



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 20 August 2019  
Commencing 3.10pm



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<b>Common Acronyms Used in this Document</b>	
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 20 August 2019



**1. Official Opening**

The President welcomed those in attendance and declared the meeting open at 3:10pm

**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 JR Flockart	
Cr PR Patroni	

**Staff**

G Powell	CEO
K Bartley	DCEO
P Zenni	EMDS (until 3:25pm)
M Ivanetz	EA to CEO
L Hoffmann	MCO

**Members of the Public:** Mark McKenzie, Anthony Ryan

**Apologies:**

**Approved Leave of Absence:** Cr Crisafio (CMRef 823636)

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Applications for Leave of Absence**

Nil

## 6. Petitions and Presentations

The President and Councillors acknowledged the recent passing of Mr Lindsay Caughey and Mr Paddy Crook.

## 7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 16 July 2019  
[Attachment 7.1A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Patroni **Seconded:** Cr Willis

**82406** That the Minutes of the Ordinary Council Meeting held on 16 July 2019 be confirmed as a true and accurate record of proceedings.

**CARRIED 8/o**

## 10. Receipt of Minutes of Committee Meetings

10.1 WALGA Annual General Meeting held on 7 August 2019  
[Attachment 10.1A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Crees **Seconded:** Cr Boehme

**82407** That the Minutes of the WALGA Annual General Meeting held 7 August 2019 be received.

**CARRIED 8/o**

## 11. Recommendations from Committee Meetings for Council consideration

Nil

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

*Item 12.2 was considered before 12.1*

**12.1 Lot 21 & 10 (No 108) Totadgin Hall Road Merredin Proposed Animal Industry - Intensive**

<h2>Development Services</h2>		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	Peter Zenni, EMDS	
<b>Legislation:</b>	Shire of Merredin Local Planning Scheme No 6 Planning and Development (Local Planning Schemes Regulations 2015)	
<b>File Reference:</b>	A7102	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Application for planning approval, associated documentation and aerial photo.	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Background**

The Shire of Merredin has received an application for planning approval for the carrying out of animal industry - intensive on Lots 21 & 120 (No 108) Totadgin Hall Road, Merredin.

**Comment**

The applicant wishes to keep up to 600 hens for the purposes of egg production on his property located at Lots 21 & 120 (No 108) Totadgin Hall Road Merredin. The property in question is zoned 'General Farming' under the Shire of Merredin Local Planning Scheme No. 6.

The applicant proposes to keep the hens in mobile (rotational) pens in order to prevent the build-up of manure and other waste products.

The Planning and Development (Local Planning Schemes) Regulations 2015, define 'animal husbandry – intensive' as follows;

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**Premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.**

Animal husbandry – intensive is an ‘A’ use in a general farming zoned area, which means that; the use is not permitted unless the local government has exercised its discretion by granting planning approval following advertising the proposed use for public comment.

**Impacts**

Environmental (nuisances and pollution)

The build-up of waste products associated with intensive animal husbandry has the potential to result in the creation of nuisances (odours, fly breeding etc) as well as environmental pollution such as nutrient runoff in to water bodies. Generally the severity of the environmental impact is directly linked to the scale of the activity and the management practices put in place to minimise the creation of nuisances and the potential for environmental pollution.

In this case the proposed activity will take place on a rural property of 100 acres and the scale of the activity will be low (600 hens). The applicant advises that the hens will be kept in movable pens to prevent the build-up of waste materials and that the hens will be checked daily for any dead birds which will be disposed of in a waste pit on the property. Providing this process is managed properly it should not lead to the creation of nuisances above that normally expected with farming related activities such as the running of sheep or cattle.

The property has a number of man-made water bodies (stock dams) as well as a creek system which runs across the property and supplies these dams as can be clearly seen in aerial photos (attached).

