

SHIRE OF MERREDIN



“Heart of the Wheatbelt”

MINUTES OF ORDINARY COUNCIL MEETING

16 November 2010

INDEX

1.0	OFFICIAL OPENING	4
2.0	PUBLIC QUESTION TIME	4
3.0	APOLOGIES AND LEAVE OF ABSENCE.....	5
4.0	DISCLOSURE OF INTEREST	5
5.0	PETITIONS AND PRESENTATIONS	5
6.0	CONFIRMATION OF MINUTES	5
6.1	Ordinary Council Meeting.....	5
7.0	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	6
8.0	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	6
9.0	RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL.....	6
9.1	Wheatbelt East Regional Organisation of Councils Meeting held on 27 October 2010	6
9.2	Merredin Local Emergency Management Meeting held on 2 November 2010	6
10.0	COMMUNITY SERVICES	7
10.1	Cummins Theatre Official Opening 2011.....	7
10.2	Central Wheatbelt Visitor Centre Opening Days – Christmas and New Year 2010/2011.....	10
11.0	DEVELOPMENT SERVICES	12
12.0	ENGINEERING SERVICES	13
12.1	Pioneer Park Concept Plan Cost Estimate	13
12.2	Independent Water Supply for the Shire of Merredin	15
12.3	Merredin Senior High School – Use of Independent Water - Query..	19
13.0	FINANCE AND ADMINISTRATION	21
13.1	Monthly Finance Report	21
13.2	List of Accounts Paid	22
13.3	Shire of Merredin Annual Report 2009/2010.....	23
13.4	Community Forums – Burracoppin, Hines Hill and Muntadgin.....	25
13.5	Policy Manual Review – Policy 2.7 Attendance of Executive Officers at Council/Committee Meetings.....	27
13.6	Policy Manual Review – Policy 1.10 Councillor Induction	28

13.7 Policy Manual Review – Policy 1.8 Councillor’s Requests and Work Requests.....	29
13.8 Policy Manual Review – Policy 1.9 Election of Committees and Representatives	30
13.9 Policy Manual Review – Policy 3.4 Hire of Council Equipment and Policy 8.14 Undertaking Private Works	31
13.10 Forward Capital Works Plan for Synthetic Surface at Merredin Recreation Ground – Royalties for Regions Country Local Government Fund 2010/2011.....	32
13.11 Chief Executive Officer’s Performance Appraisal	34
13.12 Merredin Regional Community and Leisure Centre Policies	36
14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	38
15.0 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN	38
16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	38
17.0 MATTERS BEHIND CLOSED DOORS	38
18.0 CLOSURE	38

Minutes of the Ordinary Meeting of the Shire of Merredin held in the Council Chambers, Corner King and Barrack Streets, Merredin on Tuesday 16 November 2010 commencing at 1.00pm.

ATTENDANCE:

Councillors:	KA Hooper	Shire President
	RM Crees	Deputy Shire President
	A Carr	
	D Crook	
	P Forbes	
	M Morris	
	W Wallace	
	M Young	
Apology:	J Townrow	
Staff:	G Powell	Chief Executive Officer
	J Garrett	Executive Manager of Engineering Services
	S Grayston	Acting Executive Manager of Finance and Administration
	V Green	Executive Assistant to Chief Executive Officer
	D Morris	Executive Manager of Community Services
Media:	T Murphy	Merredin-Wheatbelt Mercury
Public:	R Jeffreys, V London, G Wells	

1.0 OFFICIAL OPENING

The Shire President declared the meeting open at 1.00pm.

Ms Murphy, Mrs Jeffreys, Mr London, Mr Wells and Mrs Morris, Executive Manager of Community Services, were in attendance.

2.0 PUBLIC QUESTION TIME

Mr London queried charges for recycling and waste management arrangements between the Shire and Avon Waste. Mr London was advised to put his queries in writing and they would be responded to.

Mr London left the meeting at 1.04pm and did not return.

Mr Wells addressed Council in relation to the holding of a motorsport and tattoo event in Merredin. Mr Wells has conducted further research into the organisation of the event. A possible date would be the long weekend in March 2012. Mr Wells has a petition which has been signed by approximately 200 people requesting the installation of a burnout pad in Merredin. The petition is still in circulation.

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil.

8.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil.

9.0 RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**9.1 Wheatbelt East Regional Organisation of Councils Meeting held on 27 October 2010****Attachment 9.1A**

Nil Recommendations to Council.

9.2 Merredin Local Emergency Management Meeting held on 2 November 2010**Attachment 9.2A**

Nil Recommendations to Council.

