



# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
Corner King & Barrack Street, Merredin  
Tuesday, 18 June 2019



# Table of Contents



1.	Official Opening
2.	Record of Attendance / Apologies and Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meeting
7.1	<a href="#"><u>Ordinary Council Meeting held on 21 May 2019</u></a>
8.	Announcements by the Person Presiding without Discussion
9.	Matters for which the Meeting may be closed to the Public
10.	Receipt of Minutes of Committee Meetings
10.1	<a href="#"><u>Great Eastern District Operations Advisory Committee Meeting held on 11 March 2019</u></a>
10.2	<a href="#"><u>CCF Grant Committee Meeting held on 29 March 2019</u></a>
10.3	<a href="#"><u>Central Wheatbelt Branch Meeting held on 3 May 2019</u></a>
10.4	<a href="#"><u>Wheatbelt East Regional Organisations of Council's Executive Committee Meeting held on 27 March 2019</u></a>
10.5	<a href="#"><u>Local Emergency Management Committee Meeting held on 28 May 2019</u></a>
10.6	<a href="#"><u>WEROC Executive Meeting held on 29 May 2019</u></a>
11.	Recommendations from Committee Meetings for Council Consideration
12.	Officer's Reports – Development Services
12.1	<a href="#"><u>28 Endersbee Street – Building Application for a Shed</u></a>
12.2	<a href="#"><u>31 Growden Street – Building Application for an Over Height Shed</u></a>
12.2	<a href="#"><u>Road Closure – Purchase of Land Adjacent to 20 Pioneers Road Merredin</u></a>
13.	Officer's Reports – Engineering Services
14.	Officer's Reports – Corporate and Community Services
14.1	<a href="#"><u>List of Accounts Paid</u></a>

14.2	<a href="#"><u>Statement of Financial Activity</u></a>
14.3	<a href="#"><u>Asset Register – Regulatory Changes</u></a>
14.4	<a href="#"><u>Policy – Fixed Assets</u></a>
14.5	<a href="#"><u>Policy Review 3.2 Rates Recovery</u></a>
14.6	<a href="#"><u>Strategic Resource Plan 2019 – 2034 Review</u></a>
14.7	<a href="#"><u>Integrated Planning and Reporting – Annual Review June 2019</u></a>
15.	<b>Officer’s Reports – Administration</b>
16.	<b>Motions of which Previous Notice has been given</b>
17.	<b>Questions by Members of which Due Notice has been given</b>
18.	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
19.	<b>Matters Behind Closed Doors</b>
19.1	Assessment A1069, A1762 – Debt Recovery Charges
20.	<b>Closure</b>

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

**Shire of Merredin**  
**Ordinary Council Meeting**  
**3.00pm, Tuesday, 18 June 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 KA Hooper	President
Cr MD Willis	Deputy President
Cr BJ Anderson	
Cr LN Boehme	
Cr AR Butler	
Cr RM Crees	
Cr MA Crisafio	
Cr JR Flockart	
Cr PR Patroni	

**Staff:**

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

**Members of the Public:** Nil

**Apologies:** K Bartley

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

## 5. Applications for Leave of Absence

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Anderson

Seconded: Cr Crees

**82363** That Councillor Crisafio be granted Leave of Absence for the July, August and September 2019 Ordinary Council Meetings.

CARRIED 9/o

## 6. Petitions and Presentations

Nil

## 7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 19 March 2019.  
[Attachment 7.1A](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Patroni

Seconded: Cr Flockart

**82364** That the Minutes of the Ordinary Council Meeting held on 21 May 2019 be confirmed as a true and accurate record of proceedings.

CARRIED 9/o

## 9. Matters for which the Meeting may be closed to the Public

Nil

## 10. Receipt of Minutes of Committee Meetings

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

10.2 [CCF Grants Committee Meeting held on 29 March 2019](#)

10.3 [Great Eastern Country Zone Meeting held on 24 April 2019](#)

10.4 [Central Wheatbelt Meeting held on 3 May 2019](#)

10.5 [Local Emergency Management Committee Meeting held on 28 May 2019](#)

10.6 [WEROC Executive Meeting held on 29 May 2019](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Anderson

Seconded: Cr Willis

**82365** That the Minutes of the Great Eastern District Operations Advisory Committee held on the 11 March 2019, CCF Grants Committee Meeting held on 29 March 2019, Great Eastern Country Zone Meeting held on 24 April 2019, Central Wheatbelt Branch Meeting held on the 3 May 2019, Local Emergency Management Committee Meeting held on 28 May 2019 and WEROC Executive Meeting held on 29 May 2019 be received.

