



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday, 24 May 2022  
Commencing 4.00pm



Common Acronyms Used in this Document	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy Chief Executive Officer
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
ES	Executive Support Officer
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MP	Manager of Projects
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 May Ordinary Council Meeting

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Shire of Merredin  
Ordinary Council Meeting  
4:00pm Tuesday, 24 May 2022



## 1. Official Opening

As Shire President Cr Mark McKenzie was an apology, the meeting was chaired by Deputy President Cr Leah Boehme.

In accordance with Section 14 of the Local Government (Administration) Regulations 1996 “Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))”, the Deputy President (Chair) declared that this Meeting may take place via instantaneous communication in addition to in person attendance.

The Deputy President acknowledged the Traditional Owners of the land on which we meet today, the Njaki Njaki people of the Nyoongar Nation and paid her respects to Elders past, present and emerging. The Deputy President then welcomed those in attendance and declared the meeting open at 4:04pm.

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

### Councillors:

Cr L Boehme	Deputy President (Meeting chair)
Cr R Billing	
Cr D Crook	
Cr J Flockart	
Cr R Manning	
Cr P Patroni	
Cr M Simmonds	
Cr P Van Der Merwe	

### Staff:

L Clack	CEO
A Prnich	DCEO
C Townsend	A/DCEO – Via Zoom
L Mellor	A/EMCS – Via Zoom
P Zenni	EMDS – Via Zoom
S Appleton	Financial Consultant
M Wyatt	EA/ES

**Members of the Public:** Nil

**Apologies:** Cr M McKenzie, D Hay-Hendry

**Approved Leave of Absence:** Nil

## 3. Public Question Time

Nil

#### 4. Disclosure of Interest

Cr Simmonds declared an Impartiality Interest in Item 14.7.

Cr Billing declared an Impartiality Interest in Item 19.2.

Cr Crook declared an Indirect Financial Interest in Item 19.2.

Cr Van Der Merwe declared an Indirect Financial Interest in Item 19.2.

#### 5. Applications of Leave of Absence

Nil

#### 6. Petitions and Presentations

Nil

#### 7. Confirmation of Minutes of Previous Meetings

- 7.1 Ordinary Council Meeting held on 26 April 2022  
Attachment 7.1A

##### Voting Requirements



Simple Majority



Absolute Majority

##### Resolution

**Moved:** Cr Crook

**Seconded:** Cr Flockart

**82904**

**That the Minutes of the Ordinary Council Meeting held on 26 April 2022 be confirmed as a true and accurate record of proceedings.**

**CARRIED 8/0**

#### 8. Announcements by the Person Presiding without Discussion

Nil

#### 9. Matters for Which the Meeting may be Closed to the Public

19.1 Request for Tender RFT04-2021/22 Provision of Cleaning Services to the Shire of Merredin

19.2 Recommended write off of Rates and Service Charges

#### 10. Receipt of Minutes of Committee Meetings

10.1 Minutes of Eastern Wheatbelt District Health Advisory Council Meeting  
Attachment 10.1A

10.2 Minutes of Great Eastern Country Zone Meeting  
Attachment 10.2A

**Voting Requirements**

Simple Majority  Absolute Majority

**Resolution**

**Moved:** Cr Billing **Seconded:** Cr Flockart

**THAT Council;**

**82905**

1. **RECEIVE** the minutes of the Eastern Wheatbelt District Health Advisory Council Meeting; and
2. **RECEIVE** the minutes of the Great Eastern Country Zone Meeting.

**CARRIED 8/0**

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

**Voting Requirements**

Simple Majority  Absolute Majority

**Resolution**

**Moved:** Cr Manning **Seconded:** Cr Van Der Merwe

**That Council;**

**82906**

1. **RECEIVE** the minutes of the Shire of Merredin Local Emergency Management Committee at Attachment 11.1A;
2. **NOTES** the resolution of the Committee “That the LEMC adopt the draft Shire of Merredin LEMC Terms of Reference” and,
3. **ADOPTS** the Shire of Merredin LEMC Terms of Reference, noting this will now become the endorsed Shire of Merredin LEMC Terms of Reference (Final) as per Attachment 11.1B.