Officer's Recommendation / Resolution**30465**

Moved Cr Wallace

Seconded Cr Carr

That Council receive the minutes of the Wheatbelt East Regional Organisation of Councils Meeting held on 27 October 2010 and the Merredin Local Emergency Management Meeting held on 2 November 2010.**CARRIED 8/0**

10.0 COMMUNITY SERVICES

10.1 CUMMINS THEATRE OFFICIAL OPENING 2011

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager, Community Services
Legislation:	Local Government Act 1995
File Reference:	RCS/3/7
Disclosure of Interest:	Nil
Attachments:	Nil

Background

With the completion of the upgrade and renovations to the Cummins Theatre almost completed, it has been indicated that an Official Opening should be held in February 2011 to formally reopen the Theatre, acknowledge the relevant funding bodies and to showcase the Theatre's new look and capabilities to community.

Over the 12 months that the Theatre was undergoing renovation, various members of the community offered suggestions to staff of the type of function that should occur for the opening and who should be invited.

There have been no formal decisions made by Council in regard to an event and therefore staff are seeking some guidance from Council in relation to preferred format of event, attendees, date, and budget.

Comment

Two options have been provided for Council's consideration.

Option 1

A formal dinner restricted to funding bodies/organisations (Jobs Fund, Wheatbelt Development Commission, Community Cultural and Arts Facilities Fund, Lotterywest, Friends of the Cummins Theatre and Repertory Club), Politicians and Councillors.

Format – Official unveiling of the plaque, speeches, dinner.

Comment – This would be very restricted and would only involve about 20 - 30 people, which would be best held in the Tivoli Room.

Estimated Cost - \$5,000, which includes a three course meal, drinks plus general costs (stationery, table cloths, decorations, mementos etc).

Option 2

A Cocktail event for dignitaries (funding bodies/organisations, Politicians and Councillors) between 6pm – 7pm. Open to the community at 7.15pm.

Official Opening (unveiling of plaque) 7.30pm.

(A) Cabaret type entertainment; or

(B) Theatre production - the performance could either be a show case of local talent or a professional production, possibly a performer that came from the area and has gone on to be successful, in the same way that Tim Winton, writer of Lockie Leonard, is proposed to appear at the opening of the new Albany Arts Centre.

Estimated Cost - \$8,000 which consists of approximately \$2,000 for the Cocktail part of the event and approximately \$5,000 for either (A) or (B), inclusive of general costs (stationery, table cloths, decorations, mementos etc). This option proposes that the community section (A) and (B) is free entry, however drinks would be available for sale at the bar, which would be a source of income that could offset the costs.

In both options the creation of a slide show made up of images of the Theatre past and present, as well as images from the renovations, could be played on a loop projected onto a wall in the Tivoli Room.

The Cummins Theatre upgrade and renovation project has been keenly watched by many people within the community and has involved a number of tradespersons, Repertory Club members (both past and present), Friends of Cummins Theatre, Shire staff as well as general community members and it would seem appropriate to allow everyone the opportunity to celebrate the completion of this community project. For this reason staff recommend that Option 2 be pursued and that expenditure to be met from Account *E116014* – Cummins Theatre Performance Expenses.

Statutory/Policy Implications

Local Government Act 1995 – Section 6.8 (Expenditure from municipal fund not included in annual budget).

Although not a Statutory Implication, as part of the Funding Agreement with the Department of the Environment, Water, Heritage and the Arts, the Shire must provide notification of all launches at least twenty business days prior to the event.

Financial Implications

Any expenditure will be met from Account *E116014* – Cummins Theatre Performance Expenses.

Officer's Recommendation / Resolution**30466**

Moved Cr Crook

Seconded Cr Forbes

That Council holds an Official Opening of the Cummins Theatre in February 2011 on a date to be determined with Option 2 as the preferred format and that staff provide a draft program of events to the December 2010 Council meeting.

CARRIED 8/0

10.2 CENTRAL WHEATBELT VISITOR CENTRE OPENING DAYS – CHRISTMAS AND NEW YEAR 2010/2011

Reporting Department:	Community Services
Reporting Officer:	Debbie Morris – Executive Manager, Community Services
Legislation:	Local Government Act 1995
File Reference:	CS/16/9
Disclosure of Interest:	Nil
Attachments:	Report for Central Wheatbelt Visitor Centre Opening Period

Background

At its October 2010 Council meeting Council resolved (**CMRef 30452**):

“That Item 4 be amended to read “the Central Wheatbelt Visitor Centre be closed on Saturday 25 December 2010 and Saturday 1 January 2011 with the other days being staffed by volunteers.”

Visitor statistics around the Christmas/New Year period from previous years were collated to assess the usage, however do not include the proposed days that Council have requested being staffed by volunteers, as these days have not been open over the past five years (**Attachment 10.2A**).

The Visitor Centre Manager canvassed all the volunteers registered with the Central Wheatbelt Visitor Centre (CWVC) as to their availability to man the CWVC on Sunday 26 December 2010 and Monday 27 December 2010, Sunday 2 January and Monday 3 January 2011.

The responses have resulted in volunteers agreeing to man the CWVC on Sunday 26 December 2010, Sunday 2 January 2011 and Monday 3 January 2011, which leaves Monday 27 December 2010 as the only day that cannot be attended by volunteers.

CWVC Manager Pam Masters is available to work on Monday 27 December 2010 however these hours would be paid at public holiday rate (double and a half).