CARRIED 9/0

### 11. Recommendations from Committee Meetings for Council Consideration

Nil

## 12. Officer's Reports – Development Services

### 12.1 28 Endersbee Street – Building Application for a Shed

Development Services		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	Peter Zenni, EMDS	
<b>Legislation:</b>	<i>Building Act 2011</i>	
<b>File Reference:</b>	A1240	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Application for building approval and associated plans and specifications	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

The Shire of Merredin has received an application for building approval for the construction of a shed at Lot 615 (No 28) Endersbee Street, Merredin.

#### Comment

The owner of Lot 615 (No 28) Endersbee Street, Merredin wishes to construct a 54m<sup>2</sup> shed on the premises to store his car, motorbike and dingy.

The proposed shed will be located at the rear of the property and there should be no impact on the visual amenity of the surrounding area.

The owner of the adjoining property has confirmed in writing that she has no objection to the proposed construction of the shed at Lot 615 (No 28) Endersbee Street, Merredin.



### Policy Implications

The Shire of Merredin Policy 8.22 – Outbuildings in Residential Areas permits the Executive Manager of Development Services to approve outbuildings in residential areas as long as their height, size and aggregate total area of all outbuildings complies with Policy Table 8.22.

In this case the Policy stipulates a maximum aggregate total area for the lot to be 125m<sup>2</sup>. The actual overall aggregate total area upon construction of the proposed 54m<sup>2</sup> shed will be 162m<sup>2</sup>.

As such the Executive Manager of Development Services does not possess delegated authority to approve this application and therefore the matter has been referred to Council for its consideration.

Council has previously approved the construction of over height and oversize sheds as well as development that exceed the overall aggregate area for all outbuildings on a lot, in residential areas within Merredin.

The objectives of the Shire of Merredin Policy Manual, Policy 8.22 – Outbuildings in Residential Areas are as follows;

“To ensure a level of consistency with the size, the height and setbacks of outbuildings in residential areas, to minimise any adverse impact on the amenity to neighbouring property owners and to contribute towards the aesthetics of the streetscape.”

It should be noted that although the overall aggregate area of outbuildings will exceed the provisions of the Policy once the proposed shed is constructed, the development on the lot will still comply with the minimum open space provisions of the Residential Design Codes, as well as be in line with development on immediately adjoining lots in the area.

The proposed development will not contravene the objectives of the Shire of Merredin Policy Manual, Policy 8.22 – Outbuildings in Residential Areas.

### Statutory Implications

Compliance with the *Building Act 2011*.

### Strategic Implications

#### ➤ Strategic Community Plan

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

➤ Corporate Business Plan

Key Action: 4.1.1 - Continue to update the Integrated Planning Framework, meet statutory requirements of the *Local Government Act 1995* and regulations and regulatory obligations required under other regulations

Directorate: Development Services

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

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

Financial Implications

Building application fees have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Boehme

Seconded: Cr Flockart

**82366**

That Council authorises the Executive Manager Development Services to issue a building permit for the construction of the proposed shed at Lot 615 (No 28) Endersbee Street, Merredin as outlined in attachment 12.1A subject to compliance with the relevant provisions of the *Building Act 2011* and the National Construction Code (BCA).

CARRIED 9/o

**12.2 31 Growden Street – Building Application for and Over Height Shed**

Development Services		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	Peter Zenni, EMDS	
<b>Legislation:</b>	Shire of Merredin Policy Manual, Policy 8.22 – Outbuildings in Residential Areas. <i>Building Act 2011</i>	
<b>File Reference:</b>	A1829	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> – Application for building approval, associated plans and specifications	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

The Shire of Merredin has received an application for building approval for the construction of an over height shed at Lot 264 (No 31) Growden Street, Merredin.

**Comment**

The owner of Lot 264 (No 31) Growden Street, Merredin wishes to construct a 70m<sup>2</sup> over height shed on the premises to house a caravan.