The Shire of Merredin Local Laws 1999 stipulate minimum separation distance requirements between intensive animal husbandry activities such as feedlots and water bodies used for stock irrigation supply. This separation distance is 100 meters. Accordingly in order to minimise the potential for the creation of nuisances as well as ensuring compliance with the Shires Health Local Laws, the applicant should be required to develop and implement an activity management plan aimed at ensuring that;

1. The animal husbandry – intensive activity is limited to the keeping of 600 hens in rotational pens for the purposes of egg production;
2. The rotational pens are moved on a regular basis to prevent the build-up of waste materials;
3. The rotational pens are not permitted to approach close than 100 meters to any dam or water course;
4. The hens are checked and any dead birds and any associated offensive matter is picked up and disposed of in a burial pit on a daily basis;
5. All dead birds and any associated offensive matter placed in to the burial pit is properly covered with sand at the end of each day to prevent the breeding of flies and creation of nuisances;



6. The burial pit be located in a location on the property as far as possible removed from adjacent housing as well as any water courses.

#### Policy Implications

Nil

#### Statutory Implications

Compliance with the Shire of Merredin Local Planning Scheme No 6

Compliance with Planning and Development (Local Planning Schemes) Regulations 2015

#### Strategic Implications

##### ➤ Strategic Community Plan

Zone: Economy and Growth

Zone Statement: Merredin seeks new opportunities for growth and strives to develop rich and multifaceted economy

Key Priority: 2.3 Supporting initiatives from local businesses for growth

##### ➤ 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 relevant planning application fees have been paid.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Crees

**Seconded:** Cr Boehme

- 82408**
1. That the proposed application for a proposed animal husbandry – intensive activity on Lots 21 & 120 (No 108) Totadgin Hall Road Merredin WA 6415, be subject to statutory advertising for a period of 14 days in accordance with requirements of the Shire of Merredin Local Planning Scheme No.6.
  2. That the Shire of Merredin Council authorises the Shire Chief Executive Officer to grant planning consent on its behalf for the proposed animal husbandry – intensive activity on Lots 21 & 120 (No 108) Totadgin Hall Road Merredin WA 6415, subject to there being no objections submitted during the statutory advertising period.
  3. That the planning consent be subject to the applicant developing and implementing an activity management plan aimed at ensuring that;
    - a) the animal husbandry – intensive activity is limited to the keeping of 600 hens in rotational pens for the purposes of egg production;
    - b) the rotational pens are moved on a regular basis to prevent the build-up of waste materials;
    - c) the rotational pens are not permitted to approach close than 100 meters to any dam or water course;
    - d) the hens are checked regularly and any dead birds and any associated offensive matter is picked up and disposed of in a burial pit on a daily basis;
    - e) all dead birds and any associated offensive matter placed in to the burial pit is properly covered with sand at the end of each day to prevent the breeding of flies and creation of nuisances;
    - f) the burial pit be located in a location on the property as far as possible removed from adjacent housing as well as any water courses.

**CARRIED 8/o**

**12.2 Application for Planning Approval Alterations and Extensions to Existing Workshop – Lot 367 (No 52) Mitchell Street Merredin**

<h2>Development Services</h2>		
<b>Responsible Officer:</b>	Peter Zenni, EMDS	
<b>Author:</b>	Peter Zenni, EMDS	
<b>Legislation:</b>	Shire of Merredin Local Planning Scheme No 6	
<b>File Reference:</b>	A9234	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#">Attachment 12.2A</a> – Application for planning approval, associated documentation and aerial photo.</p> <p><a href="#">Attachment 12.2B</a> – (Confidential) BAL Assessment</p>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The Shire of Merredin has received an application for planning approval for an alteration and extension to an existing building (workshop) as well as the placement of a 370,000 litre water tank at Lot 367 (No 52) Mitchell Street, Merredin.

**Comment**

**Proposed Development**

McIntosh and Son is seeking to improve its current facilities by construction of a 1,344m<sup>2</sup> workshop behind the existing building, converting a section of the existing workshop in to an office / administration area and adding new ablution facilities. A new 370,000 litre water tank will be installed to harvest roof water for use onsite.

**Land Use**

The proposed development is an extension of an existing activity – service industry. The land in question is zoned light industrial under the Shire of Merredin Local Planning Scheme No.6 (the scheme) and as such the proposed development is a 'P' use under the scheme.

### **Lot Amalgamation**

The proposed development would have originally encroached upon existing lot boundaries requiring the amalgamation of 3 existing lots and the creation of a new lot. Lot 367 was created with the relevant certificate of title issued on 22/7/2019.

