

SHIRE OF MERREDIN



“Heart of the Wheatbelt”

MINUTES OF ORDINARY COUNCIL MEETING

18 March 2014

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**Minutes of the Ordinary Meeting of the Shire of Merredin held in the Council
Chambers, Corner King and Barrack Streets, Merredin on
Tuesday 18 March 2014 commencing at 3.05pm**

ATTENDANCE:

Councillors:	KA Hooper	President
	RM Crees	Deputy President
	BJ Anderson	
	CA Blakers	(from 3.18pm)
	JP Flockart	
	DN Hayes-Thompson	
	MD Willis	
	ML Young	
Apologies:	TS Thomas	
Staff:	G Powell	Chief Executive Officer (CEO)
	V Green	Executive Assistant to CEO
	S Lowe	Media and Communications Officer
	R McCall	Deputy Chief Executive Officer
Gallery:	M Gill	Merredin Wheatbelt Mercury (from 3.17pm)

1.0 OFFICIAL OPENING

The Shire President welcomed everyone and declared the meeting open at 3.05pm.

2.0 PUBLIC QUESTION TIME

Nil

3.0 APOLOGIES AND LEAVE OF ABSENCE

Councillor Thomas had tendered his apologies for this meeting.

Councillor Willis and Councillor Anderson requested Leave of Absence for the April Council Meeting.

Resolution

81319 Moved: Cr Young

Seconded: Cr Flockart

That Councillors Willis and Anderson be granted leave of absence for the April Council meeting.

CARRIED 7/0

4.0 DISCLOSURE OF INTEREST

Councillor Hayes-Thompson declared a Proximity Interest in Agenda Item 11.1.

5.0 PETITIONS AND PRESENTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Ordinary Council Meeting held on 18 February 2014
[Attachment 6.1A](#)

Confirmation of the minutes of the Ordinary Council Meeting held on 18 February 2014.

Officer's Recommendation / Resolution

81320

Moved: Cr Young

Seconded: Cr Anderson

That the minutes of the Ordinary Council Meeting held on 18 February 2014 be confirmed as a true and correct record of proceedings.

CARRIED 7/0

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 Executive Committee Meeting held on 5 February 2014
[Attachment 9.1A](#)

9.2 Great Eastern Country Zone Executive Committee Meeting held on 11 February 2014
[Attachment 9.2A](#)

9.3 Shire of Merredin Local Emergency Management Committee Meeting held on 11 February 2014
[Attachment 9.3A](#)

- 9.4 Central East Aged Care Alliance Meeting held on 12 February 2014
[Attachment 9.4A](#)
- 9.5 Merredin Sports Council Meeting held on 18 February 2014
[Attachment 9.5A](#)
- 9.6 Wheatbelt East Regional Organisation of Councils Meeting held on 26 February 2014
[Attachment 9.6A](#)
- 9.7 Great Eastern Country Zone Meeting held on 27 February 2014
[Attachment 9.7A](#)
- 9.8 Merredin Sports Council Meeting held on 11 March 2014
[Attachment 9.8A](#)

Officers Recommendation / Resolution

81321 Moved: Cr Young Seconded: Cr Willis

That the minutes for the Wheatbelt East Regional Organisation of Councils Executive meeting held 5 February 2014, Great Eastern Country Zone Executive Committee meeting held 11 February 2014, Shire of Merredin Local Emergency Management Committee meeting held 11 February 2014, Central East Aged Care Alliance meeting held 12 February 2014, Merredin Sports Council meeting held 18 February 2014, Wheatbelt East Regional Organisation of Councils meeting held 26 February 2014, Great Eastern Country Zone meeting held 27 February 2014 and the Merredin Sports Council meeting held 11 March 2014 be received.

CARRIED 7/0

10.0 DEVELOPMENT SERVICES

Nil items to report.

11.0 ENGINEERING SERVICES

Councillor Hayes-Thompson declared a Proximity Interest in this Agenda Item 11.1 and left the meeting at 3.15pm.

11.1 PROPOSED REALLOCATION OF ROADS TO RECOVERY 2 FUNDING

Reporting Department:	Engineering Services
Reporting Officer:	Kevin Paust
Legislation:	Local Government Act 1995
File Reference:	R/10/01
Disclosure of Interest:	Nil
Attachments:	Nil

Background

In the 2013/14 Budget \$183,633 in Roads to Recovery 2 (R2R2) funding has been allocated to Gamenya Avenue.