**CARRIED 8/0**

**12. Officer's Reports - Development Services**


Nil

**13. Officer's Reports - Engineering Services**

Nil

## 14. Officers' Reports – Corporate and Community Services

### 14.1 Statement of Financial Activity (March 2022)

<h2>Corporate Services</h2> 	
<b>Responsible Officer:</b>	Lindon Mellor, A/EMCS
<b>Author:</b>	As above
<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>	Attachment 14.1A – Statement of Financial Activity Attachment 14.1B – Detailed Statements Attachment 14.1C – Capital Works Progress Attachment 14.1D – Management Report (Confidential)

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Background

The Statement of Financial Activity, Detailed Statements, Capital Works Progress and Management Report are attached for Council's information.

#### Comment

#### Statement of Financial Activity

Regulation 34 of the Local Government (Financial Management) Regulations requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report.

#### Policy Implications

Nil

#### Statutory Implications



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

### Strategic Implications

#### ➤ Strategic Community Plan

Theme:	Communication and Leadership
Service Area Objective:	Decision Making
Priorities and Strategies for Change:	The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

#### ➤ Corporate Business Plan

Key Action:	Deliver long term financial planning for asset replacement and new capital projects
Directorate:	Corporate Services
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 regarding 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.

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 on the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Resolution

Moved: Cr Flockart

Seconded: Cr Patroni

82907

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receive the Statement of Financial Activity and the Investment Report for the period ending 31 March 2022.

CARRIED 8/0

## 14.2 List of Accounts Paid – March 2022

<h3>Corporate Services</h3> 	
Responsible Officer:	Lindon Mellor, A/EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A - Payments Listing March 2022

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The attached list of Accounts Paid during the Month of March 2022 under delegated Authority is provided for Council's information and endorsement.

### Comment

Nil

### Policy Implications

Nil

### Statutory Implications

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

### Strategic Implications

➤ Strategic Community Plan

Theme: Communication and Leadership

Service Area Objective: Decision Making

Priorities and Strategies for Change: The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

➤ Corporate Business Plan

Key Action: Deliver long term financial planning for asset replacement and new capital projects

Directorate: Corporate Services

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 regarding 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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Flockart


Seconded: Cr Crook

82908

That Council RECEIVE the schedule of accounts paid during March 2022 as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$1,069,597.04 from Council's Municipal Fund Bank Account and NIL from Council's Trust Account.

CARRIED 8/0

### 14.3 Statement of Financial Activity (April 2022)

<h2>Corporate Services</h2>		
<b>Responsible Officer:</b>	Lindon Mellor, A/EMCS	
<b>Author:</b>	As above	
<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>	Attachment 14.3A – Statement of Financial Activity Attachment 14.3B – Detailed Statements Attachment 14.3C – Capital Works Progress Attachment 14.3D – Management Report (Confidential)	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Background

The Statement of Financial Activity, Detailed Statements, Capital Works Progress and Management Report are attached for Council's information.

#### Comment

#### Statement of Financial Activity

Regulation 34 of the Local Government (Financial Management) Regulations requires the Shire to prepare a monthly statement of financial activity for consideration by Council within 2 months after the end of the month of the report.

#### Policy Implications

Nil

#### Statutory Implications

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

## Strategic Implications

### ➤ Strategic Community Plan

Theme:	Communication and Leadership
Service Area Objective:	Decision Making
Priorities and Strategies for Change:	The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

### ➤ Corporate Business Plan

Key Action:	Deliver long term financial planning for asset replacement and new capital projects
Directorate:	Corporate Services
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 regarding 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.

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 on the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

#### Voting Requirements

Simple Majority

Absolute Majority

#### Resolution

Moved: Cr Billing

Seconded: Cr Patroni


82909

**That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receive the Statement of Financial Activity and the Investment Report for the period ending 30 April 2022.**

**CARRIED 8/0**



## 14.4 List of Accounts Paid – April 2022

<h1>Corporate Services</h1> 	
Responsible Officer:	Lindon Mellor, A/EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A - Payments Listing April 2022

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The attached list of Accounts Paid during the Month of April 2022 under delegated Authority is provided for Council's information and endorsement.