Comment

Taking into consideration the low number of visitors statistics for the days around 26 December 2010 and 27 December 2010 and the fact that a number of businesses are closed on those dates, the inability to secure a volunteer for Monday 27 December 2010 and the additional financial outlay to employ a staff member, it would seem prudent to close the CWVC for one day.

Statutory/Policy Implications

Nil.

Financial Implications

Nil.

Officer's Recommendation

That Council endorse the closure of the Central Wheatbelt Visitor Centre on Monday 27 December 2010.

The Agenda Item was withdrawn as a volunteer has been sourced for Monday 27 December 2010.

Mr Garrett, Executive Manager of Engineering Services, entered the meeting at 1.34pm.

Mrs Morris, Executive Manager of Community Services, left the meeting at 1.35pm.

11.0 DEVELOPMENT SERVICES

Nil Recommendations to Council.

12.0 ENGINEERING SERVICES

12.1 PIONEER PARK CONCEPT PLAN COST ESTIMATE

Reporting Department:	Engineering Services
Reporting Officer:	Jim Garrett – Executive Manager, Engineering Services
Legislation:	Local Government Act 1995
File Reference:	R10359
Disclosure of Interest:	Nil
Attachments:	Costings of Concept Plan

Background

At its April 2010 Council received the draft Pioneer Park Concept Plan as presented in the Merredin Heritage Advisory Committee minutes. Council referred the Concept Plan to staff for detailed design and costing (**CMRef 30293**).

The Executive Manager of Engineering Services was requested to cost the Concept Plan whilst being mindful that the Plan fitted in with the CBD Plan adopted by Council at its July 2009 meeting (**CMRef 30067**).

A costing of the Pioneer Park Concept Plan is presented in **Attachment 12.1A**.

Comment

Parts of the Pioneer Park Concept Plan endorsed by Council have been excluded from the estimated costings as they do not fit in with the CBD Plan.

Statutory/Policy Implications

Nil.

Financial Implications

Nil.

Officer's Recommendation

That Council refer the estimated costings of the Pioneer Park Concept Plan, as presented in Attachment 12.1A, to the 2011/2012 Budget for consideration.

Resolution**30467**

Moved Cr Morris

Seconded Cr Forbes

That Council refer the estimated costings of the Pioneer Park Concept Plan, as presented in Attachment 12.1A, to the 2011/2012 Budget for consideration but that the bridge and footpath works be undertaken in the 2010/2011 financial year with funding from the Reserve Fund.

CARRIED 7/1**REASON:**

Council wanted work to start on the project within the 2010/2011 financial year.

12.2 INDEPENDENT WATER SUPPLY FOR THE SHIRE OF MERREDIN

Reporting Department:	Engineering Services
Reporting Officer:	Jim Garrett – Executive Manager, Engineering Services
Legislation:	Local Government Act 1995
File Reference:	WS/13/2
Disclosure of Interest:	Nil
Attachments:	Nil

Background

Due to the below average winter rains, harvesting of water from the Shire's drainage system was insufficient to fill all our dams.

Dam 1 is estimated to be 95% full. The dam receives reclaimed water from the waste treatment plant and water is also "shandied up" with water from Dam 3. This water is used for the Shire's parks, all the Schools' lawns, Merredin Bowling Club lawns and the Railway Bowling Club lawns.

Dam 2 is estimated to be 50% full. The dam receives all the water harvested from the main drain during the winter months and also water from Dam 3 when Dam 1 is full. The water from this dam is primarily used for the watering of the Recreation Ground ovals.

Dam 3 is estimated to be 45% full. This dam receives water from Cohn Creek and the runoff from the CBH E type wheat bin. The water from this dam is pumped back to top up Dams 1 and 2 and is also used by the Shire road construction crew for road building.

The Railway Dam is estimated to be 40% full. This dam receives water harvested from the Merredin Peak rock catchment. The water from this dam is used to water the Barrack Street lawns and the Railway Museum's lawns and gardens.

It is estimated that we currently have 126,272 kilolitres (kl) of water stored in our dams.

Comment

With the relocation of the pump shed at Roy Little Park the reticulation system has not been running. When the system starts running at full capacity the estimated average water consumption per week will be 4,228kl. The average usage per week by the schools will be 724kl, bowling clubs 65kl, Shire parks and gardens 3,089kl and for Shire road construction 350kl.

The evaporation of the water from the dams has not been factored into the weekly consumption estimates. When the water levels in Dams 1, 2 and 3 drop to 2-3 metres in depth, the salt content in the water will rise and may make the water unsuitable for watering turf.

If the water consumption is maintained at around 3,500kl per week, the water supply may last until mid March 2011. If this level of consumption cannot be maintained at 3,500kl, supply of water to the schools and bowling clubs will have to be cut to 1 tank per fortnight or withdrawn completely.

Over the last 3 years, watering of parks and gardens has still been carried out up until June. During a normal season watering would finish around mid April.

