7 - Practicality
  - o Principal 8 - Viability
-

These principals were a key focus while developing the CEACRS and undertaking the following elements of the project:

**Figure 1:**



The planning process has heavily involved each community with sharing of existing local publications and documentation as well as clarification of desktop analysis compared to actual service delivery. A total of 14 community consultations were conducted across the 11 LGA's involved in the CEACA, involving nearly 200 participants.

Forming part of the gap analysis and validation elements of the project, the community consultations provided the opportunity to validate Verso's statistical findings at a ground level. Members of the community, health and aged care providers as well as Shire representatives were invited to attend the sessions.

With the completion of elements 2-6 each LGA has been provided with a Needs Study report specific to their individual Shire as well as a Central East Needs Study for the sub region. The Needs Studies include demographic characteristics of the CEACA LGAs, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

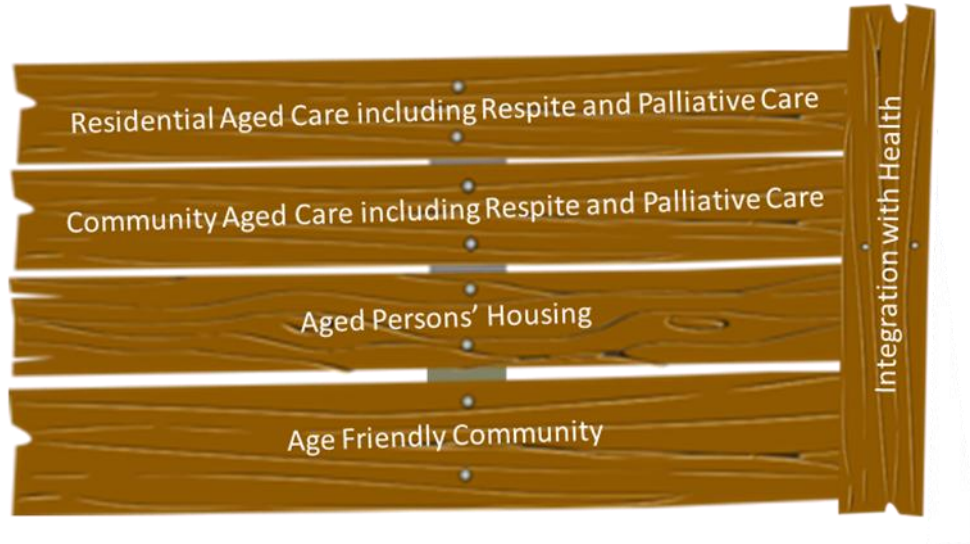
The final element, element 8, saw the development of the Central East Aged Care Regional Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan.

### **Recommendations**

The Central East Aged Care Regional Solution provides a clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the Central Eastern Wheatbelt.

The Model (Figure 2) consists of the following elements required to deliver an integrated solution:

**Figure 2**



Age Friendly Community is the main responsibility of LGAs in auditing and ensuring their community has addressed all the elements required to achieve an Age Friendly Community. This includes making sure structures and services are accessible to and inclusive of older people with varying needs and capabilities such as;

- Walking and Cycling Routes
- Streets
- Local Destinations
- Open Space
- Public and Other Transport
- Supporting Infrastructure
- Fostering Community Spirit
- Strategy

Aged Persons' Housing is seen as a coordinated responsibility of the CEACA, LGAs and potential housing providers to see how current stock meets requirements, the development of a coordinated approach to common development, ownership, design and integration. However land and capital needs are seen as a primary concern for LGAs, with the possible assistance of funding from peak bodies.