### Comment

Nil

### Policy Implications

Nil

### Statutory Implications

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

### Strategic Implications

➤ Strategic Community Plan

Theme: Communication and Leadership

Service Area Objective: Decision Making

Priorities and Strategies for Change: The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

➤ Corporate Business Plan

Key Action: Deliver long term financial planning for asset replacement and new capital projects

Directorate: Corporate Services

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 regarding 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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Flockart


Seconded: Cr Billing

82910

That Council RECEIVE the schedule of accounts paid during April 2022 as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$626,270.22 from Council's Municipal Fund Bank Account and NIL from Council's Trust Account.

CARRIED 8/0

## 14.5 Budget Review

<h1>Corporate Services</h1> 	
Responsible Officer:	Lindon Mellor, A/EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.5A – Budget Review

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

Regulation 33A of the Local Government (Financial Management) Regulations 1996 provides that the Council is required to conduct a review of its approved annual budget after considering the changes in its operating environment since the beginning of the financial year, with a view to forecasting the financial impacts likely to arise for the remainder of the year.

### Comment

Council is required to consider the budget review submitted to it (Regulation 33A of the Local Government (Financial Management) Regulations 1996) and make a determination in relation to the outcomes and recommendations.

This report presents the statutory Budget Review of the 2021-2022 Budget.

A number of budget variations are proposed as part of this review.

The proposed changes are identified in Attachment 14.5A. It should be noted that actual costs presented in this document are only up until 30 March 2022.

### Issues and options considered.

The budget review has comprised:

- a review of the adopted budget and an assessment of actual results to date against that budget;
- an assessment and projection of likely results over the remainder of the financial year against the adopted budget; and

- Consideration of any issues not provided for in the adopted budget that may need to be addressed.

The review of the adopted budget has taken into account what has transpired in the first half of the year, the likely operating environment over the remaining part of the year under prevailing economic conditions and the most likely impact on the Council's financial position.

The focus in this review has been on ensuring that there is sufficient operational capacity to deliver the services and budget programs as set out in the adopted 2021-22 Budget and to accommodate events and issues that have arisen since budget adoption.

The most significant variations between the original adopted budget and the revised budget are as follows:

### **Surplus Brought Forward**

The actual surplus brought forward from 2020-21 is now estimated to be higher than the budget estimate by \$1,058,691 owing to budgeted reserve transfers of \$1,015,000 not having taken place as at 30 June 2021. These transfers have been incorporated into the current budget review. The brought forward figure, however, will not be confirmed until the Annual Financial Statements are finalised and signed off by our auditors.

### **Operating Income and Expenditure**

Operating changes are minimal and are shown on the summary page in the document.

### **Capital Income and Expenditure**

The receipt of the annual 2021/22 Roads to Recovery funding income is contingent on the acceptance and audit of the 2020/21 Annual Financial Statements for the Shire by the Office of the Auditor General for Western Australia. Delays to the Shire's audit mean it is unlikely to be completed prior to the end of the financial year, and the funding will therefore not be received. The budget review reflects this assumption, and capital expenditure has been amended to reflect this change.

The anticipated \$6 million CBD project expenditure for the Town Square, and Pioneer and Apex parks have been reduced, as construction and the associated expenditure will not all be completed in the current financial year and will instead continue into the 2022/23 financial year.

Reserve transfers, grant income and new loan income related to the CBD projects have been reduced to match expenditure and change to project phasing.

The same overall funding will be required to complete the projects. As a result, the CBD project components still to be completed will be raised as capital items in the draft budget for the 2022/23 financial year. This will include the associated WATC loan.

To continue to deliver on these projects, a further item will be brought to Council next month, outlining the capital amounts that have been amended during budget review for these specific priority projects. Council's endorsement will be sought for appropriate funding for these to be included within the drafting of the 2022/2023 Annual Budget, and for works to continue in the interim.