If water levels reach a point where the Shire parks can no longer be maintained, Council will need to decide which parks are to be watered and which ones are not.

The following parks and gardens are currently watered from the Shire water supply:

1. Recreation Ground;
2. Roy little Park;
3. Apex Park;
4. Barrack Street Lawns;
5. Highway Lawns (Solomon Street to Pereira Drive);
6. Administration Centre lawns and gardens;
7. Mary Street (cnr Great Eastern Highway and Mary Street);
8. Railway Museum;
9. Lower French Park; and
10. Upper French Park.

To conserve water this year, supplies to the schools and the bowling clubs have been restricted to 1 tank per week. They have been verbally advised by the Shire Reticulation Officer that if they require more water than is supplied they should top up their tanks with scheme water.

In an attempt to reduce the Shire's water consumption on lawn areas in our parks we have been using a liquid wetting agent.

The Recreation Ground's water consumption per week this financial year is 1,459kl making it the highest water user.

The Shire charges the four schools \$1.80 per kl for the supply of water from our dams during the 2010/2011 financial year.

In the 2009/2010 financial year the cost to the Shire to produce 1kl of water was \$1.50.

The bowling clubs receive water at no charge so the Shire does not recover the costs of supplying water to them.

Statutory/Policy Implications

Nil.

Financial Implications

An income of \$35,000 has been allocated in the 2010/2011 financial year for the supply of water to the Schools.

Officer's Recommendation

- 1. That the Merredin Senior High School, North Merredin Primary School, South Merredin Primary School, Saint Mary's Primary School, Merredin Bowling Club and Railway Bowling Club be advised that should water consumption not be maintained at 3,500kl per week until 31 December 2010, water supplies to them may be restricted to a tank of water per fortnight and if dam levels drop below 40%, that water supplied to them from the Shire dams will be withdrawn.**

- 2. That if dam levels are found to be below 40% so that all of the Shire's parks cannot be watered, the following parks are not to be watered, in the following order:**
 - 1. Mary Street lawns;**
 - 2. Highway Lawns;**
 - 3. Railway Museum;**
 - 4. Lower French Park;**
 - 5. Upper French Park;**
 - 6. Roy Little Park;**
 - 7. Administration Centre lawns and gardens;**
 - 8. Apex Park;**
 - 9. Barrack Street lawns; and**
 - 10. Recreation Ground.**

- 3. That from 1 July 2011 the Merredin Bowling Club and the Railway Bowling Club be charged for water supplied from the Shire dams at the same rate as the Schools to recover the costs of supplying them with water.**

Resolution**30468**

Moved Cr Crees

Seconded Cr Wallace

- 1. That the Merredin Senior High School, North Merredin Primary School, South Merredin Primary School, Saint Mary's Primary School, Merredin Bowling Club and Railway Bowling Club be advised that should water consumption not be maintained at 3,500kl per week until 31 December 2010, water supplies to them may be restricted to a tank of water per fortnight and if dam levels drop below 40%, that water supplied to them from the Shire dams will be withdrawn.**

- 2. That if dam levels are found to be below 40% so that all of the Shire's parks cannot be watered, the following parks are not to be watered, in the following order:**
 - 1. Lower French Park;**
 - 2. Upper French Park;**
 - 3. Railway Museum;**
 - 4. Mary Street lawns;**
 - 5. Highway Lawns;**
 - 6. Roy Little Park;**
 - 7. Administration Centre lawns and gardens;**
 - 8. Apex Park;**
 - 9. Barrack Street lawns; and**
 - 10. Recreation Ground.**

- 3. That from 1 July 2011 the Merredin Bowling Club and the Railway Bowling Club be charged for water supplied from the Shire dams at the same rate as the Schools to recover the costs of supplying them with water.**

CARRIED 8/0**REASON:**

Council believed the Highway lawns should be maintained before lawns in other areas of the townsite.

12.3 MERREDIN SENIOR HIGH SCHOOL – USE OF INDEPENDENT WATER - QUERY

Reporting Department:	Engineering Services
Reporting Officer:	Jim Garrett – Executive Manager, Engineering Services
Legislation:	Local Government Act 1995
File Reference:	WS/13/2
Disclosure of Interest:	Nil
Attachments:	Statistics and Emails

Background

Water is provided to the Merredin Senior High School (MSHS) through a metered supply to a tank at the MSHS which is then reticulate through the MSHS's system. The MSHS has been provided with water for a number of years. Records detailing water usage together with a graph are included in **Attachment 12.3A**.

Staff have met with MSHS representatives who have queried the use of water over the 2008/2009 period. The MSHS has stated that its system would not be able to use the amount of water charged for and has requested that Council recognise that there has been an overcharge and that Council provide the MSHS with a credit of \$15,000. These funds will be directed towards re-establishment of the oval after the new building works have been completed.

Comment

Staff have analysed the data and cannot find a discrepancy as the meter has not been changed at any time over the period in question. Climatic conditions would indicate that the years have been drier than normal with a late break to the season.