The proposed shed will be located at the rear of the property and there should be no significant impact on the visual amenity of the surrounding area.

The owner of the adjoining property has confirmed in writing that she has no objection to the proposed construction of an over height shed at Lot 264 (No 31) Growden Street, Merredin.

**Policy Implications**

The Shire of Merredin Policy 8.22 – Outbuildings in Residential Areas permits the Executive Manager of Development Services to approve outbuildings in residential areas as long as their height, size and the aggregate total area of all outbuildings complies with Policy Table 8.22.

In this case the policy stipulates a maximum height of no more than 3.6m (4.030m actual height).

As such the Executive Manager of Development Services does not possess delegated authority to approve this application and therefore the matter has been referred to Council for its consideration.

Council has previously approved the construction of both over height and oversize sheds in residential areas within Merredin.

### Statutory Implications

Compliance with the *Building Act 2011*.

### Strategic Implications

#### ➤ Strategic Community Plan

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

#### ➤ Corporate Business Plan

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

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

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

### Risk Implications

Nil

### Financial Implications

Building application fees will have to be paid before a building permit can be issued.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Anderson

**Seconded:** Cr Butler

**82367** That Council authorises the Executive Manager Development Services to issue a building permit for the construction of the proposed over height shed at Lot 264 (No 31) Growden Street, Merredin as outlined in attachment 12.2A subject to compliance with the relevant provisions of the *Building Act 2011* and the National Construction Code (BCA).

CARRIED 9/0

**12.3 Road Closure – Purchase of Land Adjacent to 20 Pioneers Road Merredin**

Development Services		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	Peter Zenni, EMDS	
<b>Legislation:</b>	<i>Land Administration Act 1997</i> <i>Land Administration Regulations 1998</i>	
<b>File Reference:</b>	A2702	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.3A</a> – Aerial Photos and Associated Correspondence	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

The Shire of Merredin has been approached by the owner of 20 Pioneers Road, Merredin who is seeking to purchase a portion of land on the west side and immediately adjacent to his property located at 20 Pioneers Road Merredin, for amalgamation with his existing property.

Council considered the matter at its meeting held on Tuesday 19 March 2019, where it resolved as follows:

**CM Ref 82330**

*“That:*

- 1. In accordance with Section 58(3) of the Land Administration Act 1997, the Shire of Merredin advertise via a notice of motion (published in a newspaper circulating in the district) its intention to resolve to approach the Minister responsible for the administration of the Lands Administration Act 1997, requesting the closure of the gazetted road identified as the parcel of Land with a Polygon ID Number 1299701, extending between Lewis Way and Pioneers Road, Merredin, as identified in attachment 12.1A; and*
- 2. Following the public advertising period all submissions received be brought back to Council for consideration.”*

### Comment

In line with the above resolution the Shire placed an advert in the Phoenix on Friday 12 April 2019, giving public notice of its intention to approach the Minister and request the closure of the road in question and calling for any objections to be made in writing to the Chief Executive Officer on or before Monday 20 May 2019.

In addition the Shire gave written notice to the owners of the surrounding properties as well as relevant government agencies and utility providers. The Shire also erected a sign at the entry points to the road in question incorporating the public notice.

At the expiry of the public comment/objection period 4 submissions received, these being from:

1. Department of Planning, Lands and Heritage (DPLH);
  2. Western Power (WP).
  3. Water Corporation (WC);
  4. Department of Fire and Emergency Services (DFES);
- 
1. The DPLH submission is of an advisory nature only, providing advice to the Shire of Merredin on the process and associated documentation required to be lodged with the DPLH relating to the request for the closure of a road. This is noted.
  2. The WP submission raises no objection to the proposal and highlights the need to comply with 'Danger Zone', Worksafe, Dial Before You Dig and other WP requirements with respect to any future development of the property. This is noted.
  3. The WC submission raised no objection to the proposal as there are no WC assets affected by the proposal. This is noted.

The DFES submission raised no objection to the proposal as there is no reticulated water supply that would be affected and the road is not currently in use. This is noted.

### Policy Implications

Nil

### Statutory Implications

Compliance with the *Building Act 2011*.