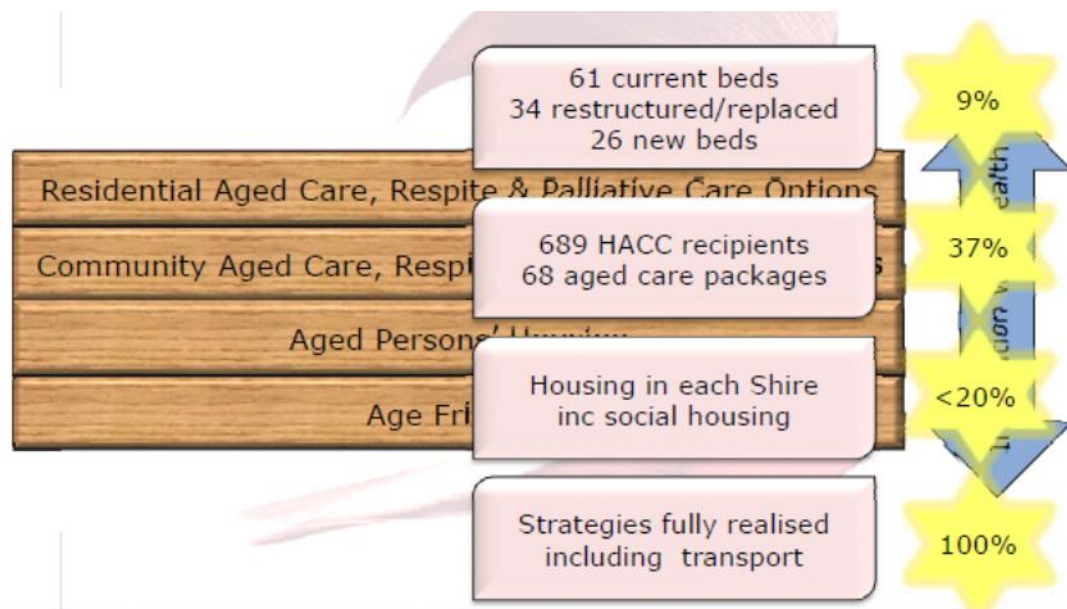
Community Aged Care including Respite and Palliative Care has been identified as the responsibility of health care funders and providers such as Department of Health and Ageing (DoHA), WA Country Health Service (WACHS), HACC and other Aged Care providers. Community Aged Care is a relatively new concept to communities in the Central East but is one that will become more prominent in

the future with policy changes around the sector. This element is seen as a longer term project and not something that will be addressed in the short term: however it will require a strong advocacy role from the CEACA and LGAs.

Residential Aged Care including Respite and Palliative Care has also been considered as a longer term strategy, with the main responsibility residing with DoHA, WACHS and other Aged Care providers. Again, this element will require a strong advocacy role from the CEACA and LGAs.

Figure 2 presents a clear picture of the strategies and the importance they will play in communities in relation to the rate older community members will be impacted, if the CEACRS is implemented correctly.

The pale boxes identify current and future needs, and the yellow stars indicate the percentage of population over 75 years impacted by this element of the model.



### WHERE TO FROM HERE

- Step 1: It has been recommended that the Central East Aged Care Alliance continue to operate to ensure the successful implementation of the Central East Aged Care Regional Solution/s.
- Step 2: All Shire Councils of the Central East Aged Care Alliance to formally adopt the CEACRS and Needs Studies relating to the sub region and their individual Shires.
- Step 3: The boards of WDC and RDAW formally accept the reports.
- Step 4: The CEACA sends the reports to the following stakeholders and requests a formal response. DoHA, WACHS, HACC, Department of Housing
- Step 5: WDC and RDAW coordinate responses from the above key stakeholders on behalf of the CEACA.

Step 6: The CEACRS is publicly released with a launch, political presentations to all parties and awareness of the report recommendations through such things as presentations at conferences.

**Recommendations for Local Governments**

1. That the six steps for adoption and implementation of the two CEACA Reports be endorsed and specifically;
2. That Council adopt the CEAC Needs Study and Central East Wheatbelt Aged Support and Care Regional Solution/s Reports;
3. Each of the CEACA Councils make provision of up to \$5000 in their 2013/14 budgets to fund ongoing advocacy and research in order to implement the recommendations of the CEACRS Report; and
4. That endorsement of the Report is sought from the respective ROC's with a view to seeking funding to implement the recommendations of the CEACS Report on a regional basis.