The accounts for water were not queried at the time they were issued and have been paid but it is acknowledged that water use generally has previously been discussed during development of plans for the new school.

Attached for Councillor's information is an exchange of emails between the MSHS and Staff (**Attachment 12.3B**). Given that the integrity of the data on which the accounts have been based cannot be called into question, it is difficult to recommend that any credit be offered. Certainly there could have been a failure somewhere in the system but this has not been reported in the past and current practices for the supply of water remain unchanged.

Statutory/Policy Implications

Nil.

Financial Implications

Council does not have any capacity to refund the amount in the current budget and if a credit was offered this would result in a revenue shortfall both in the current year and into the future.

Officer's Recommendation

That the Merredin Senior High School be advised that on the basis of the information to hand Council is not prepared to offer a credit for apparent excessive water consumption in the 2008/2009 year as it cannot be demonstrated that the usage was due to a Council system failure but remains open to changing its position should further information be provided by the Merredin Senior High School which confirms that a credit should be made.

Resolution**30469**

Moved Cr Crees

Seconded Cr Young

That the Merredin Senior High School be advised that on the basis of the information to hand Council is not prepared to offer a credit for apparent excessive water consumption in the 2008/2009 year as it cannot be demonstrated that the usage was due to a Council system failure.

CARRIED 8/0**REASON:**

Council did not believe further investigation into the matter was warranted.

Mr Garrett, Executive Manager of Engineering Services, left the meeting at 1.59pm.

13.0 FINANCE AND ADMINISTRATION

13.1 MONTHLY FINANCE REPORT

Reporting Department:	Finance and Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager, Finance and Administration
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Monthly Finance Report

Background

The Monthly Finance Report is attached for Council's information. (**Attachment 13.1A**).

Comment

Further to **CMRef 30427** this Monthly Finance Report includes the financials for September 2010 and October 2010.

Statutory/Policy Implications

Local Government Act 1995 and Financial Management Regulations.

Financial Implications

As outlined in **Attachment 13.1A**.

Mrs Grayston, Acting Executive Manager of Finance and Administration, entered the meeting at 2.00pm.

Officer's Recommendation / Resolution

30470 Moved Cr Young Seconded Morris
That Council receive the Monthly Finance Report for September and October 2010.

CARRIED 8/0

13.2 LIST OF ACCOUNTS PAID

Reporting Department:	Finance and Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager, Finance and Administration
Legislation:	Local Government Act 1995 and Financial Management Regulations
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	List of Accounts Paid

Background

The attached List of Accounts Paid (**Attachment 13.2A**) during the month under Delegated Authority is provided for Council's information.

Statutory/Policy Implications

Local Government Act 1995 and Financial Management Regulations.

Financial Implications

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

Officer's Recommendation / Resolution

- 30471** Moved Cr Young Seconded Cr Carr
That Council receive the schedule of accounts as listed, covering cheques as numbered and totalling \$95,514.57 and amounts directly debited from Council's Municipal Fund Bank Account BSB 066-518 Account Number 000-000-10 totalling \$564,243.74 and outstanding creditors totalling \$128,508.64.

CARRIED 8/0

13.3 SHIRE OF MERREDIN ANNUAL REPORT 2009/2010

Reporting Department:	Finance and Administration
Reporting Officer:	Sharon Grayston – Acting Executive Manager, Finance and Administration
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Shire of Merredin Annual Report 2009-2010 including Council's Financial Statements to year ended 30 June 2010

Background

Council's Annual Financial statements for the year ended 30 June 2010 have been completed as has the annual audit of the financial statements by Council's auditors, UHY Haines Norton Chartered Accountants.

Comment

The first section of the Annual Report is included in **Attachment 13.3A**. This is not the whole document as the final financial statements and Audit Report have not been received from the Auditors. These documents will be tabled at the Council Meeting.

Council's Audit Committee will meet with the Auditor to discuss the Annual Financial Statements prior to Council on Tuesday 16 November 2010. Minutes of the Audit Committee meeting will be tabled at the Council Meeting.

Statutory/Policy Implications

The Local Government Act 1995 requires Council to adopt the Annual Report and to set the meeting date for the Annual General Meeting of Electors.

The Chief Executive Officer is required to advertise by local public notice the availability of the Annual Report after it has been adopted by Council (Section 5.55 of the Act).

Council is required to give 14 days notice of the Annual Electors Meeting (Section 5.29 of the Act). If the meeting is advertised in the West Australian on Saturday 20 November 2010 and then in the Wheatbelt Mercury on Wednesday 24 November 2010, the Annual Electors Meeting could be held after 6 December 2010.

The Annual General Meeting of Electors is required to be held not more than 56 days after Council have adopted the Annual Report.

Financial Implications

Nil.