### 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*. & *Local Government Act 1995*

#### 6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.  
*\* Absolute majority required.*
- (3) A local government is not required to give local public notice under subsection (2) —
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

### Strategic Implications

#### ➤ Strategic Community Plan

Theme:	Communication and Leadership
Service Area Objective:	Decision Making
Priorities and Strategies for Change:	The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

#### ➤ Corporate Business Plan

Key Action:	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

Compliance with the *Local Government (Administration) Regulations 1996* and to also give Council some direction regarding 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

Resolution

Moved: Cr Patroni

Seconded: Cr Crook

That Council;

82911

1. APPROVES the Budget Review of the 2021 - 2022 budget as at 31 March 2022, and AUTHORISES the amendments as detailed in Attachment 14.5A and;
2. In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 PROVIDE a copy of the 2021 - 22 annual budget review and determination to the Department of Local Government, Sport and Cultural Industries.

CARRIED 8/0

## 14.6 Council Attendance Fees 2022/23

<h1>Corporate Services</h1> 	
<b>Responsible Officer:</b>	Lindon Mellor, A/EMCS
<b>Author:</b>	As above
<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>	Attachment 14.7A – Salaries and Allowances Determination 2022

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

The Local Government Act 1995 (the Act) 2.98(1)(b) provides for the payment to Members of fees for attending Council Meetings on either a per meeting, or an annual basis.

The amounts are set annually by the Salaries and Allowances Tribunal (SAT). Each Council is placed into a band to determine applicable fees. The Shire of Merredin is categorised as a band three (3) Council.

The Act also allows for the reimbursement of, or an allowance for, covering certain expenses incurred by council members.

Current 2021/22 Fees paid to its elected Members are as follows –

#### Annual Meeting Fees

Shire President	\$ 8,657
Deputy President	\$ 8,657
Councillors	\$ 8,657

#### Annual Allowance

Shire President	\$ 14,433
Deputy President	\$ 3,608



	Comment
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The permissible range for attendance fees and allowances are stipulated by Salaries and Allowance Act (SAT) and from 1 July 2022 have been determined as follows:

Table 4: Council meeting per meeting - local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$630	\$813	\$630	\$1,219
2	\$382	\$597	\$382	\$800
3	\$198	\$420	\$198	\$650
4	\$93	\$244	\$93	\$502

Table 6: Committee meeting and prescribed meeting fees per meeting - local governments

For a Council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$316	\$406
2	\$191	\$298
3	\$99	\$210
4	\$47	\$122

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees - local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,219	\$32,470	\$25,219	\$48,704
2	\$15,237	\$23,811	\$15,237	\$31,928
3	\$7,880	\$16,776	\$7,880	\$25,976
4	\$3,679	\$9,742	\$3,679	\$20,022

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$52,539	\$91,997
2	\$15,761	\$64,938
3	\$1,051	\$37,881
4	\$526	\$20,565

### 7.3 Annual Allowance for a Deputy Mayor, Deputy President or Deputy Chair

(1) The percentage determined for the purposes of section 5.698A(1) of the LG Act is 25 percent.

The SAT determination for 2022/23 is a 2.5% increase on the minimum and maximum in each band.

In the 2022/23 the Administration proposes an increase of 4% in Councillor fees based on a comparable percentage increase to the proposed rate yield increases, as outlined in Agenda item 14.6 Differential Rates.

Below outlines the resulting recommended payments, to be paid to Councillors quarterly.

Annual Meeting Fees		Annual Allowance	
For a council member other than the mayor or president	For a council member who holds the office of mayor or president	Annual Allowance Shire President	Annual Allowance Deputy President
\$9,003	\$9,003	\$15,010	\$3,752

**Policy Implications**

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

**Statutory Implications**

**Local Government Act**

Section 5.98 Fees for Council members 5.98A

Allowance for Deputy President 5.99 Annual Fee for Attending Meetings

5.99A Allowances in Lieu of Reimbursements

**Administration Regulations**

Regulation 30 Meeting Attendance Fees

31 Expenses that are to be reimbursed

32 Expenses that may be reimbursed 33 Annual Allowance for President

33A Annual Allowance for Deputy President

34 Annual Attendance Fees

34A Allowances in Lieu of Reimbursements of Telecommunications Expenses

**Salaries and Allowances Tribunal – Local Government Elected Members Review April 2022.**

**Strategic Implications**

➤ Strategic Community Plan

Theme: 4. Communication and Leadership

Service Area Objective: 4.2 Decision making

Priorities and Strategies for Change: 4.2.2 The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources  
N/A

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources

Directorate: 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

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.