The EMES contacted Howson Management who conducted an onsite inspection of the 6 x 1200 pipe culvert over Cohn Creek on Gamenya Avenue. A report outlining the inspection findings will be tabled at the Council meeting.

The culvert was installed in 1965 and extended by 2.5 metres in 1968 however the culvert was never designed to take the weights that are now passing over it.

Comment

As it is expected that the Report will verify the inadequacy of the culvert the EMES requests permission to reallocate the 2013/14 R2R2 funds from Gamenya Avenue to Solomon Street and Allbeury Street and allocate R2R2 funds to Gamenya Avenue in the 2014/15 Budget once the status of the 6 pipe culvert is known, particularly if it requires replacement or is to be used for light traffic only with a tonnage rating.

Main Roads WA is in the process of upgrading the intersection of Nungarin Road and Goldfields Road (expected September-December 2014) and when completed heavy haulage vehicles from the north will be able to access CBH and Great Eastern Highway via Goldfields and Crooks Roads. The heavy haulage vehicles from the east can travel through town on Great Eastern Highway to Crooks Road to access CBH. Both of these routes will stop heavy haulage vehicles from having to enter a built up residential area.

Statutory/Policy Implications

Nil

Financial Implications

That the funds allocated to Gamenya Avenue of \$183,633 be split and reallocated to Solomon Street \$76,500 and Allbeury Street \$107,133 for asphalt and new kerbing.

At the time of the site inspection Howson Management indicated preliminary repair cost indications for the existing pipes and road at \$100,000 to \$120,000, and replacement with 7x1200x1200 box culverts and new surface at \$200,000 to \$250,000.

M Gill entered the meeting at 3.17pm.

Councillor Blakers entered the meeting at 3.18pm.

Officer's Recommendation

1. That the 2013/14 Roads to Recovery 2 funds of \$183,633 be reallocated from Gamenya Avenue to Solomon Street \$ 76,500 and Allbeury Street \$107,133.
2. That Roads to Recovery funds be allocated to Gamenya Avenue in the 2014/15 Budget subject to consideration of the report from Howson Management on the Gamenya Avenue culvert.

Resolution

81322 Moved: Cr Crees

Seconded: Cr Willis

1. ***That the 2013/14 Roads to Recovery 2 funds of \$183,633 be reallocated from Gamenya Avenue to Solomon Street \$ 76,500 and Allbeury Street \$107,133.***
2. ***That Roads to Recovery funds be allocated to Gamenya Avenue in the 2014/15 Budget and the report from Howson Management be considered prior to the adoption of the Budget.***

CARRIED 6/1

BY ABSOLUTE MAJORITY

Councillor Hayes-Thompson returned to the meeting at 3.22pm.

Resolution

81323 Moved: Cr Young

Seconded: Cr Blakers

That further advice be sought from Howson Management on the carrying capacity of the Gamenya Avenue culvert and a limitation be placed on the road on the basis of that advice, appropriate signage erected and Main Roads WA advised accordingly.

CARRIED 8/0

12.0 CORPORATE AND COMMUNITY SERVICES

12.1 LIST OF ACCOUNTS PAID

Reporting Department:	Finance & Administration
Reporting Officer:	Evelyn Arnold
	Finance and Administration
Legislation:	Local Government Act 1995 & Financial Management Regulations
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	List of Accounts Paid

Background

The attached List of Account Paid ([Attachment 12.1A](#)) during the month under Delegated Authority is provided for Council's information.

Statutory/Policy Implications

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

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions. It should be noted that outstanding creditors total \$69,827.51

Officer's Recommendation / Resolution

81324 Moved: Cr Blakers Seconded: Cr Willis

That Council receive the schedule of accounts as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$126,449.59 from Council's Municipal Fund Bank Account and \$881.50 from Council's Trust Account.

CARRIED 8/0

12.2 MONTHLY FINANCE REPORT

Reporting Department:	Finance and Administration
Reporting Officer:	Evelyn Arnold
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 12.2A](#))

Statutory/Policy Implications

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

Financial Implications

As outlined in [Attachment 12.2A](#).