Officer's Recommendation***That Council:***

- 1. receive the minutes of the Audit Committee Meeting held on Tuesday 16 November 2010;***
- 2. adopt the Shire of Merredin Annual Report for the 2009/2010 Financial Year and receives the Auditor's Report from UHY Haines Norton Chartered Accountants for the 2009/2010 Financial Year; and***
- 3. hold its Annual General Meeting of Electors on commencing at pm in the Shire Administration Centre.***

Council was advised that due to the audited financial statements together with the Auditors Report and Management Letter not being received from the Auditors, the Audit Committee Meeting was cancelled and therefore the Annual Report could not be adopted. These documents would be available for the December 2010 meeting, or alternatively, the Audit Committee meeting could be scheduled for later in the week.

Resolution**30472**

Moved Cr Morris

Seconded Cr Young

That this matter be deferred until the December 2010 Council meeting.**CARRIED 8/0**

13.4 COMMUNITY FORUMS – BURRACOPPIN, HINES HILL AND MUNTADGIN

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	LUP/3/1-3
Disclosure of Interest:	Nil
Attachments:	Notes of 2009 Forums

Background

In 2009 Council conducted Community Forums in Burracoppin, Hines Hill and Muntadgin.

While the attendance at the Burracoppin forum was disappointing, the Hines Hill and Muntadgin forums received a good attendance with a number of issues being raised and discussed. Notes of the forums are included in **Attachment 13.4A**.

Comment

Council's Customer Service Charter states "*Community Forums will be held annually in Burracoppin, Hines Hill and Muntadgin, dependant on seasonal conditions and restrictions*" therefore Council consideration of possible dates for the forums to be held in 2011 is requested.

The forums are held in addition to Council meetings and consideration should be given to the day and time of day on which the forums are held. An evening forum for each locality during the beginning to the middle of the week is suggested.

The dates listed in the Officer's Recommendation are at the beginning of the month which would allow time for any issues raised to be brought to that month's Council meeting for consideration if required.

Another alternative would be to hold the forums in the 4th week of the month. If this option was chosen the dates for the forums would be Burracoppin on 23 February 2011, Hines Hill on 23 March 2011 and Muntadgin on 27 April 2011.

Statutory/Policy Implications

Nil.

Financial Implications

Refreshments were provided at the 2009 forums and it is proposed to continue this for the 2011 forums. Funds are available in the 2010/2011 Budget from Account E041110 – Refreshments and Receptions.

Officer's Recommendation

That Council conduct Community Forums in Burracoppin on Wednesday 9 February 2011, in Hines Hill on Wednesday 2 March 2011 and in Muntadgin on Wednesday 6 April 2011.

Resolution

30473 Moved Cr Carr Seconded Cr Morris

That Council conduct Community Forums in Hines Hill on Wednesday 9 February 2011, in Burracoppin on Wednesday 2 March 2011 and in Muntadgin on Wednesday 6 April 2011.

CARRIED 8/0

REASON: Council believed the change would allow more Burracoppin residents to attend their forum.

13.5 POLICY MANUAL REVIEW – POLICY 2.7 ATTENDANCE OF EXECUTIVE OFFICERS AT COUNCIL/COMMITTEE MEETINGS

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual
Disclosure of Interest:	Nil
Attachments:	Policy

Background

At its September 2000 meeting Council adopted Policy 2.7 - Attendance of Executive Officers at Council/Committee Meetings (**CMRef 27632**). The Policy was reviewed at Council's January 2008 meeting (**CMRef 29330**) and as part of the ongoing review of Council's Policy Manual the Policy has again been reviewed (**Attachment 13.5A**).

Comment

The changes made to the Policy are minor in nature and do not affect the intent of the Policy.

Statutory/Policy Implications

Update of Council Policy Manual.

Financial Implications

Nil.

Officer's Recommendation / Resolution

30474 Moved Cr Wallace Seconded Cr Young

That Council adopt Policy 2.7 – Attendance of Executive Officers at Council/Committee Meetings as presented in Attachment 13.5A.

CARRIED 8/0

13.6 POLICY MANUAL REVIEW – POLICY 1.10 COUNCILLOR INDUCTION

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual
Disclosure of Interest:	Nil
Attachments:	Policy

Background

At its September 2004 meeting Council adopted Policy 1.10 – Councillor Induction (**CMRef 27632**). As part of the ongoing review of Council's Policy Manual the Policy has been reviewed (**Attachment 13.6A**).

Comment

The amendments to the Policy take into consideration the total amount of information required to be provided to a new Councillor and that this be done electronically rather than in hard copy in line with Council's use of laptops and thumb drives.

Additionally, a face-to-face induction is proposed, as was the case following the 2009 local government election, to discuss the general day-to-day issues such as Friday Facts, Councillors Information Bulletin, emails and general office/administrative procedures.

Statutory/Policy Implications

Update of Council Policy Manual.

Financial Implications

Nil.

Officer's Recommendation / Resolution

30475 Moved Cr Young Seconded Cr Forbes
That Council adopt Policy 1.10 – Councillor Induction as presented in Attachment 13.6A.