**Comment**

The CEACA Councils adopted the recommendations listed above and worked together to progress the Aged Persons Housing platform as this was seen the easiest platform that Local Government had the capacity to influence.

CEACA is now in a position wherein it has completed the construction of seventy one (71) units within the eleven (11) Councils being located at;

Locality	Local Government	Number of Units
Bruce Rock	Bruce Rock	8
Kellerberrin	Kellerberrin	13
Koorda	Koorda	4
Merredin	Merredin	27
Bencubbin	Mount Marshall	1
Beacon	Mount Marshall	2
Nungarin	Nungarin	2
Mukinbudin	Mukinbudin	4
Kununoppin	Trayning	2
Westonia	Westonia	2
Wyalkatchem	Wyalkatchem	4
Yilgarn	Yilgarn	2
TOTAL	TOTAL	71



In the construction of new Independent Living Units and retaining/attracting aged members to our communities there are additional requirements on the community to ensure these members are cared for appropriately. This may include Community Care Packages, access to transport, hospital, doctor and ambulance services and possibly Residential Care all of which are platforms of the VERSO report that haven't been researched nor explored for improvement by CEACA.

It has been requested by CEACA that each individual Council as a member review the VERSO report to familiarise themselves with the recommendations. From the report and the abovementioned information consider Councils appetite to progress researching/actioning the platforms of the report through the CEACA or if Council want to progress this individually through their own communities and Councils.

It is always viewed by both State and Federal Governments that a Regional solution is always seen in a positive light rather than individual piecemeal approaches, however this is a decision of each Council.

#### Policy Implications

Nil

#### Statutory Implications

##### **Local Government Act 1995 (as amended)**

##### **6.2. Local government to prepare annual budget**

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\*Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
  - (a) *the expenditure by the local government;*
  - (b) *the revenue and income, independent of general rates, of the local government; and*
  - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*



- (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*
- (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
  - (i) *the amount it is estimated will be yielded by the general rate; and*
  - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
- (c) *the fees and charges proposed to be imposed by the local government;*
  - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;*
- (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;*
- (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
- (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
  - (a) *the form of the annual budget;*
  - (b) *the contents of the annual budget; and*
  - (c) *the information to be contained in or to accompany the annual budget.*

*[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]*

## Strategic Implications

### ➤ Strategic Community Plan

Zone:	Zone 4 Communication & Leadership
Zone Statement:	Merredin Council engages with its Community and leads by example.
Key Priority:	4.4 – Advocating and lobbying effectively on behalf of the community.

### ➤ Corporate Business Plan

Key Action:	4.4.1 – Maximise advocacy benefits with membership of Great Eastern Country Zone, Wheatbelt East Regional Organisation of Councils, Western Australian Local Government Association of CEACA.
Directorate:	Office of the CEO
Timeline:	Ongoing

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil

### ➤ Workforce Plan

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

## Risk Implications

The risk is identified is medium for the Shire.

## Financial Implications

Should Council's wish to progress with the continuation of CEACA researching and progressing the other platforms and solutions through the VERSO report it is suggested in the first year to leave the current \$20,000 levy as is.

This is to ensure funds are available to undertake work and progress forward, however should the funds exceed the requirements going forward the opportunity is then to review this and possible reduce the fee going forward.

Should member Councils not wish to progress the VERSO report there is no figure provided as an Annual Fee for being a member of CEACA at this point in time. This discussion will take place after Council have reviewed this item and made a definite position on where they see themselves progressing.