### **Setbacks**

With the creation of the new lot (Lot 367) the proposed development front and rear setbacks comply with minimum setback requirements required by the Scheme. The minimum side setback requirements specified by the Scheme are discretionary (up to the local authority) and in this case the proposed side setback is nil. A nil setback maximises the efficient use of the area in question and reflects other development in the locality. A nil side setback will require the use of appropriate FRL achieving materials in order to comply with National Construction Code (BCA) requirements.

### **Car Parking**

The site accommodates 12 staff, requiring the provision of 6 car parking bays on site. The area in question has ample space available for car parking on site, however the proposed building extensions require in addition to the provision of toilet facilities that are accessible by persons with a disability, the provision of a dedicated vehicle parking bay for people with a disability in accordance with BCA access requirements that is provided with signage, permanent surface and appropriate markings.

### **BAL Assessment**

A small portion of the subject land is in a bush fire prone area, as identified in the BAL Assessment Report. (The BAL Assessment Report is marked as 'commercial in confidence' and accordingly is incorporated as a confidential attachment to this agenda item).

The report confirms that the required vegetation separation distances, as calculated in the initial BAL Contour Map report for the bush fire attack level, has been achieved. Ongoing BAL compliance can be managed via meeting the Shire of Merredin Bush Fire Notice requirements.

### **Landscaping**

The applicant proposes a 3m wide landscaping strip to the Mitchell Street frontage. The scheme provides for landscaping of 10% of the land in question. The applicant is seeking a relaxation of the 10% requirement and highlights that there is little in the way of landscaping in the light industry zone and that the 3m strip will add considerably to the beautification of the primary frontage of the property and the Mitchell Street streetscape overall.

The scheme provides discretion to the Council with respect to the relaxation of the applicable landscaping requirements, as specified in the below extract from the scheme text;

## **4.5 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS**

*4.5.1 Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*

The Executive Manager Development Services (EMDS) believes that a relaxation of the landscaping standard is warranted in this case for the following reasons;

1. Due to the amalgamation of the 3 existing lots in to one lot (Lot 367) the 10% landscaping requirement is very onerous;
2. The primary frontage (Mitchell Street) will be provided with a 3m strip of landscaping;
3. Provision of landscaping on the balance of the lot will not significantly improve the appearance of the lot which is surrounded by adjacent light industrial businesses.
4. A relaxation of the 10% landscaping requirement will not detract from the aesthetics of the surrounding locality.

### **On site effluent disposal system requirements**

The EMDS has ascertained that the proposed development will not encroach upon the existing septic system. The proposed development does incorporate additional toilet facilities in order to comply with BCA requirements relating to the provision of facilities for people with a disability as well as allow better access to toilets throughout the site and these will need to be plumbed in to the septic system. The EMDS has confirmed that no additional staff are to be employed on site as a result of the development so there will be no significant impact on the loading volume of the exiting septic system.

### **DFES Commissioner Referral**

Due to the classification of the proposed building under the BCA and the size of the development there exists a mandatory requirement for a referral to the DFES Commissioner as part of the process of application for a building permit, seeking comment with respect to the development and the provision of firefighting services.

### **Building Permit and Occupancy Permit Requirements**

The applicant has previously been made aware that a building permit will need to be obtained from the Shire of Merredin prior to any works commencing on site and that upon completion of the construction works an occupancy permit must be obtained from the Shire of Merredin before the building can be occupied.

### Policy Implications

Nil

### Statutory Implications

Compliance with the Shire of Merredin Local Planning Scheme No 6

Compliance with Planning and Development (Local Planning Schemes) Regulations 2015

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Economy and Growth

Zone Statement: Merredin seeks new opportunities for growth and strives to develop rich and multifaceted economy

Key Priority: 2.3 Supporting initiatives from local businesses for growth

#### ➤ 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 relevant planning application fees have been paid.

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation / Resolution

**Moved:** Cr Boehme

**Seconded:** Cr Flockart

### 82409 That Council:

1. **Grant planning approval for the proposed alteration and extension to an existing building (workshop) as well as the placement of a 370,000 litre water tank at Lot 367 (No 52) Mitchell Street, Merredin forming part of attachment 12.2A, subject to;**
  - **The provision of a dedicated vehicle parking bay for people with a disability in accordance with BCA access requirements that is provided with signage, permanent surface and appropriate markings;**
  - **Provision of suitable 3 m wide landscaping strip to the boundary fronting Mitchell Street;**
  - **Compliance with provisions of the Shire of Merredin Fire Break Order/Notice.**

