

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 19 October 2021
Commencing 4.00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday, 19 October 2021 in the Council Chambers, corner of King and Barrack Streets, Merredin. The format of the day will be:

3.00pm Briefing Session

4.00pm Council Meeting

MARK DACOMBE
TEMPORARY CHIEF EXECUTIVE OFFICER
15 October 2021

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Merredin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Common Acronyms Used in this Document	
CBP	Corporate Business Plan
CEACA	Central East Accommodation & Care Alliance Inc
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
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media and Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
T/CEO	Temporary Chief Executive Officer
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils



Shire of Merredin October Ordinary Council Meeting

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Shire of Merredin
Ordinary Council Meeting
4:00pm Tuesday, 19 October 2021



1. Official Opening

In accordance with Clause 3 of Schedule 2.3 of the *Local Government Act 1995* the CEO is to preside at the meeting until the office of President is filled.

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr RA Billing
Cr LN Boehme
Cr RM Manning
Cr MJ McKenzie
Cr PM Van Der Merwe

Councillors Elect:

To be determined by the election to be held 16 October 2021

Staff:

M Dacombe	T/CEO
A Prnich	DCEO
G Garside	EMCS
L Mellor	EMES
P Zenni	EMDS
A Brice	EA

Members of the Public:

Apologies:

Approved Leave of Absence:

3. Swearing In of Councillors Elect

In accordance with Section 2.29 of the *Local Government Act 1995*, Justice of the Peace will swear in the Councillors Elect.

4. Election of President

The CEO will call for nominations for the position of President of the Council, for the ensuing 2 years.

5. Declaration by the President

Justice of the Peace will witness the declaration of the President.

6. Election of the Deputy President

The President will call for nominations for the position of Deputy President of the Council, for the ensuing 2 years.

7. Declaration by the Deputy President

Justice of the Peace will witness the declaration of the Deputy President

8. Draw for the Position at the Council Table

Council's Standing Orders Local Law Clause 8.2 states:

"Members to occupy own seats

- (1) *At the first meeting held after each election day, the Council shall allot a position at the Council table to each member.*
- (2) *Each member is to occupy his or her allotted position at each Council meeting."*

A draw will be conducted for the position at the Council table, or Councillors may wish to retain their existing seating position.

9. Public Question Time

Members of the public may submit questions up to 2pm on the day of the meeting by emailing ea@merredin.wa.gov.au.

10. Election of Delegates and Deputy Delegates to Committees

In accordance with Section 5.10 of the *Local Government Act 1995*, a Councillor is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Additionally, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. The CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

In respect the Deputy Delegates, Council protocol appoints the Councillors who are not members to the committee as Deputy Delegates to enable their attendance and participation in committee meetings to ensure quorums.

Council Policy 1.19 – Election of Committees and Representatives is applicable.

10.1 Shire of Merredin Audit Committee

Current Members: Cr Patroni, Cr Flockart, Cr Willis, Cr Boehme

Deputies: All other Councillors

Membership: 5 Councillors

Quorum: 3 Councillors

Purpose: Regulation 16 of the Local Government (Audit) Regulations 1996 states:
“An audit committee —
(a) is to provide guidance and assistance to the local government —
(i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
(ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
(b) may provide guidance and assistance to the local government as to —
(i) matters to be audited; and
(ii) the scope of audits; and
(iii) its functions under Part 6 of the Act; and
(iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
(i) report to the council the results of that review; and
(ii) give a copy of the CEO’s report to the council.”

Meeting Cycle: At least once annually to recommend adoption of the Annual Report and Compliance Audit Return, and at least once every three years to recommend adoption of the CEO's Report.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation

That in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Councillors _____, _____, _____, _____ and _____ be appointed as delegates to the Shire of Merredin Audit Committee, with all other Councillors appointed as Deputies.