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation / Resolution

**Moved:**

**Seconded:**

**ooooo** That Council commits to CEACA's progression of the VERSO report to review;

- i) Community Care Packages;**
- ii) Transport; and**
- iii) Residential Aged Care**

**And;**

**That Council requests that CEACA committee requests that VERSO update the plan now that the units are in situ.**

**OR**

**That Council declines the opportunity to progress the VERSO report however remains a member of CEACA.**

**OR**

**That Council declines the opportunity to progress the VERSO report and wishes to withdraw from CEACA.**

**Moved:** Cr Willis

**Seconded:** Cr Patroni

**That Council requests that CEACA committee requests that the VERSO plan be updated now that the units are in situ.**

**Carried 9/o**

#### **Council's Recommendation / Resolution**

**Moved:** Cr Willis

**Seconded:** Cr Patroni

**82485 That Council commits to CEACA's progression of the VERSO report to review;**

- i) Community Care Packages;**
- ii) Transport; and**
- iii) Residential Aged Care**

**And;**

**That Council requests that CEACA committee requests that the VERSO plan be updated now that the units are in situ.**

**Reason for difference to Officers Recommendation:**

**The reason for the change in wording of the Officer Recommendation is that Council are not subjecting VERSO to update the report. Should the CEACA committee agree, any suitably qualified person/s could carry out the update of the report.**

**CARRIED 9/o**

**15.4 Review Policy 1.11 – Council Meetings**

<h2>Administration</h2>		 <p>SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Kellie Bartley, A/CEO	
<b>Author:</b>	Kellie Bartley, A/CEO	
<b>Legislation:</b>	Local Government Act 1995	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#">Attachment 15.4A</a> – Current Policy – 1.11 Council Meetings</p> <p><a href="#">Attachment 15.4B</a> – Draft Policy – 1.11 Council Meetings</p>	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

At the Ordinary Council Meeting held on 19 November 2019, Council adopted the Ordinary Council Meeting dates for 2020. Where it was resolved:

**Moved: Cr Boehme**

**Seconded: Cr Van Der Merwe**

**81892 That Council;**

- 1. That Council meets on the 3rd Tuesday of the Month.**
- 2. That Council meetings commence at 4 pm.**
- 3. That Audit Committee be held on the 3rd Tuesday of the month commencing at 1pm.**

**Reason: Further discussion is required by CEO and Elected members regarding briefing sessions.**

**CARRIED 7/o**

**Comment**

Through the adoption of the 2020 Council Ordinary Council meeting dates, Council changed the commencement time from 3pm to 4 pm. The reason was to accommodate elected members with current work commitments. This therefore required for the briefing time to be adjusted by 1 hour to commencing at 2pm

Consultation was completed with EM through earlier discussions with the preferred option to move this by 1 hour

The changes made are minor and are contained in attachment 15.4A.

### Policy Implications

Council Policy -1.11 Council Meetings will be required to be updated on adoption.

### Statutory Implications

Section 2.7 (2) (b) of the *Local Government Act 1995* prescribes that a primary function for the Council is determining the Local Government's Policies.

Section 2.7 (2)(b) of the *Local Government Act 1995* requires that Council determines obligations in the area of policy development for the Shire.

### 2.7 Role of Council

(1) The council –

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's Policies.

Section 5.41(c) of the *Local Government Act 1995* prescribes that a function of the CEO is to cause Council's decisions to be implemented and this includes giving effect to Council Policies.

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Zone 4 – Communication & Leadership  
Zone Statement: Merredin Council engages with its Community and leads by example.  
Key Priority: 4.5 – Ensuring Council has the information and support to enable informed decision making.

#### ➤ Corporate Business Plan

Key Action: 4.5.1 – Continue to develop a policy framework that reflects our values and decision making criteria (approach)  
Directorate: All Directorates  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

➤ **Workforce Plan**

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

**Risk Implications**

The risk is low and has no direct impact on Council.