CARRIED 8/0

13.8 POLICY MANUAL REVIEW – POLICY 1.9 ELECTION OF COMMITTEES AND REPRESENTATIVES

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual
Disclosure of Interest:	Nil
Attachments:	Policy

Background

At its September 2004 meeting Council adopted Policy 1.9 – Election of Committees and Representatives (**CMRef 27632**). As part of the ongoing review of Council's Policy Manual the Policy has been reviewed (**Attachment 13.8A**).

Comment

The changes made to the Policy are minor in nature and do not affect the intent of the Policy.

Statutory/Policy Implications

Update of Council Policy Manual.

Financial Implications

Nil.

Officer's Recommendation / Resolution

30477 Moved Cr Carr Seconded Cr Morris

That Council adopt Policy 1.9 – Election of Committees and Representatives as presented in Attachment 13.8A.

CARRIED 8/0

13.9 POLICY MANUAL REVIEW – POLICY 3.4 HIRE OF COUNCIL EQUIPMENT AND POLICY 8.14 UNDERTAKING PRIVATE WORKS

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual
Disclosure of Interest:	Nil
Attachments:	Policies

Background

As part of the ongoing review of Council's Policy Manual Policy 3.4 – Hire of Council Equipment was reviewed (**Attachment 13.9A**).

Comment

It is proposed to delete Policy 3.4 from Council's Policy Manual as it would appear to be superseded by Policy 8.14 – Undertaking Private Works (**Attachment 13.9B**). It would also not be in Council's interests to hire plant and equipment to private individuals or organisations without a trained Shire employee to operate the machine.

It is also proposed to delete Policy 8.14 from Council's Policy Manual as it mentions delegated authority which would be best placed in Council's Delegations Manual.

Statutory/Policy Implications

Update of Council's Policy Manual and Delegations Register.

Financial Implications

Nil.

Officer's Recommendation / Resolution

- 30478** Moved Cr Wallace Seconded Cr Morris
That Council delete Policy 3.4 – Hire of Council Equipment from Council's Policy Manual and move Policy 8.14 – Undertaking Private Works from Council's Policy Manual to its Delegations Register.

CARRIED 7/1

13.10 **FORWARD CAPITAL WORKS PLAN FOR SYNTHETIC SURFACE AT MERREDIN RECREATION GROUND – ROYALTIES FOR REGIONS COUNTRY LOCAL GOVERNMENT FUND 2010/2011**

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	GS/2/22
Disclosure of Interest:	Nil
Attachments:	Forward Capital Works Plan

Background

A requirement before being eligible to access funding from the 2010/2011 Country Local Government Fund (CLGF) allocation is the preparation and approval of a Forward Capital Works Plan (FCWP). The Department of Regional Development and Lands has developed a template for the FCWP.

Comment

The State Government provided funding for preparation of the FCWP. Consultants, Morrison Low, were retained to prepare the FCWP in accordance with the guidelines and in the form of the template. A copy is shown in **Attachment 13.10A**.

Council is required to formally adopt the FCWP and submit it to the Department by 31 December 2010.

Statutory/Policy Implications

There are no statutory or policy implications at this time.

Financial Implications

The capital financial implications are outlined in the FCWP. Ongoing maintenance and replacement of the facility will be included in the Long Term Capital Strategy (LTFS). It is estimated that the total capital cost will be in the order of \$1.9 million. Operation costs will be significant but savings will accrue from the reduction in reticulation. Replacement of the playing surface will need to be factored into the LTFS.

Cr Young left the meeting at 2.28pm.

Cr Young entered the meeting at 2.30pm.

Officer's Recommendation

That Council adopt the Forward Capital Works Plan, as presented in Attachment 13.10A, and that it be submitted to the Department of Regional Development and Lands.

Resolution**30479**

Moved Cr Morris

Seconded Cr Crees

That Council adopt the Forward Capital Works Plan, as presented in Attachment 13.10A, subject to the following amendments to section "4.4.6 Prioritisation:

Factors	Rating	Comment
Develop our town	Moderately beneficial	Will help develop the town by providing a higher standard of recreational facility and reducing operating costs.
Improve social equity for the town	Moderately beneficial	The impact of high standard recreational facilities in rural town is significant. The ability for the community to utilise higher standard facilities will add to the improved social equity of all residents and visitors to the town.
Demand	Moderately beneficial	The demand for high quality recreational facilities in rural towns is significant. There is demand within Merredin for higher standard of facilities and the ability of these facilities to be utilised all year round rather than on a seasonal basis.
Affordability	Slightly beneficial	The project will have an impact on the annual operating budget however some of the capital costs will be offset by annual savings in maintenance budgets for these facilities.
Environment	Slightly beneficial	A synthetic surface will reduce the total irrigation requirement for the sports centre as well as reducing fertiliser inputs.
Risk	Moderately beneficial	Positive impact on the Council's overall risk profile.

The overall project priority is considered to be HIGH." and that it be submitted to the Department of Regional Development and Lands.