**And**

2. **Advise the applicant that;**
  - **The granting of planning 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;**
  - **The application for a building permit must incorporate comments from the DFES Commissioner;**
  - **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;**
  - **The proposed development must not encroach upon any existing on-site effluent disposal facilities;**
  - **Any trade waste generated in the workshop must be disposed of in accordance with requirements specified by the Department of Water and Environmental Regulation.**

**CARRIED 8/o**

**12.3 Lot 100 Colin Street (Pt Avon Location 2227) – Proposed Water Corporation Easement**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	Peter Zenni, EMDS
<b>Legislation:</b>	Shire of Merredin Local Planning Scheme No 6
<b>File Reference:</b>	A620
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.3A</a> – Water Corporation Correspondence, Plan and Title Information

### Purpose of Report

Executive Decision  Legislative Requirement

### Background

The Shire of Merredin has received correspondence from the Water Corporation seeking consent from the Shire of Merredin for the creation of an easement over Part Avon Location 2227, Colin Street, Merredin for the proposed installation of a Water Corporation chlorination unit that will in the future form part of the Shire of Merredin Recycled Water Scheme (the Scheme).

### Comment

The Scheme utilises waste water supplied by the Water Corporation by reusing it for irrigation purposes in public parks, road verges and recreation facilities in the Merredin town site. The Scheme has been operating since the early 1960's. The Scheme is registered by the Department of Health and is subject to compliance with legislative requirements. The Scheme waste water is sampled on a monthly basis by the Shire's Environmental Health Officer and an annual report on the Scheme's operation is submitted to the Department of Health Waste Water Unit.

The waste water samples obtained to date have complied with legislative requirements apart from one occasion following the discharge of waste water by the Water Corporation in to Cohn Creek. This has resulted in the Water Corporation implementing a strategy to minimise discharge of waste water in to Cohn Creek.



The Shire's Chief Executive Officer has held discussion with the Water Corporation's Regional Manager about the installation of a chlorination unit in Merredin. These discussions have centred around the provision, installation and ongoing operational and maintenance costs relating to the chlorination unit being borne solely by the Water Corporation so that there is no financial impact on the Shire of Merredin.

The Water Corporation is now seeking formal confirmation from the Shire of Merredin with respect to the creation of the proposed easement which will enable Water Corporation personnel to install, access and maintain the proposed chlorination unit.

### **Strategic**

The proposal is consistent with the current as well as longer-term use of the area.

### **Statutory**

The land in question is located at Lot 100 Colin Street Merredin (incorporating Part Avon Location 2227) and is designated 'Local Scheme Reserve Public Purposes - Drainage' under the Shire of Merredin Local Planning Scheme No.6. (LPS). The proposed installation and operation of a chlorinator unit and associated easement compliments the existing use of the area.

### **Impacts**

#### **Environmental**

The proposed development is in proximity to residential dwellings. The proposed chlorination unit will most likely utilise chlorine gas to reduce pathogen numbers in the waste water prior to reuse. The Water Corporation approvals unit will be required to obtain all of the necessary approvals from DWER and DMIRS with respect to the storage of chlorine gas on the portion of the land in question.

#### **Infrastructure and Asset Maintenance**

The Executive Manager Development Services (EMDS) has discussed the proposed chlorination unit with Water Corporation personnel and has been assured that all costs associated with the installation and maintenance of the chlorinator unit as well as any potential improvements to the land subject to the easement relating to vehicular access to the chlorinator unit by Water Corporation personnel will be borne solely by the Water Corporation.