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Butler

**Seconded:** Cr Van Der Merwe

**82486** That Council adopts the revised Policy 1.11 Council Meetings as presented in Attachment 15.4B.

**CARRIED 9/0**

**15.5 Staff – Appointment of Executive Manager Community Services/Deputy Chief Executive Officer**

## Administration



<b>Responsible Officer:</b>	Kellie Bartley, ACEO
<b>Author:</b>	Kellie Bartley, A/CEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Personnel File
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.5A</a> – Confidential - Application for Candidate 1 <a href="#">Attachment 15.5B</a> – Confidential - Summary of applicants

### Purpose of Report

Executive Decision                       Legislative Requirement

### Background

Pursuant to Section 5.37 of the *Local Government Act 1995*, the Chief Executive Officer is to inform Council of each proposal to appoint or dismiss a Senior Employee. This is one of the nominated positions.

### Comment

The incumbent DCEO, Mrs Kellie Bartley, submitted her resignation to take up the position of Director Community Services at the Shire of Ashburton. Subsequently the position was advertised, and 5 applications were received. Shortlisting identified 4 potential candidates with interviews and reference checks undertaken in November 2019. The process identified the preferred candidate.

The preferred candidate will commence employment on Tuesday 4<sup>th</sup> February 2020.

### Policy Implications

Policy 1.2 – Senior Employees is applicable as the DCEO position is designated as a Senior Employee.

### Statutory Implications

Section 5.37 of the *Local Government Act 1995* applies.

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

Key Action: 4.1.2 – Continue to support a respectful, strong and supportive organisation culture  
Directorate: All Directorates  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### Risk Implications

Nil

### Financial Implications

Provisions of salary and entitlements for this position is contained within the 2019/20 Budget.

### Voting Requirements

Simple Majority

Absolute Majority



### **Officer's Recommendation**

**That Council appoint the preferred candidate and be confirmed as the Executive Manager Community Services/Deputy Chief Executive Officer.**

### **Alternative Council's Recommendation / Resolution**

**Moved:** Cr Boehme

**Seconded:** Cr Van Der Merwe

**82487** That Council, pursuant to section 5.37(2) Of the Local Government Act 1995, accepts the recommendation of the Acting Chief Executive Officer to employ the preferred candidate, as the Executive Manager Community Services/Deputy Chief Executive Officer on a five year (5) contract of employment, subject to the terms and conditions as determined by the Chief Executive Officer.

#### **Reason for difference to Officers Recommendation**

**This alternative recommendation was tabled at the meeting. The alternative recommendation was moved, seconded and subsequently put. The Officers Recommendation was changed by adding these words and due to Council unable to appoint this position. This sits with the responsibility of the Chief Executive Officer.**

**CARRIED 9/0**

**15.6 Integrated Planning and Reporting – Quarterly Review December 2019**

<h2 style="margin: 0;">Community Services</h2> 	
<p><b>Responsible Officer:</b></p> <p><b>Author:</b></p> <p><b>Legislation:</b></p> <p><b>File Reference:</b></p> <p><b>Disclosure of Interest:</b></p> <p><b>Attachments:</b></p>	<p>Kellie Bartley, ACEO</p> <p>As above</p> <p><i>Local Government Act 1995</i></p> <p>Nil</p> <p>Nil</p> <p><b>Attachment 15.6A</b> – Corporate Business Plan 2018-2022 – 2019/20: Quarterly Review – December 2019</p>

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

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

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

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

**Comment**

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

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

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

### Policy Implications

Nil

### Statutory Implications

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

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

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

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

### Sustainability Implications

#### ➤ Strategic Resource Plan

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

#### ➤ Workforce Plan

Directorate: Chief Executive Officer  
Activity: All Activity Areas  
Current Staff: 47  
Objectives: All Objective Areas

### Risk Implications

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

1. Deliver accountable and measurable outcomes;
2. Deliver services and manage assets that can sustain the community; and
3. Management of systems with the rigour of process and integrity of data to accurately reflect asset management costs.

### Financial Implications

There are financial implications to Council in relation to this item as the suite of plans recognises outcomes. Identified outcomes from the IPR Suite of Plans are factor into the Council's Strategic Resource Plan 2019-2034.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Billing

**Seconded:** Cr McKenzie

**82488** That Council notes the progress report for the Corporate Business Plan 2018-2022 for the period October to December 2019, as presented in attachment 15.6A.