Officer's Recommendation / Resolution

81325 Moved: Cr Young Seconded: Cr Blakers

That Council receive the Monthly Finance Report for February 2014.

CARRIED 8/0

12.3 MASTER LENDING AGREEMENT WITH WESTERN AUSTRALIAN TREASURY CORPORATION

Reporting Department:	Finance & Administration
Reporting Officer:	Evelyn Arnold
Legislation:	Local Government Act 1995
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Master Loan Agreement (to be tabled)

Background

Western Australian Treasury Corporation (WATC) has implemented a Master Lending Agreement for local governments (LGMLA). The LGMLA incorporates all future and existing loans together under the one agreement therefore removing the need for individual loan agreements.

Comment

For the LGMLA to be effective WATC requires the Shire of Merredin execute the LGMLA under the Common Seal as authorised by a resolution of Council. This change in agreement has no impact on our current loan commitments and any future borrowing will still be subject to WATC's credit approval policy.

Statutory/Policy Implications

Nil

Financial Implications

Nil

Officer's Recommendation / Resolution

81326 Moved: Cr Crees Seconded: Cr Young

That Council hereby resolves:

- 1. that the Shire of Merredin enters into a Master Lending Agreement with Western Australian Treasury Corporation as per the document tabled at this meeting;***
- 2. to approve the affixation of the Common Seal of the Shire of Merredin to the said Master Lending Agreement in the presence of the President and the Chief Executive Officer each of whom shall sign the document to attest the affixation of the Common Seal thereto; and***
- 3. that the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and/or to give instructions thereunder on behalf of the Shire of Merredin.***

CARRIED 8/0

12.4 BUILDING RESERVE – UNBUDGETED TRANSFER TO RESERVE

Reporting Department:	Finance & Administration
Reporting Officer:	Evelyn Arnold
Legislation:	Local Government Act 1995
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Background

Transfers in and out of Reserve are normally approved by Council as part of the annual budget process. However, circumstances may arise where additional adjustments are required during the financial year.

Comment

A review of the Asset Management Plan has highlighted a number of budgeted items that will not be required to occur in the 2013/14 year. They are:

Property Address	Description of Work	Budget Saving (\$)
4 Cohn Street	Internal repaint	8,800
5 Dobson Avenue	Internal & external repaint	13,230
13 Cummings Street <small>Crescent</small>	Internal repaint	9,160
20 Priestly Street	New hot water system	5,500
Lot 63 Cohn Street	Security and flyscreens	1,500
Burracoppin Football Club	Internal & external repaint	21,060
Shire Administration Building	Internal repaint	17,600
Shire Administration Building	Carpet replacement	17,250
Medical Centre	Window treatments	4,000
Old Municipal Chambers	Carpet replacement	15,700
Library	Car park reseal	6,800
Senior's Centre	Automatic Door	6,000
Total		126,600

Street changed
to Crescent
CMRef 81335

To maintain Council's asset base provision should be made to complete this work in a future year. To ensure funds are available it is proposed to transfer these savings into the Building Reserve fund.

Statutory/Policy Implications

Nil

Financial Implications

The Building Reserve balance will increase by an additional \$126,600. The current balance is \$150,384.28.

Officer's Recommendation / Resolution

81327 Moved: Cr Young Seconded: Cr Flockart

That Council approve the transfer of \$126,600 to the Building Reserve.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

12.5 YOUTH ADVISORY COUNCIL – YOUTH CONSULTATION

Reporting Department:	Corporate and Community Services
Reporting Officer:	Evelyn Arnold
Author:	Marilyn Sayers
Legislation:	Local Government Act 1995
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Background

At its August 2011 meeting Council resolved to form a youth advisory council (YAC) (CMRef 30674). It was determined that a YAC was required to be the avenue for Council to consult with Merredin youth 12-25 year olds.

In 2002 a YAC was operating and helping to organise events and fundraising for community projects. This YAC dissolved in 2004. Since then several adult representatives of government services, shire services, church and community groups have organised youth events and in 2009 and 2011 attempted to form a youth orientated group to be called a YAC. The main aim being to form a youth group to organise events and fundraise for community projects.