10.2 Shire of Merredin Bush Fires Advisory Committee (BFAC)

Current Members: Cr Van Der Merwe

Deputies: All other Councillors

Membership: 1 Councillor and Fire Control Officers

Quorum: 3 Members

Purpose: To enable the communication and coordination of bush fire related matters within the Shire.

Meeting Cycle: At least twice annually

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*, Councillor _____ be appointed as delegate to the Shire of Merredin Bush Fires Advisory Committee, with all other Councillors appointed as Deputies.

10.3 Eric Hind Scholarship Committee

Current Members: Cr Butler

Deputies: All other Councillors

Membership: 1 Councillor and 2 community members

Quorum: 3 Members

Purpose: To award the Eric Hind Music Scholarship as per Council Policy 3.10

Meeting Cycle: Once annually (if required)

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegate to the Eric Hind Scholarship Committee, with all other Councillors appointed as Deputies.

10.4 Shire of Merredin Local Emergency Management Committee (LEMC)

Current Members:	Cr Patroni	
Deputies:	All other Councillors	
Membership:	Shire of Merredin	Cr Patroni (Chair)
	WA Police	Officer in Charge, Supervisor
	Dept for Child Protection & Family Support	District Emergency Services Officer
	Department of Parks and Wildlife	Regional Wildlife Officer
	SEMC Secretariat	Community Emergency Management Officer
	Merredin Volunteer Bushfire Brigades	Chief Bushfire Control Officer
	Merredin Volunteer Fire and Rescue Service	Brigade Captain, Brigade Lieutenant
	Mental Health Services	District Manager
	Merredin Hospital	Hospital Services Manager, Nurse Manager
	Primary Health Eastern	Manager
	Disability Services Commission	District Manager Midlands, Local Area Coordinator
	Water Corporation	Operations Manager
	Department of Agriculture & Food	Local Manager
	Western Power	Operations Manager
	Main Roads WA	Local Manager
	St John Ambulance	Sub-Branch Manager
Quorum:	N/A	

Purpose: Regulation 39 of the *Emergency Management Act 2005* states:

“The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;

(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and

(c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”

Meeting Cycle: Quarterly

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Section 5.10s and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as Chair and Delegate to the Shire of Merredin Local Emergency Management Committee, with all other Councillors appointed as Deputies.

10.5 Western Australian Local Government Association Great Eastern Country Zone (GECZ)

Current Members: Cr Flockart, Cr Willis

Deputies: Cr McKenzie

Membership: Shires of Bruce Rock, Cunderdin, Dowerin, Kellerberrin, Kondinin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Tammin, Trayning, Westonia, Wyalkatchem and Yilgarn

Quorum: 8

Purpose:

1. To provide a united voice for Local Governments in the GECZ;
2. To work collectively to enhance the sustainable social, environmental and economic development of the GECZ at strategic and project levels;
3. To promote the profile of Local Government within the region encompassed within the GECZ;

4. To speak on behalf of Local Governments in the GECZ;
5. To elect, nominate and appoint Committees and representatives of the Zone to other organisations,
6. To enter into agreements, formal or informal, with organisations having similar aims and objectives,
7. To represent the views of Local Governments within the GECZ at the State Council of the Association;
8. To do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and
9. To use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes.

Meeting Cycle: GECZ Committee and Executive Committee meetings, generally on the Thursday prior to State Council meetings or as otherwise agreed from time to time

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ and Councillor _____ be appointed as delegates to the Western Australian Local Government Association Great Eastern Country Zone, with Councillor _____ appointed as Deputy.