### Policy Implications

Nil

### Statutory Implications

Compliance with the Shire of Merredin Local Planning Scheme No 6

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Economy and Growth

Zone Statement: Merredin seeks new opportunities for growth and strives to develop rich and multifaceted economy

Key Priority: 2.3 Supporting initiatives from local businesses for growth

#### ➤ 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

No costs should be incurred by the Shire of Merredin in consenting to the creation of the proposed easement.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Crees

**Seconded:** Cr Flockart

**82410 That Council:**

1. Consents to the creation of a Water Corporation easement over portion of Lot 100 Colin Street (Part of Avon Location 2227) as shown in attachment 12.36A, for the purposes of installation, access to and maintenance of the proposed chlorination unit which will form part of the Shire of Merredin Recycled Water Scheme , subject to;
  - a. All costs associated with the preparation and lodgement of relevant easement documentation being borne solely by the Water Corporation;
  - b. All costs associated with the installation, operation and maintenance of the future chlorination unit being borne solely by the Water Corporation;
  - c. All costs associated with any improvements to the land subject to the easement relating to vehicular access to the chlorination unit being borne solely by the Water Corporation.
2. Authorises the Shire President and Chief Executive Officer to affix the Common Seal of the Council and sign the Deed of Easement documentation on behalf of the Shire of Merredin Council.

**CARRIED 8/o**

*3:25 pm – P Zenni EMDS, left the meeting and did not return.*

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

**13.1 Street Tree Master Plan - Draft**

<h2>Engineering Services</h2>		
<b>Responsible Officer:</b>	Mike Hudson, EMES	
<b>Author:</b>	Melissa Ivanetz, EA to CEO	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	P/7	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 13.1A</a> – Correspondence from Grant Stainer	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Background**

The need for a Street Tree Master Plan (Master Plan) was identified by Council, and staff have prepared a draft plan over a number of months. Adoption by Council at its March 2019 meeting of a new policy governing use of street verges (CMRef 82332) was a precursor and compliments the draft Master Plan.

**Comment**

This matter was considered at its Ordinary Meeting held on 16 April 2019 where it was resolved:

**That:**

- 1. the draft Street Tree Master Plan, as presented in Attachment 13.1A, be adopted for the purpose of public consultation; and**
- 2. following a public consultation period of three (3) weeks the draft Street Tree Master Plan be referred back to Council to consider any submissions on the draft plan, the deletion of Policy 7.2 – Street Trees, and referring an amount to the draft 2019/20 Budget for implementation of the Street Tree Master Plan.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

At the close of the advertising period one written submission had been received which can be found at attachment 13.1A.

The matters raised in the submission are dealt with below

1. Deciduous / evergreen trees and ficus

The comments are noted

2. Powerlines

The comments are valid but the cost of undergrounding powerlines is prohibitive. In newly developed areas power supply is located underground – hence the green domes.

3. Removal

Comment is made in relation to developers deciding to remove trees.

This is irrelevant as the Plan relates only to trees in the public realm and not private land.

4. General

The other comments are noted.

### Policy Implications

Street trees are currently governed by Policy 7.2 - Street Trees. It is proposed that this policy be deleted on adoption of the Master Plan.

### Statutory Implications

Nil

### Strategic Implications

#### ➤ Strategic Community Plan

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 create opportunities for people to come together, socialise and enjoy a range of activities

#### ➤ Corporate Business Plan

Key Action: 5.1.2 – Develop and implement a Streetscape Plan to address street trees maintenance and replacement

Directorate: Engineering Services

Timeline: 2018/19; 2019/20

## Sustainability Implications

### ➤ Strategic Resource Plan

Nil

### ➤ Workforce Plan

Directorate: Engineering and Works Services  
Activity: Asset Management; Parks and Gardens  
Current Staff: 23 Full Time; 1 Part Time  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

## Risk Implications

Implementation of the Master Plan will enhance the streetscape with attendant benefits socially, environmentally and arguably financially. Should the Master Plan not be implemented there is a risk that these benefits may not be obtained.

## Financial Implications

Financial support is available from the Water Corporation on a matching basis and in the longer term the annual cost of street tree pruning will reduce. However, any savings in this area should be used to accelerate the implementation of the Master Plan.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation / Resolution

**Moved:** Cr Butler

**Seconded:** Cr Patroni

### That Council:

1. Adopt the draft Street Tree Master Plan;
2. Thank Mr Stainer for his submission, and
3. Delete Policy 7.2 – Street Trees.