Comment

Taking a different approach, on three occasions since May 2012 – August 2012 the Community Liaison Officer (CLO) met with students at Merredin College (12-18 years) and older youth (18-25 years) from the community. This was to ascertain if the young people of Merredin could be encouraged to form a YAC and assist Council in its decision making process on youth related issues, community projects and events. The meetings were held at the College during an elective period. Several older youth and adults from the wider community were encouraged to attend (government department services, community services and general interested public) with the CLO focussing the meetings on encouraging the young people to express their ideas and share their thoughts on being involved in organising events and forming a Merredin YAC.

Ideas flowed for events but students were not keen to form an official YAC. There were various reasons given – not prepared to give up their personal time, sport/work/school commitments does not allow time for ‘another thing’, they are not interested and the acronym “YAC” means *to vomit* in today’s youth language. However, some seemed keen to be involved in organising events.

The CLO consulted seven different Shires of various population size to ascertain their approach to youth consultation for their Council's decision making processes. Only two have an organised YAC. In one case the YAC, was formed but had no say in or ability to organise youth events and the other took a very formal approach of formal council meetings/leadership training and they meet twice a year. A formal YAC is not recommended as the best way to effectively work with youth of 2014. Many metro Councils have YACs that are organised through their community development team. Again, most only meet twice yearly and usually to help organise part of a larger event.

Since May 2013 the CLO has met with student group (12-18 years) who organised a music event, "Bring on Summer 2013", in December 2013 and are investigating another event. The group named themselves Merredin Youth Voice (MYV) and created a logo for grant application purposes and merchandise for the music event. They have completed surveys as community consultation on youth related issues, community projects and events to have a reference for future youth activities. Feedback from parents is very positive and encouraging.

A formal Youth Advisory Council is not the recommended framework to effectively engage and work with youth within the Shire of Merredin. It is suggested that the Shire of Merredin utilise sporting groups and school student council as the existing forums representing youth to enable consultation with the youth of the Shire and establish partnerships for identified projects.

Statutory/Policy Implications

Council review their strategic community plan and make the necessary changes to reflect a better consultation method on youth related matters.

Financial Implications

Nil

Officer's Recommendation

That Council rescind resolution CMRef 30674 to have a Youth Advisory Council.

ABSOLUTE MAJORITY REQUIRED

Councillors Crees, Blakers and Willis agreed to a motion to rescind resolution **CMRef 30674**.

Resolution

81328 Moved: Cr Crees Seconded: Cr Young

That Council rescind motion CMRef 30674:

“That Council support and commit staff resources (as outlined in Attachment 10.5A) to the re-establishment of the Merredin Youth Advisory Council as a mechanism to identify the social & cultural needs of the youth and to enable adequate facilities and services to be considered.”

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

REASON – a formal Youth Advisory Council is not the recommended framework to effectively engage and work with youth within the Shire of Merredin.

Officer’s Recommendation / Resolution

81329 Moved: Cr Young Seconded: Cr Blakers

- 1. That a project based approach of consulting with existing youth focussed groups involved in the community to gain a youth perspective on community projects, youth related issues and events be adopted.***
- 2. That the strategic community plan be reviewed and the necessary changes to reflect a better consultation method on youth related matters be made.***

CARRIED 8/0

12.6 HERITAGE PROJECTS – HERITAGE WORKING GROUP

Reporting Department:	Corporate and Community Services
Reporting Officer:	Evelyn Arnold
Author:	Marilyn Sayers
Legislation:	Local Government Act 1995
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Background

Since November 2012 a project based approach has been taken to deal with management of Shire of Merredin heritage.

A public meeting in November 2012 highlighted many heritage projects that could be undertaken to ensure the community preserve the valued historical places, buildings and heritage sites.

Communication has been on-going with the community as updates of work in progress and holding mini-events on sites to encourage ideas and make decisions on the way forward on each project.

Comment

The Pioneer Cemetery clean-up project has been completed and is now continually maintained by a work-for-the-dole team through MAX Employment. Signage has been erected with names, plots and dates for visitor information and a local engineering firm has agreed to donate new gates for the eastern entrance.

The repair and refurbishment of the clock in the old Town Hall has not been actioned due to lack of funding available. Funding bodies also require high levels of community benefit through use of the space/building.

With the success of a LotteryWest grant application for heritage trails funding of \$55,000, the work-for-the-dole crew have been busy creating the North side of the railway line trail due to be completed by end of March (8kms). The South trail will begin in April. Directional signage, protective fencing (Cohn Creek road crossings) and promotional material for all trails, CBD trail included, are all on order/in creation.