10.6 Wheatbelt East Regional Organisation of Councils (WEROC)

Current Members: Cr Flockart, CEO

Deputies: Cr Willis

Membership: 2 members from each of the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn

Quorum: 3

Purpose:

1. The Objects of WEROC shall be:
 - (a) To effectively represent the businesses, community and local governments of the Central Eastern Wheatbelt Region in its broadest sense and to promote the economic, cultural and environmental development of the region;
 - (b) To take an active interest in all matters of the moment affecting the Central Eastern Wheatbelt Region with the view to improving, promoting and protecting the interests of Members and the Community;
 - (c) To establish a rapport with civic, business, ethnic and other sectors of the Community;
 - (d) Be recognised as representing and presenting the view of community to the relevant agencies and communities of the participating Members;
 - (e) To keep Members informed on important matters affecting the economic, cultural and environmental development of the region;
 - (f) To consider and respond to and advocate the amendment of Commonwealth or State legislation, regulations and policies and the local laws, regulations and policies of local government bodies and other corporations directly or indirectly affecting the interests of the Central Page 5 of 16 Eastern Wheatbelt Region and for such purposes to take all such steps or proceedings as may be expedient;
 - (g) To gain greater recognition of the Central Eastern Wheatbelt Region;
 - (h) To encourage Government and private enterprise to support the Central Eastern Wheatbelt Region;
 - (i) To deliver projects considered beneficial to the whole of the Central Eastern Wheatbelt Region.

Meeting Cycle:

WEROC Council & Executive alternate monthly meetings

Voting Requirements



Simple Majority



Absolute Majority

Officer's Comment

As per the WEROC Inc. Constitution representatives to the WEROC Board are to be nominated every two years by each Member Local Government and the Executive Officer must be notified of these nominations in writing. Representatives must be either a sitting Councillor or the Chief Executive Officer. There is no provision in the new constitution for deputies to be appointed.

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, the President, Councillor _____ and the Chief Executive Officer, Ms Lisa Clack be appointed as delegates to the Wheatbelt East Regional Organisation of Councils.

10.7 Wheatbelt North (WBN) Regional Road Group (RRG)

Current Members: Cr Patroni

Deputies: Cr Billing

Membership: Shires of Chittering, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Gingin, Goomalling, Kellerberrin, Koorda, Merredin, Moora, Mt Marshall, Mukinbudin, Northam, Nungarin, Tammin, Toodyay, Trayning, Victoria Plains, Westonia, Wyalkatchem, Wongan-Ballidu, Yilgarn and York

Quorum: N/A

Purpose: The WBN RRG is provided with State funding from a number of categories contained within the State Road Funds to Local Government Agreement with the RRG able to prioritise, allocate and approve its funding to specific local road projects.

Meeting Cycle: Twice annually

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegate to the Wheatbelt North Regional Road Group with Councillor _____ appointed as Deputy.

10.8 Wheatbelt East District Operational Advisory Committee – Bush Fire Service WA

Current Members: Cr McKenzie

Deputies: Cr Van Der Merwe

Membership: Chief Bush Fire Control Officers or Deputy Chief Bush Fire Control Officers and the Chief Executive Officer or

	delegate from the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Naremben, Nungarin, Tammin, Trayning, Westonia and Yilgarn
Quorum:	5 local governments
Purpose:	<ol style="list-style-type: none"> 1. To represent and protect the interests of the Local Governments, Volunteer Bush Fire Brigades and Volunteers within those Local Governments. As a representative committee, provide advice, direction and develop recommendations for fire management in the functional areas of Equipment, Training, Prevention, and Operational Preparation and Response. 2. Identify strategic directions for the region through representation on the Volunteer Bush Fire Brigade Advisory Committee, Volunteer Vehicle and Equipment Advisory Committee, Volunteer Firefighting Training Advisory Group and other State, Regional and Operational Committees as may be formed.
Meeting Cycle:	At least twice per year

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegate to the Wheatbelt East District Operational Advisory Committee – Bush Fire Service WA with Councillor _____ appointed as Deputy.

10.9 Merredin Land Conservation District Committee (LCDC)

Current Members:	Cr Butler
Deputies:	Cr Willis
Membership:	<p>1x representative of the Commissioner of Soil and Land or their nominee</p> <p>1x Councillor for the Shire of Merredin</p> <p>3x representatives of the Western Australian Farmers Federation Inc.</p> <p>10x persons who are actively engaged in, affected by or associated with, land use in the District.</p>
Quorum:	A majority of members constitutes a quorum
Purpose:	To manage activities within in the Merredin Land Conservation District including undertaking land conservation works, promoting soil conservation programs

and providing advice to the Department of Agriculture and Feed WA on land use issues.