CARRIED 8/0

13.11 CHIEF EXECUTIVE OFFICER'S PERFORMANCE APPRAISAL

Reporting Department:	Administration
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Personnel
Disclosure of Interest:	Nil
Attachments:	Nil

Background

Legislation requires Council to annually undertake an appraisal of the performance of the Chief Executive Officer. The incumbent commenced employment on 5 January 2010 and an appraisal is due on or about that time.

Comment

Council should determine whether it wishes to avail itself of the services of a facilitator or undertake the process itself. Should it adopt the former approach, Western Australian Local Government Association staff would be in a position to do so. Documentation is available if Council chooses the "in house" approach. Council should also determine whether the appraisal is undertaken by the Shire President and Deputy, a Committee or the entire Council.

Statutory/Policy Implications

The relevant provision of the Local Government Act 1995 is quoted below:

"5.38. Annual review of certain employees' performances
The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment."

Financial Implications

A cost would be incurred if a facilitator was utilised, the cost of which has not been specifically budgeted for but depending on the cost, could be met from unallocated funds within the Contracts and Consultancy Budget.

Officer's Recommendation***That Council:***

- 1. nominate a date on which to undertake the Chief Executive Officer's performance appraisal for the 2010 year; and***
- 2. indicate a preference on the use of a facilitator and whether Council wishes to undertake the appraisal by nominee, Committee or as the entire Council.***

Resolution**30480**

Moved Cr Morris

Seconded Cr Crook

That Council undertake the Chief Executive Officer's performance appraisal for the 2010 year in January/February 2011 by the use of a Western Australian Local Government Association facilitator and the entire Council.

CARRIED 8/0

Mr Powell, Chief Executive Officer, left the meeting at 2.53pm.

Cr Young left the meeting at 2.54pm.

Mr Powell, Chief Executive Officer, entered the meeting at 2.54pm.

13.12 MERREDIN REGIONAL COMMUNITY AND LEISURE CENTRE POLICIES

Reporting Department:	Recreation Services
Author:	Judy Jeffreys – Manager of Sporting and Leisure Services
Reporting Officer:	Greg Powell – Chief Executive Officer
Legislation:	Local Government Act 1995
File Reference:	Council Policy Manual
Disclosure of Interest:	Nil
Attachments:	Policies

Background

The Policies for the Merredin Regional Community and Leisure Centre (MRC&LC) are to be reviewed annually.

Comment

In consultation with MRC&LC staff the Policies have been reviewed and changes are suggested to improve the implementation of these Policies (**Attachment 13.12A**). The Policies have been divided into two categories - Governing & Operating. The following changes are recommended to the Governing Policies:

1. No Smoking - no smoking is to take place under the paved veranda areas of the MRC&LC and within the fenced areas of the outside courts;
2. Council Financial Subsidy for Clubs/Associations – it is proposed to delete this Policy as no financial assistance has been sourced in the three years that clubs have been operating from the MRC&LC. The policy was set up only to cater for the existing clubs that were going to be in financial trouble due to relocating to the MRC&LC;
3. Kitchen Costs for Clubs/Associations with Memorandums of Understanding (MoU's) - amendment of words only; and
4. Facility Bookings and Costs for Local Schools – the costs will be included in Council's Schedule of Fees and Charges. The rate is currently \$1,500 per annum for the Merredin Senior High School and \$750 per annum for the Primary Schools.

The following changes are recommended to the Operating Policies:

1. Recycling- it is proposed to delete this Policy as the cans are recycled through Avon Waste;
2. Indoor Playground Food Policy – change wording to healthy food option from fruit & vegetables;

3. Closure of Grandstand Bar- word changes for the Bar Manager to contact the local Police as the first point of contact if needed rather than the Recreation Centre Manager; and
4. Disposal of Unsold and Expired Bar Stock- proposed new policy.

Statutory/Policy Implications

Update of Council's Policy Manual.

Financial Implications

Nil.

Cr Young entered the meeting at 2.57pm.

Officer's Recommendation***That Council:***

- 1. endorse the changes to the Governing and Operating policies for the Merredin Regional Community and Leisure Centre as presented in Attachment 13.12A;***
- 2. include the School Fees in Council's Schedule of Fees and Charges; and***
- 3. adopt the new policy for Unsold and Expired Bar Stock as presented in Attachment 13.12A.***

Resolution**30481**

Moved Cr Crees

Seconded Cr Carr

That Council:

- 1. endorse the changes to the Governing and Operating policies for the Merredin Regional Community and Leisure Centre as presented in Attachment 13.12A subject to clarification of current anti-smoking legislation;***
- 2. include the School Fees in Council's Schedule of Fees and Charges; and***
- 3. adopt the new policy for Unsold and Expired Bar Stock as presented in Attachment 13.12A.***

CARRIED 8/0**REASON:**

Council requested clarification on whether the smoking regulations were governed by legislation under the Liquor Licensing Act, rather than Council Policy.

14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15.0 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil.

17.0 MATTERS BEHIND CLOSED DOORS

Nil.

18.0 CLOSURE

There being no further business the Shire President declared the meeting closed at 3.05pm.