## Strategic Implications

### ➤ Strategic Community Plan

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

### ➤ Corporate Business Plan

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

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil

### ➤ Workforce Plan

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

## Risk Implications

Nil

## Financial Implications

The owner of 20 Pioneers Road, Merredin has confirmed that he will reimburse Council for any costs associated with statutory advertising forming part of the process of the proposed road closure as well any unexpected costs associated with officer time involved in this process.



### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Flockart

Seconded: Cr Crees

**82368** That Council in accordance with Section 58(1) of the *Land Administration Act 1997*, resolves to approach the Minister responsible for the administration of the *Lands Administration Act 1997*, requesting the closure of the gazetted road identified as the parcel of Land with a Polygon ID Number 1299701, extending between Lewis Way and Pioneers Road, Merredin, as identified in attachment12.3A.

CARRIED 9/o


*3:35pm – P Zenni, EMDS, left the meeting and did not return.*

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

Nil

## 14. Officers Reports – Corporate and Community Services

### 14.1 List of Accounts Paid

<b>Corporate Services</b>		 <b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT
<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 May 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

Vision Element: Developing  
Strategic Goal: The population and economic base is expanding sustainably  
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources  
Action#: 1  
Action: Deliver long term financial planning for asset replacement and new capital projects  
Directorate: 2  
Timeline: Continue to provide prudent financial controls and compliance systems

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 Butler

**82369** That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$2,878,014.69 from Council's Municipal Fund Bank Account and \$6,130.00 from Council's Trust Account be endorsed by Council.

CARRIED 9/o

## 14.2 Statement of Financial Activity

Corporate Services	
<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 14.2A</a> - Statement of Financial Interest <a href="#">Attachment 14.2B</a> – Detailed Statements <a href="#">Attachment 14.2C</a> – Investment Statement <a href="#">Attachment 14.2D</a> – Financial Ratios

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

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

### Comment

Operating Income and Expenditure is consistent with Council's YTD Budget with Operating Income 3% down on budget estimates and Expenditure showing a 10% variance. Main reasoning behind income is grant income not being received as anticipated, however, this will even before the end of the year.

As can be seen on page 3 the Adjusted Net Current asset position is slightly better than the same period last year.

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

Capital Expenditure

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

### Policy Implications

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

Vision Element: Developing  
Strategic Goal: The population and economic base is expanding sustainably  
Key Priority: Governance

#### ➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources  
Action#: 1  
Action: Deliver long term financial planning for asset replacement and new capital projects  
Directorate: 2  
Timeline: Continue to provide prudent financial controls and compliance systems

### 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.

Chief Executive Officer has implemented internal control measures such as

In order to mitigate the risk of budget over-runs or non-delivery of projects, the 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 Butler

Seconded: Cr Willis

**82370** That Council in accordance Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31 May 2019 be received.

CARRIED BY ABSOLUTE MAJORITY 9/o

## 14.3 Asset Register – Regulatory Changes

Corporate Services		
<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 14.3A</a> – List of Assets	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Recent changes to regulation 17A(5) of the *Local Government (Financial Management) Regulations 1996* now requires assets with a fair value at the date of acquisition under \$5,000 to be excluded from the assets of a local government entity.

### Comment

Since this change to the regulations came into effect staff have been recording items of this nature into an “Attractive Items Register”. The final step is to now request that Council resolves to write these items out of the Asset Register. The attached list of assets totalling \$274,535.10 with a written down value of \$179,173.46 is now presented to Council for such action.

### Policy Implications

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

### Statutory Implications

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



## Strategic Implications

### ➤ Strategic Community Plan

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

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

### ➤ 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: 2018/19 & 2019/20  
Key Action: 5.1.3 – progressively renew and upgrade infrastructure at Apex Park and Roy Little Park  
Directorate: Engineering Services  
Timeline: 2018/19 & 2019/20

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil

### ➤ Workforce Plan

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

### Risk Implications

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution


**Moved:** Cr Patroni

**Seconded:** Cr Boehme

**82371** That Council resolve to write off the assets as listed in attachment 14.3A in accordance with section 17.A (5) of the *Local Government (Financial Management) Regulations 1996*.