Meeting Cycle: As required

Voting Requirements

Simple Majority Absolute Majority

Officer's Comment

Members of the Committee will hold office for a 3 year term, which is published in the Government Gazette. Current members' terms expire on 8 April 2022.

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995* and Sections 22 and 23 of the *Soil and Land Conservation Act 1945*, Councillor _____ be appointed as delegate to the Merredin Land Conservation District Committee with Councillor _____ appointed as Deputy.

10.10 Merredin Local Health Advisory Group (LHAG)

Current Members: Cr Patroni

Deputies: Cr Manning

Membership: The LHAG membership should reflect and have the capacity to represent community and consumer diversity. Membership should be drawn from, but not limited to, consumers, local government and health related professionals and agencies. The Health Service Manager will be a member. Number of members for Merredin LHAG is 6 - 10.

Quorum: 5 members

Purpose: To provide a forum for:
1. ongoing communication and interaction between WA Country Health staff and community members; and
2. development of workable solutions for local health service related issues.

Meeting Cycle: Bi-monthly

Voting Requirements

Simple Majority Absolute Majority

Officer's Comment

In October 2019 it was reported that the LHAG has not been active of late, as being able to conduct regular meetings and attract community interest and members to the Group has proven difficult. However, as local health services are important to our community it is recommended that Councillor representation on the LHAG be maintained, so that in the event the LHAG recommences, a Councillor appointment is already known. Councillor Patroni also serves on the District Health Advisory Committee.

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegate to the Merredin Local Health Advisory Group Committee with Councillor _____ appointed as Deputy.

10.11 Mid-West/Wheatbelt Joint Development Assessment Panel (JDAP)

Current Members:	Cr Flockart, Cr Willis
Alternate Members:	Cr Manning, Cr Butler
Membership:	Shires of Beverley, Boddington, Brookton, Bruce Rock, Carnamah, Chapman Valley, Chittering, Coolgardie, Coorow, Corrigin, Cuballing, Cue, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Dumbleyung, Dundas, Esperance, Greater Geraldton, Gingin, Goomalling, Irwin, Kalgoorlie-Boulder, Kellerberrin, Kondinin, Koorda, Kulin, Lake Grace, Laverton, Leonora, Merredin, Meekatharra, Menzies, Mingenew, Moora, Morawa, Mt Magnet, Mt Marshall, Mukinbudin, Murchison, Narembeen, Narrogin, Ngaanyatjarraku, Northam, Northampton, Nungarin, Pingelly, Quairading, Ravensthorpe, Sandstone, Tammin, Three Springs, Toodyay, Trayning, Victoria Plains, Wagin, Wandering, West Arthur, West Arthur, Westonia, Wickopin, Williams, Wiluna, Wongan-Ballidu, Wyalkatchem, Yalgoo and Yilgarn.
Quorum:	3 members
Purpose:	To determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
Meeting Cycle:	As required – DAP’s only meet when there is a DAP application to determine. Local government representatives will only sit on the panel when the application(s) being determined by the panel have been made under their local planning scheme.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Comment

Regulation 29 of the Planning and Development (Development Assessment Panels) Regulations 2011 states that a DAP member holds office for the term specified in the member's Ministerial instrument of appointment. Current members are Councillors Flockart and Willis with Alternate Members being Councillor Manning and Councillor Butler. The terms of these members expires on 26 January 2022.

Officers Recommendation

That Councillors _____ and _____ be nominated as Members and Councillors _____ and _____ as Alternate Members for the Shire of Merredin on the Mid-West/Wheatbelt Joint Development Assessment Panel and their nomination be submitted to the Minister for Planning for consideration.