(It should be noted an allocation has been made in the current budget to implement the Plan)

**Moved:** Cr Flockart

**Seconded:** Cr Anderson

**82411** That the draft Street Tree Master Plan lay on the table until the next briefing session on 3 September 2019

**CARRIED 6/2**

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

**14.1 List of Accounts Paid**

<h2>Corporate Services</h2>		
<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 July 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 Anderson

**82412** That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$3,207,767.40 from Council's Municipal Fund Bank Account and \$200.00 from Council's Trust Account be endorsed by Council.

**CARRIED 8/o**



**14.2 Statement of Financial Activity**

<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, 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>	<p><a href="#">Attachment 14.2A</a> - Statement of Financial Activity</p> <p><a href="#">Attachment 14.2B</a> – Detailed Statements</p> <p><a href="#">Attachment 14.2C</a> – Monthly Investment Report</p> <p><a href="#">Attachment 14.2D</a> – Financial Ratios</p>	

**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 up budget estimates and Expenditure showing a 38% variance.

The expenditure variance will even out next month to show a clearer picture.

**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

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 Crees

**Seconded:** Cr Patroni

**82413** 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 31 July 2019 be received.

**CARRIED 8/o**

**14.3 Youth Strategy & Engagement Plan 2019 – 2023 – Progress Report**

<h2>Corporate Services</h2>		
<b>Responsible Officer:</b>	Kellie Bartley, DCEO	
<b>Author:</b>	Kellie Bartley, DCEO	
<b>Legislation:</b>	Nil	
<b>File Reference:</b>	FM/5/20	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.3A</a> – Youth Strategy & Engagement Plan 2019 – 2023 – Progress Report	

**Purpose of Report**

- Executive Decision                       Legislative Requirement

**Background**

The Shire of Merredin’s Youth Strategy and Engagement Plan 2019-2023 was adopted on 21st May 2019 (CMRef 82378) following input from Council, agency stakeholders and the community. Since then, the Shire has activated some of the actions as identified within this strategy.

**Comment**

Since the adoption of the Youth Strategy and Engagement Plan 2019-2023, the Shire had achieved some of the actions within this Strategy. With the adoption of the 2019/20 budget it has identified opportunities for youth events and activities in collaboration with regional agencies.

The outcomes have been possible by additional funding opportunities with the support of Lotterywest and Collgar, with additional and future grant funding in progress.

The opportunities for the Youth and the formation of agency working groups has enhanced the opportunities for youth in Merredin to be actively and safely involved with events and outcomes of cohesion and a sense of belonging.

The progress report as contained in 14.3A is attached for Council’s perusal.

**Policy Implications**

The Youth Strategy builds on the Shire’s Strategic Community Plan

### Statutory Implications

There is no legislative requirements affecting the development of the Youth Strategy and Engagement Plan however it supports the key actions and priorities identified in the Strategic Community Plan and the Corporate Business Plan.

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Zone 1 – Community & Cultural  
Zone Statement: Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.  
Key Priority: 1.7 – Providing support to local organisations which seek to enhance engagement and opportunities available to early years and youth in the Merredin region.

#### ➤ Corporate Business Plan

Key Action: 1.7.1 – Develop a Youth Strategy and Engagement Plan to deliver a range of youth programs.  
1.7.2 – Support agencies and community organisations to implement early years initiatives.  
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 level of risk is considered to be low to the Shire, however Officers will need to clearly articulate the commitment made by the Shire to implement to relevant action items. The Shire will not be accountable for the commitment and responsibility of other stakeholders and will continue to play a collaborative facilitating role for the youth services sector to ensure organisations have every opportunity to contribute where possible

### Financial Implications

The Youth Strategy & Engagement Plan has been identified in the current annual budget and is also supported by successful grant funding.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation / Resolution

**Moved:** Cr Flockart

**Seconded:** Cr Boehme

**82414** That Council notes the Youth Strategy & Engagement Plan progress plan report as contained in attachment 14.3A

**CARRIED 8/o**

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

Nil

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

Nil

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

Nil

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

Nil

**19. Matters Behind Closed Doors**

Nil

**20. Closure**

There being no further business the President thanked those in attendance and declared the meeting closed at 3:42pm

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