Financial Implications

Based on the proposed increases, this will result in a total expenditure in 22/23 for annual meeting fees and allowances for Councillors to \$99,789.00

**Voting Requirements**

Simple Majority

Absolute Majority

**Resolution**

Moved: Cr Patroni

Seconded: Cr Crook

That Council;

Endorse the following annual allowances and meeting attendance fees for inclusion in the 2022/23 budget to be paid quarterly in arrears:

82912

Annual Meeting Fees		Annual Allowance	
For a council member other than the mayor or president	For a council member who holds the office of mayor or president	Annual Allowance Shire President	Annual Allowance Deputy President
\$9,003	\$9,003	\$15,010	\$3,752

**Amendment**

Moved: Cr Flockart

Seconded: Cr Billing

That Council;

Endorse the following annual allowances and meeting attendance fees for inclusion in the 2022/23 budget to be paid quarterly in arrears:

82913

Annual Meeting Fees		Annual Allowance	
For a council member other than the mayor or president	For a council member who holds the office of mayor or president	Annual Allowance Shire President	Annual Allowance Deputy President
\$8,873	\$8,873	\$14,794	\$3,698

**CARRIED 7/1**

*The amendment then became the substantive motion.*

**Substantive Motion**

**Moved: Cr Flockart**

**Seconded: Cr Billing**

**That Council;**

**Endorse the following annual allowances and meeting attendance fees for inclusion in the 2022/23 budget to be paid quarterly in arrears:**


**82914**

Annual Meeting Fees		Annual Allowance	
For a council member other than the mayor or president	For a council member who holds the office of mayor or president	Annual Allowance Shire President	Annual Allowance Deputy President
\$8,873	\$8,873	\$14,794	\$3,698

**CARRIED 8/0**

## 14.7 Endorsement of Proposed Fees and Charges 2022/23

*Cr Simmonds declared an Impartiality Interest in this item 14.7.*

<h1>Corporate Services</h1> 	
<b>Responsible Officer:</b>	Lindon Mellor, A/EMCS
<b>Author:</b>	As above
<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>	Attachment 14.8A – Fees and Charges

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

Section 6.16 of The Local Government Act 1995 (Imposition of fees and charges) enables a local government to apply fees and charges for the goods or services it provides, to recover costs.

The schedule included as Attachment 14.8A – Fees and Charges, proposes fees and charges for in-principal adoption only at this stage, and will assist towards the preparation of the 2022/2023 budget. Formal adoption of the fees and charges occurs as part of the budget adoption process.

### Comment

The proposed schedule of fees and charges for 2022/2023 is included as Attachment 14.8A.

Comments are included against any requested increase / decrease, new fees, or those to be removed. A unit column has already been added from previous years, to make it clearer on the applicable costs.

### Policy Implications

Nil

### Statutory Implications

Part 6 - Financial management (Division 5 - Financing local government activities) (Subdivision 2 - Fees and charges) 6.16. Imposition of fees and charges.

Strategic Implications

➤ Strategic Community Plan

Theme: Communication and Leadership  
Service Area Objective: Decision Making  
Key Priority: The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources

➤ Corporate Business Plan

Key Action: 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 regard 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

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

Adopting the proposed fees and charges as detailed below will result in estimated anticipated revenue for the 2022/23 budget.