10.12 Skeleton Weed Local Action Group (LAG)

Current Members: Cr Willis

Deputies: Cr Billing

Membership: Shires of Merredin, Nungarin and Trayning

Quorum: 5 members

Purpose:

1. Promote awareness of the locations of known skeleton weed infestations;
2. Discuss the management and eradication techniques described in the Skeleton Weed Best Practice Guidelines;
3. Share knowledge on the success/failure of alternative management techniques for skeleton weed;
4. Coordinate searching where appropriate;
5. Discuss issues and provide information and recommendations on future program to GIMC;
6. Provide input into management of local non-compliance issues; and
7. Formulate a local/regional strategy to deal with skeleton weed within the framework of the State-wide program

Meeting Cycle: 2-3 times per annum

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegates to the Skeleton Weed Local Action Group with Councillor _____ appointed as Deputy.

10.13 Central East Aged Care Alliance (CEACA) Inc

Current Members: Cr Flockart

Deputies: CEO

Membership: 1 person resident in and appointed by the Council in the each of the following Shires - Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Trayning, Westonia, Wyalkatchem and Yilgarn.

Quorum: 50% of membership plus 1

Purpose:

1. To capture economic benefit in the Wheatbelt by providing older people with the necessary services and infrastructure to remain living in their community of interest;
2. To provide housing for an ageing population in the CEACA Region;
3. To secure funding from various sources for the construction of housing;
4. To manage the housing across the Region, including its tenants and sale;
5. To maintain the housing constructed in the Region; and
6. To ensure the ongoing viability and increase the number of accommodation units across the Region as required.

Meeting Cycle: Quarterly with Executive Committee Meetings held within a similar timeframe, or as required.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Councillor _____ be appointed as delegate to the Central East Aged Care Alliance (CEACA) Inc with the CEO, Ms Lisa Clack appointed as Deputy.

10.14 General Community Committees

There are a number of other community committees which have Councillor representation and these, along with the current Council representative, are listed below:

Committee	Council Representative
Museum and Historical Society	Cr Butler
Merrittville Retirement Village	Cr Willis
MADCAPS Child Care Centre	Cr Boehme
Rural Water Council	Cr Flockart and Cr Patroni
Eastern Wheatbelt Biosecurity Group	Cr Willis
Doorways	
Merredin Residential College	

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation

That, in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*:

- 1. Councillor _____ be appointed to the Museum and Historical Society Committee;**
- 2. Councillor _____ be appointed to the Merrittville Retirement Village Committee;**
- 3. Councillor _____ be appointed to the MADCAPS Child Care Centre Committee;**
- 4. Councillor _____ be appointed to the Rural Water Council;**
- 5. Councillor _____ be appointed to the Doorways Committee;**
- 6. Councillor _____ be appointed to the Merredin Residential College Committee; and**
- 7. Councillor _____ be appointed to the Eastern Wheatbelt Biosecurity Group.**

11. Disclosure of Interest

12. Applications of Leave of Absence

13. Petitions and Presentations

14. Confirmation of Minutes of Previous Meetings

- 14.1 Ordinary Council Meeting held on 14 September 2021
Attachment 14.1A
- 14.2 Special Council Meeting held on 5 October 2021
Attachment 14.2A

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation

That the following Minutes be confirmed as true and accurate records of proceedings;

- Ordinary Council Meeting held on 14 September 2021; and
- Special Council Meeting held 5 October 2021.

15. Announcements by the Person Presiding without Discussion

16. Matters for Which the Meeting may be Closed to the Public

Nil

17. Receipt of Minutes of Committee Meetings

- 17.1 Rural Water Council Annual General Meeting held 19 March 2021
Attachment 17.1A
- 17.2 Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting held
29 September 2021
Attachment 17.2A

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation

That the Minutes of the Rural Water Council Annual General Meeting held 19 March 2021 and the Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting held Wednesday 29 September 2021 be received.