**CARRIED 9/0**

<b>16.</b>	<b>Motions of which Previous Notice has been given</b>
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Nil

<b>17.</b>	<b>Questions by Members of which Due Notice has been given</b>
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Nil

<b>18.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil

## 19. Matters Behind Closed Doors

In accordance with Section 5.23 of the *Local Government Act 1995* Council went behind closed doors to discuss matters affecting a staff member.

### Council Decision

**Moved:** Cr Boehme

**Seconded:** Cr Patroni

**82489** That Council move Behind Closed Doors at 3.52pm.

**CARRIED 9/0**

C Brown declared an Interest in this Item 19.1

## 19.1 Confidential – Appointment of Acting Chief Executive Officer

### Administration



**Responsible Officer:**

Kellie Bartley, A/CEO

**Author:**

Kellie Bartley, A/CEO

**Legislation:**

*Local Government Act 1995*

**File Reference:**

Nil

**Disclosure of Interest:**

Yes – Officer is the current Acting CEO however final employment date 2<sup>nd</sup> January 2020

**Attachments:**

**Attachment 19.1A** – Confidential - WALGA List of Candidate

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation / Resolution

**Moved:** Cr Boehme

**Seconded:** Cr McKenzie

**82490** That Council:

1. Appoint Candidate 3 as contained in confidential attachment 19.1A, as Acting Chief Executive Officer of the Shire of Merredin effective from 13 January 2020 until Council have formally appointed a Chief Executive Officer;

- 2. Is satisfied that Candidate 3 is suitably qualified for the position of Acting Chief Executive Officer and is satisfied with the contract of employment; and**
- 3. Appoints Mr Charlie Brown (Executive Manager Corporate Services) as Acting Chief Executive Officer should Candidate 3 be unavailable during this period as Council believes he is suitably qualified for the position.**
- 4. Authorise the Shire President to sign the letter of engagement on behalf of council.**

**CARRIED 9/0**

19.2 Approval of the Chief Executive Officer Recruitment and Selection Process	
<h2>Administration</h2> 	
<b>Responsible Officer:</b>	Kellie Bartley, ACEO
<b>Author/s:</b>	Kellie Bartley, A/CEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Yes – Officer is the current Acting CEO however final employment date 2 <sup>nd</sup> January 2020
<b>Attachments:</b>	Nil

### Voting Requirements

Simple Majority

Absolute Majority

### Council's Recommendation / Resolution

**Moved:** Cr Manning

**Seconded:** Cr Butler

**82491**

**That Council:**

adopts the following process for the Chief Executive Officer recruitment and selection:

1. Requests the Acting Chief Executive Officer to invite proposals for suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received to the next Ordinary Council Meeting for Councils consideration;
2. Authorises the Acting Chief Executive Officer to liaise with the recruitment consultant (once appointed) as follows:
  - a. To coordinate the recruitment process in an appropriate confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates;
  - b. To assist the recruitment consultant, coordinate the advertising, search for candidates, short listing, development of interview process, conducting



interviews, screening, assessing, conducting second interviews, conducting referee checks, writing reports and contract preparations; and

- c. To report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Council Meeting of Council regarding the final selection, appointment and contracting of the CEO.
3. Appoints all Councillors on the panel for the process.
  4. Requests the Acting Chief Executive Officer to seek quotes for suitably qualified consultants to facilitate a workshop attended by the recruitment consultant (once appointed) and Councillors only to establish and understand the specific capabilities that are being sought by Council of a new Chief Executive Officer and present these quotes to Council for consideration.

**CARRIED 9/0**

#### Council Decision

**Moved:** Cr Boehme

**Seconded:** Cr Billing

**82492** That Council return from Behind Closed Doors at 4.17pm.

**CARRIED 9/0**

*4.18pm – Cr Manning left the meeting*

#### 20. Closure

There being no further business the President then thanked those in attendance and declared the meeting closed at 4:19pm.

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