CARRIED BY ABSOLUTE MAJORITY 9/0

## 14.4 Policy – Fixed Assets

Corporate Services		
<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 14.4A</a> – Fixed Asset Financial Policy	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

Recent changes to Regulation 17A (4) of the *Local Government (Financial Management) Regulations 1996* allows Councils to determine the period of revaluation.

- (4) A local government must revalue an asset of the local government —
- (a) whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
  - (b) in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.

### Comment

A policy has been formulated to accommodate 17A (4) (b) that reflects what is considered the best policy for the Shire of Merredin.

### Policy Implications

Compliance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

## Statutory Implications

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

## Strategic Implications

### ➤ Strategic Community Plan

Zone:	Zone 4 – Communication and Leadership
Zone Statement:	Merredin Council engages with its community and leads by example
Key Priority:	4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements
Zone:	Zone 5 – Places and Spaces
Zone Statement:	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.
Key Priority:	5.1 – Designing and maintaining attractive parks, open spaces the town centre and streetscapes that creates opportunities for people to come together, socialise and enjoy a range of activities.

### ➤ Corporate Business Plan

Key Action:	4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the <i>Local Government Act 1995</i> and regulations and regulatory obligations required under other regulations
Directorate:	Corporate Services
Timeline:	2018/19 & 2019/20
Key Action:	5.1.3 – Progressively renew and upgrade infrastructure at Apex Park and Roy Little Park
Directorate:	Engineering Services
Timeline:	2018/19 & 2019/20

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil

➤ Workforce Plan

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

**Risk Implications**

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

**Financial Implications**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation / Resolution**

Moved: Cr Flockart

Seconded: Cr Patroni

**82372** That Council adopts Policy 3.31 as presented in attachment 14.4A in accordance with section 17(A) 4 of the *Local Government (Financial Management) Regulations 1996*.

CARRIED BY ABSOLUTE MAJORITY 9/0

**14.5 Policy Review Rates & Sundry Debtors Recovery**

Corporate Services	
<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>	CR/24/2
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.5A</a> – Policy 3.2 Rates Recovery (Old) <a href="#">Attachment 14.5B</a> – Policy 3.2 Rates Recovery (New) <a href="#">Attachment 14.5C</a> - Policy 3.4 Accounts Receivable Recovery



**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

Policy 3.2 provides the framework for the recovery of outstanding rates.

**Comment**

Recent discussions with the Ombudsman have dictated a change to Council's Rate Recovery Policy is required.

The Ombudsman determined that Council appeared to have no process in place for circumstances when legal action is suspended i.e. formal notification of payment arrangements and any consequences as a result of failure to comply with payment arrangements.

As such the policy to accommodate these types of circumstances has been revised as well as combining current Policy 3.4 Accounts Receivable Recovery into this policy.

### 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

Vision Element: Developing  
Strategic Goal:: The population and economic base is expanding sustainably  
Key Priority: Governance

#### ➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources  
Action#: 1  
Action: Deliver long term financial planning for asset replacement and new capital projects  
Directorate: 2  
Timeline: Continue to provide prudent financial controls and compliance systems

### Sustainability Implications

#### ➤ Strategic Resource Plan

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

#### ➤ Workforce Plan

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

### Risk Implications

Without this policy, there is no clear path for staff to follow in the collection of outstanding rates debts.

### Financial Implications

Reduction of Council's outstanding rates debtors if a policy is not in place.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Butler

Seconded: Cr Patroni

**82373** That Council adopt the revised Policy 3.2 Rates & Sundry Debtors Recovery as presented in attachment 14.5 (B) and that Policy 3.4 Accounts Receivable Recovery be deleted from the Shire of Merredin Policy Manual.