The community has been kept informed on progress of projects, consulted with several times since November 2012, and invited to attend milestone celebrations. In addition, a heritage focussed weekend under the banner of "Destination Merredin" is being organised for May 2014. It is hoped this will become an annual themed heritage event.

An event/project based approach to heritage has resulted in some noteworthy progress, with more planned. This approach is also engaging a wide range of community groups and members in which is it hoped to build and encourage pride and respect for our local history.

Statutory/Policy Implications

This approach is consistent with the priority set in our Strategic Community Plan to protect and enhance key heritage features.

Financial Implications

Nil

Officer's Recommendation / Resolution

81330 Moved: Cr Anderson Seconded: Cr Hayes-Thompson

That Council note the progress made in line with the Strategic Community Plan and endorse the methodology utilised in undertaking these projects.

CARRIED 8/0

13.0 ADMINISTRATION

13.1 INTEGRATED PLANNING AND REPORTING PROCESS PLAN

Reporting Department:	Administration
Reporting Officer:	Rebecca McCall
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Integrated Planning and Reporting Process Plan Integrated Planning Framework Flowchart

Background

In 2012/2013 the Shire prepared its suite of plans to meet the requirements of Western Australia's Integrated Planning and Reporting (IPR) framework:

1. Asset Management Plan
2. Corporate Business Plan
3. Long Term Financial Plan
4. Strategic Community Plan
5. Workforce Plan

Comment

Council has the responsibility of making strategic decisions, to set policy and direction and provide oversight and monitor to ensure the adopted plans are achieved on behalf of their community.

The CEO and the administrator's IPR responsibilities are to support Council through:

1. the design of the planning and monitoring processes
2. providing Council with the best available information to make decisions
3. follow through to implement plans with the allocated resources
4. track performance and report progress to Council

Council's integrated planning and reporting process plan outlines the strategic and monitoring framework, baseline indicators, key performance measures and planning cycle. The IPR framework forms an integral part of daily operations of the organisation to achieve a good standard of practice.

The proposed IPR Process Plan and Framework Flowchart are included at [Attachment 13.1A](#).

Statutory/Policy Implications

The IPR framework has been introduced in Western Australia as part of the State Government's Local Government Reform Program.

Financial Implications

There are financial implications to Council in relation to this item as the adopted Plans identified outcomes. Identified outcomes from the Plans are factored into Council's long term financial planning.

Officer's Recommendation / Resolution

81332 Moved: Cr Young Seconded: Cr Anderson

That Council adopts the Integrated Planning and Reporting Process Plan as presented in Attachment 13.1A.

CARRIED 8/0

Councillor Anderson left the meeting at 3.58pm.

Councillor Anderson entered the meeting at 4.02pm.

Resolution

81333 Moved: Cr Young Seconded: Cr Hayes-Thompson

That the Department of Local Government and Communities be requested to advise on the adequacy or otherwise of Council's Integrated Planning and Reporting plans adopted at the end of June 2013.

CARRIED 8/0

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

16.1 TENDER 01 – 2013/14 – CLEANING CONTRACT

Reporting Department:	Administration
Reporting Officer:	Chief Executive Officer
Legislation:	Local Government Act 1995 & Regulations
File Reference:	Tender Register
Disclosure of Interest:	Nil

Background

The contract for cleaning Council facilities has expired. The documentation governing the tender and its management has been reviewed and amended. Tenders were called for in a newspaper circulating in the district.

Comment

At the close of the tender period on Wednesday 12th March 2014, two tenders had been received. Both were from businesses operating in Merredin. Both tenders have been reviewed and assessed. Both tenders are compliant.

Statutory/Policy Implications

Nil

Financial Implications

There is a significant variation in the cost per annum of each tender and the recommendation below is in favour of the lowest tender received.

Officer's Recommendation / Resolution

81334 Moved: Cr Blakers Seconded: Cr Young

That tender numbered 01-2013/14 be awarded to Merredin Cleaning Services at a fixed price of \$115,959 fixed for a period of 12 months from the date of contract completion.

CARRIED 7/1

17.0 MATTERS BEHIND CLOSED DOORS

Nil

18.0 CLOSURE

There being no further business the Shire President declared the meeting closed at 4.14pm.