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Manning

Seconded: Cr Billing

That Council:

82915


1. PROVIDES in-principle endorsement of the Schedule of 2022/2023 Fees and Charges, included as Attachment 14.8A to the report, subject to the addition of a 'Monthly Pass Family (per family) charge to line 3110210 Swimming Pool, to an amount of \$120 (including GST) per month; and
2. INCLUDES the proposed schedule including the amendment above within the drafting of the Shire's 2022/2023 annual budget for further consideration.

CARRIED 8/0



## 15. Officers' Reports - Administration

### 15.1 Status Report – May 2022

<h1>Administration</h1> 	
Responsible Officer:	Lisa Clack, CEO
Author:	Meg Wyatt, EA
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A – Status Report – May 2022

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Background

The Status Report is a register of Council resolutions that are allocated to the Shire staff for actioning. When staff have progressed or completed any action in relation to Council's decision, comments are provided until the process is completed or superseded by more recent Council resolutions.

#### Comment

In the interest of increased transparency and communication with the community, the status report is provided for information.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

➤ Strategic Community Plan

Theme: 4. Communication and Leadership  
Service Area Objective: 4.4 Communications  
4.4.1 The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels  
Priorities and Strategies for Change: Nil

➤ Corporate Business Plan

Key Action: Nil  
Directorate: Nil  
Timeline: Nil

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

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Patroni

**82916**

**That Council RECEIVES the Status Report on Council Resolutions for May 2022.**

**CARRIED 8/0**

**16. Motions of which Previous Notice has been given**

Nil

**17. Questions by Members of which Due Notice has been given**

Nil

**18. Urgent Business Approved by the Person Presiding or by Decision**

Nil

## 19. Matters Behind Closed Doors

In accordance with Section 5.23 (2) (a), (b), (c) and (d) of the Local Government Act 1995 Council will go Behind Closed Doors to discuss these matters.

### Council Decision

**Moved:** Cr Flockart

**Seconded:** Cr Simmonds

**82917**


**That Council move Behind Closed Doors and that Standing Orders be suspended at 4:30pm.**

**CARRIED 8/0**

### Reason

Matters relating to the personal affairs of any persons and potential contracts which may be entered into were to be discussed.

**19.1 Request for Tender RFT04-2021/22 Provision of Cleaning Services to the Shire of Merredin**

<h2>Development Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>	
<b>File Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Attachment 19.1A – Confidential Recommendation Report	
<b>Voting Requirements</b>		

Simple Majority

Absolute Majority

**Resolution**

**Moved:** Cr Crook

**Seconded:** Cr Flockart

**That Council;**

**82918**


1. **DECLINES** all tender submissions forming part of RFT 04 – 2021/22 for the provision of cleaning services to the Shire of Merredin;
2. **ADVISES** all respondents of the outcome of the tender process;
3. **AUTHORISES** the CEO to negotiate with DMC Cleaning Pty Ltd for the provision of cleaning services to the Shire of Merredin, seeking a revised price structure; and
4. **NOTES** that any revised price structure proposal for the provision of cleaning services will be brought back to Council for consideration and approval, following finalisation of negotiations with DMC Cleaning Pty Ltd.

**CARRIED 8/0**

## 19.2 Recommended write off of Rates and Service Charges

Cr Billing declared an Impartiality Interest in this item 19.2.

Cr Crook and Cr Van Der Merwe declared an Indirect Financial Interest in this item 19.2 and left the Chambers at 4:33pm.

<h3>Corporate Services</h3> 	
<b>Responsible Officer:</b>	Lindon Mellor, A/EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Voting Requirements

Simple Majority

Absolute Majority

### Resolution

Moved: Cr Flockart

Seconded: Cr Patroni

That Council;

82919

1. WRITE OFF the balance of service charges owing on Assessment A1164, totaling \$1,527.50 ex GST as at 30 June 2021;
2. WRITE OFF the balance of all rates interest charges owing by Kalinka Holdings Pty Ltd on Assessment A7024, A7027, A7085, A9382, A8183, A5100 totalling \$49.49 ex GST as at 30 June 2022; and,
3. WRITE OFF the balance of rates interest charges owing on Assessment A344 as at 30 June 2022 totaling \$164.06 ex GST, excluding ESL charges and associated penalties.

CARRIED 6/0





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