CARRIED BY ABSOLUTE MAJORITY 9/0



## 14.6 Strategic Resource Plan 2019-2034 Review

<b>Community Services</b>		
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, EMCS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>	
<b>File Reference:</b>	2019/20 Budget	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.6A</a> – Strategic Resource Plan 2019-2034	

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

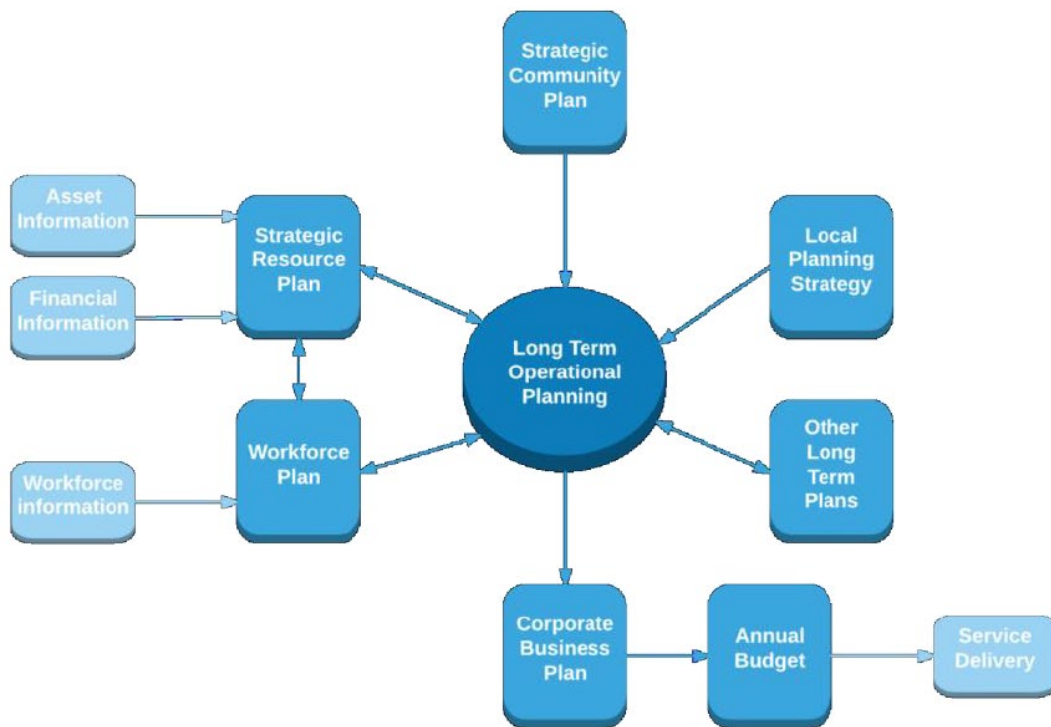
Council adopted the Strategic Community Plan and Corporate Business Plan in November 2017 (CMRef 82076). The Long Term Financial Plan (LTFP) and the Asset Management Plan (AMP) form part of this plan. The plan, comprising of the LTFP and the AMP, is called the Strategic Resource Plan and as it is classified as an informing plan it is not needed to be formally adopted by Council.

### Comment

The LTFP has been reviewed and it is considered that current end year figures (2018/19) are in accordance with the LTFP where a comparison can be made.

The Plan is attached for Council's information.

The purpose of presenting this to Council is multi-faceted. The inter-relationship between the IPR documentation is outlined in the following diagram.



The LTFP outlines the financial framework within which Council is working into the future. Should a change in focus or direction be required this document will require reviewing and the financial projections and assumptions re-cast. It would appear community expectations are in accordance with the LTFP and therefore it is still valid in its projections. Performance has been analysed by staff as stated above and again in the projections reconfirmed.

In the over context of Council's shorter term activities, the mid-year financial review will assess whether the current budget should be amended and then work will commence in March/April 2020 on the 2020/21 Budget which will be based on the assumptions in the LTFP. Therefore the LTFP is an important document in supporting Council's deliberations.

#### Policy Implications

Nil

#### Statutory Implications

The *Local Government Act 1995* section 5.56 and the *Local Government (Administration) Regulations 1996* section 19DA applies.

"19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan."

### Strategic Implications

#### ➤ Strategic Community Plan

Vision Element: Developing  
Strategic Goal: The population and economic base is expanding sustainably.  
Key Priority: Governance

#### ➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources  
Action #: 1  
Action: Deliver long term financial planning for asset replacement and new capital projects  
Directorate: 2  
Timeline: Continue to provide prudent financial controls and compliance systems

## 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 requires to be reviewed every four years.

## Financial Implications

Nil

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation / Resolution

Moved: Cr Willis

Seconded: Cr Crees

**82374** That Council notes the information presented relating to the Long Term Financial Plan and the Asset Management Plan, which makes up the Strategic Resource Plan as contained in attachment 14.6(A)

CARRIED 9/0

3:29 pm – G Powell, CEO has left the meeting.