18. Recommendations from Committee Meetings for Council Consideration

Nil

19. Officers' Reports - Development Services

Nil

20. Officers' Reports - Engineering Services

Nil

21. Officers' Reports – Corporate and Community Services

21.1 List of Accounts Paid

<h1>Corporate Services</h1> 	
Responsible Officer:	Geoff Garside, EMCS
Author:	Geoff Garside, EMCS
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 22.1A - Payments Listing Sept 2021

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached list of Accounts Paid during the Month of September 2021 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: N/A

Service Area Objective:

Priorities and Strategies
for Change:

➤ Corporate Business Plan

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

Directorate: 2

Timeline: Continue to provide prudent financial controls and compliance systems

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: N/A

Activity:

Current Staff:

Focus Area:

Strategy Code:

Strategy:

Implications:

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

Officers Recommendation

That the schedule of accounts paid during September 2021 as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$1,897,766.32 from Council's Municipal Fund Bank Account and \$0, from Council's Trust Account be endorsed by Council.

21.2 Statement of Financial Activity

<h1>Corporate Services</h1> 	
Responsible Officer:	Geoff Garside, EMCS
Author:	Geoff Garside, EMCS
Legislation:	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 21.2A – Statement of Financial Activity Attachment 21.2B – Detailed Statements Attachment 21.2C – Investment Statement Attachment 21.2D – Capital Works Progress Attachment 21.2E – Variances by Sub Program *These reports will be circulated under separate cover

Purpose of Report

Executive Decision

Legislative Requirement

Background

The Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Activity, Current Rations, Capital Expenditure Report, and Investment Register, are attached for Council's information.

Comment

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: N/A

Theme Statement:

Service Area Objective:

➤ Corporate Business Plan

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

Directorate: 2

Timeline: Continue to provide prudent financial controls and compliance systems

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: N/A

Activity:

Current Staff:

Focus Area:

Strategy Code:

Strategy:

Implications:

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

Officers Recommendation

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

22. Officer's Reports - Administration

22.1 Shire of Merredin Christmas / New Year's Opening Hours

<h2>Administration</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Mark Dacombe, T/CEO	
Author:	Mark Dacombe, T/CEO	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Background

For the last few years, most Council venues have closed during the Christmas/ New Year period as it is an extremely quiet time, with minimal public visitations and phone enquires. It is also common for many residents of the Shire to travel elsewhere at this time of year with many other businesses in town also closing.

Comment

The Christmas Day public holiday will be observed on Monday, 27 December 2021 with the Boxing Day public holiday being observed on Tuesday, 28 December 2021, meaning Council offices will be closed on both these days. Similarly, the New Year's Day public holiday will be observed on Monday, 3 January 2022 meaning Council offices will also be closed on that day.

It is therefore requested that the Shire venues close from 12 noon Friday, 24 December 2021 to Monday, 3 January 2022 inclusive. The venues will reopen as usual on Tuesday, 4 January 2022. The exceptions to this will be;

- The Central Wheatbelt Visitor Centre (CWVC), which will open from 9am - 1pm between Christmas and New Year (excluding public holidays) as they have done in previous years.

- The Merredin District Olympic Swimming Pool which will only be closed on Christmas Day; and
- The Merredin landfill site which will be closed Christmas Day, Boxing Day, and New Years Day.

The opening times for all venues over the Christmas/New Year period will be extensively advertised and circulated in advance.

As per previous years, on-call arrangements will be put in place prior to the proposed Christmas closure to ensure emergencies can be responded to. Senior staff will be available on mobile phone and emergency contact details will also be distributed where required.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Theme: N/A

Service Area Objective:

Priorities and Strategies
for Change:

➤ Corporate Business Plan

Key Action: N/A

Directorate:

Timeline:

Sustainability Implications

➤ Strategic Resource Plan

N/A

➤ Workforce Plan

Directorate: N/A

Activity:

Current Staff:

Focus Area:

Strategy Code:

Strategy:

Implications:

Risk Implications

Senior staff will be available on mobile phone during the closure period, and if required for any major emergencies, relevant staff will be contacted.