3:31 pm – G Powell, CEO has re-entered the meeting.

**14.7 Integrated Planning and Reporting – Annual Review June 2019**

Community Services		
<b>Responsible Officer:</b>	Kellie Bartley, DCEO	
<b>Author:</b>	Kellie Bartley, DCEO	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.7A</a> – Corporate Business Plan 2018 – 2022 – June 2019 Annual Review 2018-2019	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

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

The Integrated Planning and Reporting Process Plan (IPR) planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major Strategic Review in the first four years. This meant the Shire of Merredin's first Strategic Review was undertaken in 2015/2016. Council recently revised the Strategic Community Plan and the Corporate Business Plan. Council adopted the review of IPR Suite of Plans to include the:

1. Corporate Business Plan 2018/2022;
2. Strategic Community Plan 2018/2028;
3. Strategic Resource Plan 2019-2034; and
4. Workforce Plan 2019/2023.

## 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 Annual Review – June 2019 is presented to Council for its perusal.

The Report includes a summary of each key zone of the Strategic Community Plan (Community & Cultural, Economy & Growth, Environment & Sustainability, Communication & Leadership, Places & Spaces, Transport & Networks) where the key priorities and actions for reporting period are detailed.

The Report provides an update against the 52 key actions in the Corporate Business Plan. Statistics for this review show:

- 9% are completed (5/52);
- 5% are yet to commence due to funding opportunities not presented and/or decisions not to proceed (3/52);
- 82% are ongoing and are consistent with operational requirements (43/52); and
- 1% there currently no opportunities to continue with the key action (1/52).

The key actions completed this annual review are:

- Public Art Strategy;
- Youth & Engagement Strategy;
- Community Engagement Framework, Toolkit and Policy;
- Community Framework (incorporated in the above listed document); and
- Street Tree Master Plan.

Other key actions that are incorporated with ongoing actions include;

- Workforce Plan 2019/2023;
- Strategic Resource Plan 2016-2031 ; and
- Various review of Council Policies and newly created Council Policies.

The progress against the Corporate Business Plan this annual review is strong. A number of key actions have been achieved that helps to demonstrate the Shire's progression towards the community aspirations. The continuation of reporting of these actions will provide Council and the community with continued assurance of the Shire's commitment to achieving the community's vision and the Shire's strategic objectives.

## 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 2016-2031 outlines the Shire of Merredin's long term financial commitments and strategies to manage Council's assets.

### ➤ Workforce Plan

Directorate: Chief Executive Officer

Activity: All Activity Areas

Current Staff: 47

Objective:

### Risk Implications

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

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

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Butler

Seconded: Cr Willis

**82375**

That Council notes the progress report for the Corporate Business Plan 2018/2022: Annual Review – June 2019; as presented in attachment 14.7

CARRIED 9/0



15.	<b>Officer's Reports – Administration</b>
-----	---

Nil

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

Nil

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

Nil

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

Nil

## 19. Matters Behind Closed Doors

In accordance with Section 5.23(2)(a) of the *Local Government Act 1995* Council went Behind Closed Doors to discuss a matter affecting a Rates Matter.

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution

Moved: Cr Boehme

Seconded: Cr Crisafio

**82376** That Council move Behind Closed Doors at 3:32pm.

CARRIED 9/0

## 19.1 Assessments A1069, A1668, A1762 – Debt Recovery Charges

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

Moved: Cr Flockart

Seconded: Cr Patroni

**82377** That Council advise the owner of assessments A1069, A1668, and A1762 that legal costs incurred for the collection of outstanding rates of \$2333.20 will be written off and that they be made aware of the changes to councils policy 3.2 Rates Recovery for future reference.

CARRIED BY ABSOLUTE MAJORITY 8/1

### Voting Requirements



Simple Majority



Absolute Majority

### Resolution

Moved: Cr Boehme

Seconded: Cr Flockart

**82378** That Council return from Behind Closed Doors at 3:48pm.

CARRIED 9/0

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

There being no further business the President thanked those in attendance and declared the meeting closed at 3:49pm.