Financial Implications

Staff will be required to take time off in lieu, annual leave or accrued rostered days off. These costs are contained within the 2021/22 budget.

Voting Requirements


Simple Majority Absolute Majority

Officers Recommendation

That Council;

- 1. Approves the closure of the Shire Administration for the Christmas/New Year period from 12 noon Thursday, 24 December 2021 to Monday, 4 January 2022;**
- 2. Notes the opening hours of other facilities as follows:**
 - a. The Central Wheatbelt Visitor Centre (CWVC) will be open 9am - 1pm between Christmas and New Year (excluding public holidays);**
 - b. The Merredin District Olympic Swimming Pool will be closed for Christmas Day;**
 - c. The Merredin landfill site will close for Christmas Day, Boxing Day, and New Years Day; and**
- 3. The hours of operation and emergency contacts will be advertised to the community.**

22.2 2022 Council Meeting Dates

<h1>Administration</h1>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Mark Dacombe, T/CEO	
Author:	Mark Dacombe, T/CEO	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The *Local Government Act 1995* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary Meetings of Council are held within the next 12 months.

All Committee and Council meetings are held in the Council Chambers at the Shire of Merredin Administration Building at Corner King & Barrack Streets, Merredin.

In accordance with Regulation 12 of the *Local Government (Administration) Regulation's 1996*, an advertisement will be placed in the local community paper. In addition, this advertisement will be placed on the Shire's website and on the Shire's notice boards.

Comment

In previous years the Ordinary Council Meetings have been held on the third Tuesday of every month commencing at 4.00pm.

Council also currently holds two agenda briefing sessions a month, on the first Tuesday of the month at 5.30pm, and prior to the Council meeting on the third Tuesday of the month at 2pm. Both briefing sessions are closed to the public.

Council may wish to revise the day on which the meetings and briefings are held and/or their commencement time, though the Officer's Recommendation makes the assumption that Council does not wish to make any changes.

Policy Implications

Nil

Statutory Implications

Section 5.25 (1) (g) of the *Local Government Act 1995* provides for giving of public notices of the date and agenda for Council or Committee meetings.

Regulation 12(1) of the *Local Government (Administration) Regulation's 1996* provides: -

“(1) At least once each year a local government is to give local public notice of the dates on which a time and place at which-

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to the members of the public,

are to be held in the next 12 months.”

Strategic Implications

➤ Strategic Community Plan

Theme: 4. Communication and Leadership

Service Area Objective: 4.1. Community Engagement
4.1.1. The Shire regularly engages with its community and, in return, communicates the information gathered in a clear and transparent manner

Priorities and Strategies for Change: N/A

➤ Corporate Business Plan

Key Action: Support Councillor engagement at functions and events

Directorate: All directorates

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

N/A

➤ Workforce Plan

Directorate: N/A

Activity:

Current Staff:

Focus Area:

Strategy Code:

Strategy:

Implications:

Risk Implications

The risk is relatively low however, the statutory risk would be non-compliance should the local government not proceed to advertise or support this item.

Financial Implications

The cost of advertising in the local paper will form part of this item which is currently budgeted in the 2021/22 annual budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation

That Council;

1. Meets on the 3rd Tuesday of the Month with the exception of December, on the following dates in 2022: 18 January, 15 February, 15 March, 19 April, 17 May, 21 June, 19 July, 16 August, 20 September, 18 October, 15 November; and 13 December;
2. With meetings commencing at 4:00 pm; and
3. Has closed agenda briefing sessions on the 1st Tuesday of the month at 5.30pm, and prior to the Monthly Ordinary Meetings commencing at 2.00 pm.

23. Motions of which Previous Notice has been given

Nil

24. Questions by Members of which Due Notice has been given

Nil

25. Urgent Business Approved by the Person Presiding or by Decision

26. Matters Behind Closed Doors

Nil

27. Closure

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